Treasury OIG & PRAC Financial Reporting OLDC Form

Prime Recipient User Guide

August 20, 2020

Table of Contents

Introduction

The Department of the Treasury (Treasury) Office of the Inspector General (OIG) is charged with the oversight of $150 billion in Coronavirus Relief Fund (CRF) payments under Title VI of the Social Security Act, as amended by Title V of Division A of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. As part of the oversight, a Financial Progress Report form has been developed to track the progress of Prime Recipients that receive funding. Prime Recipients are required to submit quarterly Financial Progress Reports over a period of approximately 18 months. Data collected from the reports is used to analyze recipient financial progress and promote transparency with the public. The information submitted in GrantSolutions will be used by Treasury OIG to monitor and oversee CRF recipients and will be provided to the Pandemic Response Accountability Committee (PRAC) for display on its website.

The quarterly reporting cycles are as follows:

Reporting Cycle	Reporting Period	Open Date	Close Date	Treasury OIG Review Period	Data Extract to PRAC
Cycle 1	3/1/2020-6/30/2020	9/01/2020	9/21/2020	9/22/2020-29/2020	9/30/2020
Cycle 2	7/1/2020-9/30/2020	10/01/2020	10/13/2020	10/14/2020-20/2020	10/21/2020
Cycle 3	10/1/2020-12/31/2020	10/22/2021	1/11/2021	1/12/2021-20/2021	1/21/2021
Cycle 4	1/1/2021-3/31/2021	1/22/2021	4/12/2021	4/13/2021-20/2021	4/21/2021
Cycle 5	4/1/2021-6/30/2021	4/22/2021	7/12/2021	7/13/2021-20/2021	7/21/2021
Cycle 6	7/1/2021-9/30/2021	7/22/2021	10/12/2021	10/13/2021-20/2021	10/21/2021

The report for the first reporting period is available for data entry on September 1, 2020. By September 21, 2020, the prime recipient's authorizing official shall certify that the information entered into the GrantSolutions portal is true, accurate, and complete and submit its first detailed quarterly report, covering the period of March 1 through June 30, 2020.

In subsequent reporting periods, quarterly reporting is due no later than 10 calendar days after the end of each calendar quarter through September 2021. If the 10th calendar day falls on a weekend or a Federal holiday, the due date will be the next working day. A prime recipient that has not submitted its quarterly submission by the due date will be considered non-compliant with the reporting requirements. A member of the Treasury OIG CARES Act team will follow up with the prime recipient on the cause of non-compliance and seek the recipient's resolution in the subsequent quarter submission. Reports for each subsequent reporting period are available after the previous report is approved by Treasury OIG. If a prime recipient determines that corrections or additions are necessary, the current submission may be recalled, corrected, and resubmitted during the submission period (between the open date and the close date of the period). The submission period for this initial reporting period is September 1 - 21, 2020. In subsequent periods, corrections or additions may be made within the first 10 days after the quarter end, or before the close date. A member of the Treasury OIG CARES Act team may also determine that corrections or additions to the quarterly submission are required. In this case, feedback and the submission will be returned from Treasury OIG for the prime recipient to resolve.

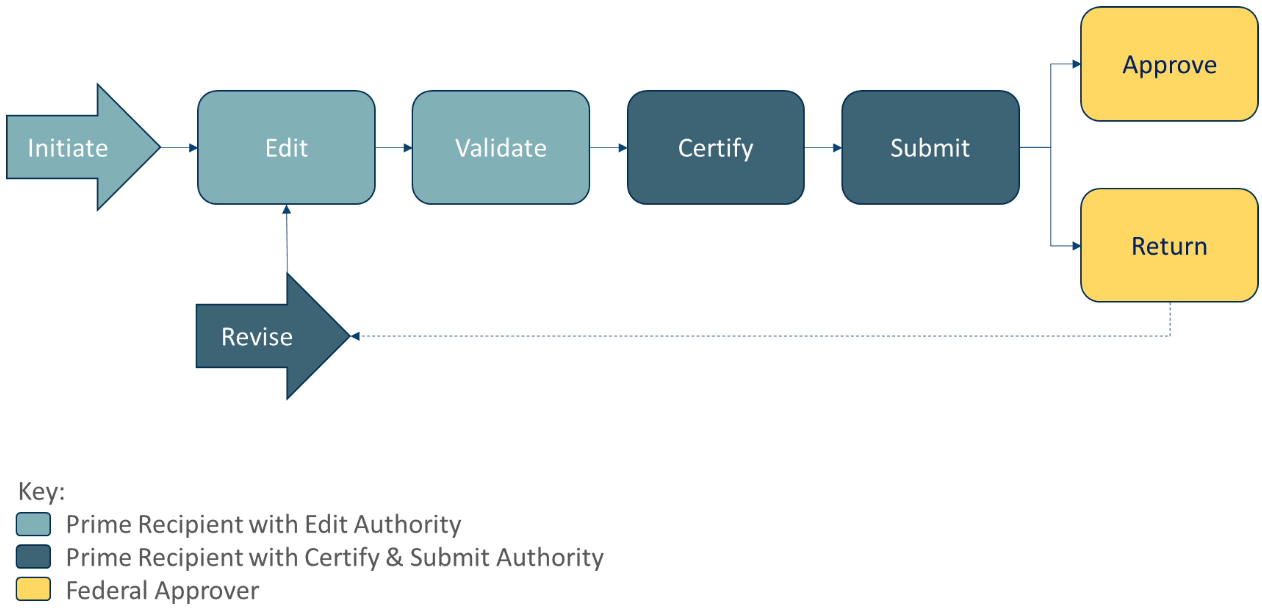


Figure 1: Approval workflow

The focus of this user guide is to help recipient users understand how to access, complete, and submit a quarterly Financial Progress Report form. The form is located in [GrantSolutions].

Navigation

FORM SELECTION ICONS

The following icons appear on the “Form Selection” screen of the On-Line Data Collection (OLDC) module for a Financial Progress Report depending on the user role and workflow progress:

Icon	Name	Description
+	Create	Initialize the report for the first time. The user enters edit mode.
	Edit	Open the report in edit mode.
	Report Status	Workflow history for the report. Access previous versions of a revised report here.

Icon	Name	Description
	Print Latest Version (HTML)	Create a printable copy of the report.
	View Latest Report	Open the report in read-only mode.
	Revise	Create a new copy of a previously accepted or returned report.

REPORT ICONS AND BUTTONS

The following icons and buttons appear on the Financial Progress Report depending on the user role and workflow progress:

Icon	Name	Description
Print Full Report	Print Latest Version (HTML)	Create a printable copy of the report.
Previous Section	Previous Section	Navigate to the previous section of the report.
Save	Save	Save the section or sub-section currently open.
Validate	Validate	Validate the section or sub-section currently open.
Next Section	Next Section	Move to the next section of the report.
Add Projects: 1 Add	Add Row	Add a row to the table.
Delete Marked Rows	Delete Marked Rows	Delete rows from the table marked with a checkmark in the *Delete* column.
	Edit Sub-Section Record	Open a sub-section record in edit mode.
	Delete Sub-Section Record	Delete a sub-section record from the table.
Previous 1 Next	Previous/Next buttons	Tabs appear if there are more sub-section records than can fit in the table. Use these buttons to navigate through tabs.
Add Sub-Recipient	Add Sub-Section Record	Open a new sub-section record for data entry. The new record is added to the table that lists sub-section records.
Go to Main	Go to Main	Return to the table that lists sub-section records.

SHORTCUTS

Use the **Report Sections** drop-down in the menu bar to navigate directly to a particular section.

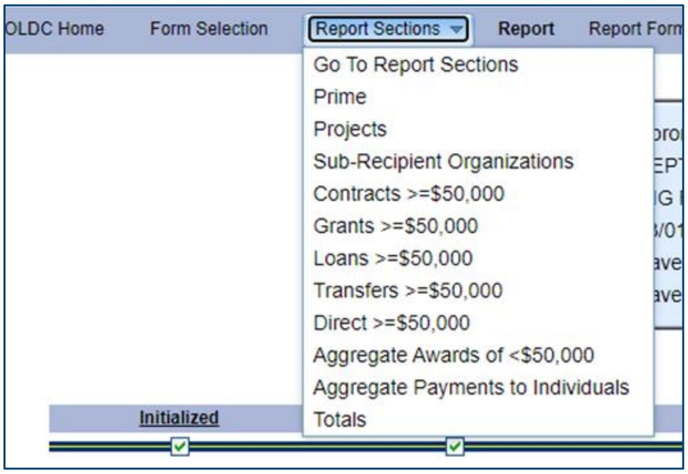


Figure 2: Report Sections drop-down

REPORT PROGRESS BAR

As the Financial Progress Report progresses through the workflow, the *Report Progress* bar at the top of the screen changes status.

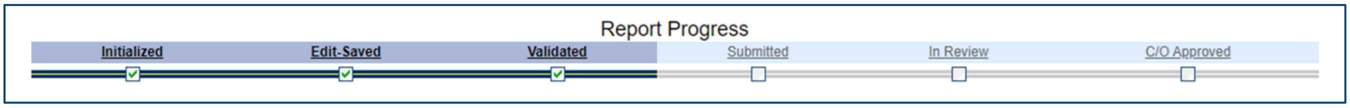


Figure 3: Report Progress bar

Login

NEW GRANTSOLUTIONS USERS

Treasury OIG has submitted requests for GrantSolutions recipient organization user accounts. Please contact the GrantSolutions Help Desk at help@grantsolutions.gov for access to a GrantSolutions user account.

Users with access to GrantSolutions user accounts can log into GrantSolutions and access available reports by performing the following:

1. Navigate to www.grantsolutions.gov.

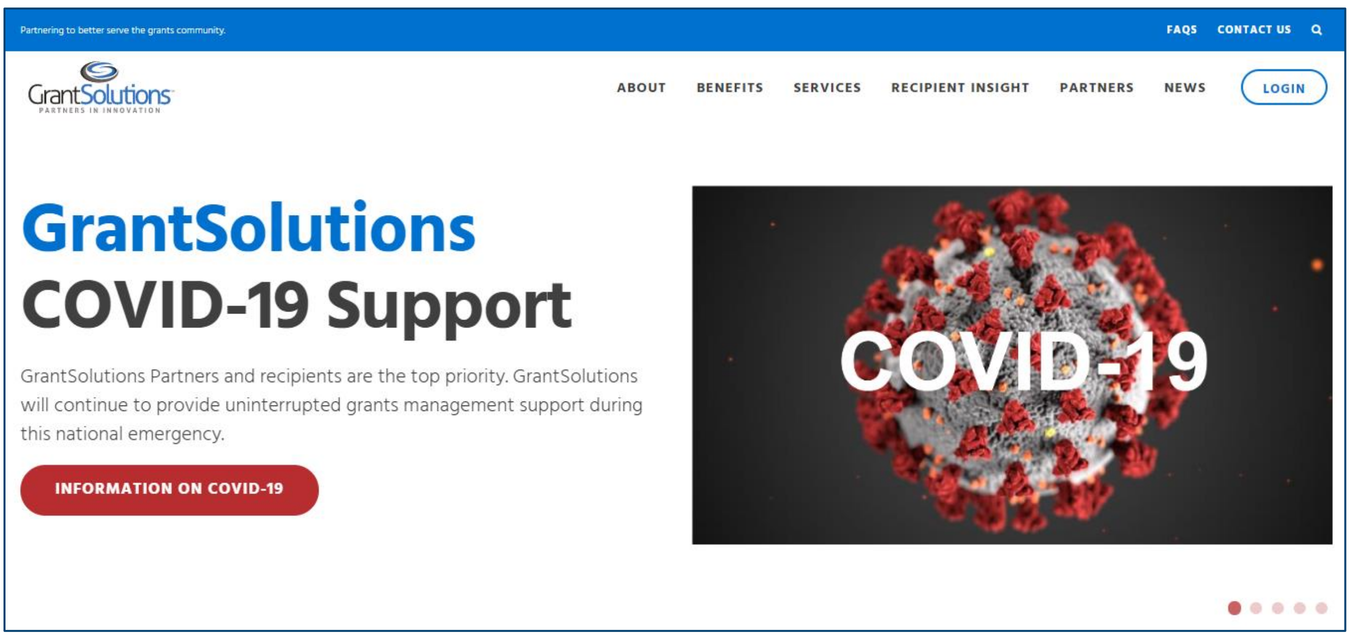


Figure 4: GrantSolutions public website

2. Click the **Login** button in the top right corner.
3. Enter a **username** and **password** and click the **Submit** button.

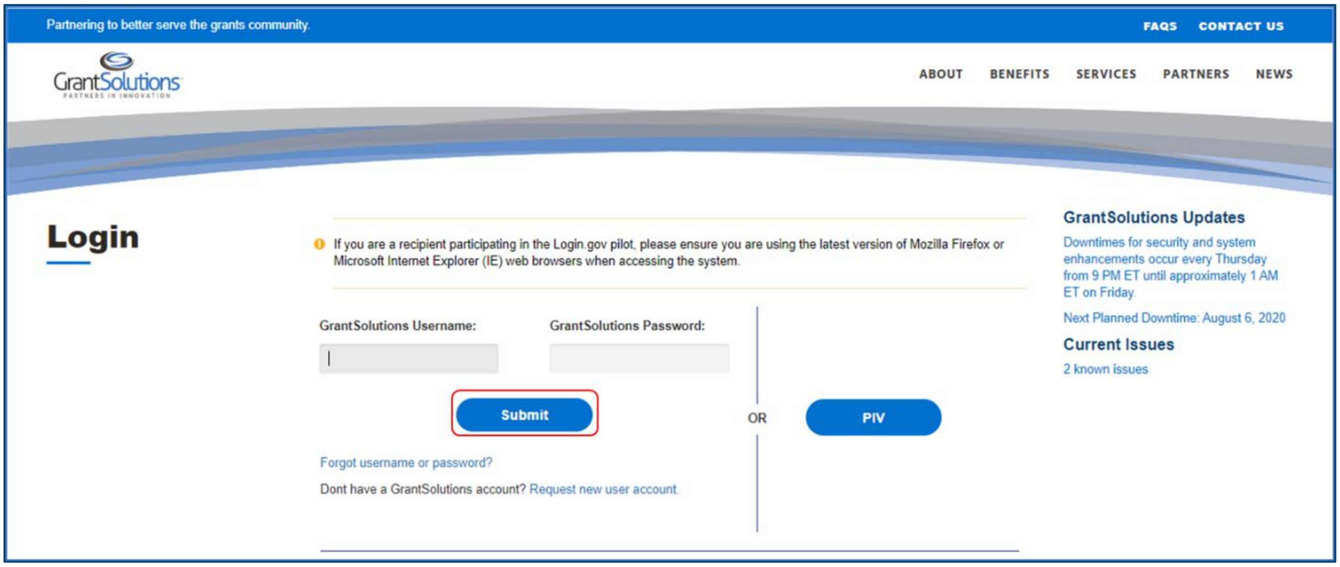


Figure 5: GrantSolutions Login screen with username and password fields and Submit button

Note: Click the **Forgot username or password?** link to reset the password.

4. The "Portal" screen appears.
5. Click the **OLDC** button in the top right to access OLDC.

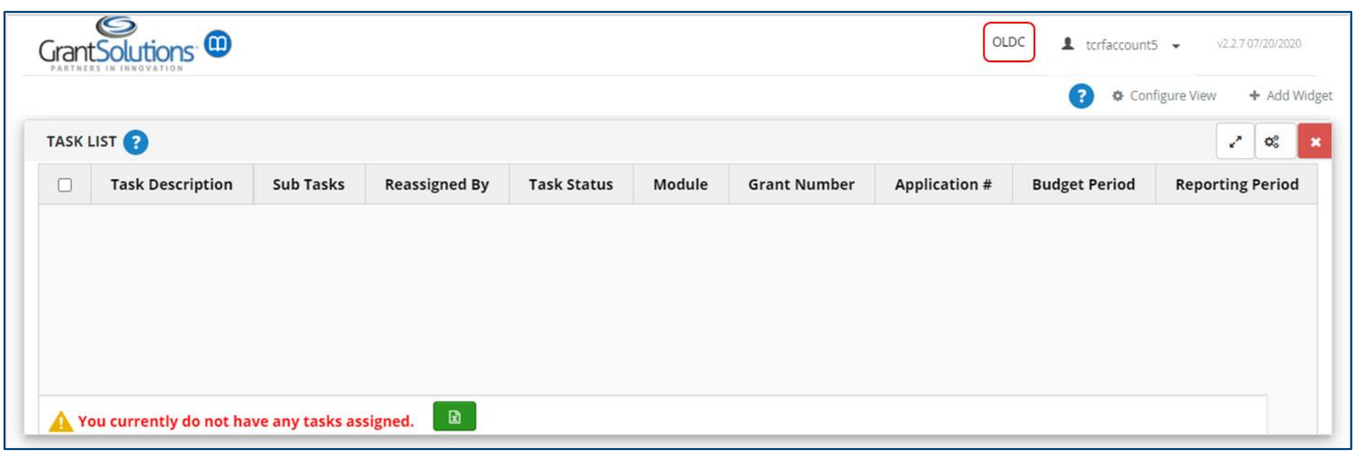


Figure 6: GrantSolutions Portal screen with OLDC button

6. The “OLDC Home” screen appears in *Regular* view. Click the **Switch Home Page (Enhanced)** link in the top right to switch to *Enhanced* view.

Note: For purposes of this user guide, both the *Regular* and *Enhanced* view can be used.

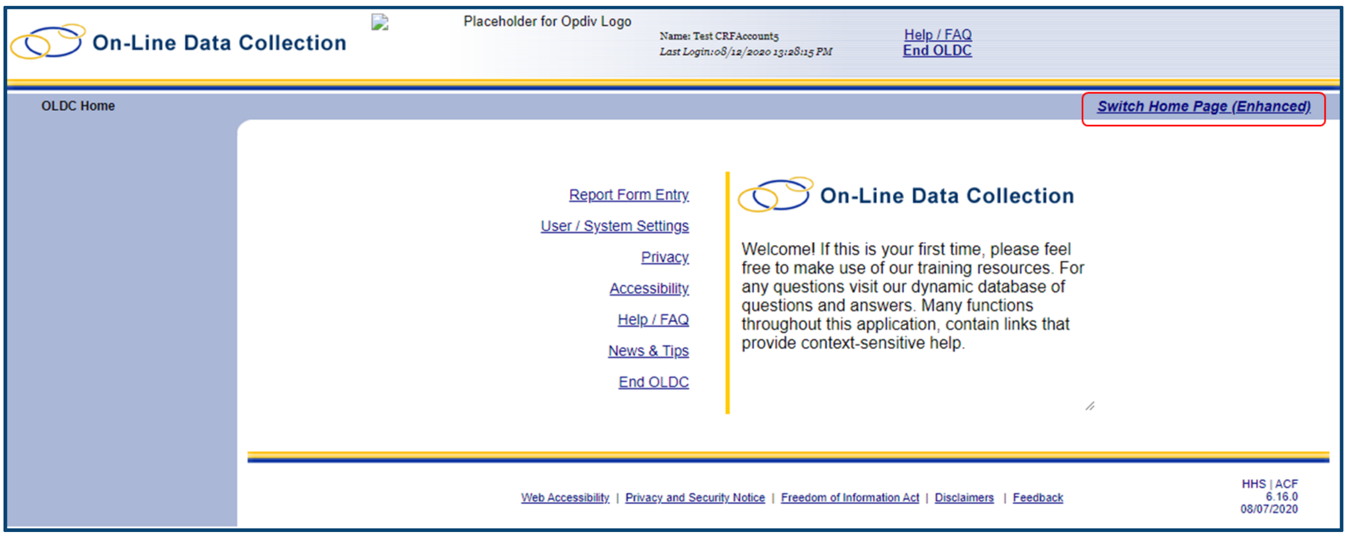


Figure 7: OLDC Home screen in Regular view

7. The “OLDC Home” screen appears in *Enhanced* view. Click the **Report Form Entry** link.

Figure 8: OLDC Home screen in Enhanced view with Report Form Entry link

8. The "Form Selection" screen appears.

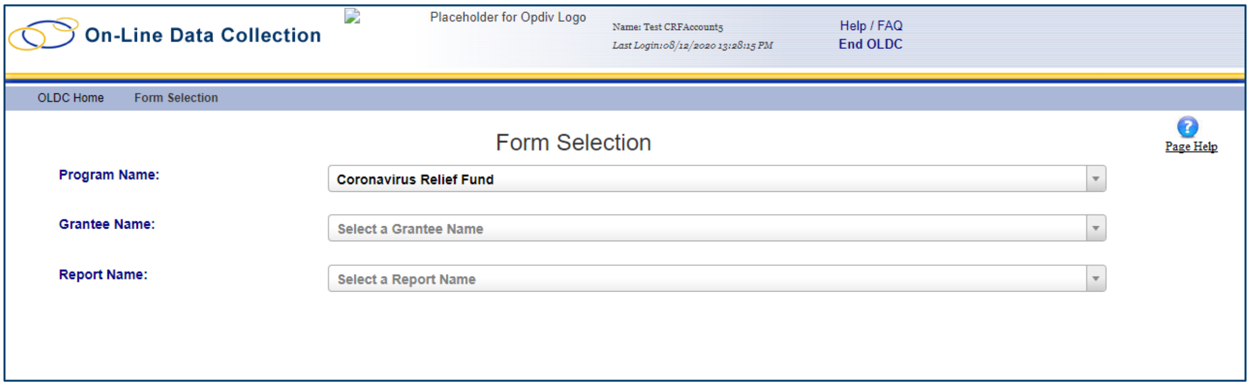


Figure 9: Form Selection screen

9. Complete the following fields with the following selections:
   - *Program Name:* **Coronavirus Relief Fund**
   - *Grantee Name:* **The name of the organization**
   - *Report Name:* **Financial Progress Report (OIG FPR)**
10. Available report(s) for the organization appear in a results table.

