



Federal Award Catalog Webinar

Wednesday July 10, 2019

1:30PM – 2:30PM

Agenda

- **Overview**
 - Key Dates
- **SharePoint**
 - Award Letter Upload
 - Naming Convention
- **Catalog Updates**
 - Budget Period
 - New Awards
 - Continuing Awards
 - Ended Awards
 - Subawards
 - Indirect Rate Letter
- **Questions**
- **Subaward Medicaid Reporting** * *agencies without Medicaid funding may leave call at this point*



Federal Award Catalog Overview

We have made two important changes to the Federal Award Catalog beginning with this reporting period.

- Reduced the number of reporting periods from four to two.

Quarter End Date:	Catalog Submission Date:
December 31	February 15
June 30	August 14

- Completed Catalogs to be uploaded into SharePoint.



Key Dates June 30, 2019 Reporting Period

- June 21, 2019 Catalog Templates emailed to State Agencies
- July 8, 2019 Pre-Registration Deadline for Catalog Submission
Webinar
- July 8, 2019 Test SharePoint Access and Report Problems
- July 10, 2019 Mandatory Meeting on Catalog Submission via
JoinMe
- August 14, 2019 Catalog Submitted to OMB



SharePoint Award Letter and Document Upload

Agencies are responsible for uploading all award letter documents, updates and guidance to their respective folder in the OMB Grants Management Federal Award Catalog SharePoint site.

- The DoIT Service Desk has confirmed all users who contacted us prior to July 8th with access requests or issues related to SharePoint have been resolved. Please verify access after this webinar and if anyone is having difficulties accessing SharePoint please contact us.
- Please verify you are able to access and upload documents to the SharePoint site: <http://ent-sps-3220:1635/grants/default.aspx> and see the “Catalog Templates – June 2019” folder.
- If you are unable to access the site please email Steve Thompson: steve.thompson@omb.ri.gov
- Documents uploaded must follow the established naming conventions.

*** Important:** For all awards make sure the original full award letter document is uploaded which includes all terms, dates and financial information. Without the initial award letter, OMB staff are unable to validate the data in the catalog and will have to contact you to obtain a copy.



SharePoint Naming Convention

Please remember to follow the established naming convention for the upload of award documents to SharePoint.

- Federal Award Letters

Award_[FederalAwardIdentificationNumber#]_amendment#

e.g. Award_FAIN_X

- Subaward Award Letters : **Subaward_[Subaward#] e.g. Subaward_ 000-XXXXX**
- Full naming convention documentation:
See document attached. **NOTE:** Co-Prime awards are now referred to as **Subawards**
- SharePoint: view detailed training webinar on how to use upload – remember to document properties your upload otherwise the upload isn't visible.
<https://youtu.be/qcAa6mDoM7o>
- OMB Grants Management Office Training Page:
<http://www.omb.ri.gov/grants/resources/training.php>



Completed Catalog Upload to SharePoint

- Completed catalogs are to be uploaded to SharePoint in the folder labeled “Catalog Templates – June 2019”. Use of SharePoint for this purpose ensures that the Catalogs are accessible to everyone in the grants team and in OMB.
- Use the following naming convention when uploading the Catalog:**AgencyAbbreviation_Catalog_ReportingPeriodEndDate**, e.g., **DEM_Catalog_6.30.19**.
- Agencies unable to use SharePoint should plan with Steve Thompson for transmission of the completed catalog and related supporting documents.



Budget Period

- How do I know if my award has a distinct budget period and what do I do?
 - Look at award letter and determine if distinct budget periods are defined in the document.
- If no distinct dates are defined, enter project period dates and data in to the budget period fields
- If distinct dates are defined, then only award, match, indirect and administrative set-aside data for that budget period should be entered in the respective columns.
- Budget Period Obligated Amount to Date = Budget Period Award Amount

Notice of Grant Award
Issue Date: 08/29/2018

RESEARCH DEMONSTRATION COOPERATIVE AGREEMENTS
Department of Health and Human Services
FOOD AND DRUG ADMINISTRATION

