Coronavirus Relief Fund
Reporting Period 10/01 - 12/31/20
Reporting Training

Pandemic Recovery Office

Thursday December 17, 2020 – 10 AM
Monday December 21, 2020 – 2:30 PM

Training will begin shortly. Please be sure to **mute** your computer/phone unless asking a question. Thank you!

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Agenda

- CRF Reporting Update

- Lessons Learned from First Reporting Period

- Workbook Overview for Continuing Projects

- Workbook Specifics and Live DEMO

- Final Notes for CRF Reporting

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CRF Reporting Update

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CRF Reporting Update

Report for period ending 09/30/20 filed and certified 12/14/20

- Job well done!

One week extension granted by U.S. Treasury.

- PRO must submit certified file to U.S. Treasury 01/19/21

- State Agencies upload to reporting portal by 12 PM 01/08/21

Rhode Island Reporting Timeline - Updated

Reporting Period	RIFANS Reports Generated & Transmitted to Agencies	Agencies Upload Template	PRO Uploads Data to Grant Solutions	Treasury Reporting Deadline
Oct 1 thru Dec 31, 2020	Friday 1/1/2021	Friday 1/8/2021 By 12PM	Friday 1/15/2021	Monday 1/19/2021
Jan 1 thru Mar 30, 2021	Thursday 4/1/2021	Tuesday 4/6/2021	Friday 4/9/2021	Monday 4/12/2021
Apr 1 thru Jun 30, 2021	Thursday 7/1/2021	Tuesday 7/6/2021	Friday 7/9/2021	Monday 7/12/2021
Jul 1 thru Sep 30, 2021	Friday 10/1/2021	Tuesday 10/5/2021	Friday 10/8/2021	Monday 10/12/2021

CRF Reporting Resources

The Pandemic Recovery Office (PRO) will provide the following files and documents to State Agencies:

- CRF Reporting Workbooks

  - ✓ Projects for which reports were filed for the period ending 9/30 will use a workbook containing Project data based on the final file uploaded.

  - ✓ Projects for which reports not previously filed will start with a blank workbook

- Updated CRF Reporting Reference Guide

- CRF Data Dictionary, including Expenditure Category Guidance

- New RIFANS CRF Transaction File 10/1/20 - 12/31/20 (for Projects managed through RIFANS)

Visit: http://www.omb.ri.gov/pandemic-recovery/ > **Reporting tools** for documentation and tools

CRF Reporting Basics – Refresher

- Submit one (1) workbook for each CRF project. If agency has 12 CRF projects, 12 workbooks will be submitted.

- Reporting period is 10/01/20 - 12/31/20.

- PRO will supply the RIFANS extract. Do not run your own report. RIFANS extract will includes FY20 adjustments processed in October - December.

- Naming convention change for period ending 12/31/20 (e.g. DOH-174-123120-v1).

- Report awards with obligations ≥ $50,000 (and related expenditures) on the five primary tabs: **Contracts, Grants, Loans, Transfers and Direct Payments**

- Report awards with obligations < $50,000 (and related expenditures) on the **Aggregate Awards** tab

- Report payments to individuals on the **Aggregate Payments Individuals** tab (includes State Payroll and related travel reimbursement paid to employees)

Lessons Learned from Period Ending 9/30/20

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Lessons Learned: Vendor Information

Vendor Information must be populated if not included in the RIFANS extract

1) Fill in missing information for vendors for journals: (at a minimum: name and PO number).

- Once vendor data is populated, group the transactions by vendor/type/obligation amount

2) Add vendors to the subrecipient tab if not already listed, regardless of award amount

3) Format subrecipient addresses properly on the Subrecipient tab and all award tabs > $50K)

- Treasury requires Address Line 1 field to show the street address only

- Enter building/suite/floor information (if any) in Address Line 2 and 3 fields

4) Report RI address where services are provided for Primary Place of Performance on Grants tab

Lessons Learned: Agency Use Tab

1) Do not paste blank rows of data in Agency Use tab

   - This will increase file size and prevent upload into Render

2) Be clear about grouping transactions, use color coding or columns to designate projects, award types, obligations above/below $50K

   - Use of columns or color coding allows filtering during data quality review by PRO staff

3) Avoid over-reporting due to reporting all expenditures on multiple projects associated with the same line sequence.

