



**CALIFORNIA DEPARTMENT
OF EDUCATION**

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STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

Dear County and District Superintendents, County and District Chief Business Officials, and Charter School Administrators:

**Initial Reporting for Coronavirus Relief Funds Due to
California Department of Finance**

This letter is to inform local educational agencies (LEA) that initial reporting for Coronavirus Relief (CR) Funds, one of the three funding sources that are part of the Learning Loss Mitigation Funds (LLMF) will be due to the California Department of Finance (DOF) by **Friday, September 11, 2020**. LEAs will report the use of **CR Funds only** through the DOF Grant Portal available at the website address below. This reporting requirement to DOF is in addition to the LLMF reporting that will be required to the California Department of Education (CDE) described further at the close of this letter.

Even though CR Funds, SACS Resource Code 3220, are in the process of being disbursed from the State Controller's Office to county treasurers this week, LEAs must still report obligations and expenditures incurred thus far, during the reporting period. The initial reporting period that LEAs will be mandated to report on for the September 11th deadline will be the expenses and obligations for the period of March 1, 2020 to June 30, 2020.

DOF Grant Portal Access and Registration

The web application for reporting to DOF can be found at: http://dof.ca.gov/budget/COVID-19/Coronavirus_Relief_Fund_Portal/. This link also provides a user guide and FAQs for reporting.

LEAs will need to have a Microsoft or Google account and a DUNS number to register for the DOF Grant Portal. LEAs that do not have a DUNS number may register for one at: <https://fedgov.dnb.com/webform/index.jsp>. It takes one business day from completing the application to receive a DUNS number, so LEAs should apply as soon as possible if needed.

A confirmation e-mail from no-reply@state.ca.gov will be sent after registering for the DOF Grant Portal. If you do not receive the e-mail, look in your spam folder or contact your network support staff if you are not able to access. If you have problems accessing the portal, contact the CRFReportHelpDesk@dof.ca.gov.

DOF Grant Portal Reporting Schedule

Below is a schedule for quarterly reporting that must be adhered to for any LEAs receiving CR Funds.

Reporting Cycle	Reporting Period	Recipients Report Due to DOF
Cycle 1	3/1-6/30/2020	9/11/2020
Cycle 2	7/1-9/30/2020	10/1/2020
Cycle 3	10/1-12/31/2020	1/4/2021
Cycle 4	1/1-3/31/2021	4/1/2021
Cycle 5	4/1-6/30/2021	7/1/2021
Cycle 6	7/1-9/30/2021	10/1/2021

CR Fund Allocation Amounts

Each LEA's allocation for CR Funds can be found at:

<https://www.cde.ca.gov/fg/fo/r14/documents/llmfcfr20apptsch1.xlsx> - see column L, Current Apportionment CR Fund (100 percent) of the Excel spreadsheet for the amount apportioned to the LEA. **Authorizers of locally funded charter school (LFCS), must include CR Funds allocated to a LFCS and associated expenditures when reporting data.** LFCS are identified in the Excel spreadsheet in column H, Charter School Fund Type, with a letter "L". Additional information about the LLMF and its sources of funds can be found at: <https://www.cde.ca.gov/fg/cr/learningloss.asp>.

DOF Grant Portal Reporting Instructions and Help

When selecting a Project ID/Name, LEAs should select **Project 10400 – Distance Learning (Local Education Agencies)**.

LEAs should only add expenses/obligations in the following categories when inputting information in the DOF Grant Portal:

- A. Administrative Expenses
- B. Budgeted Personnel and Services Diverted to a Substantially Different Use
- C. COVID-19 Testing and Contact Tracing
- F. Facilitating Distance Learning
- G. Food Programs
- I. Improve Telework Capabilities of Public Employees
- J. Medical Expenses
- M. Personal Protective Equipment
- N. Public Health Expenses
- R. Items Not Listed Above

An LEA should only incur CR Fund expenditures for those items allowed under the provisions of Section 110 of Senate Bill (SB) 98 (Chapter 24, Statutes of 2020), as amended by Section 59 of SB 820 (Enrolled).

The user guide, which can be found at http://dof.ca.gov/budget/COVID-19/Coronavirus_Relief_Fund_Portal/documents/DOF_CRF_Reporting_User_Manual.pdf, contains additional information, including examples, about what types of expenditures fall into each of the above categories. Please consult the user guide for any guidance needed or contact CRFReportHelpDesk@dof.ca.gov.

CDE LLMF Reporting Requirements

In addition to reporting on CR Funds through the DOF Grant Portal, LEAs will need to report to CDE regarding LLMF expenditures for all funding sources and the Elementary and Secondary School Emergency Relief Fund (ESSER Fund). The CDE will be releasing in the near future a web application that will be an easy one-stop reporting system for LEAs to report on all of the funds they received from the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act.

The CDE appreciates the work done by LEAs to report these funds and they represent a big step in showing the federal government that more funding and resources are needed by our schools.