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## General Instructions

The Department of the Treasury requires recipients of Coronavirus Relief Funds (CRF) awards to report costs incurred from March 31, 2020 to December 31, 2021 in accordance with the schedule in Table 1. Recipients are to report all projects which it plans to complete with the CRF funds and to associate obligations and expenditures with the projects.

Update December 2020: Changes to this guide are designated by COLOR text. In the instruction tables for each tab, **red fields names** designate fields that need to be reviewed and updated each reporting period for continuing projects.

Congress has extended the CRF eligibility period by one year to December 31, 2021. Workbook and upload validations have been updated accordingly. Due to funding constraints, extensions are limited to projects making grants to subrecipients. All project extensions beyond December 30, 2020 must be approved by PRO in writing.

Table 1: CRF U.S. Treasury Reporting Cycles (updated September 2021)

Reporting Period	RIFANS Reports Generated & Transmitted to Agencies	Agencies Upload Template	PRO Uploads Data to Grant Solutions	Treasury Reporting Deadline
Mar 1 thru Sep 30, 2020	Week of 10/26	Friday 11/20/2020	Wednesday 12/9/2020	Tuesday 12/15/2020
Oct 1 thru Dec 31, 2020	Saturday 1/1/2021	Tuesday 1/8/2021	Friday 1/15/2021	Monday 1/18/2021
Jan 1 thru Mar 31, 2021	Thursday 4/1/2021	Friday 4/9/2021	Friday 4/16/2021	Monday 4/19/2021
Apr 1 thru Jun 30, 2021	Thursday 7/1/2021	Friday 7/9/2021	Friday 7/16/2021	Monday 7/19/2021
Jul 1 thru Sep 30, 2021	Friday 10/1/2021	Tuesday 10/8/2021	Friday 10/15/2021	Monday 10/19/2021
Oct 1 thru Dec 31, 2021	Saturday 1/1/2022	TBD	Friday 1/7/2022	Monday 1/10/2022
Jan 1 thru Mar 31, 2022	Friday 4/1/2022	TBD	Friday 4/8/2022	Monday 4/11/2022
Apr 1 thru Jun 30, 2022	Friday 7/1/2022	TBD	Friday 7/8/2022	Monday 7/11/2022
Jul 1 thru Sep 30, 2022	Saturday 10/1/2022	TBD	Friday 10/7/2022	Tuesday 10/11/2022

The Pandemic Recovery Office (PRO) in the Department of Administration is responsible for satisfying federal reporting requirements for the State's CRF Award. RI State Agencies that receive Governance Committee approval for one or more CRF-funded projects are required to submit a CRF Reporting Workbook for each project.

The RIFANS CRF Transaction File, generated by the Pandemic Recovery Office is the authoritative source for completing the CRF reporting workbook. The RIFANS CRF Transaction File is structured to support reporting on a cash basis, which is the method the State will use in filing all CRF reports with U.S. Treasury.

The Subsidiary Financial System Financial Report, generated on a cash basis, is the authoritative source for completing the CRF Reporting Workbook when the Agency uses a subsidiary financial system to manage CRF projects.

### CRF Reporting Resources

In addition to this Guide, the following CRF Reporting Resources are available on the PRO [website](#) and include:

- CRF Reporting Workbook
- CRF Data Dictionary
- RIFANS CRF Transaction File
- Expenditure Category Guidance (See Data Dictionary)

Agencies also will need to access additional resources when preparing the CRF Reporting Workbook. Project Award files will be used to collect data for reporting: Contract, Award, Loan and Transfer Amounts; Current Quarter Obligation Amounts; Period of Performance Begin and End Dates; Loan Numbers, and Loan Expiration Dates.

### Financial Data Files

#### RIFANS CRF Transaction File Considerations

The Register 7 process enables the RIFANS Support Team to populate missing data. When making future adjustments, use of the Register 7 process will eliminate the need for this step in future reporting periods. Refer to the September 3, 2020 *RI Register 7 - Non-PO ADI Adjustment Guidance* email, and the June 29, 2020 State Budget Office Memorandum on *FY 2020 COVID-Related Non-PO and Payroll Adjustments* for details.

#### Reporting Journal Entries

When reporting Journal Entries (J/E) between CRF and non-CRF line sequences (CRF / FEMA), the Cash Date (same as Posted Date) of the J/E will determine when to report. For example, a J/E with a Cash Date of 10/31/2020 would be reported in the period ending 12/31/2020.

