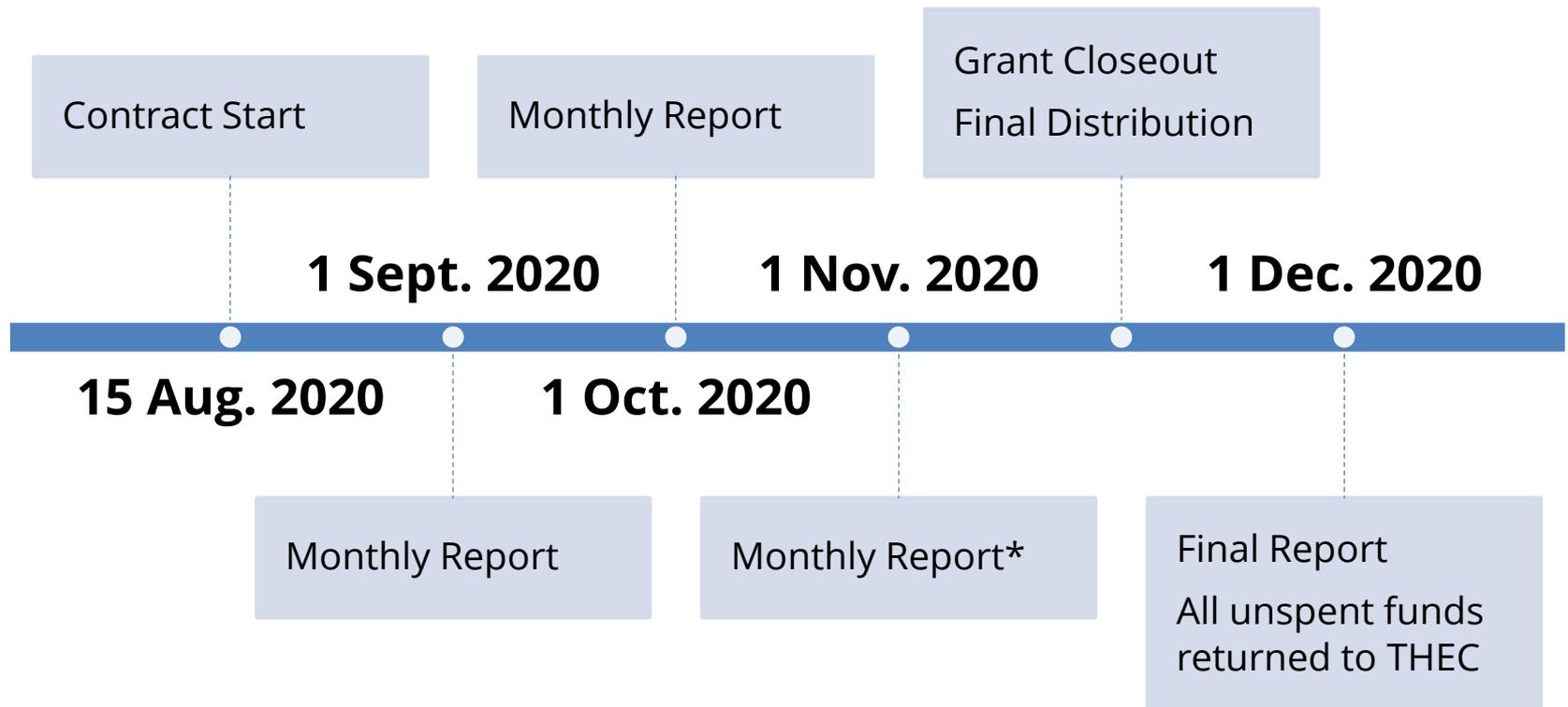


# Coronavirus Relief Fund Reporting

Technical Assistance Call  
August 19, 2020



# CRF Reporting Timeline



\*November 1<sup>st</sup> is Sunday, please plan accordingly.



