



**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
Budget Division**

209 E. Musser Street, Suite 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.budget.nv.gov](http://www.budget.nv.gov) | Fax: (775) 684-0260

**ALL AGENCY MEMORANDUM #2020 – 18**

August 24, 2020

To: All Agencies  
CC: Agency Directors  
From: Susan Brown, Director  
Subject: FY 2021 Costs Reimbursements from the Coronavirus Relief Fund

The Governor's Finance Office (GFO) has launched a new Coronavirus Relief Fund (CRF) portal to help manage Nevada State agency CRF reimbursement requests for Fiscal Year 2021 (FY21).

As you may be aware, the CRF is federal financial assistance that was allocated to the State of Nevada for very specific needs related to the COVID-19 public health emergency. The CRF has a very short duration; it only covers expenditures from March 1, 2020 through December 30, 2020. For this reason, it is important for State agencies to thoroughly identify all possible FY21 expenses that can be reimbursed using the CRF.

In FY21, GFO would like agencies to identify these reimbursements as they occur from July 1, 2020 through October 29, 2020 to ensure the State can recoup any eligible costs from this federal assistance. It is important for both agency fiscal staff and program staff to work together to identify eligible expenditures incurred and to provide strong justifications for any requests since this is federal funds and subject to federal auditing.

The GFO is asking all State agencies to become very familiar with allowable CRF expenditures by reviewing the current state agency guidance:

- [\*\*CRF Reimbursement Guidance for Nevada State Agencies\*\*](#) (15-page document that explains eligible and ineligible expenditures for CRF reimbursements)

Additionally, GFO is requiring agencies to enter reimbursement requests into Non-payroll and Payroll data collection "portals" from now through October 29, 2020 as expenses are incurred. Entering requests into the portals will allow GFO to collect all needed data and

offer a “pre-approval” to streamline the FY21 reimbursement process. Projections for any November and December expenditures will also need to be entered. All GFO approved CRF expenditures (except costs for fully reimbursable titles), will be “rolled up” into one Excel document per agency that will show all approved CRF expenditures from July 1, 2020 through October 29, 2020. Agencies will use this Excel document as backup to generate a Work Program for fund transfer to occur in December 2020. GFO will send these Excel documents to agencies the first week in November and require agencies to quickly generate Work Programs to accommodate the December IFC deadline.

If an agency requires CRF reimbursements earlier in the fiscal year staff should immediately contact the agency's assigned GFO Executive Budget Officer to arrange a Work Program for the October IFC. To accommodate this earlier deadline, agency accounting, payroll and/or fiscal staff must enter all CRF expenditure reimbursement requests for the period covering July 1, 2020 through August 31, 2020 in the Non-payroll and Payroll CRF Portals no later than close of business Friday, September 4, 2020 to meet the first “roll-up” deadline.

Please note, agencies must have all CRF expenditures entered in the CRF Portals by October 29, 2020. This is a **mandatory** deadline for agencies to submit all FY21 CRF reimbursement requests to GFO. **Agencies must also enter projected expenditure amounts for November and December in the CRF portals by October 29 as well.**

The following documents are available as resources for agencies entering data and accessing the CRF Portals.

- **FY21 CRF Agency Worksheet** (*an optional document to help agencies track information and streamline data entry - it is not a required document. Agencies should not submit a worksheet for reimbursement – data must be entered in the CRF Reimbursement Portals.*)
- **CRF FY2021 Instructions for State Agencies** (*how to submit FY21 CRF reimbursement requests using the Non-payroll and Payroll CRF Portals. This document also provides direct links to the Portals*)

*\*Note: this information will also be available on the GFO Coronavirus Relief Fund webpage at <http://budget.nv.gov/CRF/> and agencies may send questions to [covid19@finance.nv.gov](mailto:covid19@finance.nv.gov).*

Agency staff must plan for time to become familiar with the Non-payroll and Payroll CRF Portals and read the *CRF FY2021 Instructions for State Agencies*. They should also plan time to coordinate with program staff for justifications, data collection and information entry into the Portals.

Thank you for your continued leadership and commitment to ensuring Nevada State agencies utilize the CRF to provide some relief for the cost burdens placed on our State due to the COVID-19 public health emergency.