December 2020 Update: Reporting J/E's between CRF line sequences (46##2##): Report on all Project transactions shown in the RIFANS Transaction file for the reporting period, including any erroneous transactions. Make any journal adjustments using the Register 7 process to correct errors, and report the adjustments in the period in which they were made. To reduce reporting burden, when possible make adjustments in the same period as the original transaction.

### Purchase Orders

There are two distinct purchase order formats in the CRF RIFANS Transaction File:

- 7-digit number
- 7-digit number with FY21 appended to the 7-digit number – This only applies to standard PO's initiated in FY20 with a balance that was rolled over into fiscal year 2021.

The two PO numbers (e.g., 3673977 and 3673977FY21) represent a single award and must be treated as such when reporting.

### Batch Payments

Transactions processed using the Batch Process reflect a single payment against an award. The agency must assign a unique award number to each award issued to a subrecipient using CRF funds. This unique number is to be used in the applicable CRF reporting workbook Contract/Award/Loan/Transfer Number field. The agency will have to group payments associated with the unique award number across the different batch numbers (see Document ID) to calculate and populate the "Total Expenditure Amount" field.

Subrecipient	Batch Number	Transaction Amount
Skills for Rhode Islands Future	21_1072_072120_10_073_05	\$604,800.00
Skills for Rhode Islands Future	21_1072_082120_10_073_1	\$604,800.00
Skills for Rhode Islands Future	21_1072_090820_10_073_1	\$7,924.94
Total Reportable Expenditures		\$1,217,524.94

### Projects using Subsidiary Systems as the Financial System of Record

Agencies using subsidiary financial systems (e.g., MMIS) as the financial system of record must generate CRF transaction level financial reports detailing expenditures and obligations for each CRF Project. Agencies will use the report to complete the CRF reporting Workbook. [https://rigov-policies.s3.amazonaws.com/PRO\\_Federal\\_COVID\\_Funding\\_Reporting\\_10-26-20vF.pdf](https://rigov-policies.s3.amazonaws.com/PRO_Federal_COVID_Funding_Reporting_10-26-20vF.pdf)

### Data Entry Tips and Validations for the CRF Reporting Workbook

1. Locked Tabs/Fields: The reporting workbook is partially locked to ensure successful upload. Agencies will not be able to edit column names or change the order of columns within a tab. In order to ensure maximum usability for State Agency reporters, the tab order and names have not been locked. However, it is critical that tab names or the order of tabs are not changed as they are a key part of validations in the upload portal. State Agencies may add a tab at the end in order to perform analysis on project financial data (e.g., insert RIFANS transaction for the project).
2. Data can be cut and pasted from the RIFANS working file into the CRF Reporting Workbook. To minimize data validation issues, use "Paste Special" and "Values" to maintain formatting.
3. In the first reporting period that an award is reported, the obligation amount should equal the award amount. Obligation amounts or expenditure amounts greater than the award amount will fail the upload.
4. Entering Dates: The CRF eligibility period is 3/1/20-12/31/21. Any dates entered in the CRF Reporting Workbook outside of this range will fail the upload.

5. Fields with Red Borders: Data must be entered in cells with a red border in all rows used to report data.
6. Fields Highlighted Red: Cells highlighted in red indicate a value that will fail upload into the portal. The Total Expenditure Amount cell will remain red until the sum of the populated Expenditure Category values equals the Total Expenditure Amount.
7. Upload Portal: Check your Junk/Spam Email folder if you don't receive a welcome email and set email not to block domain @onrender.com. Refer to "Certify and Upload Workbook" section below for additional details on the file upload process.

## Process to Complete the CRF Report

### Step 1: Save the CRF Reporting Workbook for the Project

Complete and save a separate CRF Reporting Workbook for each Project. Use the file name on the Project tab associated with the Project when saving the file. Change the version number each time a revised version of the CRF Reporting Workbook for the same period is uploaded to the Portal. For continuing projects reported in a prior period, PRO will provide new workbooks for subsequent periods.

### Step 2: Add Missing Vendor Information to RIFANS CRF Transaction File

State agencies are required to identify missing vendors in the RIFANS CRF Transaction file and add the missing vendor information to the RIFANS CRF Transaction File. Sort or filter the RIFANS CRF Transaction File to isolate the missing vendor transactions. Filter to show only “blank” Vendor Names. Filter to remove the Natural Accounts for Personnel (610000 and 620000 series) and Audit Fees (649120) both of which will not have vendor names.