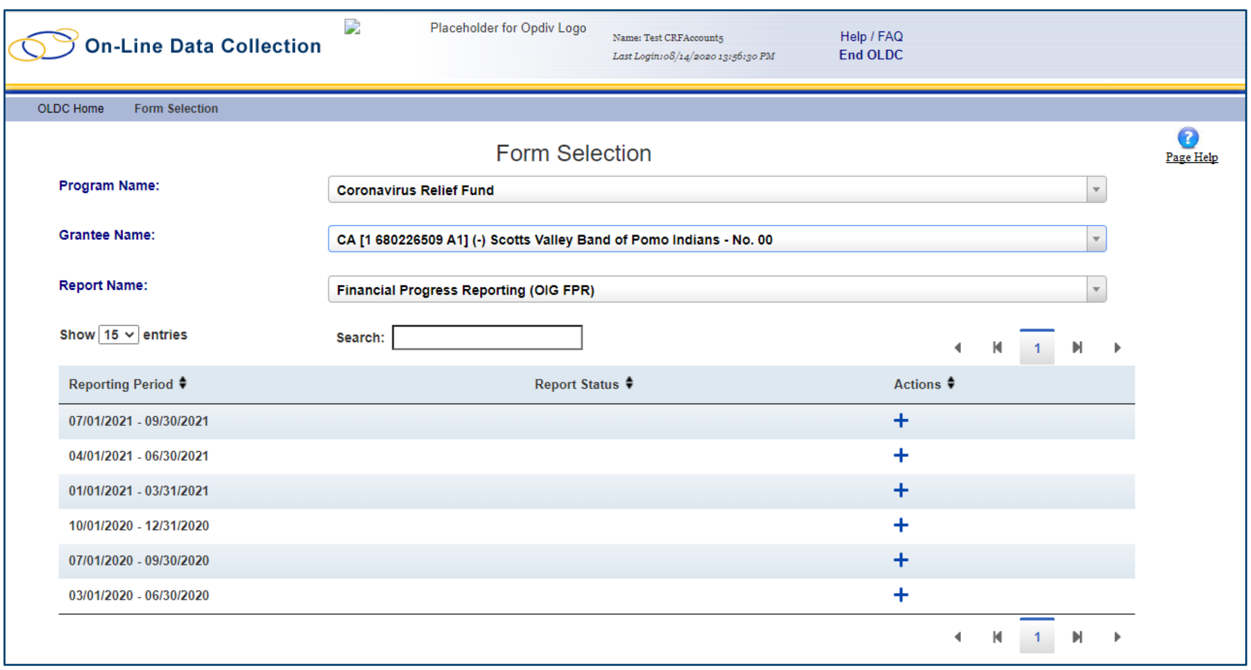


Figure 10: Form Selection screen with results table

CURRENT GRANTSOLUTIONS GRANTS MANAGEMENT MODULE (GMM) USERS

Access to the quarterly Financial Progress Report form is added to existing accounts for users with access to the Grants Management Module (GMM) in GrantSolutions. If the account is not updated to access the form, please contact the GrantSolutions Help Desk at help@grantsolutions.gov.

To access available reports:

1. Log into GrantSolutions.
2. The "My Grants List" screen appears. Click the **Online Data Collection** button in the menu bar to access OLDC.

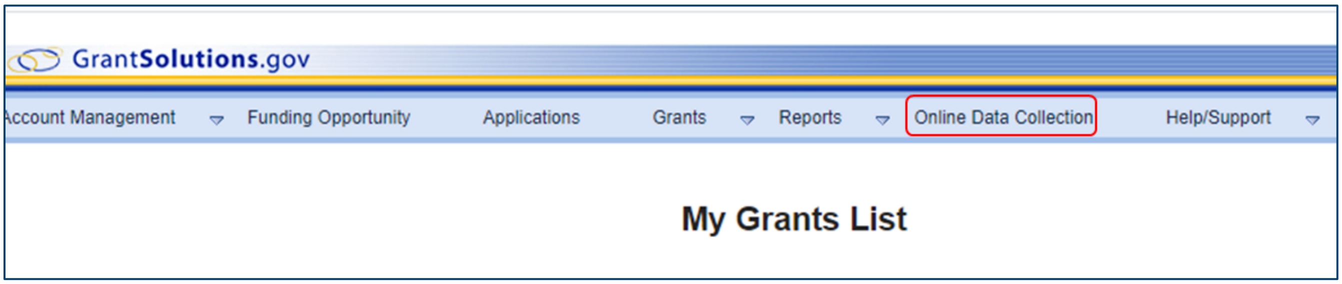


Figure 11: GMM Online Data Collection button

3. The "OLDC Home" screen appears in *Regular* view. Click the **Switch Home Page (Enhanced)** link in the top right to switch to *Enhanced* view.

Note: For purposes of this user guide, both the *Regular* and *Enhanced* view can be used.

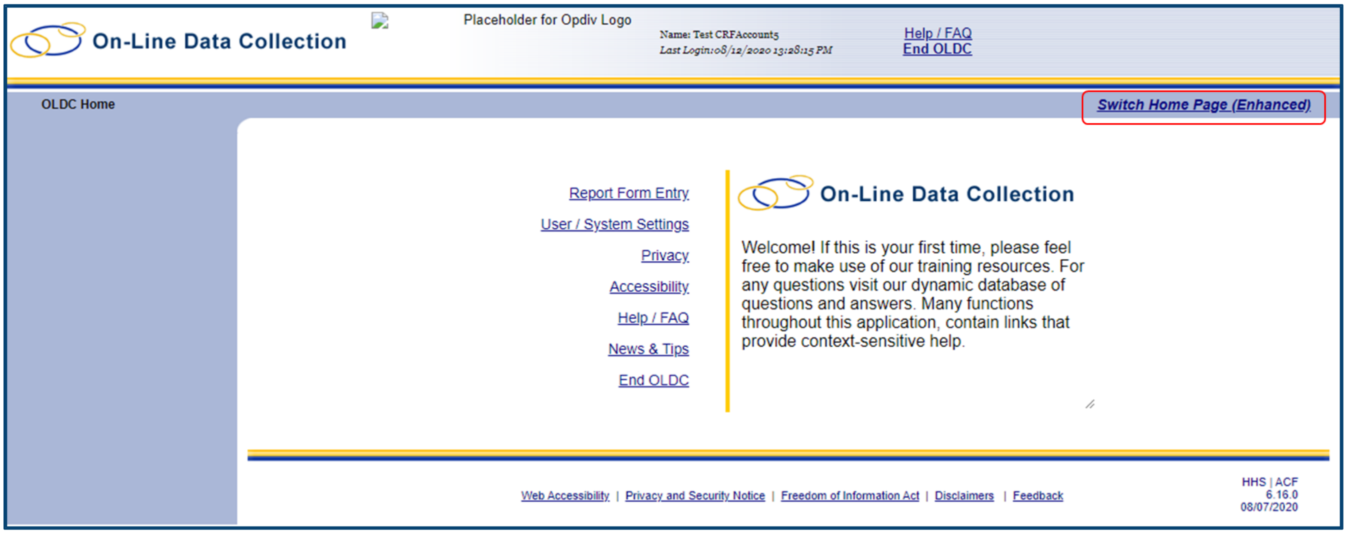


Figure 12: OLDC Home screen in Regular view

4. The “OLDC Home” screen appears in *Enhanced* view. Click the **Report Form Entry** link.

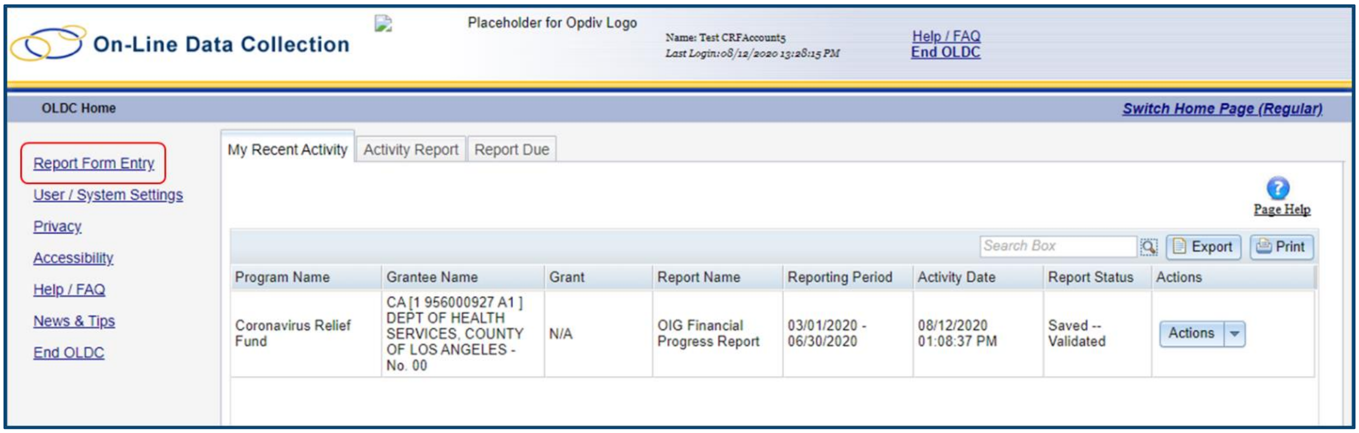


Figure 13: OLDC Home screen in Enhanced view with Report Form Entry link

5. The “Form Selection” screen appears.

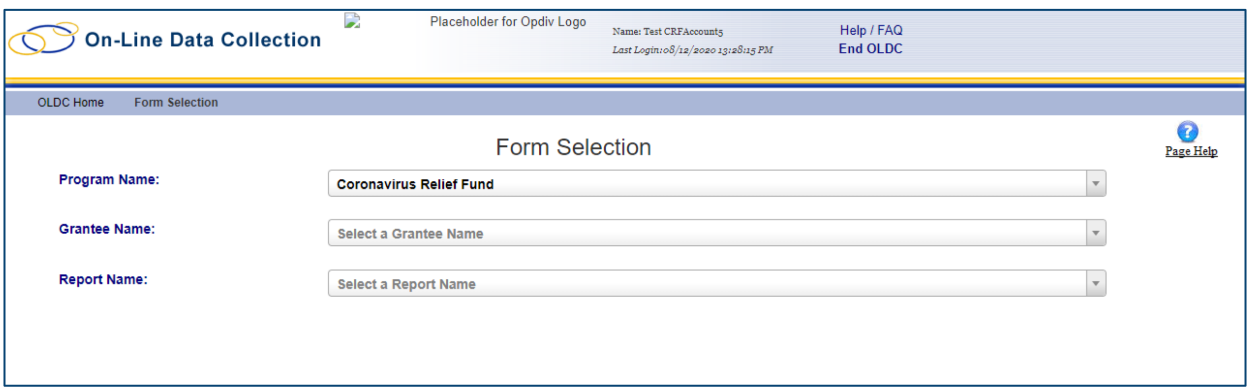


Figure 14: Form Selection screen

6. Complete the following fields with the following selections:
   - *Program Name:* **Coronavirus Relief Fund**
   - *Grantee Name:* **The name of the organization**
   - *Report Name:* **Financial Progress Report (OIG FPR)**

7. Available report(s) for the organization appear in a results table.

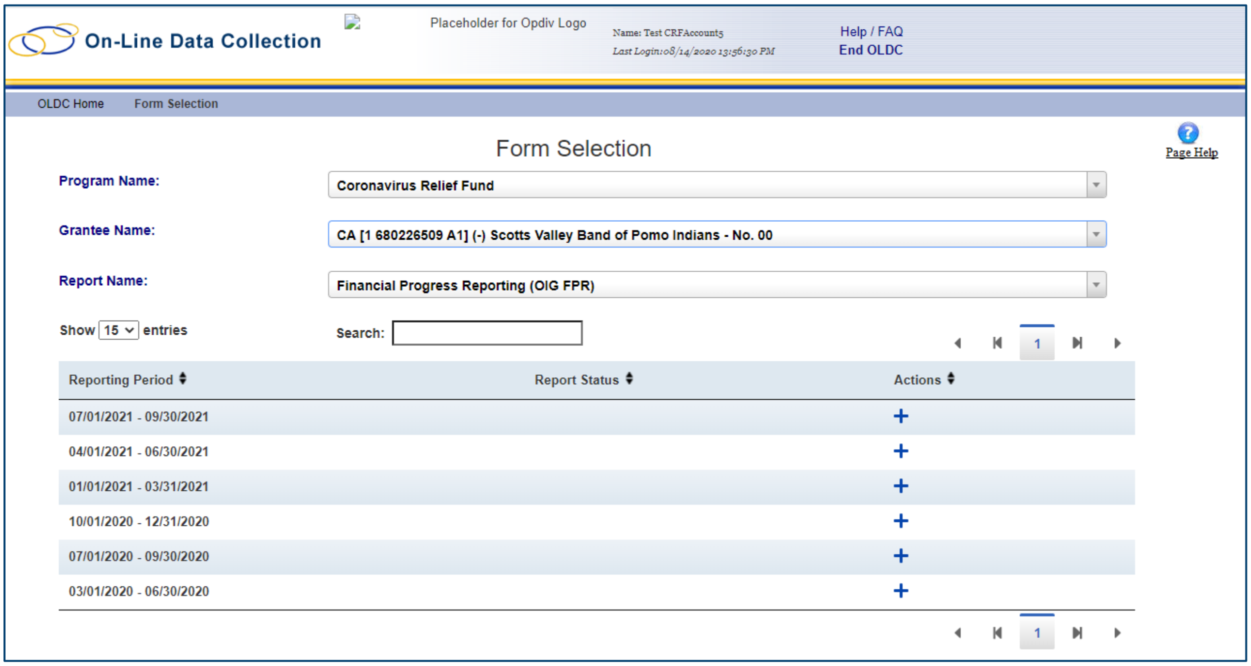


Figure 15: Form Selection screen with results table

CURRENT GRANTSOLUTIONS ON-LINE DATA COLLECTION (OLDC) USER

Access to the quarterly Financial Progress Report form is added to existing accounts for users with access to OLDC for post-award reporting. If the account is not updated to access the form, please contact the GrantSolutions Help Desk at help@grantsolutions.gov.

To access available reports:

1. Log into GrantSolutions and access OLDC.
2. The "OLDC Home" screen appears.
3. Click the **Report Form Entry** link to access the "Form Selection" screen.
4. Select the **Coronavirus Relief Fund** option in the *Program Name* drop-down.

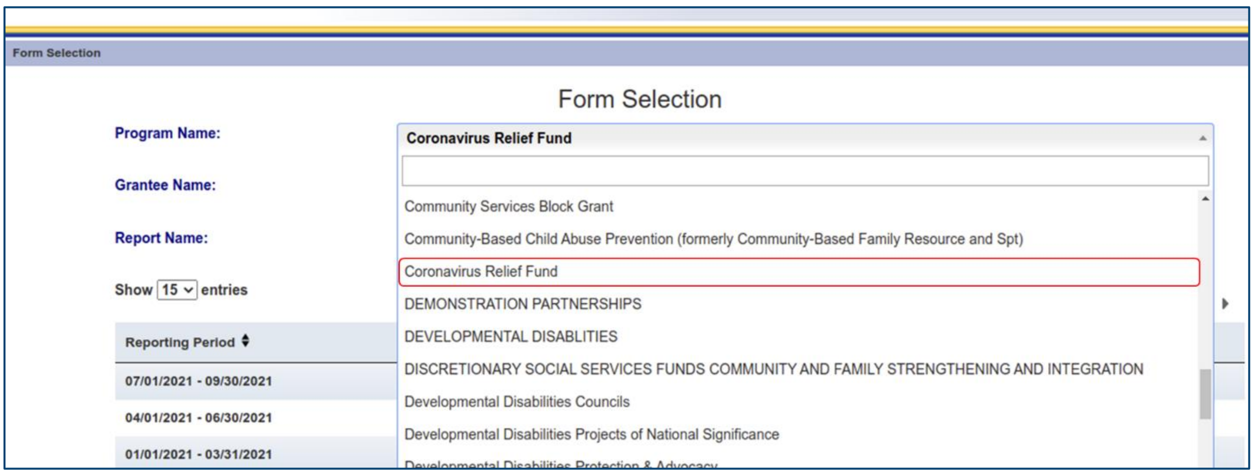


Figure 16: Form Selection screen with Program Name drop-down and Coronavirus Relief Fund option

5. Complete the following fields with the following selections:
    - *Program Name:* **Coronavirus Relief Fund**
    - *Grantee Name:* **The name of the organization**
    - *Report Name:* **Financial Progress Report (OIG FPR)**
6. Available report(s) for the organization appear in a results table.

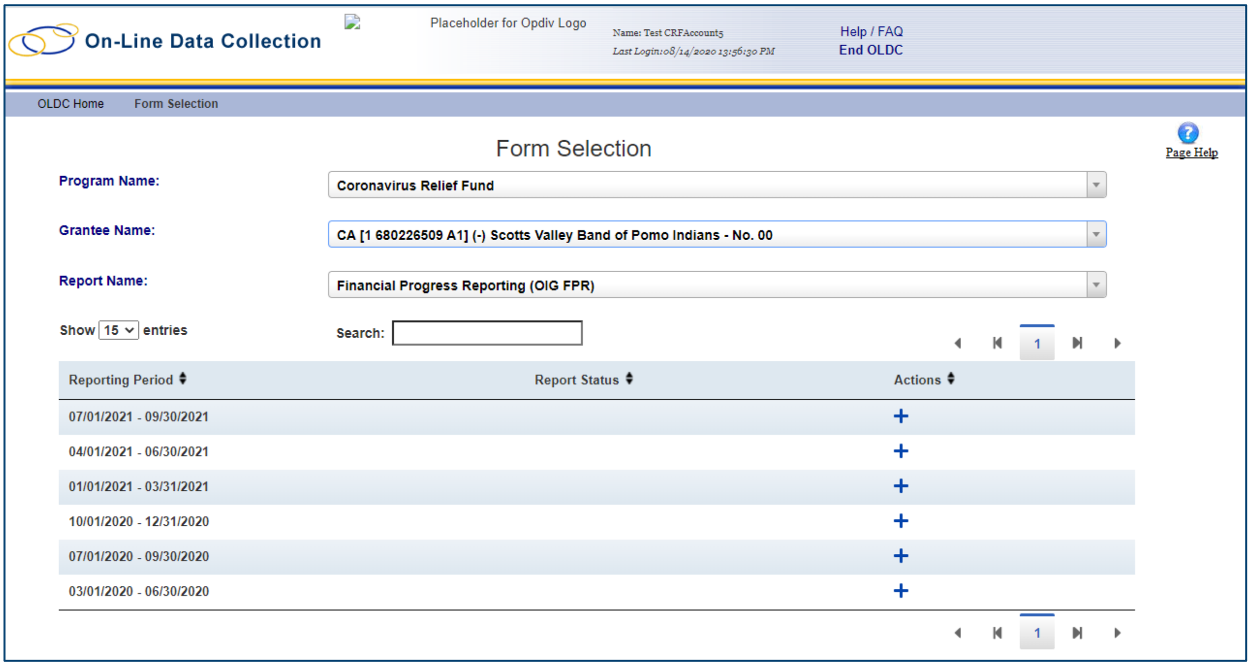


Figure 17: Form Selection screen with results table

Report Sections Screen

INITIATING THE FINANCIAL PROGRESS REPORT FORM

The first time a quarterly Financial Progress Report form is opened, it must be initiated. To initiate the form, perform the following:

