



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION


OFFICE of MANAGEMENT & BUDGET


One Capitol Hill
Providence, RI 02908-5890

Office: (401) 222-2280

Fax: (401) 222-6436

To: Department Directors and Agency Heads
Chief Financial Officers

From: Laurie Petrone 
Director, Office of Grants Management

Thomas A. Mullaney 
Executive Director/State Budget Officer

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SUBJECT: Guidance for Federal award Catalog Submission

As part of the state FY 2016 budget cycle, the Office of Management and Budget requires the submission of an updated Federal Award Catalog. Agencies are to report all federal awards received through June 30, 2014 in the Catalog. Federal Award Catalog submissions are due August 15, 2014.

The Grants Management Office is using an excel spreadsheet to collect data for the Federal Award Catalog instead of SABRS this year. **Agencies are not to modify the spreadsheet.** Do not add, delete, and or move any columns on any of the tabs. This will protect the integrity of the data and facilitate consolidation of the data into a single database and associated reports.

Based on agency feedback and last year's reporting, we made several changes to the Catalog:

- **Deleted Fields:** Identification Number; Liquidation Period End Date; and Previous Cumulative Award Amount.
- **Enhanced Fields:** Begin and End Dates; Matching Funds; and Indirect Rate.
- **New Fields:** Cumulative Expenditures through 6/30/2014 and Federal Payment System.

The Grants Management Office has taken steps to simplify the reporting process and reduce the amount of data to be entered. The foundation for the 2014 Federal Award Catalog is the agency award data reported last year. Agencies are to update the data on these awards where appropriate and add all new awards received since last year's submission. Additionally, federal funds received from another state agency are also to be reported in this year's Catalog.

Attached is your agency's 2014 Catalog reporting tool, instructions for completing this year's Catalog, and the data dictionary, all of which are imbedded in the first tab of the excel workbook. If you have questions, or need support, contact Laurie Petrone at 574-8423 or at laurie.petrone@omb.ri.gov.