

Training will begin shortly. Please be sure to mute your computer/phone unless asking a question.

Thank you!



GMO Training: January SFRF Quarterly Report

January 4th, 2023

**RHODE
ISLAND**

Agenda

- Introductions
- SFRF Program and Reporting Overview
- SFRF Quarterly Report Submission Process
- **Deep Dive 1:** Project & Expenditure Report
 - Clean Report / Prepopulated Report
- **Deep Dive 2:** Render Submission
- **Key Dates & Next Steps** (*P&E report will be shared Friday 1/6*)
- Q&A

LINK TO RENDER

https://grants.usdigitalresponse.org/arpa_reporter/login

Overview of SFRF Program and Reporting

The American Rescue Plan Act (ARPA) established the Coronavirus State Fiscal Recovery Fund (SFRF) to help states and other entities recover from COVID-19. The Project & Expenditure Report is a compliance document required for agencies receiving SFRF funding.

What is the State and Local Fiscal Recovery Funds (SFRF) Program?

The Coronavirus State and Local Fiscal Recovery Funds (SFRF) program, a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

State agencies have been appropriated funding for distinct initiatives, with final project design approved through collaboration with the Pandemic Recovery Office (PRO) and the Grants Management Team (GMO) to ensure appropriate use of funds in alignment with both federal and state standards.

What is the Project & Expenditure Report?

The U.S. Treasury has established eighty-three categories in which **expenditures must be reported for use of funds**. These expenditures are reported in the Project & Expenditure Report. Data collected in the Report are submitted to US Treasury on a quarterly basis.

The processes and materials introduced in this presentation adhere closely to the guidance issued by UST in June 2022 (updated September 2022). Additional detail around the program and its compliance and reporting requirements can be found here: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.

Key Stakeholders in Process

 Agencies  Pandemic Recovery Office (PRO)  Grants Management Office (GMO)

SFRF Quarterly Process

Legend

- Agencies
- Pandemic Recovery Office (PRO)
- Grants Management Office (GMO)
- Activity
- Activity (decreasing)
- Activity (increasing)

DEC

Mon
12/19

Mon
12/26

JAN

Mon
1/2/23

Mon
1/9/23

Mon
1/23

1/27/23: Submissions
Complete in UST Portal

1/4/23: GMO/PRO
SFRF Training

1/6: AGENCIES RECEIVE SFRF
P&E REPORT TEMPLATE

1/13/23: AGENCIES UPLOAD
SFRF P&E REPORT (RENDER)

1/23/23 - 25: GMO SUBMITS
SINGLE FILE TO UST,
COMPLETE MANUAL FIELDS

1/30/23: Final
Sign-off and
Review

1 P&E Report Prepopulation
2 weeks

2 P&E Report Submission
1 week

(Resubmissions)

3 PRO P&E Report Review and
Finalization 1.5-2 weeks

Activity (decreasing)

- Creating the initial, internal file structure for centralized project management
- Prepopulate report EC Tab (programmatic, quantitative, carryover data) for non-revenue replacement, non-administrative projects
- [GMO Support] Finalizing template reports for distribution (RIFANS, Agency Use tabs, etc.)

- Verify prepopulated data
- Fill in remaining data components (obligations, expenditures, subrecipients, subawards)
- Submit completed report to Render

- Conduct office hours to answer questions on filling out the report (programmatic)
- Work closely with agencies to identify and resolve issues that arise (programmatic)
- Review and Finalize agency submissions

Activity (increasing)

4 GMO Report
Aggregation

5 GMO Portal
Submission

- Conduct office hours to answer questions on filling out the report (operational questions)
- Run Render validation, aggregation, and auditing
- Validate financial data entries (expenditures, obligations, etc.)
- Submit Render output to US Treasury Portal

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1/6/23: AGENCIES RECEIVE SFRF P&E REPORT TEMPLATE

1/13/23: AGENCIES UPLOAD SFRF P&E REPORT (RENDER)

1/23/23 - 25: GMO SUBMITS SINGLE FILE TO UST, COMPLETE MANUAL FIELDS



2 P&E Report Submission
1 week

(Resubmissions)

3 PRO P&E Report Review and Finalization
1.5-2 weeks

Activity (decreasing)

4 GMO Report Aggregation

5 GMO Portal Submission

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TODAY

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Mon 12/26

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Mon 1/9/23

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1/6: AGENCIES RECEIVE SFRF P&E REPORT TEMPLATE

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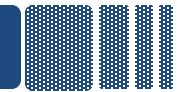
1/23/23 - 25: GMO SUBMITS SINGLE FILE TO UST, COMPLETE MANUAL FIELDS

1/30/23: Final Sign-off and Review

Report Submission
1 week

(Resubmissions)

3 PRO P&E Report Review and Finalization 1.5-2 weeks



- Conduct office hours to answer questions on filling out the report (programmatic)
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4 GMO Report Aggregation

5 GMO Portal Submission

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THIS FRIDAY

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1/27/23: Submissions Complete in UST Portal

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4 GMO Report Aggregation

5 GMO Portal Submission

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THIS FRIDAY

NEXT FRIDAY

SFRF Quarterly Process

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THIS FRIDAY

- Verify prepopulated data
- Fill in remaining data components (obligations, expenditures, subrecipients, subawards, KPIs)
- Submit completed report to Render

NEXT FRIDAY

- Conduct office hours to answer questions on filling out the report (operational questions)
- Run Render validation, aggregation, and auditing
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3 PRO P&E Report Review and Finalization 1.5-2 weeks

- Conduct office hours to answer questions on filling out the report (programmatic)
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4 GMO Report Aggregation

5 GMO Portal Submission

END OF MONTH

PLACEHOLDER FOR P&E REPORT DEMONSTRATION

Key Notes for the Updated PE Report

Some additional notes to take away from this quarter's PE report updates.