Use the User Notes and/or Description fields to determine if the vendor can be identified. If not available, the reporter will have to research the journal entry in RIFANS to populate the missing fields. Populate the following fields RIFANS CRF Transaction File transaction where the information is missing.

1. Vendor Number
2. Vendor Name
3. PO NO, if applicable
4. Release No, if applicable
5. PO Creation Date, if applicable

After adding the missing vendor RIFANS CRF Transaction file, save the RIFANS CRF Transaction file.

Open the CRF Reporting Workbook to the Subrecipient Tab. For each missing vendor identified in the RIFANS file, the State Agency must verify that the vendor appears on the Subrecipient Tab of the CRF Reporting Workbook using the RIFANS vendor number. If the vendor appears on the Subrecipient Tab no further action is required.

If the vendor is not listed on the Subrecipient Tab, the State Agency must add the vendor to the Tab. Use the cut and paste function to add the missing vendor information outlined below beginning with the first empty row of the Subrecipient Tab in the CRF Reporting Workbook. For each row of data, the red borders will disappear when all subrecipient information is entered.

Identification Number	Enter Vendor Number for RIFANS vendors or a unique vendor identification number assigned in Subsidiary Financial Reports.
Legal Name	Enter the subrecipient/vendor/payee legal name
Address Line 1, 2, 3, and City Name	Enter subrecipient/vendor/payee address information from the corrected RIFANS Transaction. <u>Enter street information only in Address Line 1 field.</u>
State Code	Enter the two-letter abbreviation for the state.
Zip	Enter 5-digit zip code or zip+4.
Country Name	Enter country name (e.g., United States).

Organization Type	Select the Organization Type from the drop-down menu that best describes the subrecipient.
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Agencies using subsidiary systems must follow the same steps and add their vendors/payees to the Subrecipient Tab of the CRF Reporting Workbook.

### Step 3: Create a RIFANS CRF Transaction File for Project

The RIFANS CRF Transaction File is the authoritative source for reporting. Sort or filter the RIFANS CRF Transaction File to show only the transactions associated with your project.

### Step 4: Paste RIFANS Project File or the Project Financial File from the Subsidiary System Financial Report onto the Agency Use Tab in the CRF Reporting Workbook

For data quality review purposes, remove other project data from the RIFANS CRF Transaction File and save the data on the Agency Use Tab in the CRF reporting workbook. Caution: Copying blank rows may exceed file limits at upload, so only copy and paste rows with project data into the Agency Use tab.

### Step 5: Complete the CRF Reporting Workbook – Reporting Instructions by Tab

#### Tab 1: Certification

The individual who completes the CRF report enters his or her name, the date and certifies that the report is true, complete and accurate. Complete this tab after the Workbook is complete.

#### Tab 2: Cover

The Cover tab must be completed. Follow these steps to complete the Cover tab:

Agency Code	Select your agency code from the dropdown options.
Project Identification Number	Go to the Projects tab and find your project. Enter the 3-digit Identification Number for your project in the Project ID column, row 2
Status	Select the option that reflects the project status as of the last day of the reporting period: Not Started, Less than 50% Complete, More than 50% Complete and Fully Completed. Only select Fully Complete if all transactions are in the extract.
Line Sequences	Enter the 7-digit line sequence(s), or account number(s) for non-RIFANS projects, associated with the Project. If there are multiple line sequences or account numbers, separate each by a comma (e.g., 4675201, 4675204). In subsequent reporting periods, update, as applicable..

#### Tab 3: Projects

The Projects tab is prepopulated by PRO with all active CRF Projects. Use this tab to identify the project number to be used in reporting and the naming convention to be used when saving the workbook.

#### Tab 4: Subrecipient

U.S. Treasury defines “subrecipient” as “any entity to which a prime recipient issues a contract, grant, loan, direct payment, or transfer to another government entity...” (Treasury OIG, FAQ, August 28, 2020). Individuals are not subrecipients, and should not be added to this tab.

The PRO prepopulates the subrecipient data from the RIFANS CRF Transaction File using the RIFANS CRF Transaction File. State Agencies use this tab to add missing subrecipients and associate a subrecipient with a reported contract, grant, loan, transfer or direct payment.

