

## Coronavirus Relief Fund-Reimbursement Request Instructions

### Overview

Coronavirus Relief Fund (CRF) subrecipients with completed grant award agreements should submit requests for reimbursement for eligible costs incurred to AOE by the 15<sup>th</sup> of every month through February 2020. If no new costs have been incurred, it is not necessary to submit a request for reimbursement that month. **Please note that in addition to an AOE 3.0 and detailed accounting records, CRF subrecipients will also need to complete a narrative description of costs incurred.** This narrative description will be completed through a [web form](#) by Business Managers. After completing the web form, the Business Manager will receive an email confirmation that includes a PDF of the web form responses. This PDF should be sent, along with AOE 3.0 and detailed accounting records, to [AOE.SDE@vermont.gov](mailto:AOE.SDE@vermont.gov).

### Instructions for CRF Reimbursement Requests

Required elements emailed to AOE [**Please include the grant number in the subject line**]:

- Signed AOE 3.0 ([AOE 3.0 Monthly Report of Disbursements](#))
- Detailed accounting records
- PDF generated from [Narrative Reimbursement Description web form](#)

Steps to complete CRF reimbursement request by the 15<sup>th</sup> of every month:

1. Go to [Narrative Reimbursement Description web form](#)
  - a. Complete required grant and contact information
  - b. Complete narrative reimbursement by Object Code
  - c. Complete US Treasury categories section
    - i. For Items Not Listed Above, provide bullet descriptions of general cost categories
    - ii. **Please note: In the absence of specific guidance from US Treasury, AOE has provided examples for each category, but Business Managers are encouraged to use their best judgement in categorizing their costs.**
      1. **For the CRF SFSP grant, all funds should be reported under "Food Programs."**
  - d. Submit web form
  - e. **Download PDF received with confirmation email**
2. Submit CRF reimbursement request to [AOE.SDE@vermont.gov](mailto:AOE.SDE@vermont.gov)
  - a. AOE 3.0
  - b. Detailed accounting records
  - c. PDF generated from web form

### Contact Information:

If you have questions about this document or would like additional information please contact:

John Leu, Finance, at [john.leu@vermont.gov](mailto:john.leu@vermont.gov)