1. On the “Form Selection” screen, click the **Create** (+) icon for the desired report.

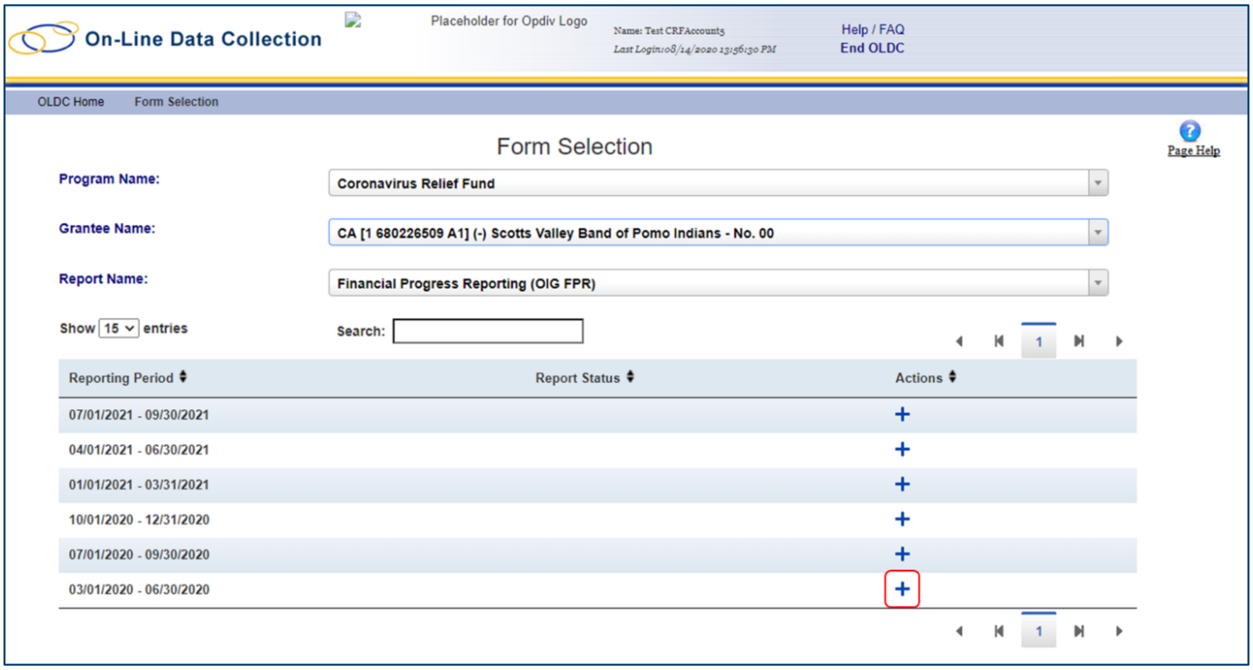
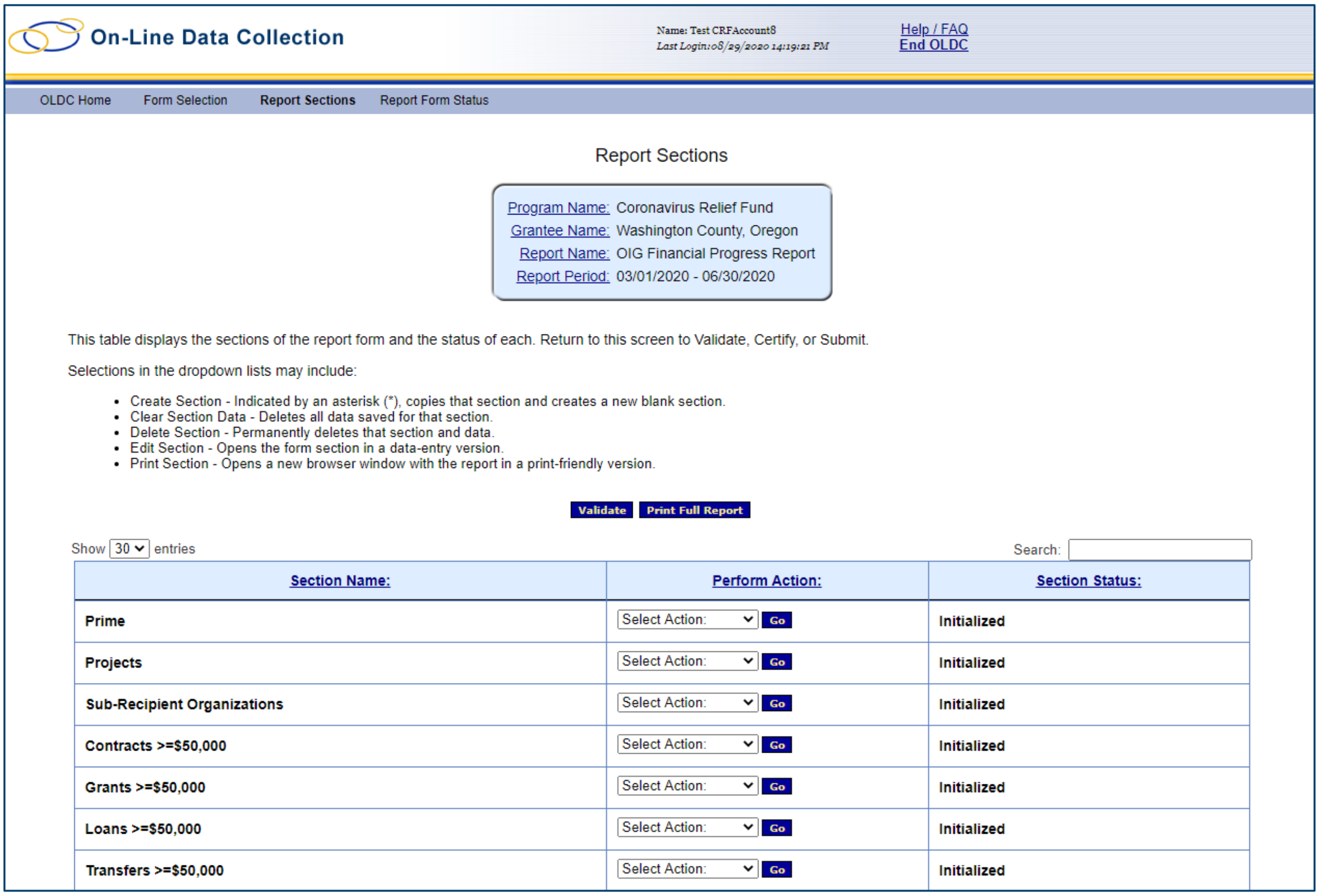


Figure 18: Form Selection screen with Create icon

2. The “Report Sections” screen appears. On the “Report Sections” screen, various sections that must be completed on the form appear. Edit any section within the report from this screen. All sections bear the *Initialized* status in the *Section Status* column.



On-Line Data Collection

Name: Test CRFAccount8
Last Login:08/29/2020 14:19:21 PM

Help / FAQ
End OLDC

OLDC Home | Form Selection | Report Sections | Report Form Status

Report Sections

Program Name: Coronavirus Relief Fund
Grantee Name: Washington County, Oregon
Report Name: OIG Financial Progress Report
Report Period: 03/01/2020 - 06/30/2020

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

Validate | Print Full Report

Show 30 entries

Search:

Section Name:	Perform Action:	Section Status:
Prime	Select Action: Go	Initialized
Projects	Select Action: Go	Initialized
Sub-Recipient Organizations	Select Action: Go	Initialized
Contracts >=$50,000	Select Action: Go	Initialized
Grants >=$50,000	Select Action: Go	Initialized
Loans >=$50,000	Select Action: Go	Initialized
Transfers >=$50,000	Select Action: Go	Initialized

Figure 19: Report Sections screen

Note: Upon searching for the report again, the **Create** (+) icon is replaced with an **Edit** ( ) icon.

EDIT SECTION - PRIME

On the "Report Sections" screen, the *Prime* section contains read only information about the organization, provided by Treasury OIG.

To edit the *Prime* section, perform the following:

1. In the *Prime* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The "Prime" screen appears with organizational information.

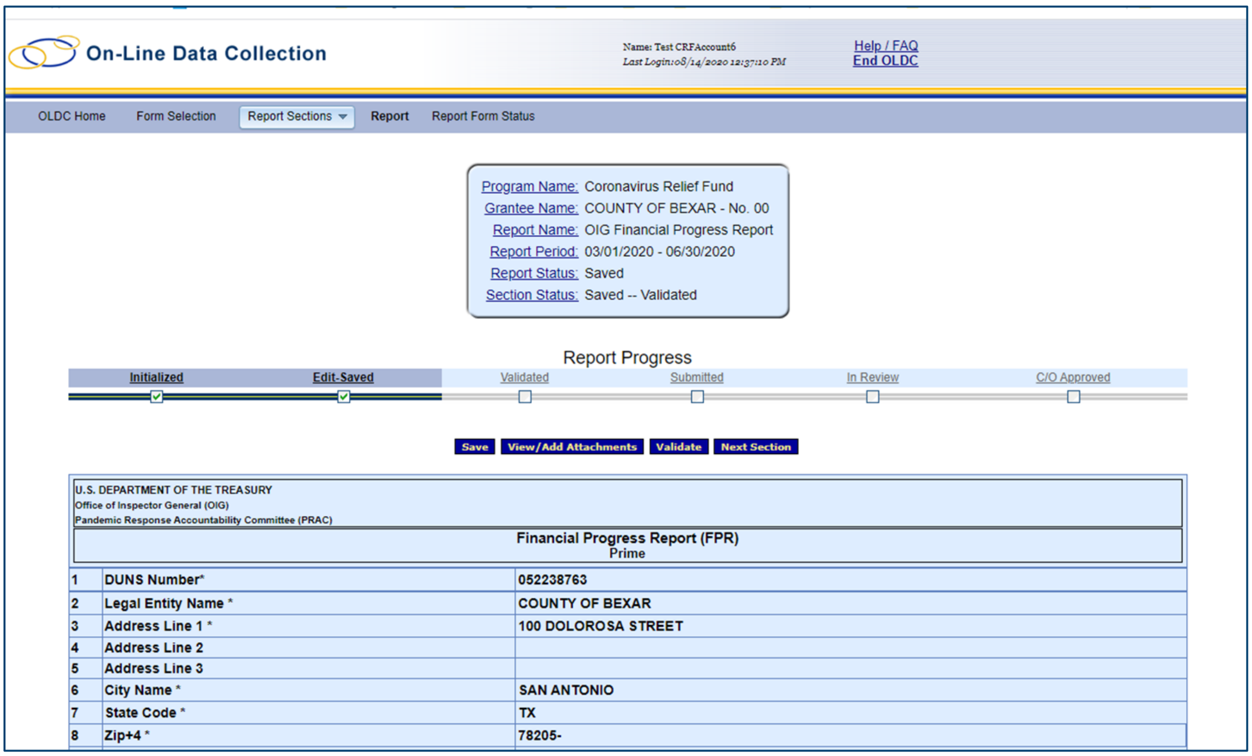


Figure 20: Prime screen

3. Review the organizational information on the Prime screen to ensure that data is correct. If the data is not correct, please contact the GrantSolutions Help Desk (help@grantsolutions.gov).
4. Click the **Validate** button.
5. Click the **Next Section** button or use the **Report Sections** drop-down to return to the "Report Sections" screen.

EDIT SECTION - PROJECTS

On the "Report Sections" screen, the *Projects* section is used to create project records used throughout the report. If a project is added to the list, it will appear on drop-downs within the *Contracts*, *Grants*, *Loans*, *Transfers*, and *Direct Payments* sections.

To edit the *Project* section, perform the following:

1. In the *Projects* row, select the **Edit Section** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The "Projects" screen appears with a table of previously entered projects, if applicable.

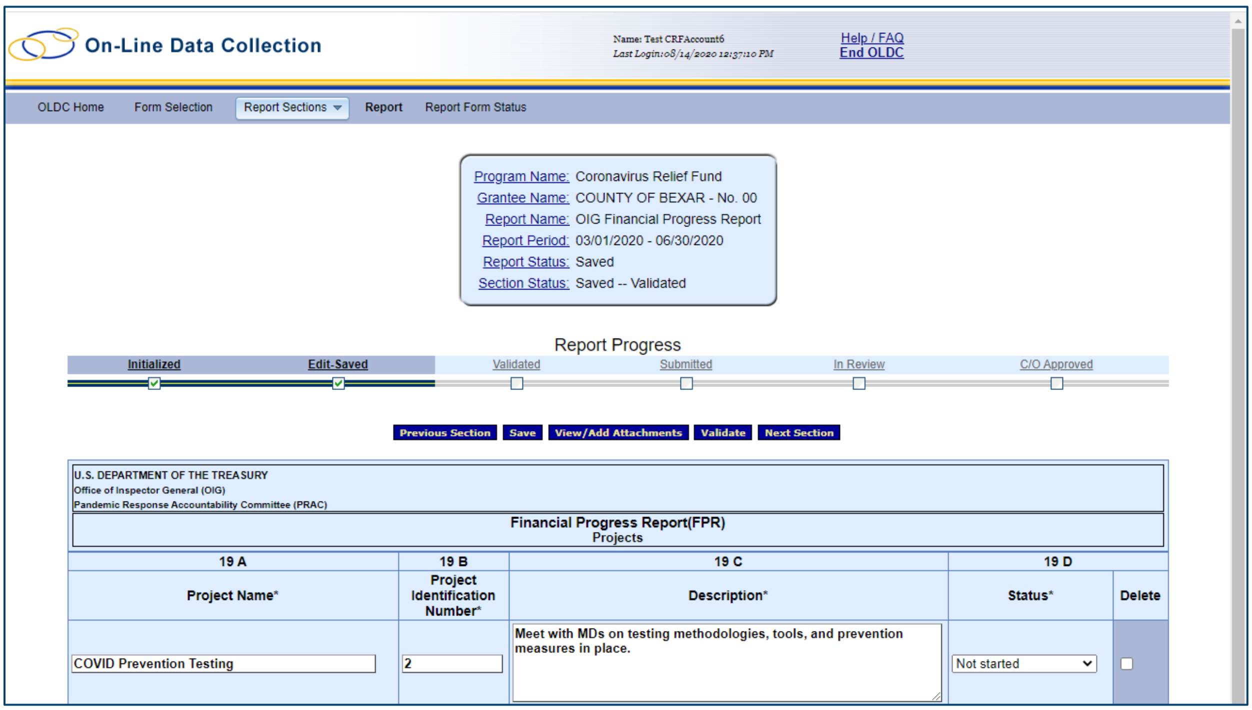


Figure 21: Projects screen

Add a Project

1. To add a project, click the **Add** button.

Figure 22: Add button

2. A row is added to the table. Enter appropriate information into the **Project Name**, **Project Identification Number**, **Description**, and **Status** fields for the new project.

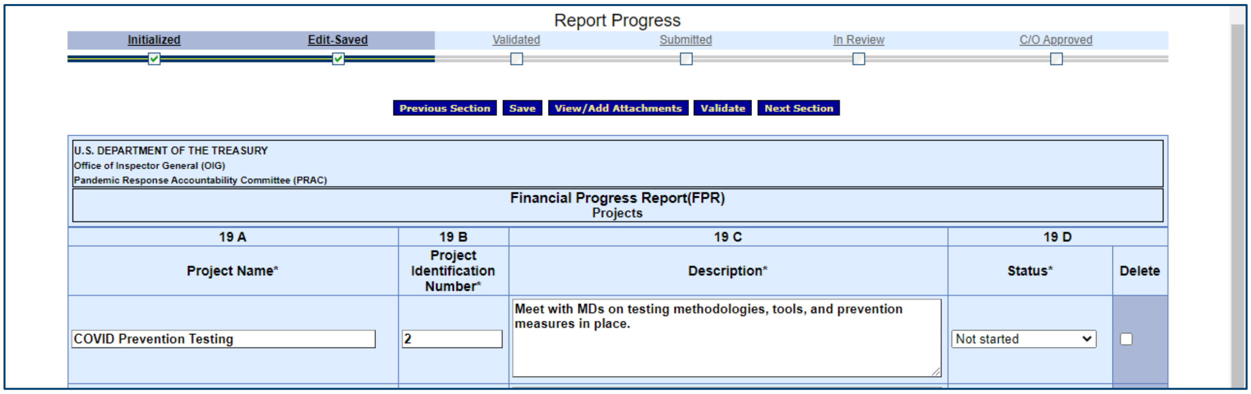


Figure 23: New row

3. Upon entering information for all projects, click the **Validate** button.

Edit an Existing Project

1. To edit information for an existing project, enter information into the **Project Name**, **Project Identification Number**, **Description**, and **Status** fields respectively.

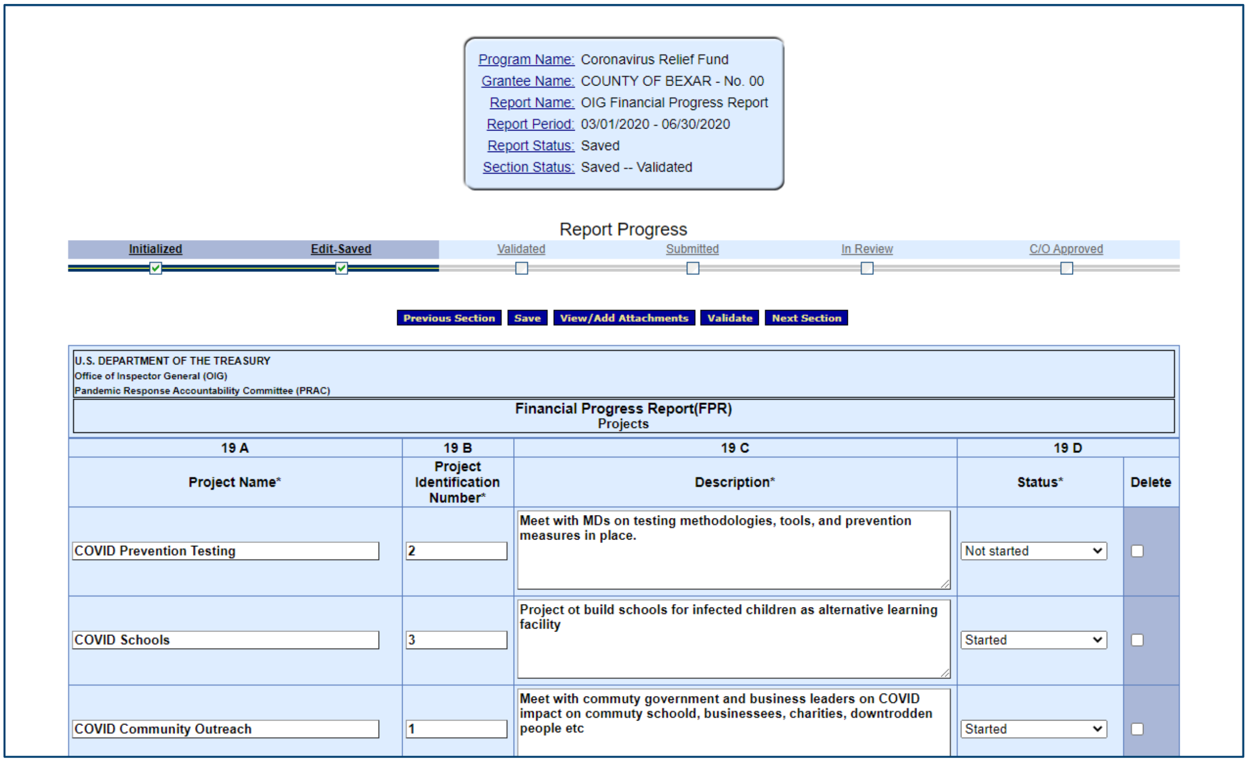


Figure 24: Projects screen with Name, Number, Description, and Status fields

2. Upon entering information for all projects, click the **Validate** button.

Delete an Existing Project

1. To delete an existing project, select the checkbox in the *Delete* column for the desired projects.
2. Click the **Delete Marked Rows** button.

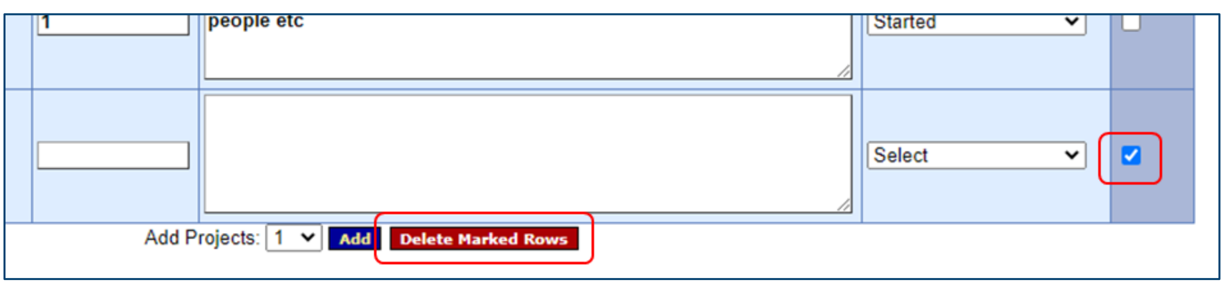


Figure 25: Delete checkbox and Delete Marked Rows button

3. Click the **OK** button in the browser to remove to selected rows.

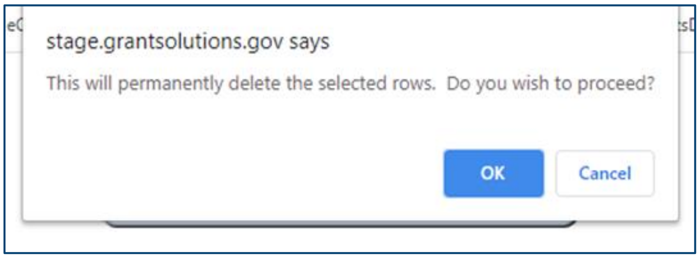


Figure 26: Delete confirmation message with OK button

4. The selected rows are removed.
5. Upon completing changes, click the **Validate** button.

Note: Projects used in other sections of the report cannot be deleted.

EDIT SECTION - SUB-RECIPIENT ORGANIZATIONS

On the “Report Sections” screen, the *Sub-Recipient Organizations* section is used to create sub-recipient records accessed throughout the report. If a sub-recipient is added to this list, it appears in drop-downs within the *Contracts*, *Grants*, *Loans*, *Transfers*, and *Direct Payments* sections.

To edit the *Sub-Recipient Organizations* section, perform the following:

1. In the *Sub-Recipient Organizations* row, select the **Edit Section** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Sub-Recipient Organizations” screen appears with a table of previously entered sub-recipient organizations, if applicable.

