



Administrative Services Office

635 2nd Street SE

Milaca, MN 56353

Phone: (320) 983-8218

Fax: (320) 983-8382

August 4, 2020

Re: CARES Act Funding Available to Mille Lacs County Cities & Townships

To: Mille Lacs County Cities, Townships

Eligible cities and townships in Mille Lacs County are encouraged to apply for Coronavirus Relief Funds through the Minnesota Department of Revenue. These funds may be used to reimburse communities for costs incurred because of the COVID-19 pandemic. Local units of government may also use fund to provide economic assistance to businesses or individuals impacted by COVID-19. Cities & townships can also allocate their funds to Mille Lacs County, with those funds being used across the entire County.

Applying for Coronavirus Relief Funds is a straightforward process. Local governments who receive aid under the Coronavirus Relief Fund program must have a MN SWIFT Supplied ID prior to disbursement of funds. To obtain a MN SWIFT ID number, please visit the following link: <https://mn.gov/mmb/accounting/swift/vendor-resources/>. Local governments who do not have a federal Data Universal Number Systems (DUNS) number will also need to obtain one and register in the federal System for Award Management (SAM) within 30 days of receipt of CRF funds from the State of Minnesota. Local governments must also certify with the Department of Revenue that they will follow state and federal guidelines for use of the relief funds. You can review these state and federal guidelines at the included links.

Once you have reviewed the above information, applying for CRF funds is a two-step process.

1. Download and complete the Coronavirus Relief Fund Certification Form.
2. Email the completed form to PropTax.Admin@state.mn.us.

The Department of Revenue will be accepting certifications until September 15, 2020. Certifications received after September 15 will not be eligible for distribution. Upcoming CRF distribution dates include the following:

- August 14
- August 28
- September 1

If you have questions about the certification process, please contact Sarah Adam at sarah.adam@state.mn.us or 651-556-4861. The Minnesota Association of Townships and the League of Minnesota Cities have also provided guidance available to interested entities. If you



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have additional questions, please reach out to the Mille Lacs County Administrative Services Office at 320-983-8218.

Sincerely,

Genny Reynolds
Vice Chairperson, Commissioner District 1

Timothy Wilhelm
Commissioner District 2

Phil Peterson
Commissioner District 3

Roger Tellinghuisen
Board Chair, Commissioner District 4

David Oslin
Commissioner District 5