

**From:** Petrone, Laurie (DOA)  
**Subject:** Submission of Federal Award Catalog Updates

Good morning,

Effective December 31, 2014, updated federal award catalogs will be submitted quarterly to the Office of Management and Budget's Office of Grants Management. This change will ensure that the agency, our office, and the Governor's Office have access to current information on federal awards. Beginning with the quarter ending December 31, 2014, state agencies will submit their catalog on the following dates:

Quarter End Date	Catalog Submission Date
December 31	February 1
March 31	May 1
June 30	August 1
September 30	November 1

The new process allows agencies to make any necessary modifications to the federal award catalog as soon as the changes are communicated by the federal agency via award letter. Additionally, agencies will be able to identify and update ended awards at the same time the close out report is filed. There will no longer be an artificial cut-off date associated with reporting on awards in the catalog. The agency update can include all award actions through the date that the agency submits its quarterly update. While the amount of work is not changed, the work can be done as part of daily tasks as opposed to setting aside multiple days once a year to collect and report all information.

**Designation of a Primary Point of Contact**

Agency CFOs are to designate a primary point of contact for the Federal Awards Catalog. Please email Katherine Jurczyk ([Katherine.Jurczyk@omb.ri.gov](mailto:Katherine.Jurczyk@omb.ri.gov)) the name, email address, and phone number of the individual who will be responsible for submitting the updated catalog by Friday, December 26, 2014. The catalog update template and detailed instructions will be emailed to this person, with a copy to the CFO, by January 2, 2015.

**January 7, 2015 Information Session:**

The Office of Grants Management will host an information session on the new update process. While attendance is not mandatory, the designated agency point of contact is strongly encouraged to attend. All staff involved in the preparation of the catalog are welcome to participate. The session is scheduled Wednesday, **January 7, 2015** from **1 - 2 pm** at Commerce RI (Narragansett Room), 315 Iron Horse Way, Suite 101, Providence. Please confirm agency participation for the information session with Katherine Jurczyk.

Please contact me if you have any questions.

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