#### Tab 5: Contracts

U.S. Treasury defines a contract as an obligation to an entity associated with an agreement to acquire goods and services. The Contract tab is used to report contracts where the obligation (total CRF contract value) is ≥ \$50,000. If the project has no contracts ≥ \$50,000, leave this tab blank.

#### Key RIFANS Extract Fields for Contract Reporting

- Line Sequence
- Natural Account – Unselect:
  - 654130 Payments of Subawards
  - 655000 Scholarships, Loans and Grants
  - 671000 Aid to Local Governments and Affiliated Entities
  - 692140 Transfer to CU-CFSD
  - 692145 Transfer to CU-Met Center
  - 649120 Audit Fees
  - 610000 and 620000 Series Personnel Naturals
- Vendor Number and Name
- PO Number and Release Number
- PO Created Date
- Transaction Amount

Enter the Contract Tab information as outlined below:

Project ID	Enter the 3-digit Identification Number for your project.
Subrecipient ID	Enter Vendor Number for RIFANS vendors or a unique vendor identification number assigned in Subsidiary Financial Reports.
Subrecipient Legal Name	This field will auto-populate when the Subrecipient ID is entered for all subrecipients on the subrecipient tab.
Contract Number	Enter the purchase order (PO) number or the unique award number assigned by the agency
Contract Type	Select Purchase Order if there is an assigned PO number. Select Delivery Order if there is no PO number.
<b>Contract Amount</b>	Enter the total amount of CRF funds obligated in the contract, including any contract modifications. In subsequent reporting periods, update, as applicable.
Contract Date	Enter the PO Created Date. If no PO, enter the date that the contract that contract was fully executed.



Period of Performance Start Date	Enter the PO Created Date. If no PO, enter the date that the contract that contract was fully executed.
Period of Performance End Date	Enter the end date from the contract. Note: The End Date must be before 12/30/20. In subsequent reporting periods, update, as applicable.
Primary Place of Performance Address Line 1, 2, 3, and City Name	Enter address information for the location where the predominant performance of the CRF award will be accomplished. This address may differ from the address on the subrecipient tab. For subscription services, software licenses, or similar type services, enter the location where these services are being used (i.e. Agency address); in the case of services that begin in one location and end in another (e.g., shipping) - use the destination. For goods/supplies use the address from the subrecipient tab.
Primary Place of Performance State Code	Enter two-letter abbreviation for the state
Primary Place of Performance Zip	Enter 5-digit zip code or Zip+4
Primary Place of Performance Country Name	Enter United States
Contract Description	Enter a brief description of the contract purpose using this format: This contract supports the purchase of <b>[Enter Type of Good or Service]</b> to implement <b>[Name of CRF Project]</b>
Current Quarter Obligation	Enter the amount of CRF funds awarded in the current reporting period. In the first period the contract is reported, enter the same value as the contract amount. In subsequent reporting periods, enter the value of any contract modifications (change orders) made in the reporting period.
Expenditure Start Date	Enter the cash date for the earliest transaction in the period associated with the reported award. For adjustments, the cash date may be prior to the start of the reporting period.
Expenditure End Date	Enter the last day of the reporting period.
Total Expenditure Amount	Enter the total expenditures against the contract during the reporting period, as shown in the transaction file. Note: This field will be highlighted in red until values are entered in the Expenditure Category columns, such that the Sum of Expenses equals the Total Expenditure Amount in that row.
Expenditure Categories (Columns V-AM)	Enter the value of expenditures associated most closely with each grouping for the reporting period. Refer to <i>Expenditure Category Guidance</i> .
Other Expenditure Categories	If you entered a value in Other Expenditure Amount, select the appropriate other category from the available dropdown menu.
Sum of Expenses	This field automatically sums the values in the expenditure categories (Columns V-AM).

Tab 6: Grants

U.S. Treasury defines a grant as an obligation to an entity that is associated with a grant agreement. A grant agreement is a legal instrument of financial assistance between the prime recipient and the entity that is used to enter into a relationship to carry out a public purpose and does not include an agreement to acquire goods or services or provide a loan.

The Grants tab is used to report grants where the obligation (total CRF grant value) is ≥ \$50,000. Loan amounts ≥ \$50,000 that have been forgiven during the reporting period must be reported on this tab. See *Loans Tab* section for more information. If the project has no grants ≥ \$50,000, leave this tab blank.