Grant Number: 1U18FD006404-01
FAIN: U18FD006404

Principal Investigator:
Ernest Maurice Julian, PHD

Project Title: Rhode Island's Plan for Infrastructure Development and Continuous Improvement and Innovation through Conformance with the Manufactured Food Regulatory Program Standards (MFRPS)

Silvia, Katie
Sr. Human Services Policy Systems Specialist
3 Capitol Hill
Providence, RI 029085097

Award e-mailed to: mira.debarros@health.ri.gov

Budget Period: 09/01/2018 – 06/30/2019
Project Period: 09/01/2018 – 06/30/2023

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$385,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to RHODE ISLAND STATE DEPT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of PHS Act, Sec 1706.42 USC 300u-5, as amended; Sec 2(d), PL 98-551 and is subject to

REPORT 495		U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE	
1. GRANTOR AGENCY: USDA Food and Nutrition Service	2.		
3. RI Dept of Education Dept of Education PROVIDENCE VENDOR NO. S4491501 000	4.		
5. APPORTIONMENT YEAR: 2017 GAD NUMBER: 4RI300306	6.		
7. GRANT PERIOD FROM: 10/01/2016 GRANT PERIOD TO: 09/30/2017			
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE
126/73539	174RI306N1098	201716N109844	- CNP SCHOOL MEALS CONSOL BLO
126/73539	174RI306N1090	201716N109044	- CNP CACFP CONSOLIDATED BLOC
127/83539	174RI306N1098	201717N109844	- CNP SCHOOL MEALS CONSO
127/83539	174RI306N1090	201717N109044	- CNP CACFP CONSOLIDATED
127/83539	174RI306N1097	201717N109744	- CNP SFSP CONSOLIDATED
Total:			



Points to Remember on All Tabs

- **Report the following fields at the line sequence level:**
 - Cumulative Expenditures for Project Period & Budget Period
- **Report the following fields at the award level:**
 - Project Period Award Amount to Date
 - Budget Period Obligated Funds to Date
 - Match
 - Approved Indirect Amount
 - Administrative Set-Aside
 - Percent
 - Cumulative Administrative Set-Aside Amounts
 - Maintenance of Effort (MOE) Requirements



Tab 5: New Prime Awards Instructions

- **Move** previously reported awards to the Continuing Awards Tab.
- **Add** all new awards received between **1/1/19** and **06/30/19** to Tab 5 New Prime Awards.
- **Complete** all fields in each row associated with an award and report all line sequences associated with the award.
- **Upload** award letters for all new awards to SharePoint.

FAC_Template_1

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Clipboard Font Alignment

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	B	C	D	F	M	W
	Line Sequence	Action Type	Federal Award ID Number (FAIN)	Federal Award Instrument Type	Project Period Award Amount to Date	Cumulative Expenditures for Project Period through the End of the Reporting Quarter
1	123456789	Initial Award	M1234568 -19	Formula Grant	\$ 1,000,000.00	\$ 25,000.00
2	234567891	Initial Award	M1234568 -19	Formula Grant	\$ 1,000,000.00	\$ 50,000.00
3	345678912	Initial Award	M1234568 -19	Formula Grant	\$ 1,000,000.00	\$ 30,000.00
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Tab 3 Ended Prime Awards Tab 4 Continuing Prime Awards Tab 5 New Prime

READY



Tab 4 Continuing Prime Awards Step 1

Update All Awards that Have Been Modified

- Identify all awards that were modified between **January 1, 2019 and June 30, 2019**. Modifications include changes to Project Period End Date, Budget Period Start and End Dates, Project Period and Budget Period Award Amounts.
- *Update **any and all** Project Period and Budget Period data fields to reflect award modification. Dates, match, indirect amount, administrative set-aside are updated on all modified awards.
- Update Project Period expenditures field (Column W) and Budget Period expenditures field (AI) for each line sequence associated with the modified award.
- Highlight the data rows in **orange** to indicate that the award has been modified since the last reporting quarter.
- Upload all award letters documenting the modifications to SharePoint following the established naming conventions.