- Latest Compliance & Reporting Guidance: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>
- Latest Technical User Guide (January '23): [Jan-2023-PE-Report-User-Guide.pdf \(treasury.gov\)](#)
- For all agencies, data extracts from RIFANS will be provided in a **'From RIFANS'** tab.
- For all agencies, we have included a blank **'AGENCY USE'** tab for agencies to use.
- Being in Excel, the data validations we coded into the P&E report are not foolproof; therefore we have included a second layer of validations in Render (more on this in the Render demo later this presentation).

File Naming Convention

Please use the following naming convention for all submissions.

'Project Number' – 'Agency Acronym' – 'EC Number' – 'Project Name' – 'Quarter Ending Date (MMDDYY)' SFRF Reporting Workbook' – 'Version Number (if applicable)'

Example:

10001 – DHS – EC2.36 – Child Care Retention Bonuses – 123122 SFRF Reporting Workbook – v1

PLACEHOLDER FOR RENDER DEMONSTRATION

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Successful Upload Example

A successful upload will show a green bar at the bottom of the page. **Errors (red)** will prevent files from validating, whereas **warnings (yellow)** will not (more on next slide).

Upload 7449e9d2 details:

Filename: 10003 - EOHHS - EC1.12 - EI Provider Relief - CY22Q1 SFRF Reporting Workbook - FINAL - Copy - Copy.xlsx 
Reporting Period: 1
Agency: HHS
EC Code: 1.12
Created: 9:40:41 AM Jul 5, 2022 (a few seconds ago) by ochung@alvarezandmarsal.com
Validation: 9:40:42 AM Jul 5, 2022 (a few seconds ago) by ochung@alvarezandmarsal.com Re-validate

A successful upload will show a green bar at the bottom of the page.

Unsuccessful vs. Successful Uploads

An unsuccessful upload will show a yellow bar at the bottom of the page.

Errors will prevent your upload from successfully validating. Please reference the technical guide for additional detail around types of errors.

Validation Results

#	Level	Message	Tab	Row	Col
1	Warning	Upload template version (v:20220516) is older than the latest input template (v:20220630)	Logic	1	B
2	Error	Value for Structure_Objectives_of_Asst_Programs__c cannot be longer than 250 (currently, 282)	Ec2	13	T
3	Error	Value for Industry_Experienced_8_Percent_Loss__c cannot be longer than 250 (currently, 670)	Ec2	13	AB
4	Error	Value for Award_Type__c cannot be longer than 30 (currently, 36)	Awards50k	13	G

Upload 92866b26 details:

Filename: 10001 - DHS - EC2.36 - Child Care Retention Bonuses - CY22Q1 SFRF Reporting Workbook - FINAL.xlsx

Reporting Period: 1

Agency: DHS

EC Code: 2.36

Created: 9:40:04 AM Jul 5, 2022 (a few seconds ago) by ochung@alvarezandmarsal.com

Validation: Not Validated Validate

You may receive warnings, but they **WILL NOT** stop your file from validating; warnings are meant to inform you that there *may* be a discrepancy in your data to correct.

Validation Results

#	Level	Message	Tab	Row	Col
1	Warning	Upload template version (v:20220516) is older than the latest input template (v:20220630)	Logic	1	B
2	Warning	Subrecipient N67PC2B7ZWY7 exists with 'Subrecipient TIN' as '05-0258819', but upload specifies 'undefined'	Subrecipient	16	D
17	Warning	Subrecipient PVM5NYW65F26 exists with 'City Name' as 'Providence', but upload specifies 'PROVIDENCE'	Subrecipient	21	K
18	Warning	Subrecipient PVM5NYW65F26 exists with 'Zip' as '02909', but upload specifies '02906'	Subrecipient	21	M

Upload ee3ca94f details:

Filename: 10005 - DCYF - EC4.2 - DCYF Workforce Stabilization - CY22Q1 - SFRF Reporting Workbook - FINAL.xlsx

Reporting Period: 1

Agency: DCYF

EC Code: 4.2

Created: 2:58:52 PM Jul 5, 2022 (a few seconds ago) by ozzie.chung.ctr@omb.ri.gov

Validation: 2:58:54 PM Jul 5, 2022 (a few seconds ago) by ozzie.chung.ctr@omb.ri.gov Re-validate

Next Steps



Key Dates (for Agencies) and Next Steps

Below are key dates for agencies to keep track of.

1. **Wed January 4th: GMO conducts P&E January Reporting Training**
2. **Fri January 6th: PRO agency liaisons distribute prepopulated workbooks to agencies.** Additional files include:
 1. SLFRF Reporting Tool: User Guide.
 2. *(if applicable) Supporting programmatic/financial document(s).*
3. **Wed January 11th : GMO/PRO SFRF Reporting Office Hours**
4. **Fri January 13th: P&E Report Due in RENDER.**

Questions?



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