*Key RIFANS Extract Fields for Grants Reporting*

- Line Sequence
- Natural Account
  - 654130 Payments of Subawards
  - 655000 Scholarships, Loans and Grants
- Vendor Number and Name
- PO Number and Release Number
- PO Created Date
- Transaction Amount

Enter the Grants Tab information below:

Project ID	Enter the 3-digit Identification Number for your project.
Subrecipient ID	Enter Vendor Number for RIFANS vendors or a unique vendor identification number assigned in Subsidiary Financial Reports.
Subrecipient Legal Name	This field will auto-populate when the Subrecipient ID is entered for all subrecipients on the subrecipient tab.
Award Number	Enter the purchase order (PO) number or the unique award number assigned by the agency.
Award Payment Method	Select Reimbursable if payment is made on a reimbursement basis. For Advance Payments, select Lump Sum Payment.
<b>Award Amount</b>	Enter the total amount of CRF funds obligated in the Award, including any modifications. In subsequent reporting periods, update, as applicable.
Award Date	Enter the PO Created Date. If no PO, enter the date that the Grant Agreement was fully executed.
Period of Performance Start Date	Enter the PO Created Date. If no PO, enter the date that the Grant Agreement was fully executed.
<b>Period of Performance End Date</b>	Enter the end date from the Agreement. Note: The End Date must be before 12/30/20. In subsequent reporting periods, update, as applicable.

Primary Place of Performance Address Line 1, 2, 3, and City Name	Enter street address information for the location where the predominant performance of the CRF Grant will be accomplished.
Primary Place of Performance State Code	Enter two-letter abbreviation for the state. (Note: For Grants, this should be a location in RI.)
Primary Place of Performance Zip	Enter 5-digit zip code or Zip+4.
Primary Place of Performance Country Name	Enter "United States".
Award Description	Enter a brief description of the award purpose using this format: This grant supports the delivery of a public purchase program carried out on behalf of the State of Rhode Island to implement <b>[Name of CRF Project]</b>
Compliance	Select No if there is an open monitoring or audit finding(s) indicating that the subrecipient is not in compliance with the terms and conditions of the grant. Otherwise, select Yes. In subsequent reporting periods, update, as applicable.
Compliance explanation	If No was selected in the prior column, enter a brief description of the finding(s) and the grantee and agency's actions to resolve it. In subsequent reporting periods, update, as applicable.
Current Quarter Obligation	Enter the amount of CRF funds awarded during the current reporting period. In the first period the grant is reported, use the same value as the Grant Award amount. In subsequent reporting periods, enter the value of any modifications made in the reporting period.
Expenditure Start Date	Enter the cash date for the earliest transaction in the period associated with the reported award. For adjustments, the cash date may be prior to the start of the reporting period.
Expenditure End Date	Enter the last day of the reporting period.
Total Expenditure Amount	Enter the total expenditures against the grant during the reporting period, as shown on the transaction file Note: This field will be highlighted in red until values are entered in the Expenditure Category columns, such that the Sum of Expenses equals the Total Expenditure Amount in that row.
Expenditure Categories (Columns X-AO)	Enter the value of expenditures associated most closely with each grouping for the reporting period. Refer to <i>Expenditure Category Guidance</i> .
Other Expenditure Categories	If you entered a value in Other Expenditure Amount, select the appropriate other category from the available dropdown menu.
Sum of Expenses	This field automatically sums the values in the expenditure categories (Columns X-AO).

Tab 7: Loans

The Loans tab is used to report loans where the obligation (total CRF loan value) is  $\geq$  \$50,000.

Forgivable Loans: Data on this tab must be updated for any loan amounts forgiven during the reporting period. Amounts forgiven must be reported as grants, on the Grants and/or the Aggregate Award < 50000 tabs based on the amount forgiven. The loan amounts should be reduced by an equivalent amount. If the project has no loans  $\geq$  \$50,000, leave this tab blank.

*Key RIFANS Extract Fields for Loans Reporting*

- Line Sequence
- Natural Account
- Vendor Number and Name
- PO Number and Release Number
- PO Created Date
- Transaction Amount

Enter the Loan Tab fields as outlined below:

Project ID	Enter the 3-digit Identification Number for your project
Subrecipient ID	Enter Vendor Number for RIFANS vendors or a unique vendor identification number assigned in Subsidiary Financial Reports.
Subrecipient Legal Name	This field will auto-populate when the Subrecipient ID is entered for all subrecipients on the subrecipient tab.
Loan Number	Enter the purchase order (PO) number, if available, or the unique award number assigned by the agency.
Loan Amount	Enter the cumulative amount of CRF funds committed to the loan, including any modifications. In subsequent reporting periods, update, as applicable.
Loan Date	Enter the PO Created Date. If no PO, enter the date that the Loan Agreement was fully executed.
Loan Expiration Date	Enter the date on which the loan is expected to be repaid in full (or forgiven). In subsequent reporting periods, update, as applicable.
Primary Place of Performance Address Line 1, 2, 3, and City Name	Enter street address information for the location where the predominant performance of the CRF award will be accomplished.
Primary Place of Performance State Code	Enter two-letter abbreviation for the state indicating where the predominant performance of the award will be accomplished. (Note: For Loans, this should be a location in RI.)
Primary Place of Performance Zip	Enter 5-digit zip code or Zip+4
Primary Place of Performance Country Name	Enter "United States."
Loan Description	Enter a brief description of the loan purpose using this format: The purpose of this loan to <b>[Entity Type]</b> is to <b>[Enter Loan Purpose]</b> in support of <b>[Name of CRF Project]</b>
Current Quarter Obligation	Enter the amount of CRF funds awarded during the current reporting period. In the first period the loan is reported,, use the same value as the Loan Amount. In subsequent reporting periods, enter the value of any loan modifications made in the reporting period, including any amounts forgiven.
Payment Date	Enter the date the Agency received repayment from the borrower for the CRF loan that was issued. Leave blank, unless repayment received from borrower. Return of unused/ineligible funds is a loan reduction, not a loan repayment.
Total Payment Amount	Enter the amount of funds the Agency received in repayment from the borrower for the CRF loan that was issued Leave blank unless repayment received from borrower.
Will these payments be repurposed for Future Use?	Select Yes. Only select No if the amount of the repayment will be returned to the U.S. Treasury. Leave blank unless repayment received from borrower.

Expenditure Categories (Columns T-AK)	Enter the value of the borrower repayment amount associated most closely with each grouping for the reporting period. Refer to <i>Expenditure Category Guidance</i> . Leave blank unless repayment received from borrower.
Other Expenditure Categories	If you entered a value in Other Expenditure Amount, select the appropriate other category from the available dropdown menu. Leave blank unless repayment received from borrower.
Sum of Expenses	This field automatically sums the values in the expenditure categories (Columns T-AK).

Tab 8: Transfers

U.S. Treasury defines a transfer to another government entity as a disbursement or a payment to a government entity that is legally distinct from the prime recipient. The following organization types are considered another government entity: State Government, Municipal Government, Indian/Native American Tribal Government (federally recognized).

The Transfers tab is used to report transfers to another government entity where the obligation (total CRF transfer value) is  $\geq$  \$50,000. Only report transfers to government entities (e.g., municipalities, LEAs) on this tab. If the project has no transfers  $\geq$  \$50,000, leave this tab blank.

*Key RIFANS Extract Fields for Transfers Reporting*

- Line Sequence
- Natural Account
- 671000 Aid to Local Governments and Affiliated Entities
- 692140 Transfer to CU-CFSD
- 692145 Transfer to CU-Met Center
- Vendor Number and Name
- PO Number and Release Number
- PO Created Date
- Transaction Amount

Enter the Transfers Tab information as outlined below:

Project ID	Enter the 3-digit Identification Number for your project.
Subrecipient ID	Enter Vendor Number for RIFANS vendors or a unique vendor identification number assigned in <i>Subsidiary Financial Reports</i> .
Subrecipient Legal Name	This field will auto-populate when the Subrecipient ID is entered for all subrecipients on the subrecipient tab.
Transfer Number	Enter the purchase order (PO) number, if available, or the unique award number assigned by the agency.
<b>Transfer Amount</b>	Enter the cumulative amount of CRF funds committed to the Transfer, including any modifications. In subsequent reporting periods, update, as applicable.
Transfer Date	Enter the date of the transfer transaction (cash date). If multiple transactions, enter the cash date of the first transaction.