# CRF Reporting Components

- Narrative responses
- Budget
- Supporting documentation

**All monthly reports must be submitted via Formstack no later than the 1st of each month**



## Monthly Report Coronavirus Relief Fund (CRF)

The following information is collected for each participating institution of higher education as a mandatory monthly report in accordance with Coronavirus Relief Fund (CRF) contracts. All responses and supporting documents must be submitted through this form by 4:30 p.m. Central Time on September 1, October 1, November 1\*, and December 1, 2020. Please note November 1st is a Sunday--plan accordingly. Direct questions to [THEC.CRF@tn.gov](mailto:THEC.CRF@tn.gov).

**Institution\***

**Program Director Name\***

**Program Director Email\***

**Program Director Direct Phone Number\***

**Program Director Direct Phone Number\***

## **Narrative Responses**

Please respond to the following questions. All fields are required and N/A is acceptable if the field does not apply.

**Identify all projects that were completed during the reporting period.\***

**Address any projects or expenditures planned for this reporting period that were NOT accomplished. Please outline proposed adjustments.\***

**Address any issues or concerns which may prevent your institution from using all CRF funds. \***

**Do any proposed adjustments require THEC approval for budget changes?\***

- Yes
- No
- Unknown at This Time

**Have ALL allocated CRF funds been expended? Would you like to begin the contract close-out process?\***

- Yes
- No
- Unknown at This Time

## Narrative Responses

Please respond to the following questions. All fields are required and N/A is acceptable if the field does not apply.

Identify all projects that were completed during the reporting period.\*



Address any projects or expenditures planned for this reporting period that were NOT accomplished. Please outline proposed

adjustments.  
Ex: Purchased 100 laptops for student use. Distributed all laptops for high need students taking online courses..

## Budget

Upload the THEC CRF Budget Reporting Form (Excel spreadsheet) below. Please name the file: *Institution CRF Budget Report\_ Month (ex: APSU CRF Budget Report\_Sept)*.

**Upload: THEC CRF Budget Reporting Form (Excel spreadsheet)\***

Choose File

Remove File

No File Chosen

## Supporting Documents

Upload a single file including any relevant supporting documents for each budget category. Be sure to include page numbers on each PDF file that align with the page numbers provided on the THEC CRF Budget Reporting Form.

Please name each file: *Institution\_budget category abbreviation \_Month (ex. APSU\_Supplies\_Sept)*. Please use these category abbreviations:

- Salaries (Salaries, Benefits, and Taxes)
- Fees (Professional Fee, Grants, and Awards)
- Supplies (Supplies, Telephone, Postage, & Shipping)
- Other (Other, Non-Personnel)
- Capital (Capital Purchases)
- In-kind (In-kind Purchases)

### **File Upload: Salaries, Benefits, and Taxes**

No File Chosen

Supporting documents may include payroll reports, Personnel Activity Reports

### **File Upload: Professional Fee, Grants, and Awards**

No File Chosen

Supporting documents may include contracts, photos of completed projects

### **File Upload: Supplies, Telephone, Postage, & Shipping**

No File Chosen

Supporting documents may include invoices, annual software agreements

### **File Upload: Other, Non-Personnel**

No File Chosen

Ex. Apps, training expenses not otherwise classified

### **File Upload: Capital Purchases**

No File Chosen

Supporting documents may include invoices, completed work orders, photos

### **File Upload: In-Kind Purchases**

No File Chosen

Ex. Institution share of a larger project

**Submit Form**

# CRF Reporting Template: Budget

- Budget Categories broken out by tab
  - Category instructions on each tab
  - Notes sections to provide any needed context
- Additive document: Highlight current pay period in yellow
- File Name: *Institution CRF Budget Report\_ Month*
  - *ex: APSU CRF Budget Report\_Sept*

# CRF Budget: Instructions

Contract Number:	
Edison ID Number:	
Institution:	