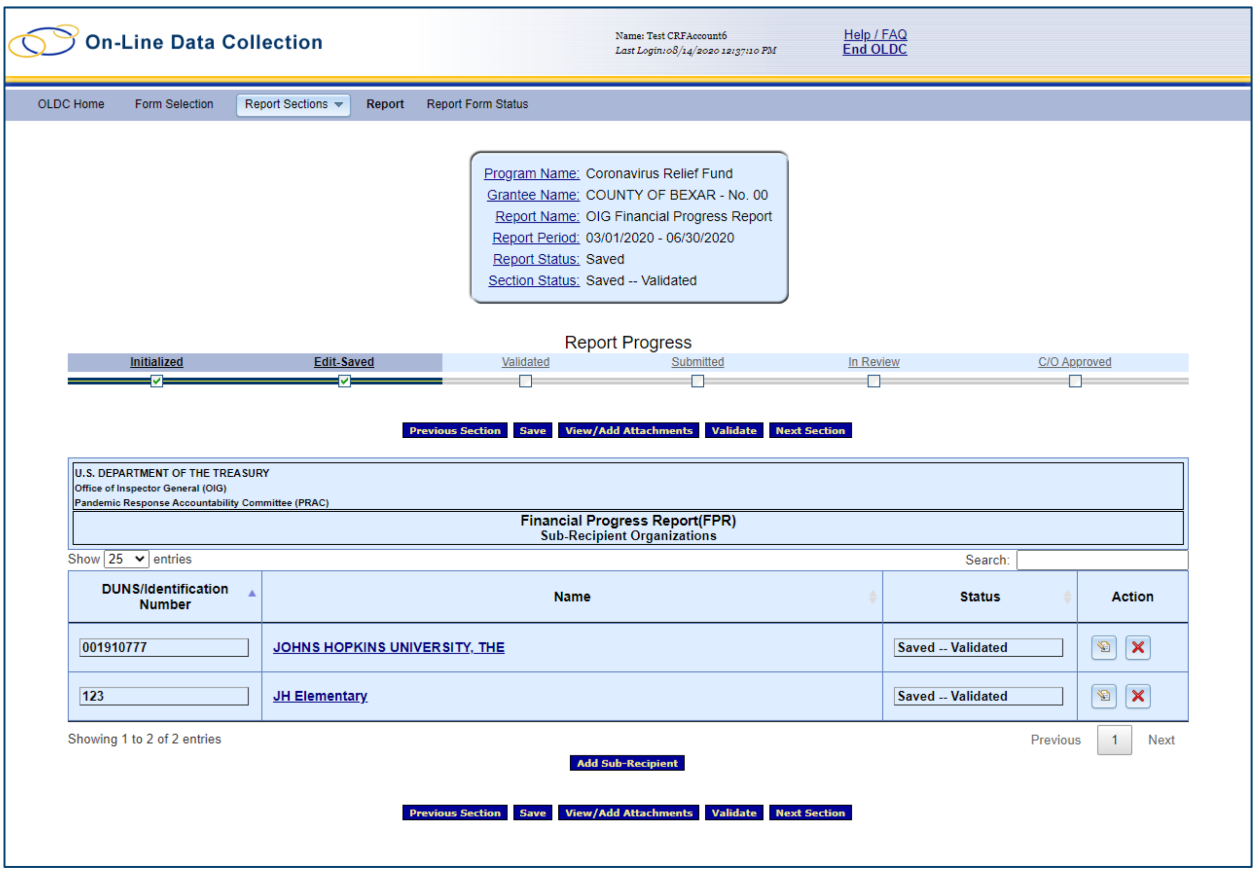


Figure 27: Sub-Recipient Organization screen

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

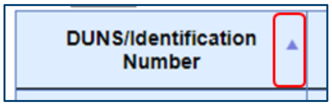


Figure 28: Sort icon

4. To search for a specific record in the table, enter a value into the **Search** bar.

Figure 29: Search bar

Add Sub-Recipient – DUNS Number Registered with SAM.gov

1. For an organization with a DUNS number registered with SAM.gov, click the **Add Sub-Recipient** button at the bottom of the table to add a sub-recipient record to the table.

Figure 30: Add Sub-Recipient button

2. The “Add Sub-Recipient Organization” screen appears.

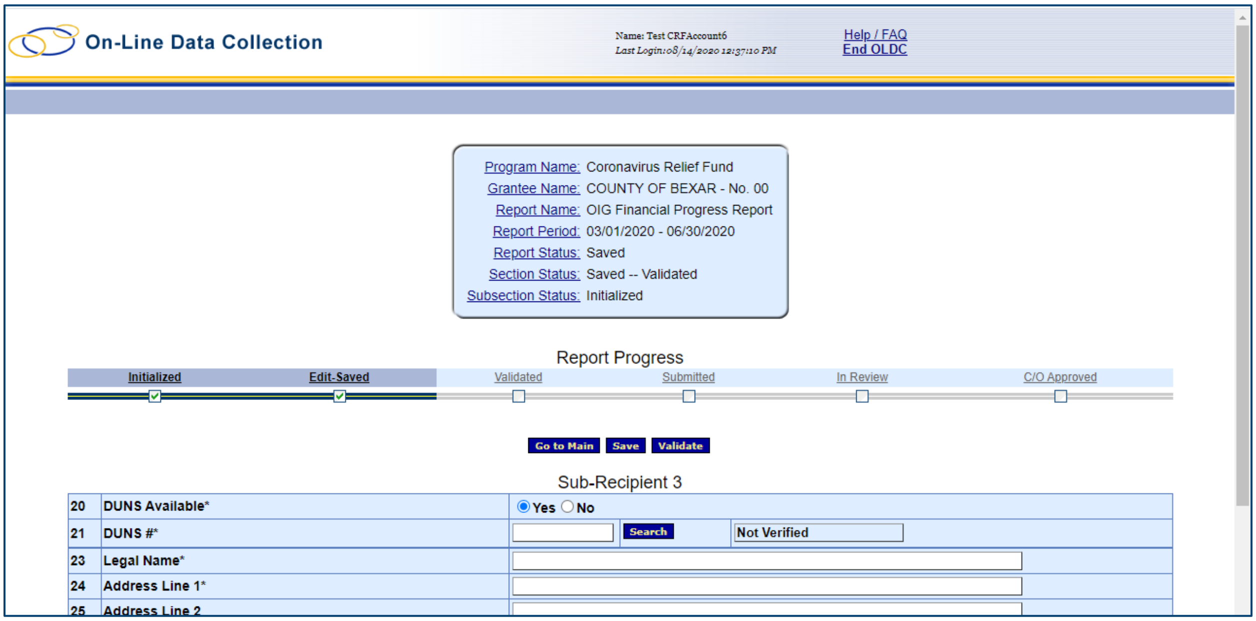


Figure 31: Add Sub-Recipient Organization screen

3. Ensure the **DUNS Available** field is marked **Yes** by default. If it is not, click the **Yes** radio button.
4. Enter the **DUNS number** for the sub-recipient organization in the *DUNS #* field and click the **Search** button.
5. SAM.gov data is populated for other fields of the sub-recipient organization, and a “Verified” message appears next to the DUNS number.

Note: If the DUNS number is not registered with SAM.gov, users must manually enter information for the sub-recipient organization. (See Add Sub-Recipient – Invalid DUNS Number for more information.)

6. Click the **Validate** button to confirm all fields are entered.
7. Click the **Go to Main** button to return to the “Sub-Recipient Organization” screen.

Add Sub-Recipient – Without DUNS Number

1. For an organization without a DUNS number, click the **Add Sub-Recipient** button at the bottom of the table to add a sub-recipient record to the table (see Figure 30).
2. The "Add Sub-Recipient Organization" screen appears.
3. In the *DUNS Available* field, click the **No** radio button.
4. If available, enter a **unique identifier** for the sub-recipient organization in the *Identification Number* field.

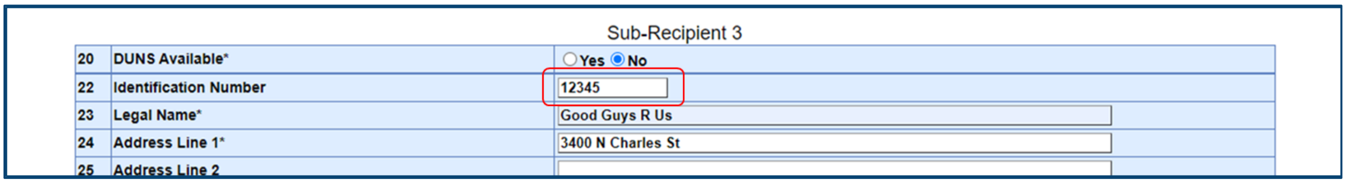


Figure 32: Add Sub-Recipient screen with Identification Number field

5. Enter the name and address information for the sub-recipient organization in the appropriate fields and click the **Validate Address** button.
6. USPS data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g. using a foreign address), users must manually select a **Country** from the drop-down and the *Congressional District* remains blank.
7. Click the **OK** button to confirm the address.

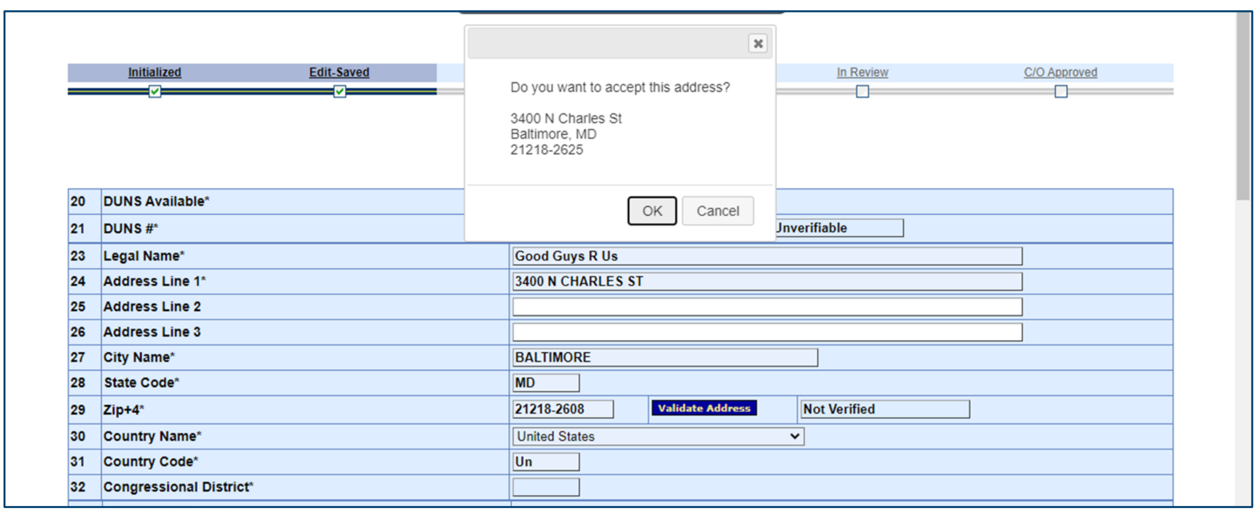


Figure 33: Add Sub-Recipient Organization screen with address validation message

8. Choose an **Organization Type** for the sub-recipient organization.

32	Congressional District*	3
33	Organization Type*	
		☐ State Government
		☐ County Government
		☐ City or Township Government
		☐ Special District Government
		☐ Regional Organization
		☐ U.S. Territory or Possession
		☐ Independent School District
		☐ Public/State Controlled Institution of Higher Education
		☐ Indian/Native American Tribal Government (Federally Recognized)
		☐ Indian/Native American Tribal Government (Other than Federally Recognized)
		☐ Indian/Native American Tribal Designated Organization
		☐ Public/Indian Housing Authority
		☐ Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education)
		☐ Nonprofit without 501C3 IRS Status (Other than an Institution of Higher Education)
		☐ Private Institution of Higher Education
		☐ Individual
		☐ For-Profit Organization (Other than Small Business)
		☐ Small Business
		☐ Hispanic-serving Institution
		☐ Historically Black College or University (HBCU)
		☐ Tribally Controlled College or University (TCCU)
		☐ Alaska Native and Native Hawaiian Serving Institutions
		☐ Non-domestic (non-U.S.) Entity
		☐ Other

Figure 34: Add Sub-Recipient Organization screen with Organization Type section

9. Click the **Validate** button to confirm all fields are entered.
10. Click the **Go to Main** button to return to the “Sub-Recipient Organization” screen.

Edit Sub-Recipient

1. On the “Sub-Recipient Organization” screen, click the **Edit** ( ) button in the *Actions* column for the desired sub-recipient organization.
2. The desired sub-recipient organization appears in edit mode.
3. Update the sub-recipient record. Users may need to re-run the DUNS search or address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Sub-Recipient Organization” screen.

Delete Sub-Recipient

6. On the “Sub-Recipient Organization” screen, click the **Delete** ( ) button in the *Actions* column for the desired sub-recipient organization.
7. Click the **OK** button in the browser to permanently delete the selected rows.

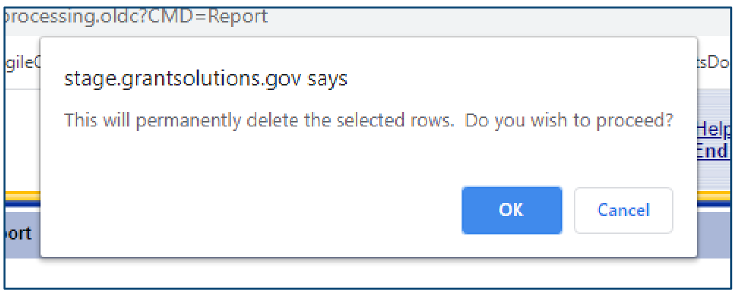


Figure 35: Delete confirmation message with OK button

Note: Sub-recipients used in other sections of the report cannot be deleted.

EDIT SECTION – CONTRACTS >= $50,000

On the "Reports Sections" screen, the *Contracts >= $50,000* section is used to report contracts that include $50,000 or more of COVID-19 funding.

Note: Contracts that include less than $50,000 COVID-19 funding should be reported using the *Aggregate Awards of < $50,000* section.

To edit the *Contracts >= $50,000* section, perform the following:

1. In the *Contracts >= $50,000* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The "Contracts >= $50,000" screen appears with a table of previously entered contracts, if applicable.

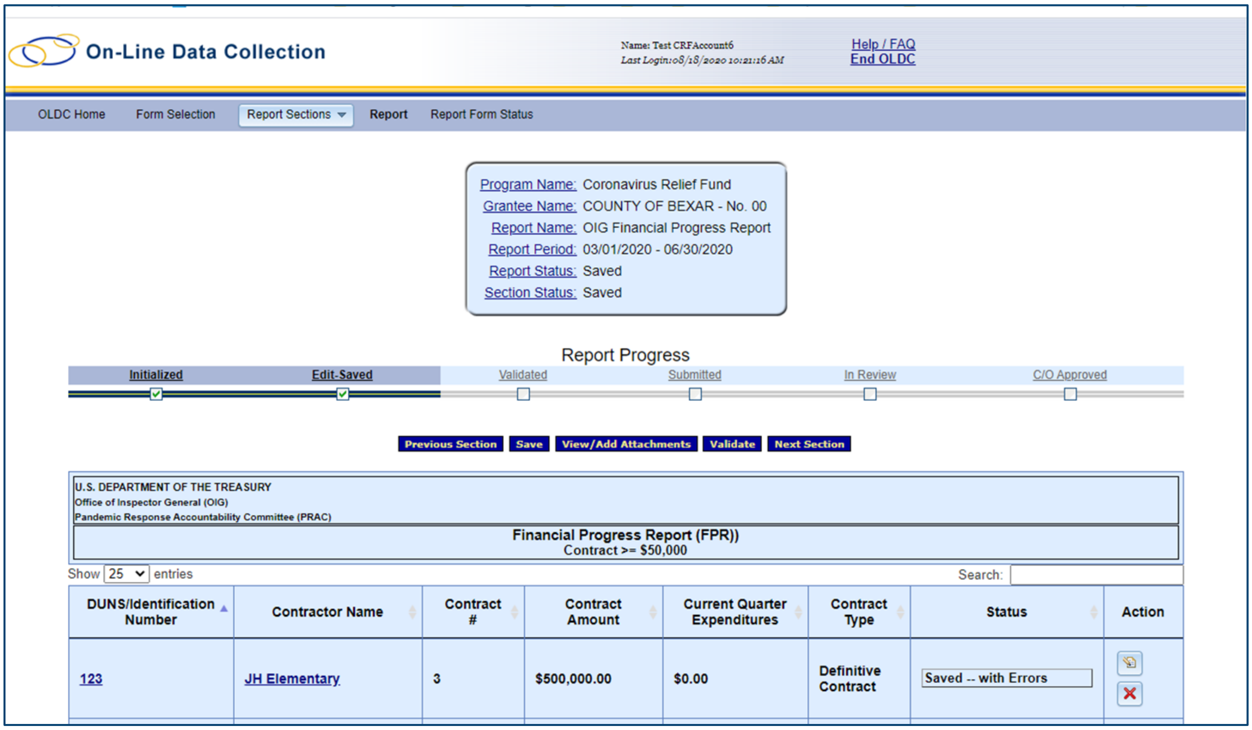


Figure 36: Contracts >= $50,000 screen

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

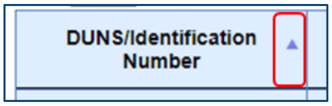


Figure 37: Sort icon

4. To search for a specific record in the table, enter a value into the **Search** bar.

Figure 38: Search bar

Add Contract

1. On the “Contracts >= $50,000” screen, click the **Add Contract** button to add a contract record to the table.
2. The “Add Contract” screen appears.

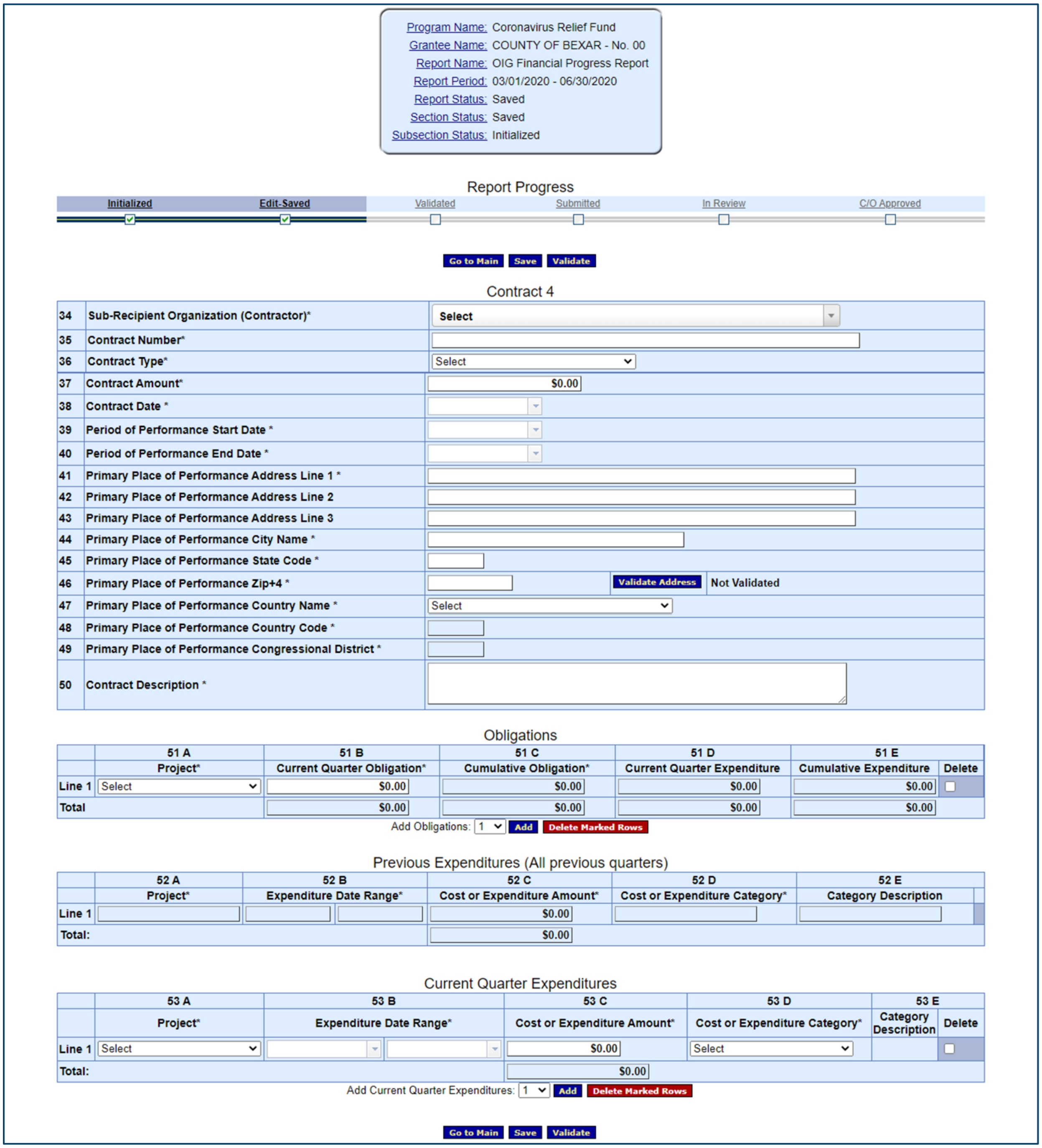


Figure 39: Add Contract screen

3. Select a sub-recipient organization from the **Sub-Recipient Organization (Contractor)** drop-down.

Note: If a sub-recipient organization is not created, return to the *Sub-Recipient Organization* section to create a sub-recipient organization.

4. Enter information for the contract into other fields.
5. Click the **Validate** button to confirm all fields are entered.
6. [USPS] data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g. using a foreign address), users must manually select a **Country** from the drop-down and the *Congressional District* remains blank.
7. Click the **OK** button to confirm the address.