Transfer Type	Select Reimbursable if payment is made on a reimbursement basis. Otherwise, select Lump Sum Payment(s).
Purpose Description	Enter a brief description of the transfer purpose using this format: This transfer to <b>[Type of Government Entity]</b> supports the costs directly attributed to the COVID-19 pandemic, in support of <b>[Project Name]</b> .
Current Quarter Obligation	Enter the amount of CRF funds awarded during the current reporting period. In the first period the transfer is reported, use the same value as the Transfer Amount. In subsequent reporting periods, enter the value of any modifications made in the reporting period.
Expenditure Start Date	Enter the cash date for the earliest transaction in the period associated with the reported award. For adjustments, the cash date may be prior to the start of the reporting period.
Expenditure End Date	Enter the last day of the reporting period.
Total Expenditure Amount	Enter the total expenditures against the Transfer during the reporting period, as shown in the transaction file. Note: This field will be highlighted in red until values are entered in the Expenditure Category columns, such that the Sum of Expenses equals the Total Expenditure Amount in that row.
Expenditure Categories (Columns M-AD)	Enter the value of expenditures associated most closely with each grouping for the reporting period. Refer to <i>Expenditure Category Guidance</i> .
Other Expenditure Categories	If you entered a value in Other Expenditure Amount, select the appropriate other category from the available dropdown menu.
Sum of Expenses	This field automatically sums the values in the expenditure categories (Columns M-AD).

#### Tab 9: Direct

U.S. Treasury defines a direct payment as a disbursement with or without an existing obligation to an entity that is not associated with a contract, grant, loan, or transfer to another government entity. For CFR reporting purposes in Rhode Island, a direct payment includes any payment not attached to a purchase order or a batch payment.

The Direct tab is used to report direct payments where the obligation (total CRF transfer value) is  $\geq$  \$50,000. Filter out all personnel naturals, transactions with purchase orders, and batch processes to identify direct payments. If the project has no direct payments  $\geq$  \$50,000, leave this tab blank.

#### Key RIFANS Extract Fields for Direct Payments Reporting

- Internal Expenditures, including but not limited to, the following Natural Accounts are Direct Payments
  - 648112 Centrex
  - 649120 Audit Fees
- DoIT and Facilities Internal Service Fund or State Agency Billing are Direct Payments
- Vendor Name – the following Vendor payments are examples of Direct Payments
  - WB Mason

Commented [SLE(1)]: JL wanted us to strike this line, correct?

- Verizon Wireless, Cox RI Telecom
- JP Morgan Chase
- National Grid (644510 Electricity – Direct Payments to Utilities; 644300 Fuel Natural Gas)
- To identify additional direct payments
  - Filter out 610000 and 620000 series natural accounts
  - Filter by PO Number – Select Blank
  - Filter by Created By – Filter out Batch Process
  - What remains are additional Direct Payments



Enter the Direct Tab information as outlined below:

Project ID	Enter the 3-digit Identification Number for your project.
Subrecipient ID	Enter Vendor Number for RIFANS vendors or a unique vendor identification number assigned in Subsidiary Financial Reports.
Subrecipient Legal Name	This field will auto-populate when the Subrecipient ID is entered for all subrecipients on the subrecipient tab.
Obligation Amount	Enter the total value of CRF funds in this Direct Payment. In subsequent reporting periods, update, as applicable.
Obligation Date	Enter the date the Agency Direct payment was made (Cash Date). If multiple transactions, enter the cash date of the initial transaction.
Current Quarter Obligation	Enter the amount of CRF funds awarded in the current reporting period. In the first period the direct payment is reported, use the same value as the Obligation Amount. In subsequent reporting periods, enter the value of any modifications to the direct payment award made during the period.
Expenditure Start Date	Enter the cash date for the earliest transaction in the period associated with the reported award. For adjustments, the cash date may be prior to the start of the reporting period.
Expenditure End Date	Enter the last day of the reporting period.
Total Expenditure Amount	Enter the total Direct Payments during the reporting period, as shown in the transaction file. Note: This field will be highlighted in red until values are entered in the Expenditure Category columns, such that the Sum of Expenses equals the Total Expenditure Amount in that row.
Expenditure Categories (Columns M-AD)	Enter the value of expenditures associated most closely with each grouping for the reporting period. Refer to <i>Expenditure Category Guidance</i> .
Other Expenditure Categories	If you entered a value in Other Expenditure Amount, select the appropriate other category from the available dropdown menu.
Sum of Expenses	This field automatically sums the values in the expenditure categories (Columns M-AD).

Tab 10: Aggregate Awards < \$50000

On this tab, report the total obligation and expenditure amounts for all Contracts, Grants, Loans, Transfers, and Direct Payments where the total obligation is less than \$50,000. Report each type of award on the designated row. Only complete the applicable row(s) for the project.

