

Coronavirus Relief Fund (CRF) Grant Portal Instructions for submitting a reimbursement request

Original date: July 8, 2020

The following instructions cover how to submit a reimbursement request on the CRF Grant Portal.

Each grantee must register¹ at least one contact person. Generally this should be the grant manager for the grantee as identified in the subaward agreement with the Department of Administrative Services (DAS). A grantee *may* have more than one contact person, but each contact person must register under a unique email. Once the grantee's registration has been approved, the contact person may submit a new reimbursement request.

Only one reimbursement request per grantee is allowed per reimbursement window. The next reimbursement window is scheduled for July 13 through July 24, and is for periods from March 1 through June 30, 2020. June 30 was chosen to facilitate year-end reporting for grantees and the state.

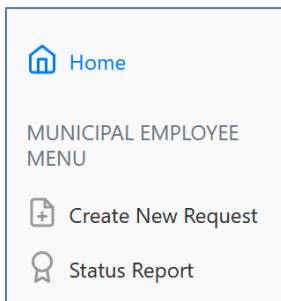
This CRF reimbursement request only applies to amounts that are to be reimbursed from the Department of Administrative Services (DAS), and must exclude CRF reimbursement that has been, or will be, made from any other state agency.

Refer to US Treasury Guidance² and FAQs³, which are regularly updated, for eligibility of expenditures. Specific questions about whether an expenditure is eligible should be directed to grantee counsel.

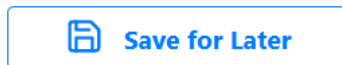
Step 1:

After logging into the CRF Grant Portal, there will be two options (as shown below).

- To create a new reimbursement request, please click on **Create New Request**.
- To view all previously submitted reimbursement requests, along with the current status of each request, please click on **Status Report**.



*Please note: once you start a new request, you are not required to complete it in one sitting. You may save your request and return to it at later date, by clicking **Save for Later**. The default timeout after the last activity from a user is 20 minutes and any unsaved changes will be lost. We recommend saving frequently.*



¹ Registration instructions can be found on the *Welcome* page of the CRF Grant Portal (<https://crfgrantportal.dasapp.oregon.gov/Account/Login>)

² Guidance available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

³ Frequently Asked Questions available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

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Step 2:

Within the **Reimbursement Request** page, please enter the **Title** and **Description** of your current request, along with your **Preferred Payment Type**. (The Title and Description may include any information and have been provided to help the grantee easily differentiate between multiple requests from the same grantee in the **Status Report** screen.)

The screenshot shows the 'Reimbursement Request' form in the CRF Grant Portal. At the top, there are links for 'Hello' and 'Logout'. The form includes fields for 'Municipality:', 'DUNS:', 'EIN:', and 'Address:'. Below these are 'Title:' and 'Description:' text areas. The 'Preferred Payment Type:' section has radio buttons for 'Check', 'EFT', and 'LGIP'. A table titled 'Eligible Expenditures' has columns for 'Eligible Expenditures', 'Previous Cost', 'Requested Cost', and 'Total Costs from Aggregated Requests'. Under the 'Medical Expenses' category, there are rows for 'Public hospitals, clinics, and similar facilities', 'Temporary public medical facilities', 'COVID-19 testing, including serological testing', and 'Emergency medical response expenses', each with input fields for the cost columns.

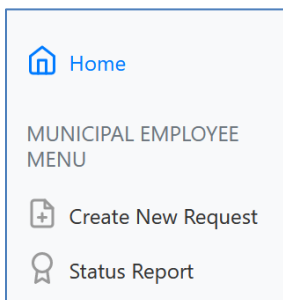
Figure 1 - Please note: this image does not show all the expense categories that you will find on the CRF Grant Portal.

Step 3:

Confirm that the amounts displaying in the **Previous Cost** column agree to previous submissions. Amounts in this column may not be changed. If corrections are necessary, they must be incorporated in the **Requested Cost** column, as instructed below in Step 4.

