



Monthly Report Coronavirus Relief Fund (CRF)

The following information is collected for each participating institution of higher education as a mandatory monthly report in accordance with Coronavirus Relief Fund (CRF) contracts. All responses and supporting documents must be submitted through this form by 4:30 p.m. Central Time on September 1, October 1, November 1*, and December 1, 2020. Please note November 1st is a Sunday—plan accordingly. Direct questions to THEC.CRF@tn.gov.

Institution*

Program Director Name*

Program Director Email*

Program Director Direct Phone Number*

Narrative Responses

Please respond to the following questions. All fields are required and N/A is acceptable if the field does not apply.

Identify all projects that were completed during the reporting period.*

Address any projects or expenditures planned for this reporting period that were NOT accomplished. Please outline proposed adjustments.*

Address any issues or concerns which may prevent your institution from using all CRF funds.*

Do any proposed adjustments require THEC approval for budget changes?*

Yes

No

Unknown at This Time

Have ALL allocated CRF funds been expended? Would you like to begin the contract close-out process?*

Yes

No

Unknown at This Time

Budget

Upload the THEC CRF Budget Reporting Form (Excel spreadsheet) below. Please name the file: *Institution CRF Budget Report_ Month (ex: APSU CRF Budget Report_Sept)*.

Upload: THEC CRF Budget Reporting Form (Excel spreadsheet)*

No File Chosen

File uploads may not work on some mobile devices.

Supporting Documents

Upload a single file including any relevant supporting documents for each budget category. Be sure to include page numbers on each PDF file that align with the page numbers provided on the THEC CRF Budget Reporting Form.

Please name each file: Institution_budget category abbreviation *_Month (ex. APSU_Supplies_Sept)*. Please use these category abbreviations:

- Salaries (Salaries, Benefits, and Taxes)
- Fees (Professional Fee, Grants, and Awards)
- Supplies (Supplies, Telephone, Postage, & Shipping)
- Other (Other, Non-Personnel)
- Capital (Capital Purchases)
- In-kind (In-kind Purchases)

File Upload: Salaries, Benefits, and Taxes

No File Chosen

File uploads may not work on some mobile devices.

Supporting documents may include payroll reports, Personnel Activity Reports

File Upload: Professional Fee, Grants, and Awards

No File Chosen

File uploads may not work on some mobile devices.

Supporting documents may include contracts, photos of completed projects

File Upload: Supplies, Telephone, Postage, & Shipping

No File Chosen

File uploads may not work on some mobile devices.

Supporting documents may include invoices, annual software agreements

File Upload: Other, Non-Personnel

No File Chosen

File uploads may not work on some mobile devices.

Ex. Apps, training expenses not otherwise classified

File Upload: Capital Purchases

No File Chosen

File uploads may not work on some mobile devices.

Supporting documents may include invoices, completed work orders, photos

File Upload: In-Kind Purchases

No File Chosen

File uploads may not work on some mobile devices.

Ex. Institution share of a larger project

Submit Form