If the project has no Contracts, Grants, Loans, Transfers, or Direct Payments with obligation amounts less than \$50,000, leave the corresponding row blank.

Enter Aggregate Awards <\$50,000 Tab information as outlined below:

<b>Updates this Quarter?</b>	Select Yes if there have been changes to the obligations and/or expenditures <u>during the reporting period</u> . Otherwise, select No.
<b>Current Quarter Obligation</b>	Enter the aggregate amount of funds awarded in the current reporting period to subrecipients via agreements under \$50,000. Include the net value of any amendments to these agreements made during the period. To avoid duplicative reporting of obligations, refer to the Summary tab for any prior period obligation balances.
<b>Current Quarter Expenditure/Payments</b>	Enter the aggregate value expended (disbursed) for these awards during the reporting period.

**Tab 11: Aggregate Payments Individuals**

Individuals and families that received CRF financial assistance are considered beneficiaries. On this tab, report the total obligation and expenditure amounts for all payments to individuals and families. Pursuant to U.S. Treasury guidance, state employee payroll costs and any reimbursement to employees for in-state and out-of-state travel should also be reported on this tab. Sole proprietors are not considered individuals under CRF.

If the project has no payments to individuals or payroll or travel transactions, leave this tab blank.

*Key Financial Data File Fields for Aggregate Payments to Individuals Reporting*

- Subsidiary system financial report
- Chart of Accounts / Line Sequence
- PO / Reference Number
- Natural Account (RIFANS only)
  - 610000 and 620000 Series Personnel Naturals
- Payee / Vendor Number and Name
- Transaction Amount

Enter the Aggregate Payments Individuals Tab information as outlined below:

<b>Updates this Quarter?</b>	Select Yes if there have been changes to the obligations and/or expenditures <u>during the reporting period</u> . Otherwise, select No.
<b>Current Quarter Obligation</b>	Enter the aggregate amount of funds paid to individuals (i.e. beneficiaries and employees) in the current reporting period.
<b>Current Quarter Expenditure/Payments</b>	Enter the aggregate value expended (disbursed) to individuals, including beneficiaries and employees, during the reporting period.

**Tab 12: Summary Tab**

This tab automatically sums the award, obligation, and expenditure data entered in the other tabs. Verify that the total expenditure amount matches the sum of the project transactions from the financial data file.

Update December 2020: Columns showing obligation balances have been added to this tab. Before uploading, validate your data using the Summary Tab:

1. Current Expenditure Total (cell I19) should equal the sum of transactions in RIFANS extract (Exception: Projects that share a line sequence. The sum of the Current Expenditure Totals for all projects that share a line sequence should equal the sum of transactions in RIFANS extract.)
2. Awards Amounts (column B) must equal Cumulative Obligation Amounts (column F) for awards  $\geq$  \$50,000
3. Cumulative Award Balances (columns L and N) should be  $\geq$  \$0
4. Correct any errors on the applicable tab, not on the Summary Tab

### Step 6: Review Workbook Prior to Upload

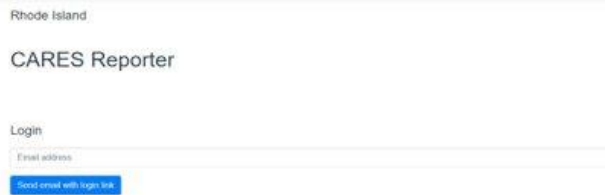
The Agency should review each tab of the completed CRF reporting workbook where data has been entered into a row. Where the row contains data, correct any cells in rows highlighted or outlined in red. Verify file name matches naming convention on Project tab.

### Step 7: Certify and Upload Workbook

On the Certification tab of the workbook the designated reporter for the project/ State Agency must enter their name in the "Agency Financial Reviewer" tab and date in the data column. The file is now ready for upload into the portal.

1. Go to the upload portal link: <https://ri-cares-reporter.onrender.com/login>
2. Enter your email address. (You must be a designated reporter in order to access.)
3. Check email for login link; once link arrives click link and you will be logged into the upload system.
4. Click the "Upload Spreadsheet" button and select your workbook file.
5. 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-001-093020-v1.xlsx

Main screen at the upload portal. Enter email address.



Once logged into the upload portal, this is what you will see:



This is the view after you have uploaded your spreadsheet successfully.



If you upload your spreadsheet and there are validation errors, you will need to fix the errors and then reupload. If there are validation errors, they will appear in red below the file upload section, as seen below:

