



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

2014 Federal Award Catalog Overview

The Grants Management Office is using an excel spreadsheet to collect data for the Federal Award Catalog instead of SABRS this year. Federal award data reported last year is included in the spreadsheet. We developed a Data Dictionary that supports the Catalog. Additionally, the spreadsheet includes drop down menus for fields with definitive options. We believe that these steps will reduce the amount of data to be entered and simplify the reporting process.

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.

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.

Instructions: Federal Awards Catalog Update, July 2014

Agencies are required to update the Federal Awards Catalogs submitted with last year's budget. Catalog submissions are due August 15, 2014. To provide these updates, agencies must complete the Federal Awards Catalog Update Excel workbook which includes six tabs:

- Tab 1: Instructions and Data Dictionary
- Tab 2: 2013 Federal Awards Catalog –Agency's complete catalog as reported in October 2013.
- Tab 3: Ended Awards – Agency will use this tab to report awards in the 2013 Catalog that have ended.
- Tab 4: Continuing Awards – Agency will use this tab to report continuing awards, including all awards that have been modified since last reported.
- Tab 5: New Awards – Agency will use this tab to report all new awards received since the 2013 catalog submission.
- Tab 6: Co-Prime Awards – Agency will use this tab to report all federal award funds received from other state agencies.

Step 1: Ended Awards

Awards reported in the Federal Catalog in October 2013 that are complete as of June 30, 2014, must be reported in Tab 3 Ended Awards. An award is considered complete when no additional expenditures will be posted against the award after June 30, 2014.

If an award is past its end date, but additional expenditures will be incurred during the grant close-out period, the award is not complete; **do not** move the award to Tab 3 Ended Awards.

1. Identify the award that is complete in Tab 2 Federal Award Catalog. If the award has more than one RIFANS line sequence, select all rows of data associated with the award number. Highlight selected rows in red.
2. Copy all rows associated with the ended award. Paste the rows onto Tab 3: Ended Awards.
3. The only data element that must be updated for the award is Cumulative Expenditures through 6/30/2014.
4. Repeat this process for all awards that are ended prior to June 30, 2014.

Step 2: Continuing Awards

There are two types of Continuing Awards: Awards that have been modified (most often to add funds or to extend the end date) and multi-year awards for which there have been no modifications. It is best to move these awards over to the Continuing Awards tab separately as different fields will need to be updated for awards that have been modified.

Modified Awards:

Note: If the award has been modified multiple times since the Catalog was submitted in October 2013, or if Quarterly Allotments are received, report only the most recent modification.

1. Identify the award that has been modified on Tab 2 Federal Award Catalog. If the award has more than one RIFANS line sequence, select all rows of data associated with the award number. Highlight selected rows in orange.
2. Copy all rows associated with the modified award. Paste the rows into Tab 4 Continuing Awards.
3. Review and update all data elements that have changed due to the amendment received: Action Type, Amendment Number, Budget and Project Period Begin and End Dates, Current and Cumulative Award Amounts, Amount of Approved Indirect, Matching Funds fields, and Administrative Set Aside Amount. Refer to the Data Dictionary for specific notes on each field.
4. Enter data on Cumulative Expenditures through 6/30/2014.
5. Estimate and enter Amount of Award Budgeted in SFY15 and SFY16.
6. Repeat this process for all awards that have been modified since your last Catalog submission. (Note: this includes awards that receive quarterly allotments.)

Multi-Year Continuing Awards

The agency must now add all multi-year continuing awards to Tab 4 Continuing Awards and update the appropriate fields.

1. Identify all rows of data for the multi-year continuing award on Tab 2. (Note: this should be all rows not highlighted in red or orange.) You may want to sort these rows by award number so that awards are groups together when you copy them over.
2. Copy the rows containing the award information for the multi-year continuing awards. Paste the rows onto Tab 4.
3. Review and update award data in each of the Enhanced and New data fields: Project and Budget Period Begin and End Dates; Matching Funds; and Indirect Rate, and Payment System.
4. Enter data on Cumulative Expenditures through 6/30/2014.
5. Estimate and enter Amount of Award Budgeted in SFY15 and SFY16.
6. Repeat this process for all multi-year continuing awards.

Step 4: New Awards

The agency must report all new awards received since the October 2013 Catalog submission to Tab 5 of the workbook.

1. Enter all required information. (Note: if the award has more than one line sequence, enter a separate row of data for each line sequence associated with the award.)
2. Refer to the Data Dictionary for specific notes on each required field.

Step 5: Co-Prime Awards

Beginning this year, agencies must report all federal funds received from other state agencies. The agency must add all active awards received from other state agencies to Tab 6. Request the federal award number and the CFDA number from the awarding state agency.

1. Enter all required information. (Note: if the award has more than one line sequence, enter a separate row of data for each line sequence associated with the award.)
2. Refer to the Data Dictionary for specific notes on each required field.

Step 6: Save and Return to OMB

1. Save completed update as: *FederalAwardsCatalogUpdate_[AgencyName]_[MM.YYYY]*.
2. Upload copies of federal award letters for all new awards and amendments received to the OMB SharePoint site: <http://ent-sps-3220.enterprise.ri.gov:1635/default.aspx>
3. Email complete file to Laurie Petrone (laurie.petrone@omb.ri.gov) and Katy Jurczyk (katherine.jurczyk@omb.ri.gov) by August 15, 2014.