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Line Sequence	Action Type	Federal Award ID Number (FAIN)	Amendment Number	Federal Award Instrument Type	Federal Awarding Agency	CFDA	
2	2505159 Initial Award	TI026044		Project Grant	16 Department of Health	93.2	
3	2505126 Initial Award	3B08TI010046-17		Block Grant	16 Department of Health	93.2	
4	2505156 Modification	SM061885	3	Project Grant	16 Department of Health	93.2	
5	2505155 Modification	SP020159	2	Project Grant	16 Department of Health	93.2	
6	2505101 Initial Award	3B09SM010046-17		Block Grant	16 Department of Health	93.2	
7	2505163 INITIAL	1H79TI026761	1	PROJECT GRAN	16 Department of Health	93.2	
8	2505164 INITIAL	1H79TI026664	1	PROJECT GRAN	16 Department of Health	93.2	
9	2505165 INITIAL	1H79TI080187	1	PROJECT AWAR	16 Department of Health	93.2	
10	2505166 INITIAL	1H79TI080232	1	PROJECT GRAN	16 Department of Health	93.2	
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Identify Continuing Awards Not Modified During the Reporting Period

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| | B | C | D | E | F | G | H |
| | Line Sequence | Action Type | Federal Award ID Number (FAIN) | Amendment Number | Federal Award Instrument Type | Federal Awarding Agency | CFDA |
| 1 | 2505159 | Initial Award | T1026044 | | Project Grant | 16 Department of Health | 93.2 |
| 2 | 2505126 | Initial Award | 3B08T1010046-17 | | Block Grant | 16 Department of Health | 93.2 |
| 3 | 2505156 | Modification | SM061885 | 3 | Project Grant | 16 Department of Health | 93.2 |
| 4 | 2505155 | Modification | SP020159 | 2 | Project Grant | 16 Department of Health | 93.2 |
| 5 | 2505101 | Initial Award | 3B09SM010046-17 | | Block Grant | 16 Department of Health | 93.2 |
| 6 | 2505163 | INITIAL | 1H79T1026761 | 1 | PROJECT GRANT | 16 Department of Health | 93.2 |
| 7 | 2505164 | INITIAL | 1H79T1026664 | 1 | PROJECT GRANT | 16 Department of Health | 93.2 |
| 8 | 2505165 | INITIAL | 1H79T1080187 | 1 | PROJECT AWARD | 16 Department of Health | 93.2 |
| 9 | 2505166 | INITIAL | 1H79T1080232 | 1 | PROJECT GRANT | 16 Department of Health | 93.2 |
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Tab 4 Continuing Prime Awards Step 3

Move Ended Awards from Continuing Tab to Ended Tab

- An award is “Ended” if the project period is less than or equal to the last date in the current reporting quarter.
- Sort tab by Project Period End Date (Column L) oldest to newest to identify ended awards.
- Move (i.e., cut and paste) awards with an Award End Date on or before June 30, 2019 to Tab 3 Ended Prime Awards.

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	B	C	D	E	F	G	H
	Line Sequence	Action Type	Federal Award ID Number (FAIN)	Amendment Number	Federal Award Instrument Type	Federal Awarding Agency	CFDA
2	2505159	Initial Award	TI026044		Project Grant	16 Department of Health	93.2
3	2505126	Initial Award	3B08TI010046-17		Block Grant	16 Department of Health	93.5
4	2505156	Modification	SM061885	3	Project Grant	16 Department of Health	93.2
5	2505155	Modification	SP020159	2	Project Grant	16 Department of Health	93.2
6	2505101	Initial Award	3B09SM010046-17		Block Grant	16 Department of Health	93.5
7	2505163	INITIAL	1H79TI026761	1	PROJECT GRANT	16 Department of Health	93.2
8	2505164	INITIAL	1H79TI026664	1	PROJECT GRANT	16 Department of Health	93.2
9	2505165	INITIAL	1H79TI080187	1	PROJECT AWARD	16 Department of Health	93.2
10	2505166	INITIAL	1H79TI080232	1	PROJECT GRANT	16 Department of Health	93.2
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Tab 3 Ended Prime Awards Instructions

- Leave all previously reported ended awards on the tab.
- Sort data by Project Period End Date column L ; oldest to newest.
- Highlight awards with an end date between January 1, 2019 and June 30, 2019 in **Blue**.
- Calculate if the award has a remaining balance. Sum the Cumulative Expenditures for Project Period (W2) across all line sequences associated with the award and subtract from Project Period Award Amount to Date (M2). Do not sum the Project Period Award Amount across the line sequences as this will overreport the actual award amount.
- If an ended award has a balance remaining greater than \$1,000, provide a brief explanation of the reason why not all funds were drawn down in Column AQ.

