

July 9: USET SPF Alert: CRF Initial Reporting Deadline 7/17

Dear USET SPF Board of Directors and DC Tribal Reps,

In a [memo](#) [linked] from its Office of Inspector General (OIG) that is dated July 2nd, but was announced on a White House call just yesterday, Treasury has outlined Coronavirus Relief Fund (CRF) reporting and record retention requirements for the period of March 1, 2020 to December 31, 2020. All units of government receiving direct payments from the CRF are subject to these requirements to report on an interim and then quarterly basis. **Importantly, the first reporting deadline is next Friday, July 17th.**

While Treasury's OIG works to operationalize a portal through which data can be reported on a quarterly basis, the July 17th interim report on each recipient's costs incurred between March 1—June 30, 2020 will be submitted via email to: CARES@oig.treas.gov using the [provided excel spreadsheet](#) [linked]. The report must contain the following information:

- a. Amount transferred to other governments;
- b. Amount spent on payroll for public health and safety employees;
- c. Amount spent on budgeted personnel and services diverted to a substantially different use;
- d. Amount spent to improve telework capabilities of public employees;
- e. Amount spent on medical expenses;
- f. Amount spent on public health expenses;
- g. Amount spent to facilitate distance learning;
- h. Amount spent providing economic support;
- i. Amount spent on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

A more detailed report for this period and future quarters will be required after the reporting portal is operational. The contents of this reporting are outlined in the memo. Treasury directs recipients seeking more information regarding costs incurred and allowable expenses to its expenditure [guidance](#) [linked] and [FAQs](#) [linked].

It is also important to note that Treasury's OIG is seeking the contact information of three (3) individuals from each CRF recipient: two (2) designees (preparers) to input quarterly data and one (1) official authorized to certify that the data is true, accurate, and complete. **By no later than July 17, 2020**, recipient must provide the name, title, email address, phone number, and postal address of these individuals via email to CARES@oig.treas.gov, so that portal access can be granted.

Finally, the memo outlines record retention requirements associated with receipt of CRF resources. This includes the retention of "all documents and financial records sufficient to establish compliance with....[Title V of the CARES Act]," with more detailed instructions provided in the memo. These records must be retained for a period of 5 years following the last payment made using CRF monies.

Any questions regarding the memo or compliance with the reporting requirements should be directed to Treasury OIG at CARES@oig.treas.gov. USET SPF will continue to monitor the status of the CRF and provide updates as they become available.

Thank you,
Liz Malerba ~ *Citizen of the Mohegan Tribe*
Director of Policy and Legislative Affairs