1. This spreadsheet includes multiple tabs; one for each Budget Category.
2. Enter your institution's contract number, Edison ID number, and institution name above. On Tab 8-Original Budget, please provide the totals for each budget category in Column B Original Budget. Also, add the date of disbursement on Tab 8 in cells D13 and D14.
3. Use this reporting template to insert individual expenditures from the current reporting period (see tabs 2-8). Note, this reporting template is an additive document. **Please highlight current reporting period items in yellow.** Items from prior reporting periods must not be removed during subsequent reporting periods.
4. Before submitting the CRF Budget Report, save it using the following naming convention: `Institution CRF Budget Report_ Month (ex: APSU CRF Budget Report_ Sept).`
5. THEC requires supporting documentation for **each expense incurred** to be submitted via Formstack. Upload a single file for each budget category including any relevant supporting documents. Be sure to include page numbers in each PDF file that align with the page numbers provided on the THEC CRF Budget Reporting Form. Name each file using the naming convention: `Institution Category_Month (ex. APSU Supplies_Sept).`
6. The document and category file uploads are additive through the duration of this grant. Do not remove any information in these documents after submission.
7. Each tab has further instructions.

**Please submit this spreadsheet and supporting documentation via Formstack ([https://stateofennessee.formstack.com/forms/crf\\_monthly\\_reporting](https://stateofennessee.formstack.com/forms/crf_monthly_reporting)) on or before the first of each month between September and December 2020.**

Please direct all questions to [THEC.CRF@tn.gov](mailto:THEC.CRF@tn.gov).

# CRF Budget: Category Tabs

1 - Instructions

2 - Salaries, Benefits & Taxes

3 - Prof. Fee, Grant, Award

4 - Supplies, Tele, Post, Ship

5 - Other Non-Personnel

6 - Capital Purchases

7 - In-Kind

8 - Overall Budget

1 – Instructions

2 – Salaries, Benefits, and Taxes

3 – Professional Fees, Grants, and Awards

4 – Supplies, Telephone, Postage, and Shipping, etc.

5 – Other, Non-Personnel

6 – Capital Purchases

7 – In-kind Purchases

8 – Overall Budget





# CRF Budget: Overall Budget Tab

Budget Line Items	Original Budget	Expenses	Balance
<b>Contract Budget Categories</b>			
Salaries, Benefits & Taxes		\$ -	\$ -
Professional Fee, Grant & Award <sup>1</sup>		\$ -	\$ -
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications		\$ -	\$ -
Other Non-Personnel <sup>2</sup>		\$ -	\$ -
Capital		\$ -	\$ -
In-Kind		\$ -	\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -

**Instructions: Please enter the original budget amounts for each category in Column B and the disbursement date(s). All other cells will be automatically calculated and are locked.**

Page 1

1st Disbursement: Date	
2nd Disbursement: Date	
Total Advanced	\$ -
Total Contracted Amount:	\$ -

Remaining funds for contract (maximum contract amount)	\$ -
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# CRF Reporting Template: File Upload

- One .pdf upload for each budget category
- Each file upload will like include multiple supporting documents
  - Provide documentation for all items in the order listed on the budget form
  - Number pages for reference on the THEC CRF Budget Reporting Form
- File name: *Institution Category\_Month*
  - ex. *APSU Capital\_Sept*

# CRF Reporting Template: Supporting Documents

- Quotes, invoices, receipts
- Completed work orders
- Contracts
- Payroll reports, Personnel Activity Reports
- Serial codes once inventoried by the school
- Pictures (ex. construction or physical barriers)
- Academic plans for online instruction
- Physical plant plans for COVID mitigation

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Staples

Invoice

Your Company Name

Your Company Slogan Here

Date: September 10, 2020

Invoice #: No.

Customer ID: ID

To: Name

Company Name

Street Address

City, ST ZIP Code

Phone

Name

Company Name

Street Address

City, ST ZIP Code

Phone

Salespers Job	Shipping Method	Delivery Date	Payment Terms	Due Date

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Qty	Item #	Description	Unit Price	Discount	Line Total
12.00	134-216	Laptop	\$ 500.00		\$ 6,000.00
1.00	452-876	Laser projector	8,000.00		8,000.00

Questions?  
[THEC.CRF@tn.gov](mailto:THEC.CRF@tn.gov)

Dr. Lauren Collier  
Dr. Corey Gheesling

