

## **CARES Act Cycle 2 Reporting Webinar FAQ**

The following Questions and Answers were considered during the October 5, 2020 webinar titled, "CARES Act Dollars: Guidance by Department of Finance on Cycle 2 Reporting."

For problems accessing the portal or questions regarding reporting requirements, please contact the [CRFReportHelpDesk@dof.ca.gov](mailto:CRFReportHelpDesk@dof.ca.gov). Feel free to carbon copy [covid-19@cacities.org](mailto:covid-19@cacities.org) so League staff can support your inquiries.

### **Reporting and Deadlines**

#### **General Questions**

#### **Eligible Expenses**

#### **Public Safety**

### **Reporting and Deadlines**

**On the first report, we were required to project expenditures for remainder of the allocations. Is that set in stone or can a city change those projected expenses?**

- We are no longer requesting information on projections, however there is a comments field if you would like to do so.

**Are we bound by the programs we originally thought we were going to spend the CARES funds on [in Cycle 1]?**

- You may make changes to the previously reported amounts.

**Can you please confirm if we need to complete a report in cycle 2 if 100% of our CRF funds were allocated to expenditures incurred prior to 6/30/20?**

- Yes, one more report for this cycle.

**My city already reported all our expenditures in Cycle 1 so what would we need to report on Cycle 2?**

- We will need to certify there were no changes to those expenditures one more time and then we will not require additional reporting.

**If we spent our funding in the first cycle and have no changes, what is needed from our City for the reporting cycle 2?**

- Certify there were no changes and resubmit.

**If the city determines that expenses or anticipated expenses in some of our original expenditure categories are coming in lower or are no longer utilizing CRF funds (due to other grants received, etc.), how do we adequately report our "contingency" category, such as public safety salary/benefit costs for prior period reporting?**

- We do not need any justification if you need to make that change.

**Can we make adjustments to our claim amount for Cycle 1 reporting when we do Cycle 2 ?**

- Yes.

**If we reported expenditures and projections based on OIG guidelines regarding Public Safety expenditures for cycle 1, can we revise it to match actuals adjusted before our book closing of FY2020 (FYE 06/30/20)?**

- Yes.

**We are using a portion of our CRF for small business grants. Do we need to have the grantees provide documentation on how they spent the funds and that they've spent the funds prior to 12/30/20? Are there specific eligible expenses they have to use the funds on?**

- The sub recipient will need some documentation to determine need at a high-level. It does not necessarily need to require receipts for how the funds were used. There should be some basic parameters and the city will need to do some monitoring.

**Are we expected to forecast all COVID-19 expenses regardless of funding source [Cycle 2]?**

- No. We are no longer asking questions on forecasts.

**How would an agency be informed that expenditures reported in Cycle 1 were not accepted?**

- None of the reports were "unaccepted." You will be able to edit the report in this next cycle.

**Should the Total Remaining Obligations amount include only expenditures eligible for CRF, or ALL expenditures related to COVID?**

- Obligations that you are planning to charge to your CRF allocation.

**Will the reporting for Cycle 2 be auto populated?**

- Expenditures will be auto populated.

**There are several reporting cycles which dates are beyond the 12/30/20 deadline. Why will we need to continue issuing quarterly reports beyond this time period?**

- If you have changes to your expenditures you will need to continue reporting. We will need one additional report after the report when the entity first reported funds fully spent.

**Do you anticipate the Cycle 3 due date, 1/6/21 being pushed forward? Most of our departments are closed due to the Holidays.**

- It will not be earlier than 1/6.

**On a preliminary level, as a city we have built out a spending plan for the entirety of the fund, is this considered obligated?**

- No, an obligation is some sort of contractual agreement, through a contract or grant or other arrangement. Not just a "plan."

## **General Questions**

**If we have not received a survey or comments back from the DOF, can we assume our first report was correct?**

- Yes

**Are we to go to <https://crfreporting.dof.ca.gov/ExpenditureReports> to see the status of our last submission and the corrections needed?**

- You will be able to access your previous report in the [portal](#).

