Coronavirus Relief Fund
Reporting Period 07/01/21 - 09/30/21
Reporting Training

Pandemic Recovery Office

Tuesday, Sept 28, 2021 – 2:00 PM
Wednesday, Sept 29, 2021 – 9:00 AM

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 Prior Reporting Periods
- Workbook Overview for Continuing Projects
- CRF Closeout Process
- Final Notes for CRF Reporting

CRF Reporting Update & Lessons Learned

CRF Reporting Update

One week extension granted by U.S. Treasury

- PRO must submit certified file to U.S. Treasury 10/19/21
- State Agencies upload to reporting portal by 12 PM 10/08/21

PRO Liaison Changes

- PRO to update and provide Agency Liaison list

Other Updates:

- Closeout: PRO will notify agencies by Sept 30th of projects that have been closed.
- If a project was approved for closeout, your PRO liaison will send you an email this week. Do not file reports for closed projects.
- 1 reporting phase for all projects this period

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
Jul 1 thru Sep 30, 2021	Friday 10/1/2021	Friday 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 F7/8/2022	Monday 7/11/2022
Jul 1 thru Sep 30, 2022	Saturday 10/1/2022	TBD	Friday 10/7/2022	Tuesday 10/11/2022

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 a prior period 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
- CRF Reporting Reference Guide – Reporting Timeline updated
- CRF Data Dictionary, including Expenditure Category Guidance
- RIFANS CRF Transaction File for the Reporting Period
  - As before, it will include transactions posted to prior period(s) after the last extract run date

Visit: http://omb.ri.gov/pandemic-recovery/#section3

- Financial Report Template, for agencies using subsidiary financial systems

CRF Reporting Basics – Refresher

- Reporting period is 7/1/21 - 9/30/21.
- PRO will supply the RIFANS extract. Do not run your own report.
- Subsidiary financial reports are required for projects using subsidiary systems. Reports must be in the format required for the transparency portal, with totals aligned to values in RIFANS. Submit to your PRO liaison at upload.
- Submit one workbook for each CRF project.
- Naming convention change for period ending 9/30/21 (e.g. DOH-174-093021-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)

Projects Requiring Subsidiary Report

Project Identification Number	Project Title	Agency Code	Non-RIFANS Fin File Required
52	Pediatric Primary Care Relief Program	HHS	Y
62	Childcare Recovery Grants	DHS	Y
78	Children's Services Provider Relief Fund	HHS	Y
79	Early Intervention Provider Relief Fund	HHS	Y
80	Nursing Facility Support for Enhanced Infection Control	HHS	Y
212	Home and Community Based Services (HCBS) Home Healthcare Supports	HHS	Y
243	Home and Community Based Services: Access Program for Individuals Living with Intellectual and/or Developmental Disabilities	HHS	Y
244	Nursing Facility Support and Change Grants	HHS	Y
246	Substance Use Disorder Non-Hospital Provider Relief Grant Program	BHDDH	Y
285	DCYF Voluntary Extension of Care	DCYF	Y
366	Business Interruption Support Program for the "Pause"	DOR	Y
396	Nursing Home Isolation Unit Supplemental Funding	HHS	Y
431	Home Health Worker Supports Program for the PAUSE	HHS	Y

Workbook Overview for Continuing Projects

New Projects/Reporters contact

Laura.E.Sullivan@omb.ri.gov to schedule training

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Continuing Projects Overview – Agency Actions

1. Review reporting materials. Prior training slide decks are available on the PRO website http://omb.ri.gov/pandemic-recovery/#section3
2. Process the RIFANS Transaction file, add missing vendor information, and paste data into the Agency Use Tab,
    - Use colors to categorize award types and awards over/under $50k. Add columns to include Project Number, Award Amount, Current Quarter Obligations and Cumulative Obligations.
3. If applicable, generate a Subsidiary Financial Report for the Project that ties to RIFANS transaction file and paste data into the Agency Use Tab.
4. Identify any change orders to existing awards (PO's) and/or any balances to be de-obligated
5. Update the Status field on the Cover tab of the CRF reporting workbook to accurately reflect current status of project
6. Add any new subrecipients to Subrecipient Tab following format instructions.

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 9/30/21.

