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

Federal Awards Catalog Quarterly Update Instructions
December 2014

In an effort to maintain an up-to-date, comprehensive inventory of federal awards data, the Grants Management Office is introducing a quarterly update schedule for the Federal Awards Catalog. Beginning with the quarter ending December 31, 2014, state agencies will be required to submit their Federal Awards Catalogs quarterly according to the following schedule:

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

A description of the catalog and step-by-step instructions on how to update your Federal Awards Catalog are provided below:

Catalog Template Changes and Structure

No data elements have been added or removed from the catalog. However, in order to better link catalog data with information in RIFANS, OMB has made the following formatting changes:

- CFDA Data Element: Agencies are instructed to report the award CFDA in XX.XXX format. This change has already been made in each agency update template for previously reported awards.
- Dollar Amount and Percentage Data Elements: Multiple fields have been reformatted to allow dollar signs, commas, and percentage signs. Restrictions against this formatting are no longer necessary due to the switch from SABRS reporting to Excel submissions.

The Catalog includes six tabs:

- Tab 1: Data Dictionary
- Tab 2: Federal Awards Catalog – Agency's complete catalog of prime awards as last reported, showing awards data through 6/30/2014.
- Tab 3: Ended Prime Awards – Agency will use this tab to report awards on Tab 2 that have ended since 6/30/2014.
- Tab 4: Continuing Prime Awards – Agency will use this tab to report awards on Tab 2 that are continuing awards, including all awards that have been modified since last reported.
- Tab 5: New Prime Awards – Agency will use this tab to report all new awards received since submission of last update.
- Tab 6: Co-Prime Awards – Agency will use this tab to report all federal award funds received from other state agencies.

Step 1: Report All Ended Prime Awards

Awards in the Catalog that have ended as of the Quarter End Date must be reported on Tab 3 Ended Prime Awards. **An award is considered "ended" when no additional expenditures will be posted against the award after the end of the reporting quarter,** e.g. for reporting quarter ending December 31, 2014, an award is considered to have ended if there will be no additional expenditures against the award after December 31, 2014. If an award is past its end date but additional expenditures will be incurred during the grant close-out period, the award has **not** ended, and should be moved to the Tab 4 Continuing Awards later in Step 2.

1. Identify each ended award on Tab 2 of the Catalog. Select all rows of data associated with the award number and highlight selected rows in red.
2. Copy all rows associated with the award number and paste the rows onto Tab 3 Ended Awards.
3. Update the Cumulative Expenditures field to reflect expenditures through the end of the reporting quarter. This is the only data element that must be updated for ended awards.
4. Repeat this process for all ended awards.

Step 2: Update Continuing Prime Awards

A continuing award is an award that was previously reported in the agency's federal awards catalog. There are two types of Continuing Prime Awards: (1) Awards that have been modified to add funds (including awards that are received as quarterly allotments) or to extend the end date and (2) 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:

1. Identify the award that has been modified on Tab 2 of the Catalog. Select all rows of data associated with the award number and 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 may have changed due to the amendment received, including: Action Type, Amendment Number, Budget and Project Period Begin and End Dates, Current and Cumulative Award Amounts, Amount of Approved Indirect, Matching Funds, and Administrative Set-Aside Amount.
4. Update the Cumulative Expenditures to reflect expenditures through the end of the reporting quarter.
5. Review and update Amount of Award Budgeted in SFY15 and SFY16 to reflect spending plans given any increases in award funding.
6. Repeat this process for all awards that have been modified since your last Catalog submission.
7. Upload all modification letters received to the OMB SharePoint site.

Multi-Year Continuing Awards:
1. Identify all rows of data for the multi-year continuing awards on Tab 2. This should be all rows not highlighted in red or orange. Highlight these rows in blue.
2. Copy the rows containing the award information for the multi-year continuing awards. Paste the rows onto Tab 4.
3. Update the Cumulative Expenditures to reflect expenditures through the end of the reporting quarter.
4. Review and update Amount of Award Budgeted in SFY15 and SFY16 if spending plans have changed since the initial submission.
5. Repeat this process for all multi-year continuing awards.

Step 3: Add New Prime Awards

Report all new prime awards received on Tab 5 of the Catalog.

1. Enter all required information for each new award received in the reporting quarter.
2. If there are multiple line sequences associated with an award, enter a new row of data for each line sequence associated with the award.
3. Report the cumulative expenditures at the line sequence level (i.e. the sum of the expenditures reported for each line sequence should equal the total expenditures against the award through the end of the reporting quarter).
4. Report the amounts budgeted in SFY15 and SFY16 at the line sequence level. Amount budgeted across the two fiscal years and across all line sequences associated with the award cannot exceed the cumulative award amount.
5. Upload award letters for all new awards received in the last quarter to the OMB SharePoint site.

Step 4: Update Continuing and Add New Co-Prime Awards

A co-prime award is an award of federal funds received by a state agency from another state agency. The agency will review all awards listed on Tab 6 Co-Prime Awards and mark as Ended, Continuing, or Modified using a color-coding system. Review the awards listed on the tab to determine status, and then follow the steps below:

Ended Co-Prime Awards:
1. Identify each ended award. An award is considered ended when no additional expenditures will be posted against the award after the end of the reporting quarter.
2. Highlight all rows associated with the award that has ended in red.
3. Update the Cumulative Expenditures field to reflect expenditures through the end of the reporting quarter. This is the only data element that must be updated for ended awards.
4. Repeat process for all ended co-prime awards.

Modified Continuing Co-Prime Awards:
1. Highlight all continuing awards that have been modified to extend end date or increase award amount in orange.
2. Review and update any fields that have changed per the amendment received.
3. Update the Cumulative Expenditures field to reflect expenditures through the end of the reporting quarter.

Multi-Year Continuing Co-Prime Awards:
1. Identify all rows of data for the multi-year continuing co-prime awards. Note: this should be all awards not highlighted in red or orange. Highlight all awards that are continuing beyond the end of the reporting quarter in blue.
2. Update the Cumulative Expenditures field to reflect expenditures through the end of the reporting quarter.
3. Review and update Amount of Award Budgeted in SFY15 and SFY16 if spending plans have changed since the initial submission.
4. Repeat this process for all multi-year continuing co-prime awards.

New Awards:
1. Enter all required information for new co-prime awards received in the reporting quarter.
2. If there are multiple line sequences associated with the award, enter a new row of data for each line sequence. Report the cumulative expenditures at the line sequence level (i.e. the sum of the expenditures reported for each line sequence should equal the total expenditures against the award through the end of the reporting quarter).

Step 5: Submit Catalog

1. Save the completed file as "[Agency]_FederalAwardsCatalog_12.31.2014"
2. Email the completed file to Laurie Petrone (laurie.petrone@omb.ri.gov) and Katherine Jurczyk (katherine.jurczyk@omb.ri.gov) for review.