If this is the first reimbursement request for the grantee, the column titled **Previous Cost** will be blank.

If this is not the first reimbursement request for the grantee, the column titled **Previous Cost** will show the aggregate of all previous reimbursement requests, including those that were submitted via email to the CoronavirusReliefFund@Oregon.gov between May 18, and May 29, 2020. (Reminder: To view all previous reimbursement requests submitted, click on **Status Report**.)



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Step 4:

The **Requested Cost** column represents the grantee's current reimbursement request and should include all costs incurred from March 1, 2020 through June 30, 2020, excluding amounts that have been previously claimed and reported in the **Previous Cost** column. If amounts previously claimed contained errors, corrections should be incorporated within the **Requested Cost** column. Negative amounts may be entered.

Paid sick and paid family and medical leave

If you have included costs under *Expenses to facilitate compliance with COVID-19 measures: Paid sick and paid family and medical leave*, please note the following: The State's interpretation of existing US Treasury guidance is that leave associated with a new leave program established specifically as a response to the COVID-19 public health emergency is eligible, provided it was not reimbursed under other federal programs, such as those available under the CARES Act, but previously established leave programs available to employees, such as vacation and sick leave, would be ineligible. Grantee must only submit reimbursements for paid sick and paid family and medical leave that conform to the state's interpretation.

Economic Support

DAS will be reimbursing for eligible economic support costs beginning with the reimbursement window opening July 13, 2020. Grantees may request reimbursement for economic support costs incurred since March 1, 2020.

Economic Supports		
Small Business Interruption Grants	<input type="text"/>	<input type="text"/>
Payroll Support Grants	<input type="text"/>	<input type="text"/>

Other Eligible Expenses

The categories of expenses in the CRF Grant Portal replicates the nonexclusive list of eligible expenditures (from Treasury Guidance).

- Please enter your request into the appropriate existing category, to the best of your ability.
- If an appropriate category does not exist, please enter your request into the **Other Eligible Expenses** category and specifically identify what the expense is for.

Other Eligible Expenses (Specifically Identify)
<input type="button" value="Add Other"/>

Step 5:

Total Costs from Aggregated Requests is the sum of **Requested Cost** and **Previous Cost**. This column should be supported by grantee's accounting records for the period of March 1 through June 30, 2020. Amounts in the **Total Costs from Aggregated Requests** may not be negative. Amounts in the **Total Costs from Aggregated Requests** column can be updated only by making changes to the **Requested Cost** column (Step 4).

Step 6:

If the grantee has sub-awarded CRF funds to a subrecipient, please also complete the subrecipient information. Amounts reported should be the aggregated request amount.

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Optional: Add Sub-recipients

Name	DUNS	Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

[+ Add Subrecipient](#)

Step 7:

Click the **Submit for Review** to finalize the grantee's reimbursement request, though once selected, no further changes may be made to a reimbursement request. The Coronavirus Relief Fund team will either accept or return for correction. Either way, the grantee's contact person will be notified by email.

[Submit for Review](#)

Upon clicking the **Submit for Review**, you will be brought to the **Status Report** screen, where you may view all previously submitted reimbursement requests, along with the current status of each request.

CRF Grant Portal TEST Hello Logout

Status Report

Municipality: DUNS: EIN: Address:

Show entries Search:

Request Name	Incurred Cost Total	Status	Date Submitted	Submitted by	Date Accepted
View Grant Request #1		Accepted	7/6/2020		7/6/2020
View Grant Request #2		Submitted	7/6/2020		

Showing 1 to 2 of 2 entries Previous 1 Next

To view the detail for each submitted reimbursement request, click **View** to the left of the request you wish to see.

Step 8:

Upon acceptance, the Coronavirus Relief Fund Team will provide the reimbursement request to DAS Accounting for disbursement, via the Preferred Payment Type selected in Step 2.

Questions?

Email us at CoronavirusReliefFund@Oregon.gov.