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	NA	Y	Y
Period of Performance End Date	Y	Y	NA	NA	NA
Compliance	NA	Y	NA	NA	NA

Cover, Subrecipient, Summary & Agency Use Tabs

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Continuing Projects Overview

- Subrecipient Tab includes all vendors in RIFANS through August 2021 and all vendors added by agencies in prior periods. Tab is unlocked to improve functionality – can search and filter data.
- Summary Tab populated with cumulative data from past reports
- *Note on Summary tab: Agency should notify liaison when the summary tab is not protected*

Update Existing Awards ≥ $50,000 Tabs

1. Report changes to previously reported awards ≥ $50,000
    a. Change orders and/or de-obligation of awards
        i. Contract/Award/Loan/Transfer Amount
        ii. Current Quarter Obligation (Enter zero if no change to award amount)
    b. Changes to Period of Performance End Dates -
        i. Update if approved by PRO Director and/or Governance
        ii. If payments processed after authorized end date, change POP End Date to 9/30/21
    c. Changes to Compliance status, if applicable (Grants only)
    d. Expenditures from RIFANS transaction file
        i. Expenditure Start and End Dates – Leave blank if no expenditures.
            i. No Expenditure End Dates after 9/30/21
        ii. Total Expenditure Amount
        iii. Expenditure Categories – Leave blank if no expenditures.
2. Report new awards with obligation ≥ $50,000 on next row on applicable 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 9/30/21.

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

Update Aggregate Tabs

1. Report changes to previously reported awards on Aggregate Awards < 50000 Tab and Aggregate Payments Individual Tab
   a. To prevent double counting of obligations, identify any change orders (or de-obligated balances) associated with previously reported obligations
   b. Report the sum of new obligations plus any change orders to prior obligations
   c. Use RIFANS Extract to determine the amount of expenditures for each award type
   d. Report all expenditures by award type
2. Report new awards
   a. Obligation < $50,000 on Aggregate Awards tab
   b. State Payroll and Payments to Beneficiaries on Aggregate Payments Individual tab

Awards that drop below 50k

1. Zero out award amounts, obligation amount, and expenditure amount on the Awards > 50k tab. Do NOT delete the row.

2. Add any remaining expenditure balance to the aggregate awards tab, on the applicable row in both the obligation and expenditure columns.

3. Caution: If in a prior reporting period, the award dropped below 50k report any new reversals on the aggregate awards tab. This may apply to awards that are reduced over multiple reporting periods (Journaled over to FEMA accounts).

Finishing the Report

1. Check Workbook for cells with red highlights and/or red borders and enter any missing data
2. Validate report using the Summary Tab
   - Current Expenditure Total (cell I19) should equal the sum of transactions in RIFANS extract (exception projects that share line sequence)
   - Awards Amounts (column B) must equal Cumulative Obligation Amounts (column F) for awards ≥ $50,000
   - Cumulative Award Balances (columns L, N) should be ≥ $0
   - Errors are corrected on the applicable tab, **not** on the Summary tab
3. Complete the Certification Tab
4. Upload the file at https://ri-cares-reporter.onrender.com/

CRF Closeout Preparation

Notes on Closed Projects

1. About 48 projects have been approved for close-out and PRO will notify agencies this week. Do **not** file reports for projects that have been closed by PRO. Do file reports this cycle for all other projects.

2. Agencies having some approved close-out projects include:

Department of Human Services	Office of the Governor
Department of Administration	Military
Department of Learning and Training	Executive Office of Commerce
Department of Health	Office of Public Defender
Department of Environmental Management	Office of the General Treasurer
RI Department of Education	Judiciary
Dept of Children, Youth and Families	Department of Business Regulation
Department of Revenue	RISCA
Health and Human Services	

Closeout Eligibility – Criteria for Marking “Fully Complete”

- Project must be complete
  - No new expenditures will be posted in RIFANS in future reporting periods
- All CRF transactions, including adjusting entries and Audit Fees, must be posted prior to 9/30/21
  - Projects with September transactions may not be able to close with 9/30/21 report because of outstanding Audit Fee transactions
- Zero remaining balances on all tabs, all awards
  - Award Amount = Cumulative Obligation Amount = Cumulative Expenditure Amount
- FEMA Match Projects are only eligible for close out if all adjustments are complete

Closeout Preparation – Final CRF Report

1. Complete CRF Project Workbook, using Workbook and RIFANS Transaction File provided by PRO
2. Before upload, review Summary Tab
   a) Do any balances remain? Identify any award amounts and/or obligations greater than cumulative expenditures.
   b) On tabs ≥ $50k with balances, review and adjust any awards (reduce Current Quarter Obligation and Award Amounts accordingly)
   c) On aggregate tabs with balances, reduce Current Quarter Obligation(s) accordingly. Maintain records for awards < $50k with original and adjusted award amounts.
3. Cover Tab: Mark Project Status "Fully Complete"
4. Upload to portal https://ri-cares-reporter.onrender.com/login
5. Email PRO liaison that the Agency is requesting closeout. Enter "CRF Closeout Request [Filename]" in the subject line.