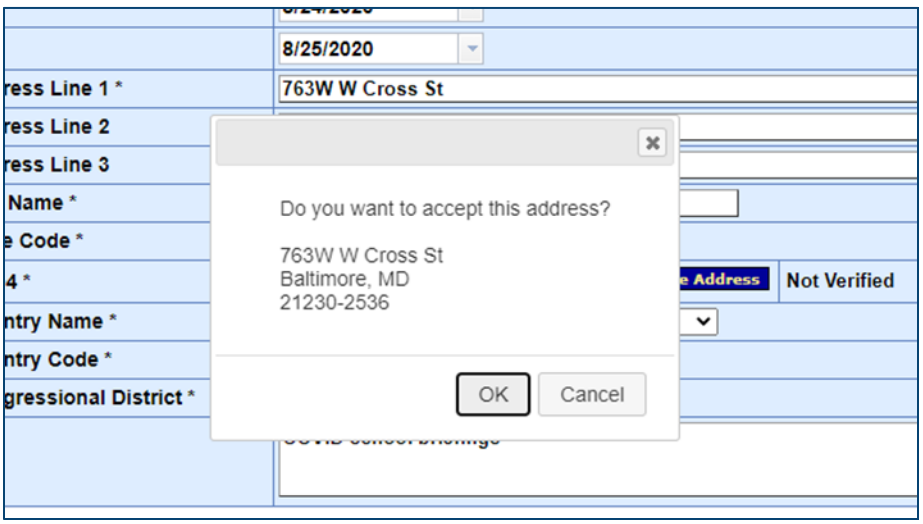
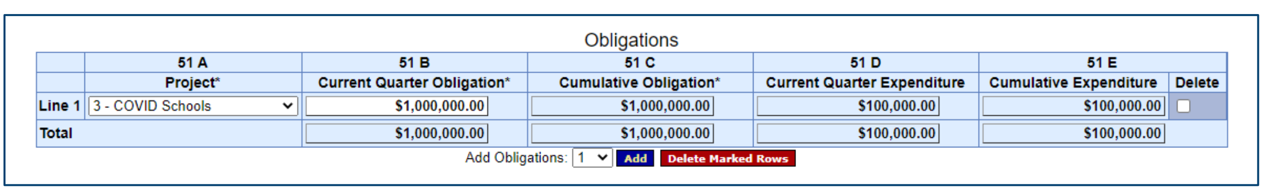


Figure 40: Add Contract screen with address validation message

8. Use the *Obligations* table to enter the amount of funding obligated for each project.

Note: If a project is not created, return to the *Projects* section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the *Project* column.



Obligations

	51 A	51 B	51 C	51 D	51 E	
	Project*	Current Quarter Obligation*	Cumulative Obligation*	Current Quarter Expenditure	Cumulative Expenditure	Delete
Line 1	3 - COVID Schools	$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	
Total		$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	

Add Obligations: 1 Add Delete Marked Rows

Figure 41: Add Contract screen Obligations table

Obligations Table Functions:

- Click the **Add** button to add one or more rows to the *Obligations* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the *Current Quarter Expenditures* table below.

9. Use the *Current Quarter Expenditures* table to enter the amount of expenditures incurred on the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

Current Quarter Expenditures

	53 A	53 B		53 C	53 D	53 E	
	Project*	Expenditure Date Range*		Cost or Expenditure Amount*	Cost or Expenditure Category*	Category Description	Delete
Line 1	3 - COVID Schools	9/2/2020	9/2/2020	$100,000.00	Items Not Listed Above	training	☐
Total:				$100,000.00			

Add Current Quarter Expenditures: 1 Add Delete Marked Rows

Figure 42: Add Contract screen Current Quarter Expenditures table

Current Quarter Expenditures Table Functions:

- Click the **Add** button to add one or more rows to the *Current Quarter Expenditures* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.

10. Click the **Validate** button to confirm all fields are entered.
11. Click the **Go to Main** button to return to the "Contracts >= $50,000" screen.

Edit Contract

1. On the "Contracts >= $50,000" screen, click the **Edit** ( ) button in the *Actions* column for the desired contract.
2. The desired contract appears in edit mode.
3. Update the contract record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the "Contracts >= $50,000" screen.

Delete Contract

1. On the “Contracts >= $50,000” screen, click the **Delete** ( ) button in the *Actions* column for the desired contract.
2. Click the **OK** button in the browser to permanently delete the selected rows.

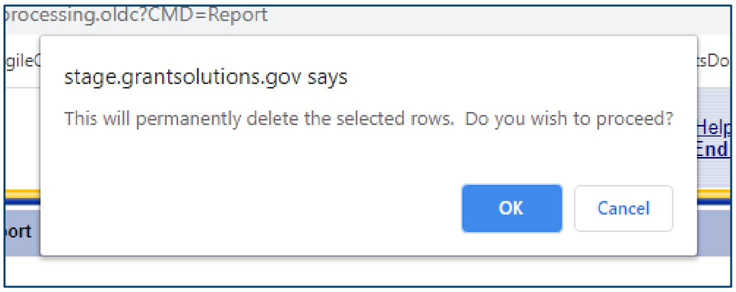


Figure 43: Delete confirmation message with OK button

Selected rows are removed.

EDIT SECTION – GRANTS >= $50,000

On the "Reports Sections" screen, the *Grants >= $50,000* section is used to report grants that include $50,000 or more of COVID-19 funding.

Note: Grants that include less than $50,000 COVID-19 funding should be reported using the *Aggregate Awards of < $50,000* section.

To edit the *Grants >= $50,000* section, perform the following:

1. In the *Grants >= $50,000* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The "Grants >= $50,000" screen appears with a table of previously entered grants, if applicable.

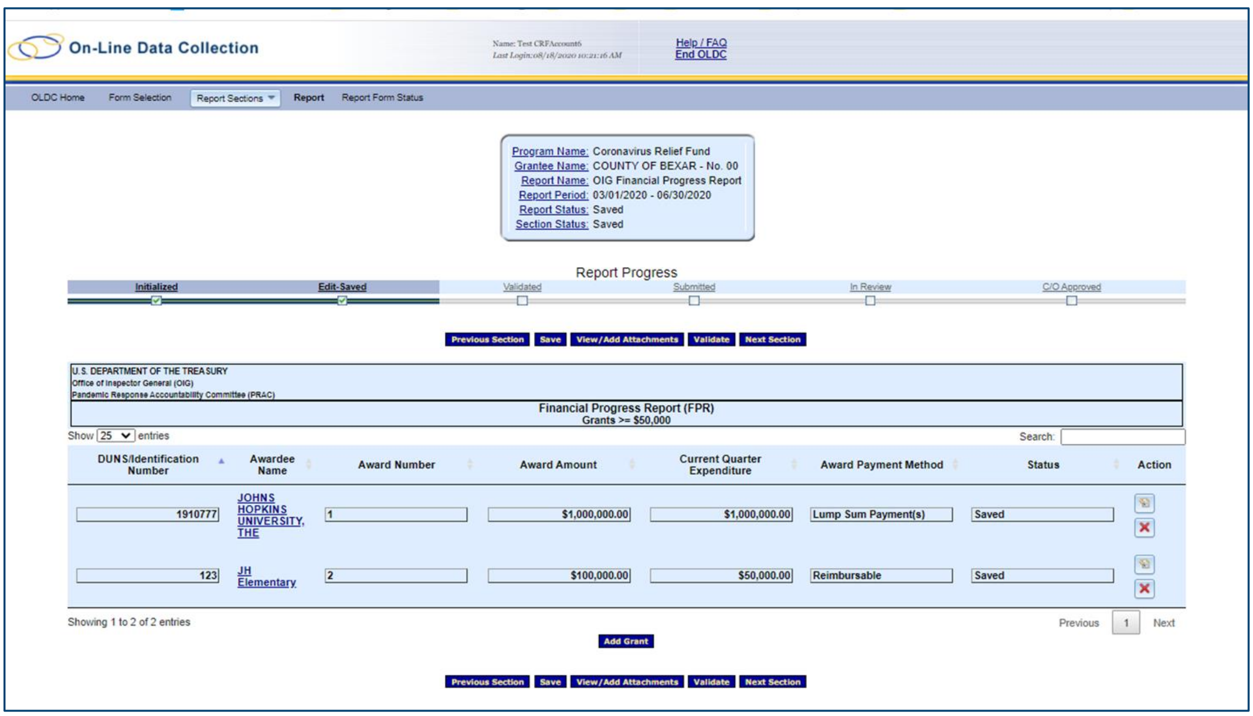


Figure 44: Grants >= $50,000 screen

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

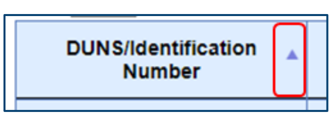


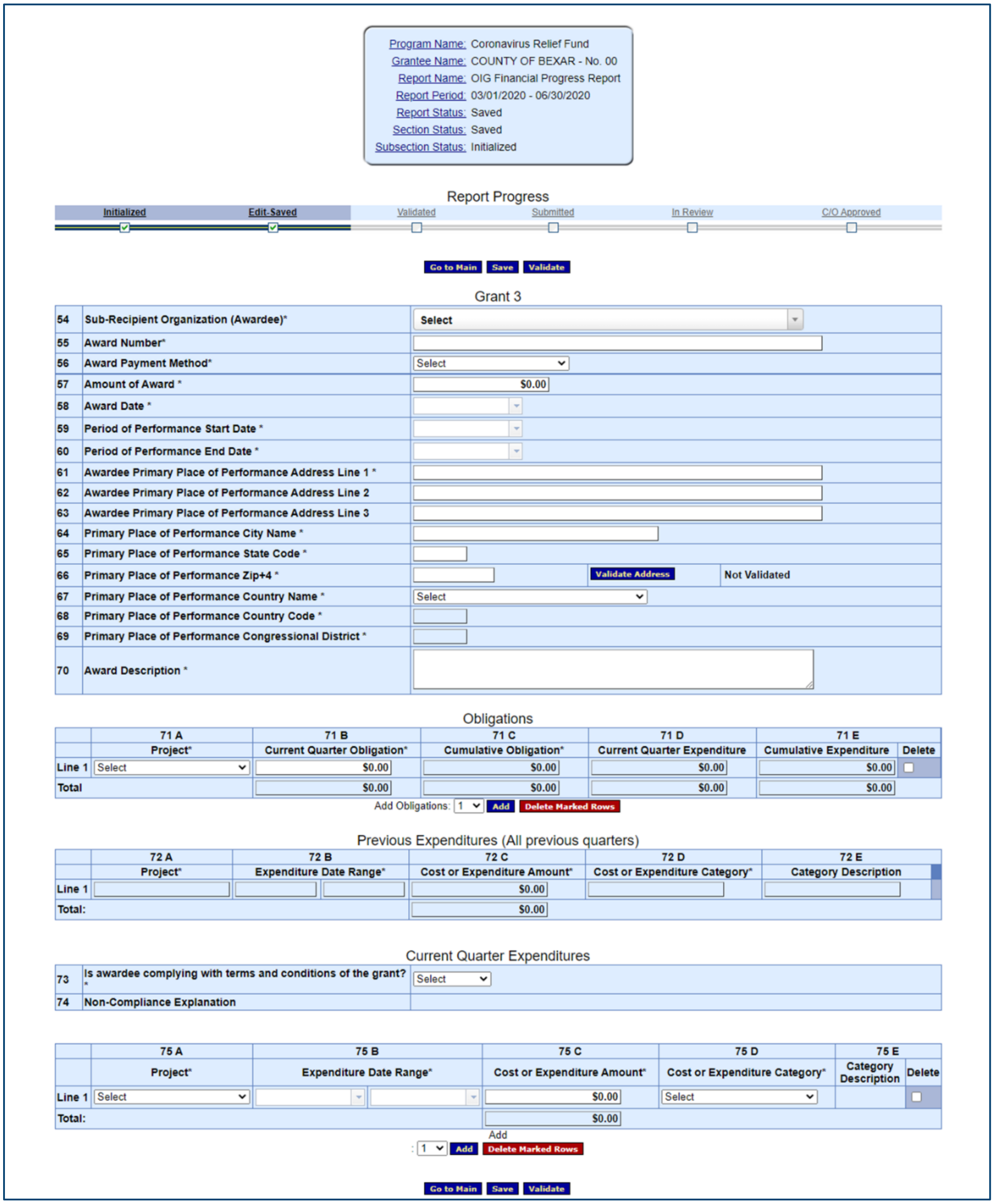
Figure 45: Sort icon

4. To search for a specific record in the table, enter a value into the **Search** bar.

Figure 46: Search bar

Add Grant

1. On the “Grants >= $50,000” screen, click the **Add Grant** button to add a grant record to the table.
2. The “Add Grant” screen appears.



Program Name: Coronavirus Relief Fund
Grantee Name: COUNTY OF BEXAR - No. 00
Report Name: OIG Financial Progress Report
Report Period: 03/01/2020 - 06/30/2020
Report Status: Saved
Section Status: Saved
Subsection Status: Initialized

Report Progress

Initialized | Edit-Saved | Validated | Submitted | In Review | C/O Approved

Go to Main | Save | Validate

Grant 3

54	Sub-Recipient Organization (Awardee)*	Select
55	Award Number*	
56	Award Payment Method*	Select
57	Amount of Award *	$0.00
58	Award Date *	
59	Period of Performance Start Date *	
60	Period of Performance End Date *	
61	Awardee Primary Place of Performance Address Line 1 *	
62	Awardee Primary Place of Performance Address Line 2	
63	Awardee Primary Place of Performance Address Line 3	
64	Primary Place of Performance City Name *	
65	Primary Place of Performance State Code *	
66	Primary Place of Performance Zip+4 *	Validate Address Not Validated
67	Primary Place of Performance Country Name *	Select
68	Primary Place of Performance Country Code *	
69	Primary Place of Performance Congressional District *	
70	Award Description *	

Obligations

	71 A	71 B	71 C	71 D	71 E	
	Project*	Current Quarter Obligation*	Cumulative Obligation*	Current Quarter Expenditure	Cumulative Expenditure	Delete
Line 1	Select	$0.00	$0.00	$0.00	$0.00	
Total		$0.00	$0.00	$0.00	$0.00	

Add Obligations: 1 Add Delete Marked Rows

Previous Expenditures (All previous quarters)

	72 A	72 B	72 C	72 D	72 E
	Project*	Expenditure Date Range*	Cost or Expenditure Amount*	Cost or Expenditure Category*	Category Description
Line 1			$0.00		
Total:			$0.00		

Current Quarter Expenditures

73	Is awardee complying with terms and conditions of the grant? *	Select
74	Non-Compliance Explanation	

	75 A	75 B	75 C	75 D	75 E	
	Project*	Expenditure Date Range*	Cost or Expenditure Amount*	Cost or Expenditure Category*	Category Description	Delete
Line 1	Select		$0.00	Select		
Total:			$0.00			

Add : 1 Add Delete Marked Rows

Go to Main | Save | Validate

Figure 47: Add Grant screen

3. Select a sub-recipient organization from the **Sub-Recipient Organization (Awardee)** drop-down.

Note: If a sub-recipient organization is not created, return to the *Sub-Recipient Organization* section to create a sub-recipient organization.

4. Enter information for the grant into other fields.
5. Click the **Validate** button to confirm all fields are entered.
6. USPS data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g. using a foreign address), users must manually select a **Country** from the drop-down and the *Congressional District* remains blank.
7. Click the **OK** button to confirm the address.

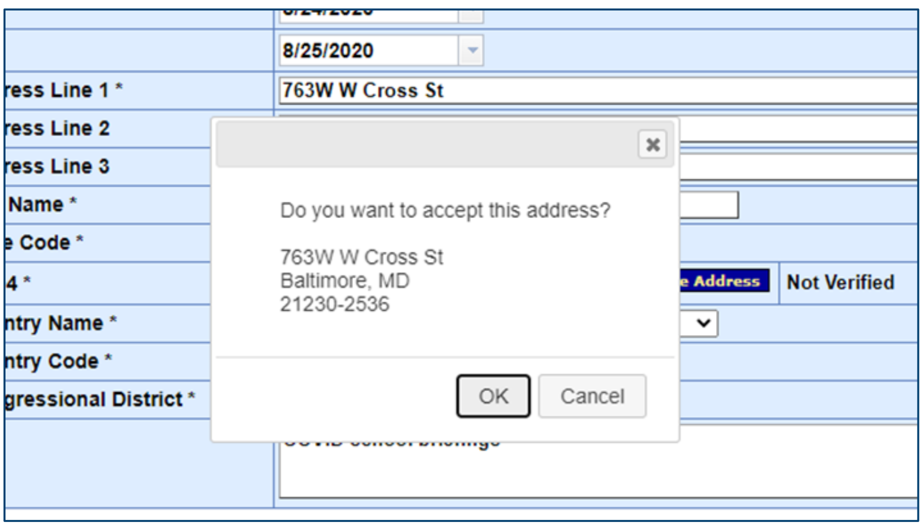


Figure 48: Add Grant screen with address validation

8. Use the *Obligations* table to enter the amount of funding obligated for each project.

Note: If a project is not created, return to the *Projects* section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the *Project* column.

Obligations

	51 A Project*	51 B Current Quarter Obligation*	51 C Cumulative Obligation*	51 D Current Quarter Expenditure	51 E Cumulative Expenditure	Delete
Line 1	3 - COVID Schools	$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	
Total		$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	

Add Obligations: 1 Add Delete Marked Rows

Figure 49: Add Grant screen Obligations table

Obligations Table Functions:

- Click the **Add** button to add one or more rows to the *Obligations* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the *Current Quarter Expenditures* table below.

9. Clarify whether or not the Awardee is in compliance.

- Answer Yes or No to the compliance question.
- If No, fill in an explanation for how they were out of compliance.

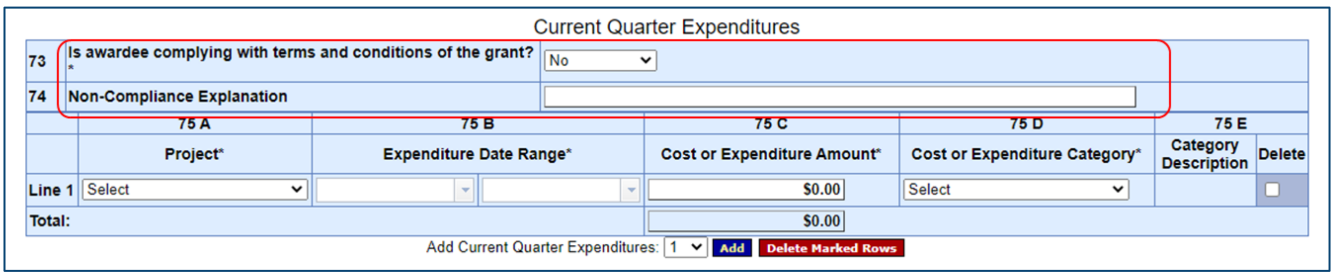


Figure 50: Add Grants screen Current Quarter Expenditures Compliance Question

10. Use the *Current Quarter Expenditures* table to enter the amount of expenditures incurred on the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

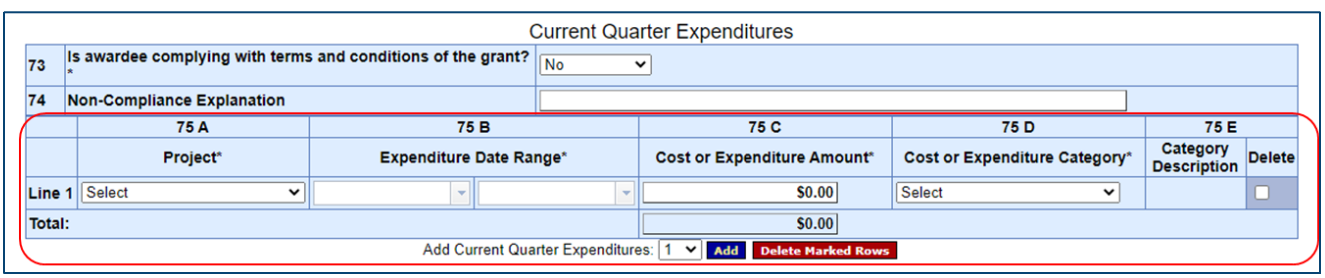


Figure 51: Add Grants screen Current Quarter Expenditures table

Current Quarter Expenditures Table Functions:

- Click the **Add** button to add one or more rows to the *Current Quarter Expenditures* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.

11. Click the **Validate** button to confirm all fields are entered.

12. Click the **Go to Main** button to return to the “Grants >= $50,000” screen.

Edit Grant

1. On the “Grants >= $50,000” screen, click the **Edit** ( ) button in the *Actions* column for the desired grant.
2. The desired grant appears in edit mode.
3. Update the grant record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Grants >= $50,000” screen.

Delete Grant

1. On the “Grants >= $50,000” screen, click the **Delete** ( ) button in the *Actions* column for the desired grant.
2. Click the **OK** button in the browser to permanently delete the selected rows.

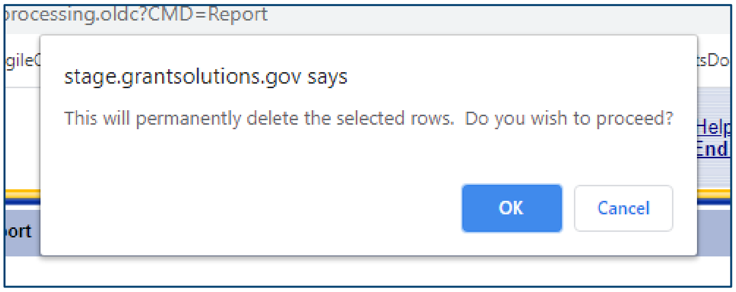


Figure 52: Delete confirmation message with OK button

Selected rows are removed.

EDIT SECTION – LOANS >= $50,000

On the “Reports Sections” screen, the *Loans >= $50,000* section is used to report loans that include $50,000 or more of COVID-19 funding.

Note: Loans that include less than $50,000 COVID-19 funding should be reported using the *Aggregate Awards of < $50,000* section.

To edit the *Loans >= $50,000* section, perform the following:

1. In the *Loans >= $50,000* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Loans >= $50,000” screen appears with a table of previously entered loans, if applicable.