**What is the URL for the web portal?**

- <https://crfreporting.dof.ca.gov/Identity/Account/Login> (Direct)
- [http://www.dof.ca.gov/budget/COVID-19/Coronavirus\\_Relief\\_Fund\\_Portal/](http://www.dof.ca.gov/budget/COVID-19/Coronavirus_Relief_Fund_Portal/) (Portal access and resources)

**Can you please clarify the 'obligation' item? Is that for the remaining unspent amount through 12/30?**

- It is defined in the user guide. Please refer to that and email us if you still have questions.
- **User Guide:** [http://www.dof.ca.gov/budget/COVID-19/Coronavirus\\_Relief\\_Fund\\_Portal/documents/DOF\\_CRF\\_Reporting\\_User\\_Manual.pdf](http://www.dof.ca.gov/budget/COVID-19/Coronavirus_Relief_Fund_Portal/documents/DOF_CRF_Reporting_User_Manual.pdf)

**Can a city have more than one point of contact/access, so that we can have a backup point of contact?**

- No, but you could use a generic email address that several staff have access to.

**Was the survey referred to in the presentation and in Q&A here sent to every agency, or only certain agencies?**

- Only certain entities received the survey based on their Cycle 1 report. It went to the person that registered in the portal.

**Is this session recorded? Can we view this session again?**

- Webinar [slides](#) & Webinar [video](#)
- To jump to the participant Q&A segment click [here](#).

### **Eligible Expenses**

**Now knowing that pension for substantially dedicated can be claimed, can we revise the March through June expense report to add these costs?**

- Yes

**Would allowable expenses for small business grants include a rent payment?**

- Yes

**If a third party administers our rental assistance program is that 3rd party entity allowed to retain an administrative portion of funds?**

- Yes

**For the housing assistance to renters/homeowners sub recipient monitoring, what do you recommend as a good sample for monitoring? Is 10% of all issued applications sufficient?**

- Yes, a reasonable portion may be used for Administration of new grant program.

**Can these funds be used for costs incurred to close City streets to support outdoor dining for restaurants? Our county is still in the purple tier - widespread, therefore no indoor dining at this time.**

- Yes

**Can these funds be used to help with rent loss from businesses leasing at the municipal airport?**

- These funds cannot be used to offset lost revenue.

**For our payroll costs for administrative and sick leave due to COVID we reported, we did not claim pension costs based on prior guidance that said it did not appear it would be eligible. Are pension costs only allowed for public safety employees or can it be claimed for this other leave costs incurred?**

- Under DOL guidance for FMLA costs could not include reimbursement for certain benefits. That did not change. Benefits for public health and safety payroll, however, can include benefit costs.

**If we justify the use of PPE's during this late part of the year, will it still be advisable to submit in the later cycles?**

- Purchases to cover December and a month or two into 2021 would be acceptable, but funds are not intended to establish a large stockpile. It is for immediate needs

**If we are building out an economic assistance program through October for utility assistance, for our obligation, can we use our estimate based off whom we anticipate will qualify/request assistance?**

- No. Obligations need to be a contractual obligation. Not a plan for expenditures.

**Would staff time used for monitoring of Physical Distancing requirements for a temporary voting centers qualify for CRF funds?**

- Yes, under public health.

**Can you please confirm that donations to local non-profit organizations such as Meals on wheels and others helping to provide food for at-risk residents be reported under Food Programs?**

- Yes, that can be reported under food programs.

**Are Al Fresco eating improvements considered Public Health or Economic Assistance? These are assisting businesses but they are mainly to ensure compliance with public health guidance.**

- Falls mostly under public health.

## **Public Safety**

**If public safety and public health only requires payroll info and are presumed to be dedicated to COVID-19, can the city switch our expenses to those expenses to avoid the disallowance later for something unclear like funds to businesses?**

- Yes

**What if our Public Safety is through a contract with the County Sheriffs? Are their invoices with deputy hours sufficient?**

- Yes, however in case of an audit, those actual payroll records may need to be accessed.

**Since our city contracts with the county sheriff's department for law enforcement, is the record required the bill/invoice since we do not have payroll?**

- The invoice would be sufficient to report your costs for public safety; it does not need to specify payroll. In case of an audit you may need to supply payroll records and would need to coordinate with the agency you are contracting with.

**Can all police officers' salary be included as eligible costs? Do we have to prove that the officers performed COVID-19 enforcements?**

- Yes. You do not need to provide documentation that they were specifically doing COVID tasks. They are assumed to be substantially dedicated to COVID

**What about Marine Safety Officers that are considered Public Safety in our City?**

- It is not apparent these costs would be viewed as public safety. If applicable and substantially dedicated, these could be claimed under category B and will require additional documentation.