Closeout Process - PRO

1. After the CRF reporting cycle, PRO
   A. Reviews final CRF Report for status, balances
   B. Compares Report to Governance Authorized Amount
   C. Notifies budget/agency of any variances. Agency may need to address variances via Governance.
   D. Updates Air-table database
2. PRO responds to either concur with agency's closeout determination or to share/request additional information.
3. Once closed, no additional <u>CRF quarterly reports</u> are required, unless there are post closeout adjustments. Projects must be re-opened if there are post closeout adjustments.

Final Notes for CRF Report & Resources

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Key Points for Seamless Reporting

- ✓ Do not delete, rename or re-order tabs in the workbook
- ✓ RIFANS Transaction File from PRO is the authoritative source for CRF reporting. If Subsidiary Financial Report is required for transaction detail, it must tie to the RIFANS extract for the line sequence(s) associated with the project.
- ✓ 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 3/1/20-12/31/21 (Extended per Consolidated Appropriations Act, 2021 (P.L. 116-260), signed December 2020). Dates outside of this range will fail the upload.

PRO Office Hours

Tuesday, October 5th – 1:30 – 2:30 PM

Wednesday, October 6th – 9:30 – 10:30 AM

More details to follow

Resources

Visit the Pandemic Recovery Office website http://omb.ri.gov/pandemic-recovery/#section3 for CRF reporting guides, past slide decks and related materials.

Contact info for CRF Liaisons:

Laura Sullivan: laura.e.sullivan@omb.ri.gov

Brianna Murphy: brianna.l.murphy@omb.ri.gov

Samuel Osei Tutu: samuel.oseitutu.ctr@omb.ri.gov

Marcus Galvin: marcus.galvin.ctr@omb.ri.gov

Christina Vilardi: christina.vilardi.ctr@omb.ri.gov

Nathaniel Sam: nathaniel.sam.ctr@omb.ri.gov

Questions

Please send contact information for new reporters to

Laura.E.Sullivan@omb.ri.gov

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Lessons Learned

1. Line Sequences: Verify line sequences on project tab as your first step. Notify your PRO liaison immediately of incorrect or missing line sequences.
2. 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.
3. Avoid under-reporting by checking the RIFANS transaction file against the summary tab to confirm all expenditures are reported. Be careful sorting/filtering to avoid losing transactions
4. Expenditure formatting: Report expenditures using only 2 decimal places only. More than two decimal places led to rounding errors that impacted upload in Render.
5. Audit fees are posted generally on the 5th of the month for prior month transactions. June expenditure transactions will result in audit fees in July. Do not mark Project Status Fully Complete if Audit Fees will be posted in July.

Lessons Learned

1. 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”
2. Review the obligation amount to determine the tab on which to report expenditure transactions
   - Award Amounts = Report only the CRF funds obligated in the contract or PO
3. Current Quarter Obligation: Report only net value of any increases or decreases.
   - Current Quarter Obligation ≠ Current Quarter Expenditures for previously reported awards
4. Current Quarter Obligation = Award Amount for <u>awards reported for the first time</u>
5. Transactions with a PO for goods and services are contracts and are to be reported as such.

   Do not report PO transactions as direct payments.

Lessons Learned

1. Expenditure End Date cannot be after the last day of the reporting period (9/30/21).

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

2. Summary Tab: This tab is now locked to protect data integrity.

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.

