Agency:

Division:

Unit:

Employee:

Position Title:

Supervisor Name:

Applicable period:

Describe the work performed during the period claimed. Include how the work was substantially dedicated and necessary due to the public health emergency associated with the Coronavirus Disease 2019 (COVID-19).

Description of how this work was not accounted for, or substantially different from the work expected, within the budget most recently approved as of March 27, 2020.

Attestations – sign and date or done via email:

Employee: Date:

Supervisor: Date:

Resources – check often as they regularly update

US Treasury Guidance (09.02.2020): <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

US Treasury FAQs (09.02.2020): <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

US Treasury OIG Reporting and Record Retention Requirements (07.02.2020): <https://home.treasury.gov/system/files/136/IG-Coronavirus-Relief-Fund-Recipient-Reporting-Record-Keeping-Requirements.pdf>

US Treasury OIG Reporting Requirements Update (07.31.2020): <https://www.nasact.org/Files/Resources/COVID-19/2020_07_31_Treasury_Memo_reporting_requirement_update.pdf>

US Treasury OIG FAQs on Reporting and Recordkeeping (08.28.2020): <https://www.nasact.org/files/Resources/COVID-19/2020_08_28_Treasury_FAQ_reporting_and_recordkeeping.pdf>