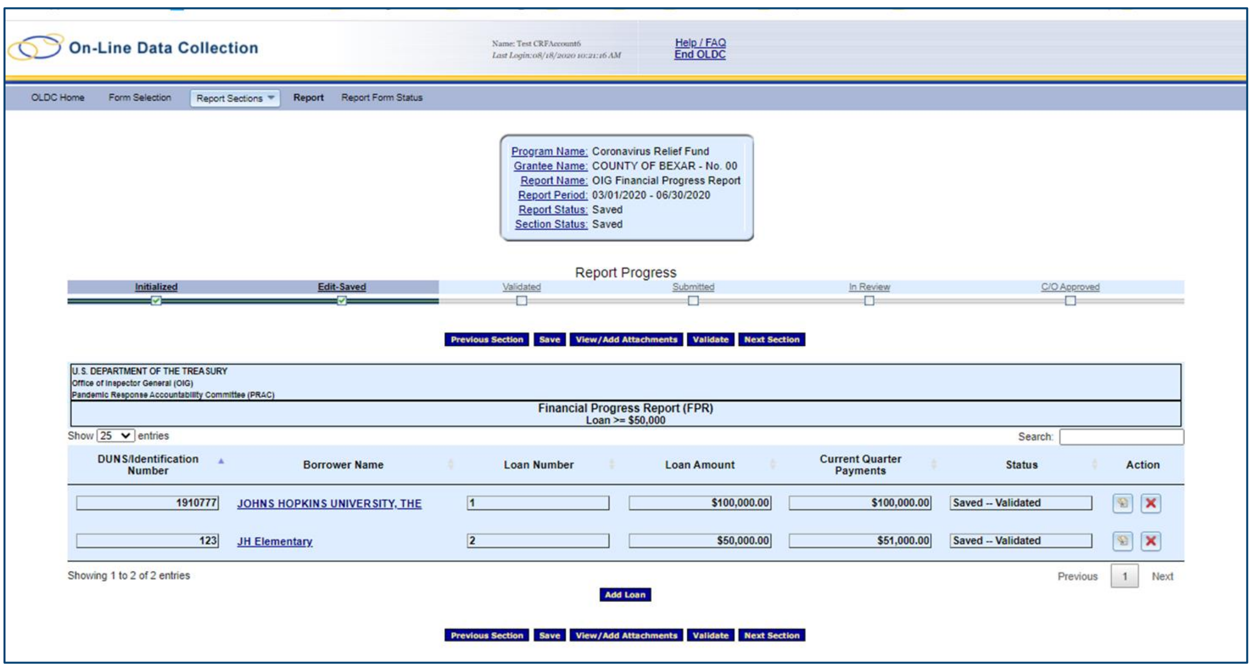


Figure 53: Loans >= $50,000 screen

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

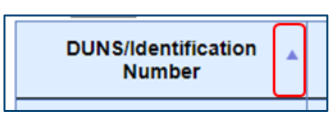


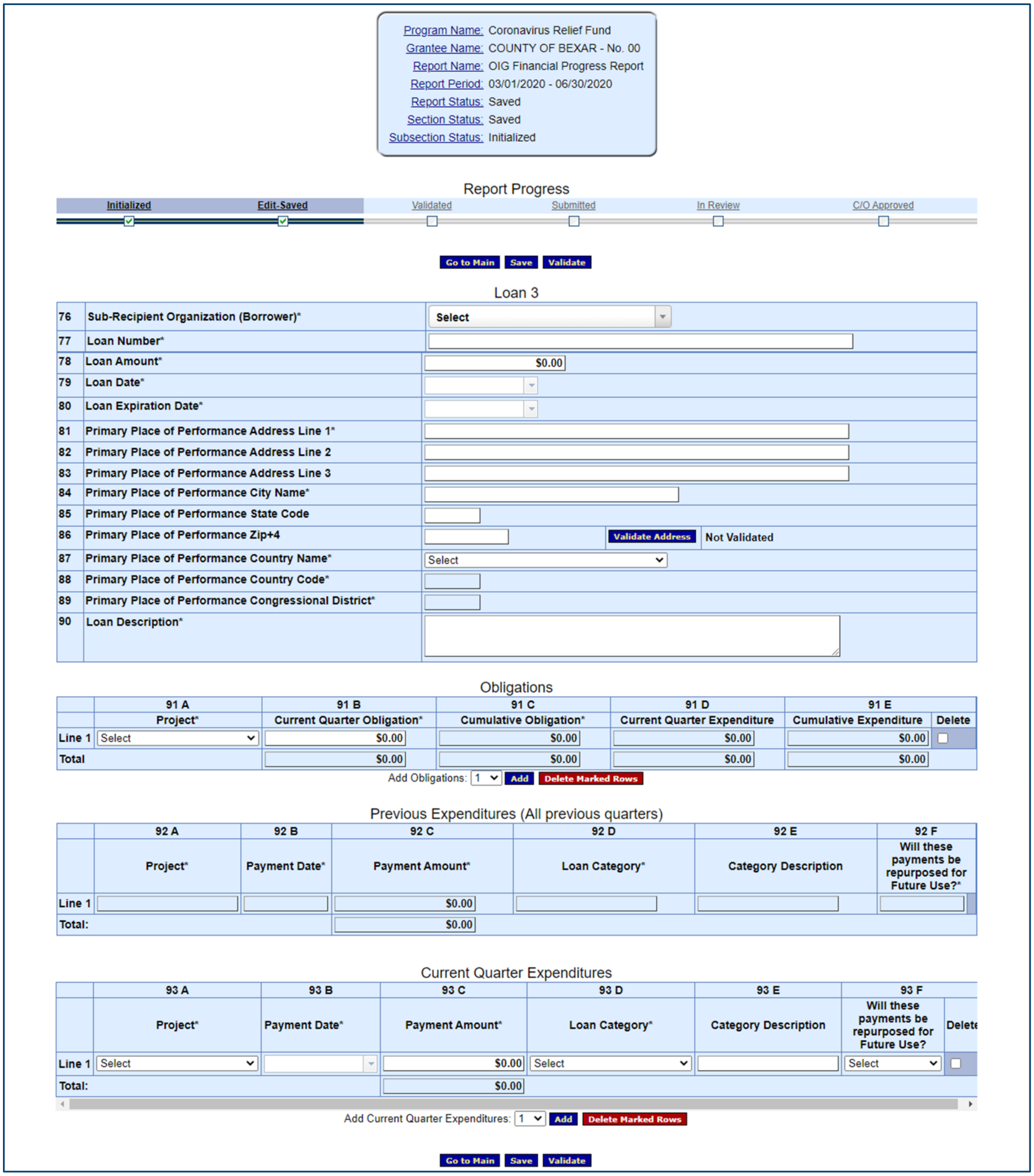
Figure 54: Sort icon

5. To search for a specific record in the table, enter a value into the **Search** bar.

Figure 55: Search bar

Add Loan

1. On the “Loans >= $50,000” screen, click the **Add Loan** button to add a loan record to the table.
2. The “Add Loan” screen appears.


Program Name: Coronavirus Relief Fund
Grantee Name: COUNTY OF BEXAR - No. 00
Report Name: OIG Financial Progress Report
Report Period: 03/01/2020 - 06/30/2020
Report Status: Saved
Section Status: Saved
Subsection Status: Initialized

Report Progress

Initialized | Edit-Saved | Validated | Submitted | In Review | C/O Approved

Go to Main | Save | Validate

Loan 3

76	Sub-Recipient Organization (Borrower)*	Select
77	Loan Number*	
78	Loan Amount*	$0.00
79	Loan Date*	
80	Loan Expiration Date*	
81	Primary Place of Performance Address Line 1*	
82	Primary Place of Performance Address Line 2	
83	Primary Place of Performance Address Line 3	
84	Primary Place of Performance City Name*	
85	Primary Place of Performance State Code	
86	Primary Place of Performance Zip+4	Validate Address Not Validated
87	Primary Place of Performance Country Name*	Select
88	Primary Place of Performance Country Code*	
89	Primary Place of Performance Congressional District*	
90	Loan Description*	

Obligations

	91 A	91 B	91 C	91 D	91 E	
	Project*	Current Quarter Obligation*	Cumulative Obligation*	Current Quarter Expenditure	Cumulative Expenditure	Delete
Line 1	Select	$0.00	$0.00	$0.00	$0.00	
Total		$0.00	$0.00	$0.00	$0.00	

Add Obligations: 1 Add Delete Marked Rows

Previous Expenditures (All previous quarters)

	92 A	92 B	92 C	92 D	92 E	92 F
	Project*	Payment Date*	Payment Amount*	Loan Category*	Category Description	Will these payments be repurposed for Future Use?*
Line 1			$0.00			
Total:			$0.00			

Current Quarter Expenditures

	93 A	93 B	93 C	93 D	93 E	93 F	
	Project*	Payment Date*	Payment Amount*	Loan Category*	Category Description	Will these payments be repurposed for Future Use?	Delete
Line 1	Select		$0.00	Select		Select	
Total:			$0.00				

Add Current Quarter Expenditures: 1 Add Delete Marked Rows

Go to Main | Save | Validate

Figure 56: Add Loan screen

3. Select a sub-recipient organization from the **Sub-Recipient Organization (Borrower)** drop-down.

Note: If a sub-recipient organization is not created, return to the *Sub-Recipient Organization* section to create a sub-recipient organization.

4. Enter information for the loan into other fields.
5. Click the **Validate Address** button to confirm all address fields are entered.
6. USPS data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g. using a foreign address), users must manually select a **Country** from the drop-down and the *Congressional District* remains blank.
7. Click the **OK** button to confirm the address.

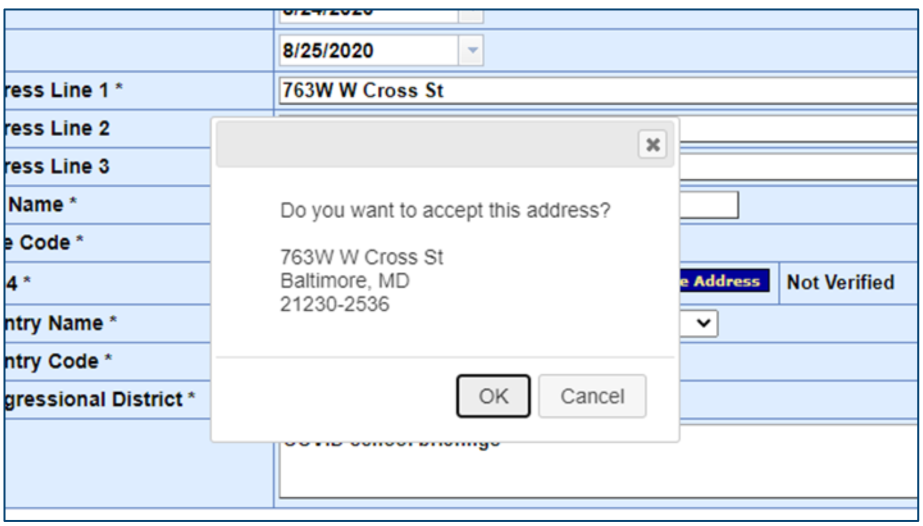


Figure 57: Add Loan screen with address validation

8. Use the *Obligations* table to enter the amount of funding obligated for each project.

Note: If a project is not created, return to the *Projects* section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the *Project* column.

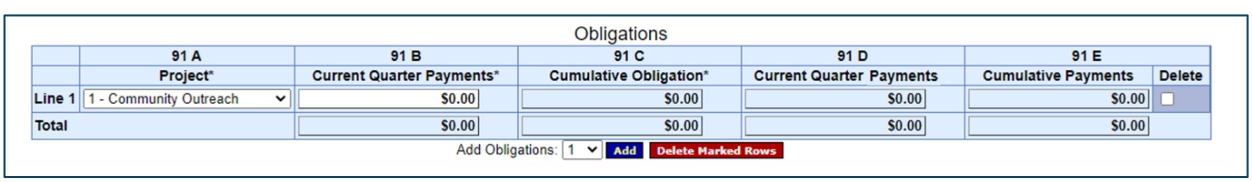


Figure 58: Add Loans screen with Obligations table

Obligations Table Functions:

- Click the **Add** button to add one or more rows to the *Obligations* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the *Current Quarter Payments* table below.

9. Use the *Current Quarter Payments* table to enter the amount of payments received from borrowers related to the projects and obligations listed above. In addition, you will need to enter the loan category to reflect the purpose of the loan (and therefore the related payments from the borrower) for the quarter.

Current Quarter Payments

	93 A	93 B	93 C	93 D	93 E	93 F	
	Project*	Payment Date*	Payment Amount*	Loan Category*	Category Description	Will these payments be repurposed for Future Use?	Delete
Line 1	1 - Community Outreach	8/20/2018	$123.00	Improve Telework Capabilities		Yes	
Line 2	Select		$0.00	Select		Select	
Total:			$123.00				

Add Current Quarter Payments: 1 Add Delete Marked Rows

Figure 59: Add Loans screen Current Quarter Payments table

Current Quarter Payments Table Functions:

- Click the **Add** button to add one or more rows to the *Current Quarter Payments* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.

10. Click the **Validate** button to confirm all fields are entered.
11. Click the **Go to Main** button to return to the “Loans >= $50,000” screen.

Edit Loan

1. On the “Loans >= $50,000” screen, click the **Edit** ( ) button in the *Actions* column for the desired loan.
2. The desired loan appears in edit mode.
3. Update the loan record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Loans >= $50,000” screen.

Delete Loan

1. On the “Loans >= $50,000” screen, click the **Delete** ( ) button in the *Actions* column for the desired loan.
2. Click the **OK** button in the browser to permanently delete the selected rows.

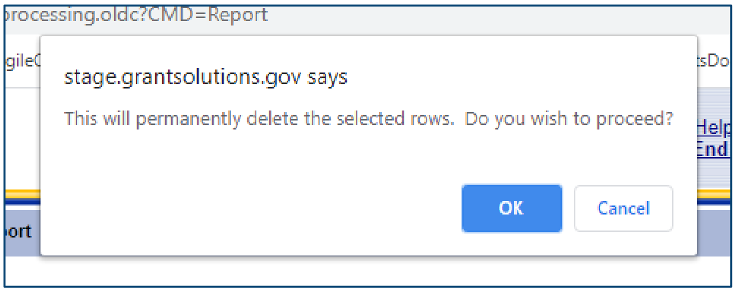


Figure 60: Delete confirmation message with OK button

Selected rows are removed.

EDIT SECTION – TRANSFERS >= $50,000

On the "Reports Sections" screen, the *Transfers >= $50,000* section is used to report transfers to a government entity for $50,000 or more of COVID-19 funding.

Note: Transfers for less than $50,000 in COVID-19 funding should be reported using the *Aggregate Awards of < $50,000* section.

Note: Transfers should only go to other government entities

To edit the *Transfers >= $50,000* section, perform the following:

1. In the *Transfers >= $50,000* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The "Transfers >= $50,000" screen appears with a table of previously entered transfers, if applicable.

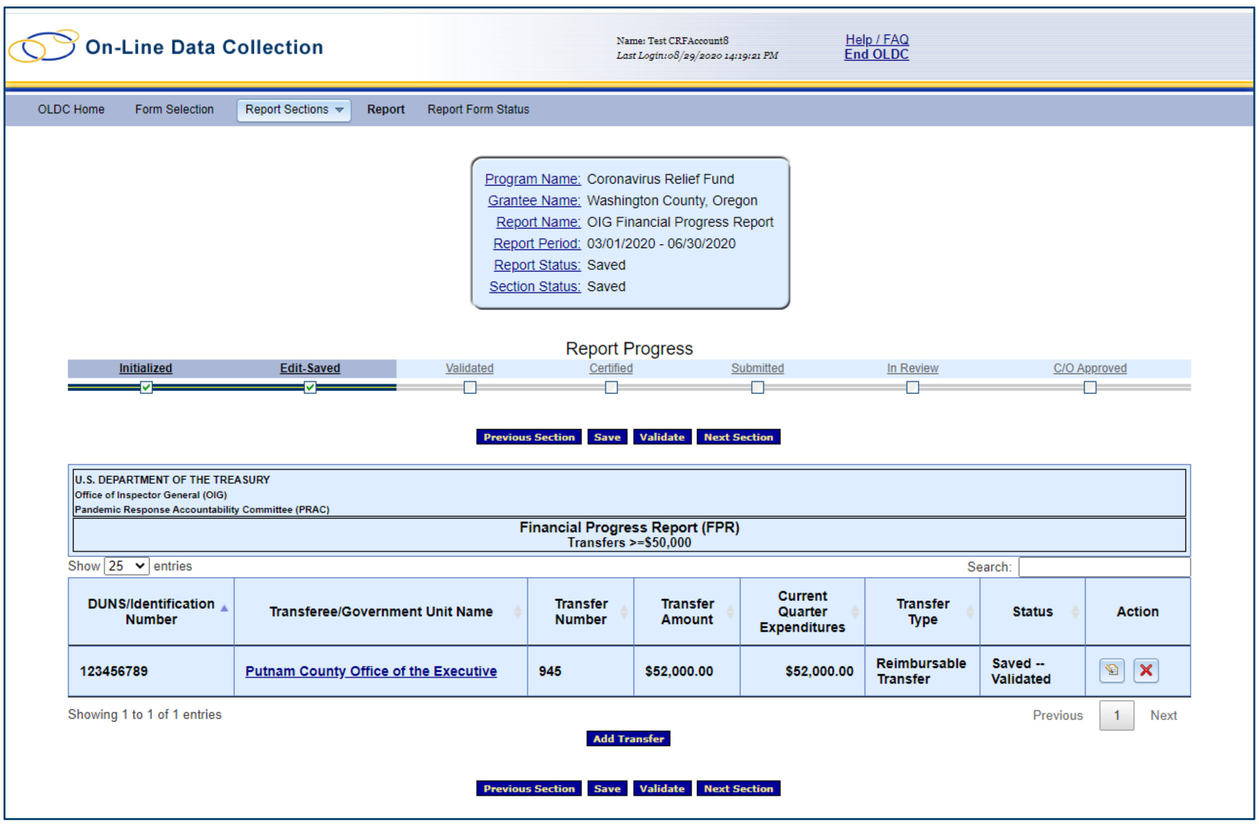


Figure 61: Transfers >= $50,000 screen

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

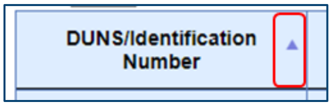


Figure 62: Sort icon

4. To search for a specific record in the table, enter a value into the **Search** bar.

Figure 63: Search bar

Add Transfer

1. On the “Transfers >= $50,000” screen, click the **Add Transfer** button to add a transfer record to the table.
2. The “Add Transfer” screen appears.

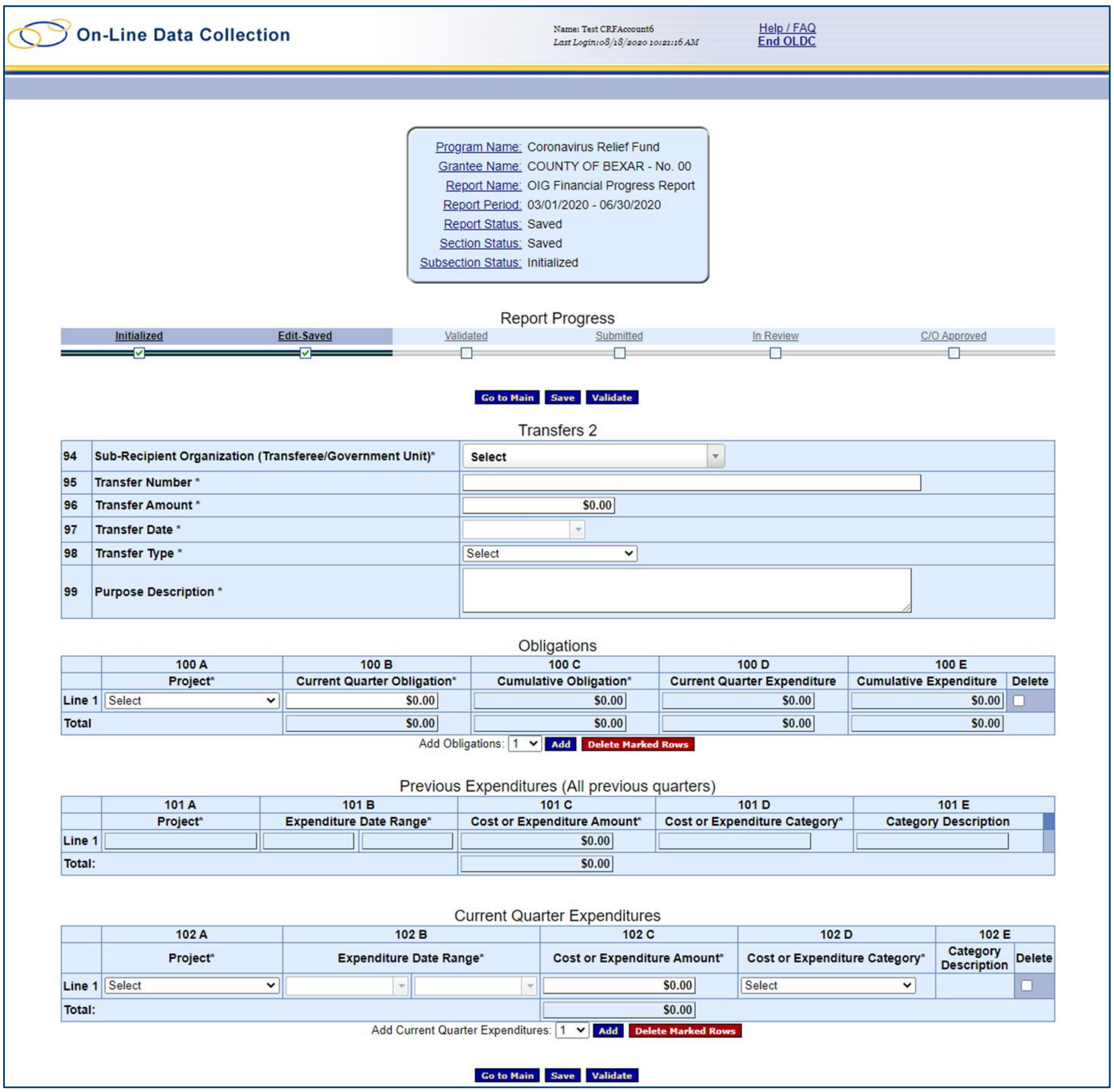


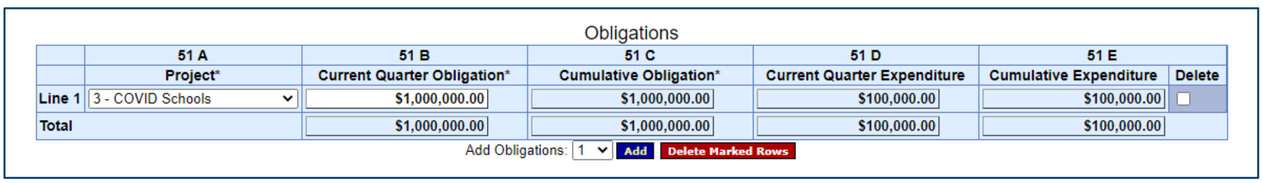
Figure 64: Add Transfer screen

3. Select a sub-recipient organization from the **Sub-Recipient Organization (Transferee/Government Unit)** drop-down.

Note: If a sub-recipient organization is not created, return to the *Sub-Recipient Organization* section to create a sub-recipient organization.