	A	B	C	D	E	F	G	
1	Project ID	Subrecipient ID	Subrecipient Legal Name	Contract Number	Contract Type	Contract Amount	Contract Date	Pe Pe St
2	001	9	C & K ELECTRIC CO INC	021111	Purchase Or	$ 25,000.00	02/28/20	
3								
4								
5								
6								
7								
8								
9								
10								
11								
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19								
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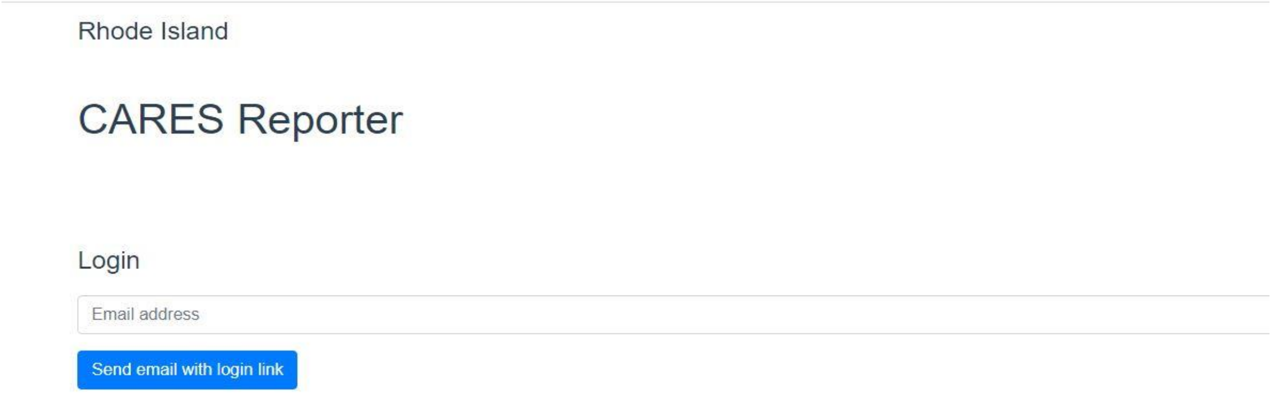
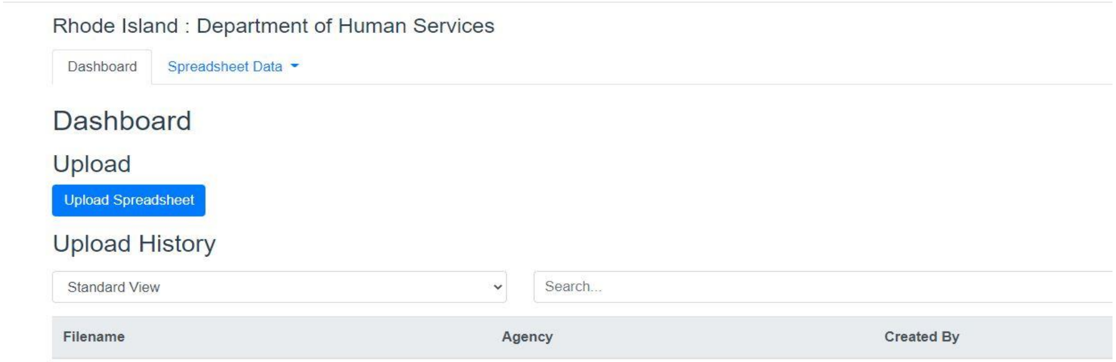
CRF Workbook Upload Portal - Render

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-001-093021-v1.xlsx**





CRF Subsidiary Financial System File

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
Enterprise Policy

DEPARTMENT OF ADMINISTRATION

Pandemic Recovery Office – Federal COVID Funding Reporting - 2020

Pandemic Recovery Office

Agency Reporting Requirements for Federal COVID Funding

Date of The Last Revision:

Division Contact
401.222.8202
Jeremy.Licht@doa.ri.gov

1. **Purpose**

   To provide accurate, timely and reliable financial data concerning Rhode Island's use of funds provided under any federal act primarily making appropriations for the Coronavirus response and related activities ("Federal COVID Funding," as more specifically defined below).

2. **Applicability**

   This policy applies to all state agencies, offices, departments, divisions, commissions, boards, councils, or other entities of the state receiving Federal COVID Funding both directly from federal agencies and through allocations from the $1.25 billion Coronavirus Relief Fund distribution the State received.

3. **Definitions**

   Award means a grant, cooperative agreement, or other form of financial assistance.

   Contractor means an entity that provides property or services needed to carry out the project

E3

	E	F	G	H	
1	Purchase Order or Reference Obligation Amount	Payee ID	Payee Name	Address 1	Ad
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

COVER | Financial Transaction Register | Beneficiaries | Obligation (Encumbrance)

Enter

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

Updating Current Quarter Obligation and Award Amounts

Previously reported awards

- Current Quarter Obligation: Enter the amount of CRF funds obligated or de-obligated (change orders/ reversals) to the award(s) during the reporting period.
- Current Quarter Obligation: If no new obligations/de-obligations enter $0
- Award Amount: Update the field, entering the sum of the previously reported Award Amounts plus the Current Quarter Obligation amount.
- Validate that Cumulative Expenditures ≤ Award 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