

### 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

<ul><li>June</li></ul>	21,	2019
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July 8, 2019Webinar

• July 8, 2019

July 10, 2019
 JoinMe

• August 14, 2019

Catalog Templates emailed to State Agencies

Pre-Registration Deadline for Catalog Submission

Test SharePoint Access and Report Problems

Mandatory Meeting on Catalog Submission via

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 8<sup>th</sup> 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: <a href="http://ent-sps-3220:1635/grants/default.aspx">http://ent-sps-3220:1635/grants/default.aspx</a> and see the "Catalog Templates June 2019" folder.
- If you are unable to access the site please email Steve Thompson: <a href="mailto:steve.thompson@omb.ri.gov">steve.thompson@omb.ri.gov</a>
- Documents uploaded must follow the established naming conventions.

\* Important: For all awards make sure the original <u>full award letter document</u> 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-XXXXXX
- 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

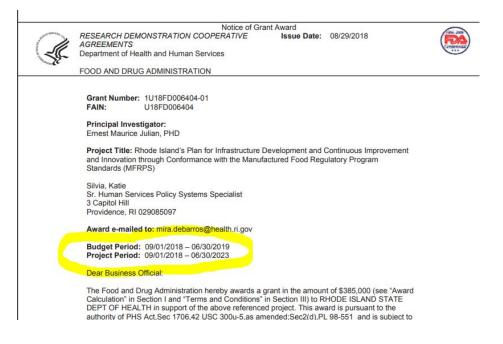
### Completed Catalog Upload to SharePoint

- 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: Agency Abbreviation\_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 setaside data for that budget period should be entered in the respective columns.
- Budget Period Obligated Amount to Date = Budget Period Award Amount







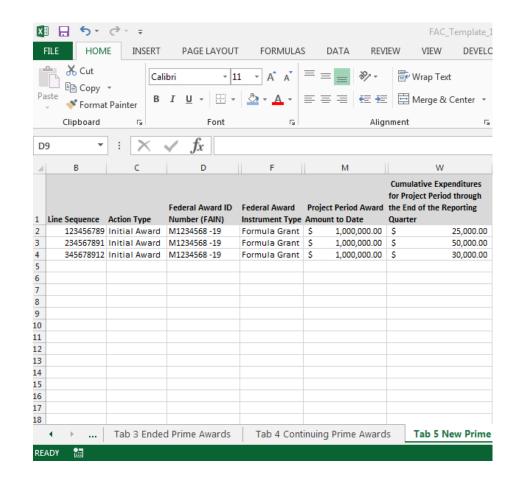
### Points to Remember on All Tabs

- Report the following fields at the line sequence level:
  - Cumulative Expenditures for Project Period & Budget Period
- Report the following fields at the <u>award level</u>:
  - 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

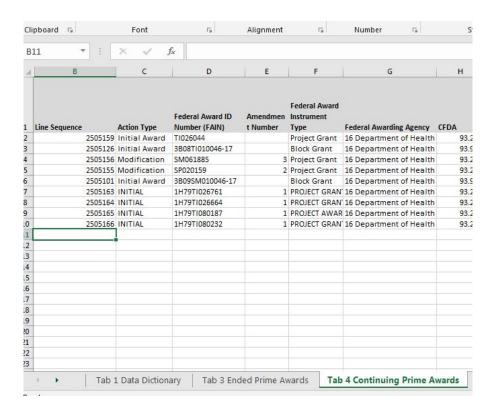
- Move previously reported awards to the Continuing Awards Tab.
- Add all new awards received between 1/1/19 and 06/30/19 to Tab 5 New Prime Awards.
- Complete all fields in each row associated with an award and report all line sequences associated with the award.
- Upload award letters for all new awards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





# Tab 4 Continuing Prime Awards Step 1 Update All Awards that Have Been Modified

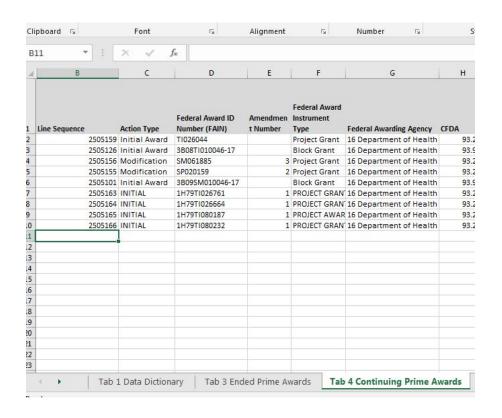
- Identify all awards that were modified between January 1, 2019 and June 30, 2019. Modifications include changes to Project Period End Date, Budget Period Start and End Dates, Project Period and Budget Period Award Amounts.
- \*Update <u>any and all</u> Project Period and Budget Period data fields to reflect award modification. Dates, match, indirect amount, administrate setaside are updated on all modified awards.
- Update Project Period expenditures field (Columns 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.