4. Enter information for the transfer into other fields.
5. Use the *Obligations* table to enter the amount of funding obligated for each project.

Note: If a project is not created, return to the *Projects* section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the *Project* column.



Obligations

	51 A	51 B	51 C	51 D	51 E	
	Project*	Current Quarter Obligation*	Cumulative Obligation*	Current Quarter Expenditure	Cumulative Expenditure	Delete
Line 1	3 - COVID Schools	$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	
Total		$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	

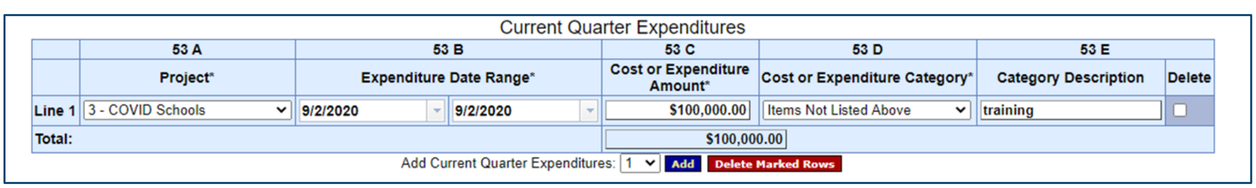
Add Obligations: 1 Add Delete Marked Rows

Figure 65: Add Transfer screen with Obligations table

Obligations Table Functions:

- Click the **Add** button to add one or more rows to the *Obligations* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the *Current Quarter Expenditures* table below.

6. Use the *Current Quarter Expenditures* table to enter the amount of expenditures incurred for the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.



Current Quarter Expenditures

	53 A	53 B		53 C	53 D	53 E	
	Project*	Expenditure Date Range*		Cost or Expenditure Amount*	Cost or Expenditure Category*	Category Description	Delete
Line 1	3 - COVID Schools	9/2/2020	9/2/2020	$100,000.00	Items Not Listed Above	training	
Total:				$100,000.00			

Add Current Quarter Expenditures: 1 Add Delete Marked Rows

Figure 66: Add Transfer screen with Current Quarter Expenditures table

Current Quarter Expenditures Table Functions:

- Click the **Add** button to add one or more rows to the *Current Quarter Expenditures* table.

- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.

7. Click the **Validate** button to confirm all fields are entered.
8. Click the **Go to Main** button to return to the “Transfers >= $50,000” screen.

Edit Transfer

1. On the “Transfers >= $50,000” screen, click the **Edit** ( ) button in the *Actions* column for the desired transfer.
2. The desired transfer appears in edit mode.
3. Update the transfer record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Transfers >= $50,000” screen.

Delete Transfer

1. On the “Transfers >= $50,000” screen, click the **Delete** ( ) button in the *Actions* column for the desired transfer.
2. Click the **OK** button in the browser to permanently delete the selected rows.

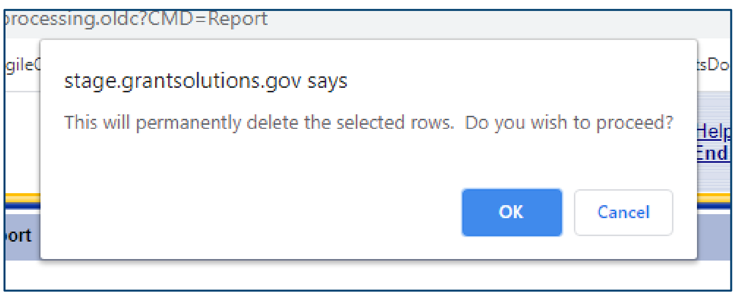


Figure 67: Delete confirmation message with OK button

Selected rows are removed.

EDIT SECTION – DIRECT >= $50,000

On the "Reports Sections" screen, the *Direct >= $50,000* section is used to report $50,000 or more of COVID-19 funding that is obligated or expended with a sub-recipient that is not in the form of a contract, grant, loan, or transfer.

Note: Direct Payments for less than $50,000 in COVID-19 funding should be reported using the [*Aggregate Awards of < $50,000*]() section.

To edit the *Direct >= $50,000* section, perform the following:

1. In the *Direct >= $50,000* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The "Direct >= $50,000" screen appears with a table of previously entered direct payments, if applicable.

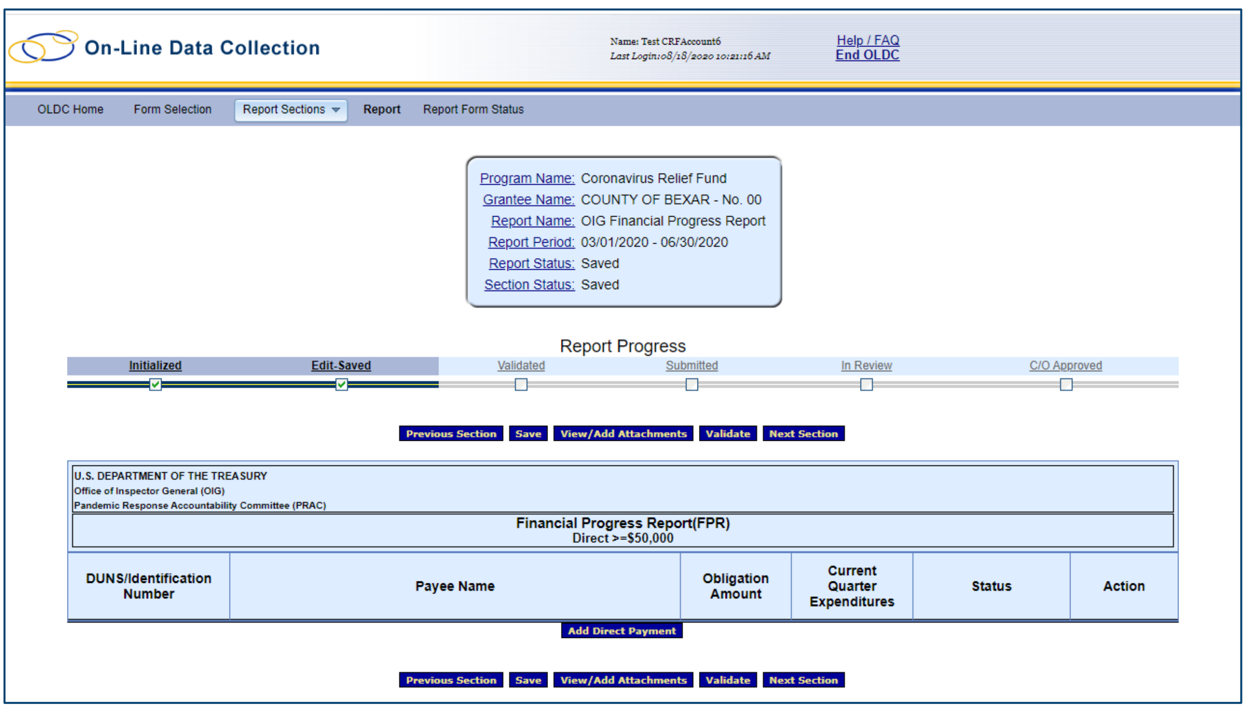


Figure 68: Direct >= $50,000 screen

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

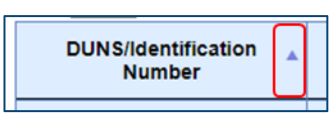


Figure 69: Sort icon

4. To search for a specific record in the table, enter a value into the **Search** bar.

Figure 70: Search bar

Add Direct Payment

1. On the “Direct >= $50,000” screen, click the **Add Direct Payment** button to add a direct payment record to the table.
2. The “Add Direct Payment” screen appears.

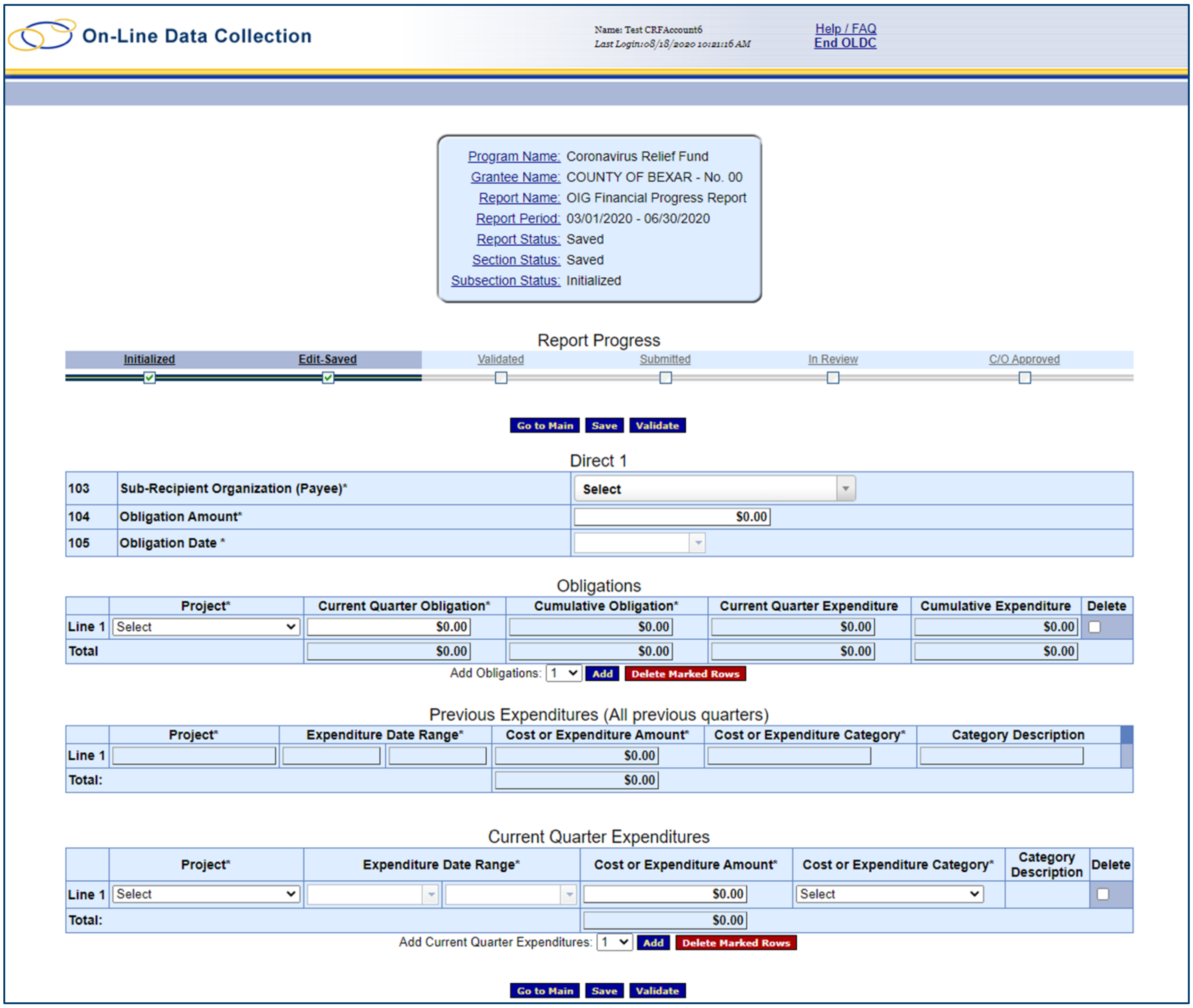


Figure 71: Add Direct Payment screen

3. Select a sub-recipient organization from the **Sub-Recipient Organization (Payee)** drop-down.

Note: If a sub-recipient organization is not created, return to the *Sub-Recipient Organization* section to create a sub-recipient organization.

4. Enter information for the direct payment into other fields.
5. Use the *Obligations* table to enter the amount of funding obligated for each project.

Note: If a project is not created, return to the *Projects* section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the *Project* column.

Obligations

	51 A	51 B	51 C	51 D	51 E	
	Project*	Current Quarter Obligation*	Cumulative Obligation*	Current Quarter Expenditure	Cumulative Expenditure	Delete
Line 1	3 - COVID Schools	$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	
Total		$1,000,000.00	$1,000,000.00	$100,000.00	$100,000.00	

Add Obligations: 1 Add Delete Marked Rows

Figure 72: Add Direct Payment screen with Obligations table

Obligations Table Functions:

- Click the **Add** button to add one or more rows to the *Obligations* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the *Current Quarter Expenditures* table below.

6. Use the *Current Quarter Expenditures* table to enter the amount of expenditures incurred on the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

Current Quarter Expenditures

	53 A	53 B		53 C	53 D	53 E	
	Project*	Expenditure Date Range*		Cost or Expenditure Amount*	Cost or Expenditure Category*	Category Description	Delete
Line 1	3 - COVID Schools	9/2/2020	9/2/2020	$100,000.00	Items Not Listed Above	training	
Total:				$100,000.00			

Add Current Quarter Expenditures: 1 Add Delete Marked Rows

Figure 73: Add Direct Payment screen with Current Quarter Expenditures table

Current Quarter Expenditures Table Functions:

- Click the **Add** button to add one or more rows to the *Current Quarter Expenditures* table.
- Select the checkbox in the *Delete* column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.

7. Click the **Validate** button to confirm all fields are entered.
8. Click the **Go to Main** button to return to the “Direct >= $50,000” screen.

Edit Direct Payment

1. On the “Direct >= $50,000” screen, click the **Edit** ( ) button in the *Actions* column for the desired direct payment.
2. The desired direct payment appears in edit mode.
3. Update the direct payment record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Direct >= $50,000” screen.

Delete Direct Payment

1. On the “Direct >= $50,000” screen, click the **Delete** ( ) button in the *Actions* column for the desired direct payment.
2. Click the **OK** button in the browser to permanently delete the selected rows.

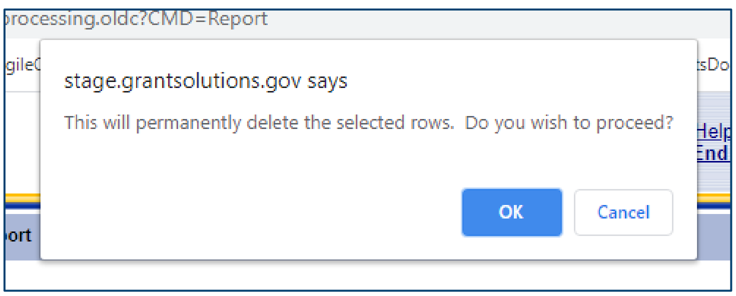


Figure 74: Delete confirmation message with OK button

Selected rows are removed.

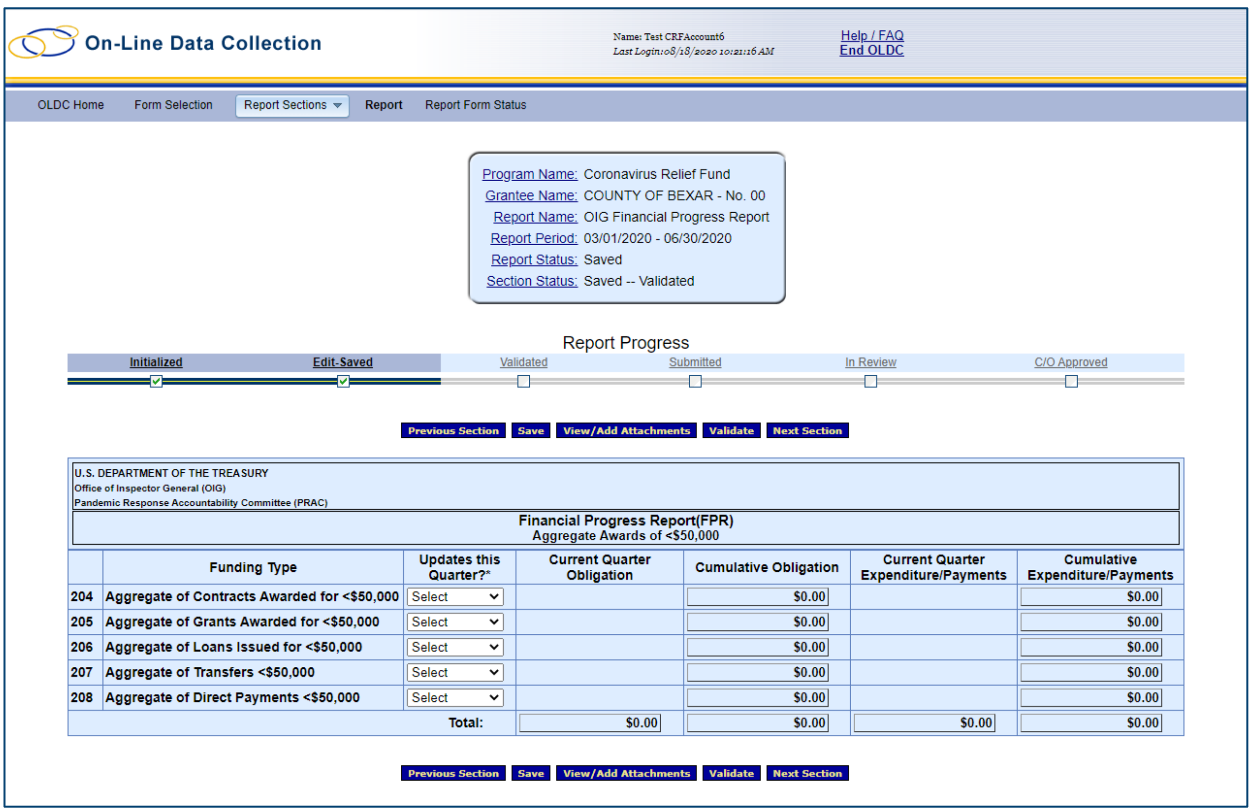
EDIT SECTION - AGGREGATE AWARDS OF < $50,000

On the “Reports Sections” screen, the *Aggregate Awards of < $50,000* section is used to report a sum of COVID-19 funding where the contract, grant, loan, transfer, or direct payment to a sub-recipient is less than $50,000.

Note: Contracts, Grants, Loans, Transfers, or Direct Payments that include $50,000 or more of COVID-19 funding to a sub-recipient should be reported using the section specific to that funding type.

To edit the *Aggregate Awards < $50,000* section, perform the following:

1. In the *Aggregate Awards < $50,000* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Aggregate Awards < $50,000” screen appears with a table of funding types.



On-Line Data Collection

Name: Test CRFAccount6
Last Login:08/18/2020 10:21:16 AM

Help / FAQ
End OLDC

OLDC Home | Form Selection | Report Sections | Report | Report Form Status

Program Name: Coronavirus Relief Fund
Grantee Name: COUNTY OF BEXAR - No. 00
Report Name: OIG Financial Progress Report
Report Period: 03/01/2020 - 06/30/2020
Report Status: Saved
Section Status: Saved -- Validated

Report Progress

Initialized | Edit-Saved | Validated | Submitted | In Review | C/O Approved

Previous Section | Save | View/Add Attachments | Validate | Next Section

U.S. DEPARTMENT OF THE TREASURY
Office of Inspector General (OIG)
Pandemic Response Accountability Committee (PRAC)

Financial Progress Report(FPR)
Aggregate Awards of <$50,000

	Funding Type	Updates this Quarter?*	Current Quarter Obligation	Cumulative Obligation	Current Quarter Expenditure/Payments	Cumulative Expenditure/Payments
204	Aggregate of Contracts Awarded for <$50,000	Select		$0.00		$0.00
205	Aggregate of Grants Awarded for <$50,000	Select		$0.00		$0.00
206	Aggregate of Loans Issued for <$50,000	Select		$0.00		$0.00
207	Aggregate of Transfers <$50,000	Select		$0.00		$0.00
208	Aggregate of Direct Payments <$50,000	Select		$0.00		$0.00
		Total:	$0.00	$0.00	$0.00	$0.00

Previous Section | Save | View/Add Attachments | Validate | Next Section

Figure 75: Aggregate Awards < $50,000 screen

1. Click the **Updates this Quarter** drop-down to activate/deactivate the *Current Quarter Obligation* and *Current Quarter Expenditure/Payments* fields for each funding type.
2. If applicable, enter appropriate values in the **Current Quarter Obligation** field and the **Current Quarter Expenditure/Payments** field for the appropriate funding types.
3. Click the **Validate** button.