	AO	AP	AQ	AR	AS	AT
1	Amount of MOE	Federal Payment System	Date Closed	Balance Remaining	Reason for Balance	
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Tab 6 Update Subawards

- Do not delete any data from the subaward tab.
- Sort tab by Project Period End Date (Column L) oldest to newest to identify ended awards.
- If subaward has ended since the last reporting quarter, highlight data row(s) in **red**.
 - Calculate if the ended subaward has a remaining balance. Sum the Cumulative Expenditures for Project Period (W2) across all line sequences associated with the subaward and subtract from Project Period Subaward Amount to Date (M2). Do not sum the Project Period Subaward Amount across the line sequences as this will overreport the actual subaward amount.
- If subaward is continuing and the award end date and/or award amount has not been modified, update the Project Period Expenditures (Column W) and Budget Period Expenditures (AI) fields to reflect expenditures through 06/30/19.
- If subaward is continuing and has been modified since the last reporting period, highlight the data row(s) in **orange** and update appropriate fields including Project Period Expenditures (Column W) and Budget Period Expenditures (AI) fields to reflect expenditures through 06/30/19.

Line Sequence	Action Type	Subaward Number	Agency Awarding Funds	Federal Award ID Number (FAIN)	CFDA	Cumulative Subaward Project Period Award Amount to Date	Subaward Cumulative Expenditures for the Project Period through the End of the Reporting Quarter	Date Closed	Balance Remaining	Reason for Balance
123456789	Initial Award	DOH 12345	075 Department of Health	M1234567	99.999	\$ 25,000.00	\$ 22,500.00	3/31/2018	\$ 2,500.00	Printed Materials
123456789	Initial Award	DOH 12345	075 Department of Health	M1234567	99.999	\$ 400,000.00	\$ 56,569.25			
123456789	Modification	DEM 33355	074 Department of Education	M1234567	99.999	\$ 80,000.00	\$ 74,000.00			
123456790	Initial Award	OHHS DHS 2345-18	028 Office of Health	M1234568 -18	93.852	\$ 55,800.00	\$ 45,800.00			
123456789	Initial Award	OHHS DHS 2346-19	028 Office of Health	M1234568 -19	93.852	\$ 1,000,000.00	\$ 25,000.00			
234567891	Initial Award	OHHS DHS 2346-19	028 Office of Health	M1234568 -19	94.852	\$ 1,000,000.00	\$ 50,000.00			
345678912	Initial Award	OHHS DHS 2346-19	028 Office of Health	M1234568 -19	95.852	\$ 1,000,000.00	\$ 30,000.00			



Tab 6 New Subawards

- **Add** new subawards received below all other rows. Highlight new subawards in blue.
- **Populate Subaward number** (agency assigned) field. Agencies making a subaward are required under UGG to assign a subaward number. Some agencies already have an established naming convention. If you do not have a naming convention, we suggest using:

“3 digit agency code – FAIN” e.g. 028-SM061885

- **Upload** subaward letters for all new subawards to SharePoint.
 - The only subawards that do not have a subaward letter are Medicaid.



Indirect Rate – Must have Letter on File

- OMB must have a copy of your approved indirect rate letter from your cognizant Federal Agency.
- Please email approved indirect rate letters to:

laurie.petrone@omb.ri.gov and steve.thompson@omb.ri.gov



Questions?



Subaward Medicaid Reporting

- All federal funds received from another state agency, including Medicaid funds, are required to be reported on “Tab 6 Subawards” of the Federal Award Catalog.
- For Medicaid Programs, the Project Period and Budget Period are the same. Thus, the reported data will be the same across the two sections.
- Updated instructions will be provided to all agencies that have to report Medicaid funds.