   - Use Project Tab to Check if the line sequence is associated with more than one project

   - Determine which expenses in the RIFANS extract are associated with each project

   - Complete and review reports for all projects using the same line sequence together to avoid over-reporting.

Lessons Learned: Tab Use

1) Overall

- Obligation amount is key in determining which tab to report the expenditure transactions

- Award Amounts = Count only the amount of CRF funds obligated in the contract or PO

- A Purchase Order used for multiple projects creates the appearance of a duplicate record.

  - Append the Period of Performance Start Date or Award Date to the PO number

  - If the number(s) are still not unique, add "a", or "b" or "c"

- Expenditure Categories – review the data dictionary to choose appropriate category.

2) Contract Tab or Contract Row

- Adil Expenditures are not state payroll. Report as a contract.
- Transactions with a PO for goods and services are not direct payments. They are contracts.

3) Direct Tab

- Don't split audit fees across projects that share the same line sequence. Report on same project each   period.

Lessons Learned

1) Contact PRO early if line sequences, expenses and project description do not align

2) Consider populating Missing Vendor Information in advance

   - PRO will provide October/November transaction file upon request

   - Add obligation amount to Agency Use Tab

3) Consider adding columns to the transaction register for:

   - Contract Amount/Award Amount

   - Current Quarter Obligation

   - Project Number (only if multiple projects in the same line sequence)

4) Check Date Alignment and Consistency with Eligibility Period

   - Contract Date/Award Date and Period of Performance Start Date – use PO Creation Date

   - Expenditure Start Date – use the earliest "Cash Date" on the transactions associated with the award

5) Follow Reference Guide filtering pointers

Workbook Overview for Continuing Projects

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Continuing Projects Overview

- PRO removed previously reported data for "Current Quarter Obligations" and "Expenditures". These fields must be updated by agency reporters to reflect current reporting period data.

- Subrecipient Tab includes all vendors in RIFANS through 11/30/20 and all vendors added by agencies in last reporting period. Tab is unlocked to improve functionality – can search and filter data.

Agency Actions

- Update the Status field on the Cover tab to accurately reflect current status of project

- The *CRF Reporting Training Deck October 2020* slide deck is available on the PRO website

Project Status - Cover Tab

Not Started = no obligations or expenditures

Projects in progress = use your discretion when selecting "Less than 50% Completed," or "Completed 50% or More"

Completed Projects = not fully complete unless all transactions are reflected in RIFANS

Projects that submitted "Not Started" workbooks for period ending 9.30.20 will get a blank workbook for current reporting period.

Demo – Cover, Subrecipient, Summary & Agency Use Tabs

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Updating Current Quarter Obligation and Award Amounts

Previously reported awards

- Current Quarter Obligation: Enter the amount of CRF funds obligated or deobligated (change orders) to the award during the reporting period.

- Current Quarter Obligation: If no new obligations/deobligations enter $0

- Award Amount: Update the field, entering the sum of the previously reported Award Amounts plus the Current Quarter Obligation amount.

Awards reported for the first time

- Enter the amount of CRF funds obligated to the award

- Enter the same amount in the Award Amount field

Validate that Cumulative Expenditures ≤ Award Amount

Update Existing Awards ≥ $50,000 Tabs

1. Report changes to previously reported awards ≥ $50,000

   a. Change orders and/or deobligation of awards

      i. Contract/Award/Loan/Transfer Amount

      ii. Current Quarter Obligation (Zero if no change to award amount)

   b. Changes to Period of Performance End Dates, if applicable (latest allowable date is 12/30/20)

   c. Changes to Compliance status, if applicable (Grants only)

   d. Expenditures from RIFANS transaction file

      i. Total Expenditure Amount

      ii. Expenditure Start and End Dates

      iii. Expenditure Categories

2. Report new awards

   a. Obligation ≥ $50,000 on next row on applicable tab

Continuing Projects Must be Updated

Continuing Projects: For the fields below, data from the previous period has been cleared and the fields must be updated by agency reporters for period ending 12/31/20.