# Tab 4 Continuing Prime Awards Step 2 Identify Continuing Awards Not Modified During the Reporting Period

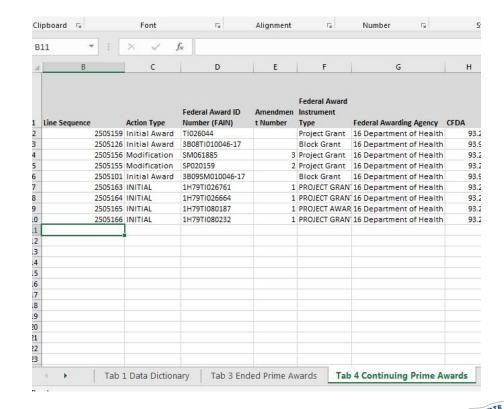
- If instructions in step 1 were followed, continuing awards that were not modified do not have any color highlighting across the row.
- Update Project Period expenditures field (Columns W) and Budget Period expenditures field (AI) for each line sequence associated with these continuing awards.





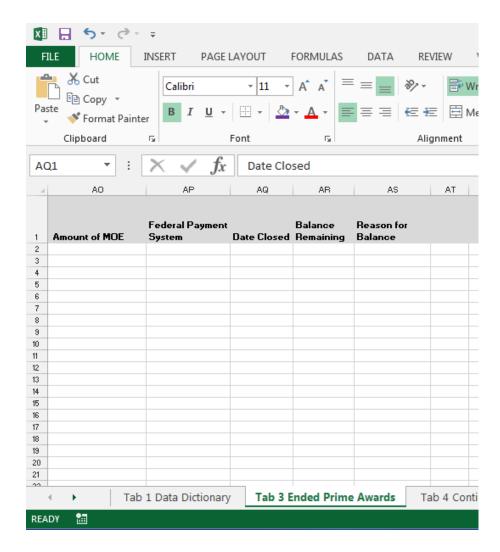
# Tab 4 Continuing Prime Awards Step 3 Move Ended Awards from Continuing Tab to Ended Tab

- 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.



### 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.





## 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 <u>not</u> 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.

В	C	D	E Agency Awarding	F Federal Award ID	G	L  Cumulative Subaw  Project Period Awa	ard F	T Subaward Cumulative Expenditures for the Project Period through the End of the Reporting	AI	AJ	AK
Line Sequence		Subaward Number	Funds	Number (FAIN)	CFDA	Amount to Date		Quarter	Date Closed		Reason for Balance
123456789	Initial Award	DOH 12345	075 Department of	HM1234567	99.999	\$ 25,000	0.00	\$ 22,500.00	3/31/2018	\$ 2,500.00	Printed Materials
123456789	Initial Award	DOH 12345	075 Department of	M1234567	99.999	\$ 400,000	0.00	\$ 56,569.25			
123456789	Modification	DEM 33355	074 Department of	E M1234567	99.999	\$ 80,000	0.00	\$ 74,000.00			
123456790	Initial Award	OHHS DHS 2345-18	028 Office of Health	M1234568 -18	93.852	\$ 55,800	0.00	\$ 45,800.00			
123456789	Initial Award	OHHS DHS 2346-19	028 Office of Health	M1234568 -19	93.852	\$ 1,000,000	0.00	\$ 25,000.00			
234567891	Initial Award	OHHS DHS 2346-19	028 Office of Health	M1234568 -19	94.852	\$ 1,000,000	0.00	\$ 50,000.00			
345678912	Initial Award	OHHS DHS 2346-19	028 Office of Health	M1234568 -19	95.852	\$ 1,000,000	0.00	\$ 30,000.00			
<b>4</b> →	Tab 2 Endo	d Prime Awards	Tab 4 Continuing Pr	imo Awards	Tab 5 Nov	v Prime Awards		ab 6 Subawards	(+)	: 4	



#### 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:

<u>laurie.petrone@omb.ri.gov</u> and <u>steve.thompson@omb.ri.gov</u>



### 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.