Field	Contracts	Grants	Loans	Transfers	Direct
Current Quarter Obligation	Y	Y	Y	Y	Y
Expenditure Start Date	Y	Y	NA	Y	Y
Expenditure End Date	Y	Y	NA	Y	Y
Total Expenditure Amount	Y	Y	NA	Y	Y
Expenditure Categories	Y	Y	Y	Y	Y
Total Payment Amount*	NA	NA	Y	NA	NA
Payments Future Use*	NA	NA	Y	NA	NA

* Applies to Loans tab only

Demo $\geq$ $50,000 Tabs

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Update Aggregate Tabs

1. Report changes to previously reported awards on Aggregate Awards < 50000 Tab and Aggregate Payments Individual Tab

   a. Use RIFANS Extract to determine the amount of expenditures for each award type

   b. To prevent double counting of obligations, identify new transactions associated with previously reported obligations

   c. Only report obligations not previously reported

2. Report new awards

   a. Obligation < $50,000 on Aggregate Awards tab

   b. State Payroll and Payments to Beneficiaries on Aggregate Payments Individual tab

Continuing Projects Aggregate Awards & Payments to Individuals

Continuing Projects: For the fields below, data from the previous period has been cleared and the fields must be updated by agency reporters for the period ending 12/31/20.

Field	Aggregate Awards (all rows)	Payments to Individuals
Updates this Quarter	Y	Y
Current Quarter Obligation	Y	Y
Current Quarter Expenditure/Payments	Y	Y

DEMO Aggregate Awards Tab

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Continued Projects Demo – Finishing the Report

1. Check Workbook for cells with red highlights and/or red borders and enter any missing data (rows with Project data only)

2. Make sure RIFANS data for project is pasted into the Agency Use Tab and coded for data quality review

3. Validate report using the Summary Tab

   1. Current Expenditure Total (cell I19) should equal the sum of transactions in RIFANS extract (exception projects that share line sequence)

   2. Awards Amounts (column B) must equal Cumulative Obligation Amounts (column F) for awards $\geq$ $50,000

   3. Award Balances (columns L, M, N) should be $\geq$ $0

   4. Correct any errors on the applicable tab, **not** on the Summary tab

4. Complete the Certification Tab

5. Upload the file at https://ri-cares-reporter.onrender.com/

Final Notes for CRF Report & Resources

Key Points for Seamless Reporting

✓ Do not delete, rename or re-order tabs in the workbook

✓ RIFANS is the authoritative source for CRF reporting

✓ Include your analysis/data on the Agency Use tab, be sure to check you haven't copied blank rows of data from the RIFANS file or subsidiary financial report file. Use copy/paste special > values

✓ Dates: The CRF eligibility period is 3/1/20-12/30/20.   Dates outside of this range will fail the upload.

PRO Office Hours

Tuesday, January 5th – 9:00 – 10:30 AM

Wednesday, January 6th – 1:00 – 2:30 PM

More details to follow

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Questions

Please send contact information for new reporters to
Brianna.L.Murphy@omb.ri.gov

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Resources

Visit the Pandemic Recovery Office website http://www.omb.ri.gov/pandemic-recovery/

- Navigate to the bottom of the page and click "Reporting Tools" for CRF reporting guides, past slide decks and related materials.

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CRF Workbook Required Fields & Validations

- Required fields have a red border around the cells. Once a value is entered in the cell, the red border goes away. e.g. cells A2-F2

- Ignore red borders in empty rows

- Validation errors impacting data in the file show as a red filled cell. A red filled cell on your workbook is an indicator that data needs to be fixed. e.g. cell G2

- <u>Do not</u> edit tab names or order.

CRF Workbook Upload Portal - Render

Upload portal

- Go to the upload portal link: https://ri-cares-reporter.onrender.com/login

- Enter your email address (must be a designated reporter in order to access).

- Check email for login link, once link arrives click link and you will be logged into the upload system.

- Click the "Upload Spreadsheet" button and select your workbook file.

- File name must match naming convention for the project you are reporting on (refer to projects tab of workbook for reference) Naming convention of workbook is extremely important **e.g. DHS-001-123120-v1.xlsx**

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CARES Reporter

Login

Email address

Send email with login link

Rhode Island : Department of Human Services

Dashboard   Spreadsheet Data ▾

Dashboard

Upload

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Upload History

Standard View   Search...

Filename	Agency	Created By

CRF Subsidiary Financial System File

https://rigov-policies.s3.amazonaws.com/PRO_Federal_COVID_Funding_Reporting_10-26-20vF.pdf