EDIT SECTION - AGGREGATE PAYMENT TO INDIVIDUALS

On the “Reports Sections” screen, the *Aggregate Payment to Individuals* section is used to report a sum of COVID-19 funding made to individuals.

To edit the *Aggregate Payment to Individuals* section, perform the following:

1. In the *Aggregate Payment to Individuals* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Aggregate Payment to Individuals” screen appears with a table of funding types.

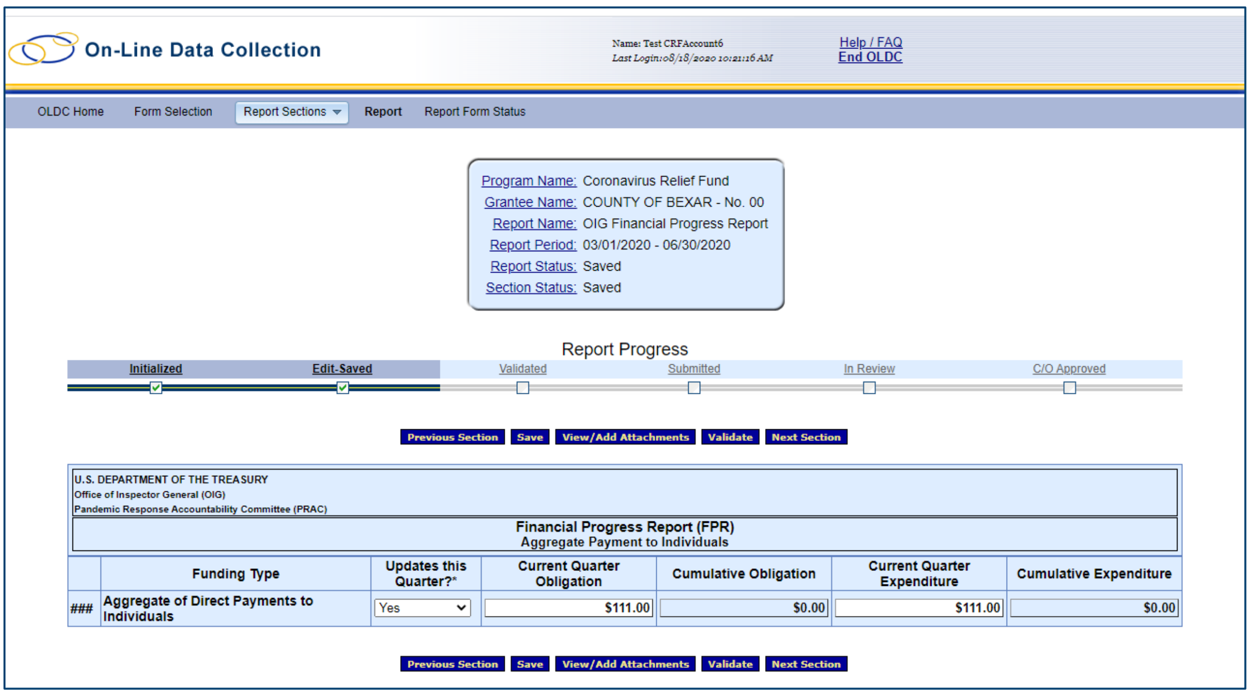


Figure 76: Aggregate Payment to Individuals screen

3. Click the **Updates this Quarter** drop-down to activate/deactivate the *Current Quarter Obligation* and *Current Quarter Expenditure/Payments* fields.
4. If applicable, enter appropriate values in the **Current Quarter Obligation** field and the **Current Quarter Expenditure/Payments** field for the appropriate funding types.
5. Click the **Validate** button.

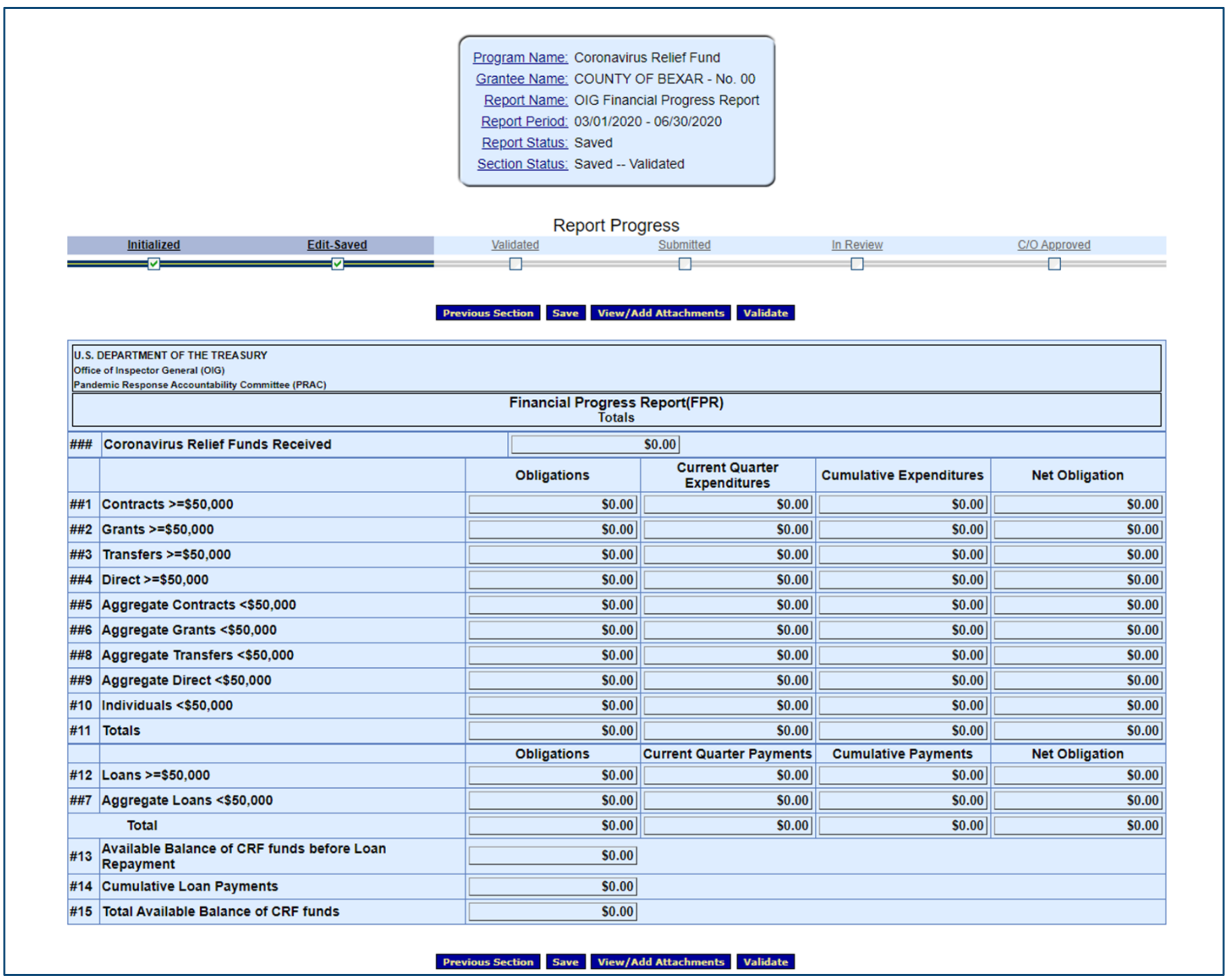
EDIT SECTION - TOTALS

On the “Reports Sections” screen, the *Totals* section is a summary of data entered into other sections. The *Totals* section can only be viewed; it cannot be edited.

Note: A section must be saved or validated before its records appear on the *Totals* screen (e.g. if a contract is added and validated, but the “Contracts >= $50,000” screen is not saved or validated, the values for the contract do not appear on the *Totals* screen).

To view the *Totals* section, perform the following:

1. In the *Totals* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Totals” screen appears with a table of funding types.



Program Name: Coronavirus Relief Fund
Grantee Name: COUNTY OF BEXAR - No. 00
Report Name: OIG Financial Progress Report
Report Period: 03/01/2020 - 06/30/2020
Report Status: Saved
Section Status: Saved -- Validated

Report Progress

Initialized | Edit-Saved | Validated | Submitted | In Review | C/O Approved

Previous Section | Save | View/Add Attachments | Validate

U.S. DEPARTMENT OF THE TREASURY
Office of Inspector General (OIG)
Pandemic Response Accountability Committee (PRAC)

Financial Progress Report(FPR)
Totals

###	Coronavirus Relief Funds Received	$0.00			
		Obligations	Current Quarter Expenditures	Cumulative Expenditures	Net Obligation
##1	Contracts >=$50,000	$0.00	$0.00	$0.00	$0.00
##2	Grants >=$50,000	$0.00	$0.00	$0.00	$0.00
##3	Transfers >=$50,000	$0.00	$0.00	$0.00	$0.00
##4	Direct >=$50,000	$0.00	$0.00	$0.00	$0.00
##5	Aggregate Contracts <$50,000	$0.00	$0.00	$0.00	$0.00
##6	Aggregate Grants <$50,000	$0.00	$0.00	$0.00	$0.00
##8	Aggregate Transfers <$50,000	$0.00	$0.00	$0.00	$0.00
##9	Aggregate Direct <$50,000	$0.00	$0.00	$0.00	$0.00
#10	Individuals <$50,000	$0.00	$0.00	$0.00	$0.00
#11	Totals	$0.00	$0.00	$0.00	$0.00
		Obligations	Current Quarter Payments	Cumulative Payments	Net Obligation
#12	Loans >=$50,000	$0.00	$0.00	$0.00	$0.00
##7	Aggregate Loans <$50,000	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00
#13	Available Balance of CRF funds before Loan Repayment	$0.00			
#14	Cumulative Loan Payments	$0.00			
#15	Total Available Balance of CRF funds	$0.00			

Previous Section | Save | View/Add Attachments | Validate

Figure 77: Totals screen

3. Review the totals.
4. Click the **Validate** button.

Certify & Submit for Approval

CERTIFY

Users must certify a report before it can be submitted for review. The **Certify** button appears only for users with permission to certify and submit when the form is in *Saved – Validated* status.

1. On the “Form Selection” screen, click the **Edit** icon to open the report in the *Saved – Validated* status.

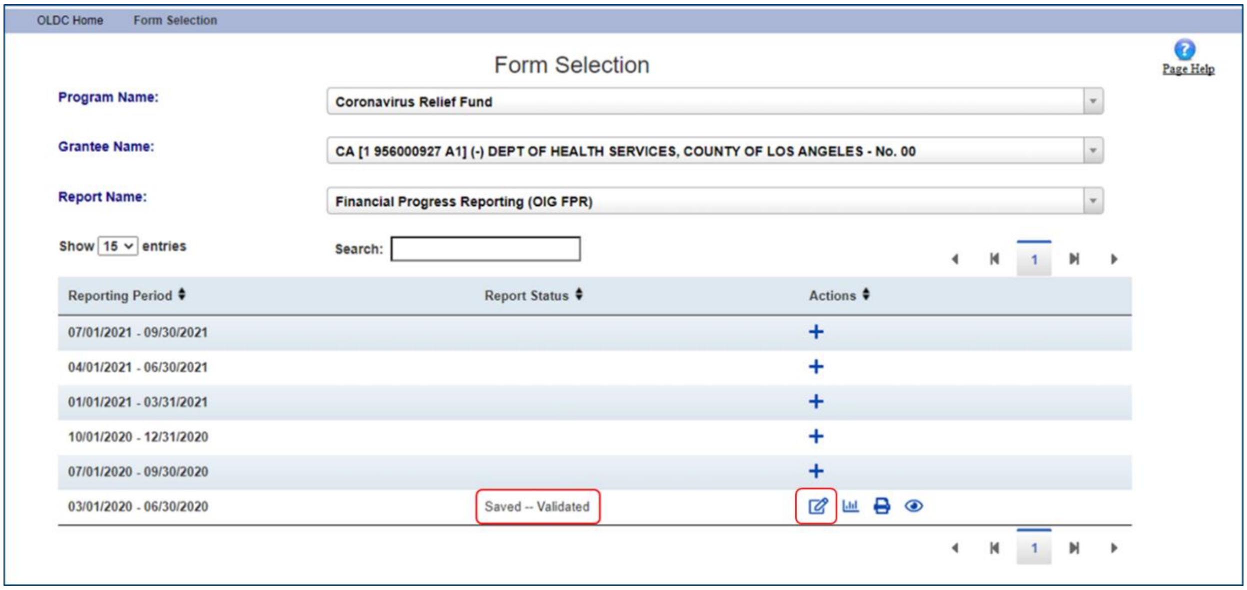


Figure 78: Form Selection screen with Edit icon and Saved – Validated status

2. Review the report.
3. On the “Report Sections” screen, click the **Certify** button.

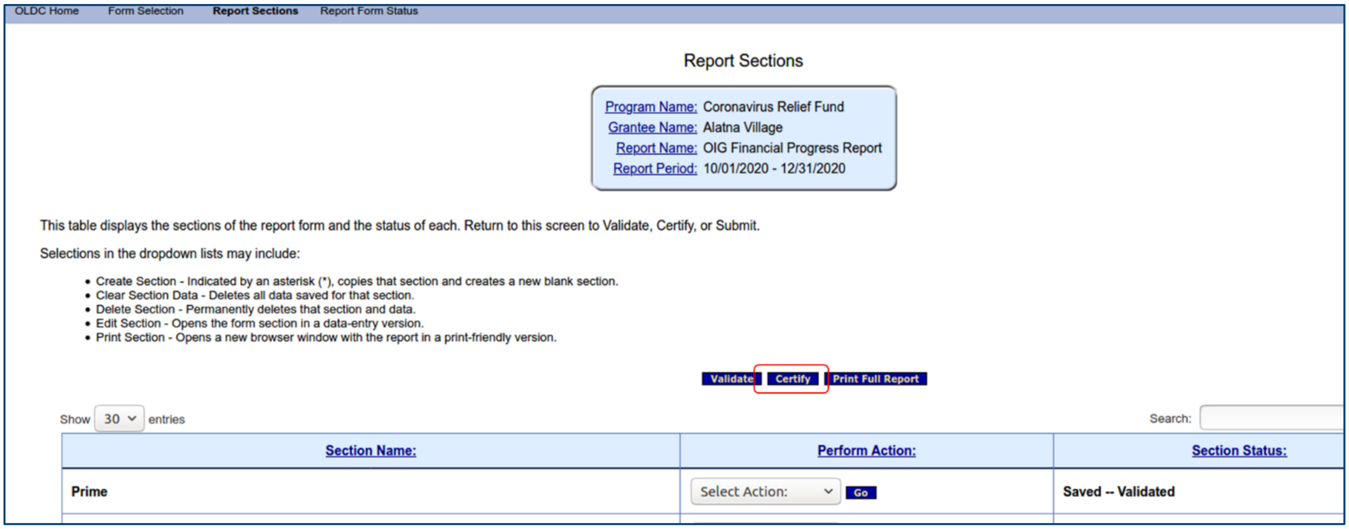


Figure 79: Report Sections screen with Certify button

4. A confirmation message appears.

Figure 80: Certify confirmation message

5. Click the **OK** button in the browser.

6. The system will show the Totals page with a **Click to Sign** button.

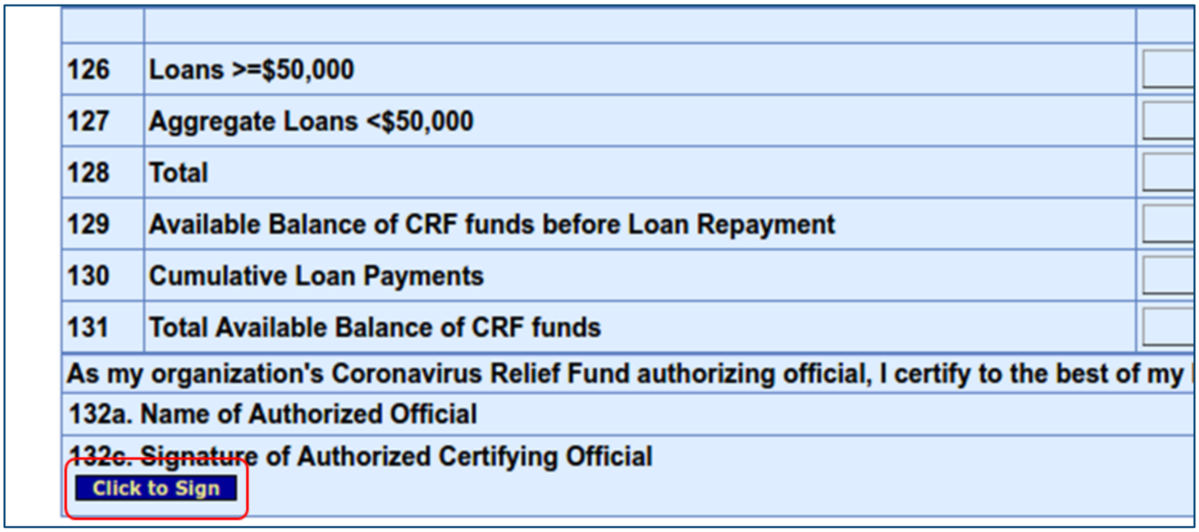


Figure 81: Totals page with Click to Sign button

7. Click the **Click to Sign** button.
8. An electronic signature appears.

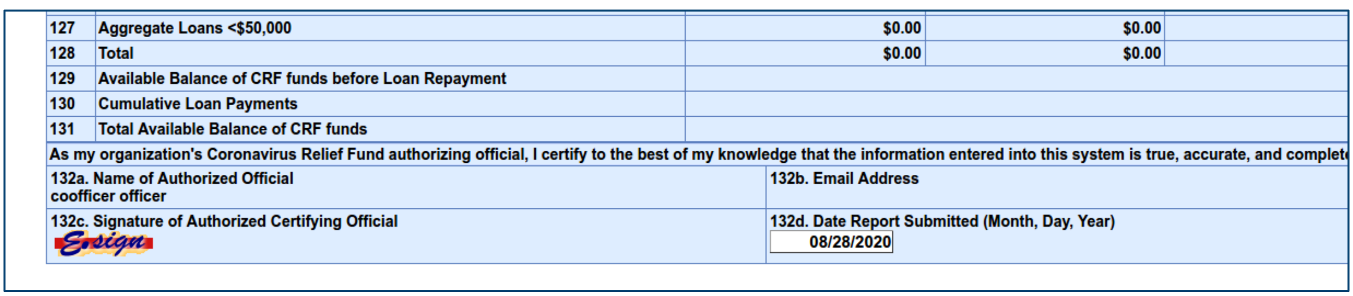


Figure 82: Totals page with electronic signature

Note: The Submitted date will automatically fill in once the report is submitted. It will be blank when the signature is added.

9. The report is now in *Certified* status but still must be submitted.

SUBMIT

Users must submit a report to officially send it to Federal staff for review. A report cannot be submitted if the submission due date has passed. The **Submit** button appears only for users with permission to certify and submit when the form is in *Certified* status.

1. On the “Form Selection” screen, click the **Edit** icon to open the report in the *Certified* status.

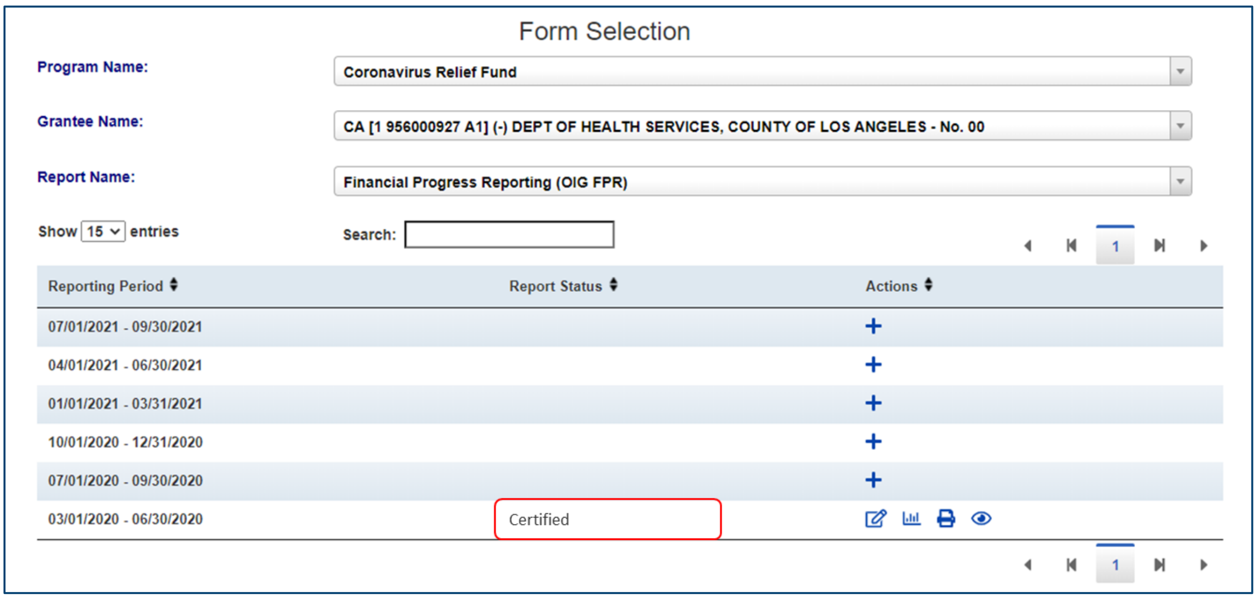


Figure 83: Form Selection screen with Edit icon and Certified status

2. Review the report.
3. On the “Report Sections” screen, click the **Submit** button.

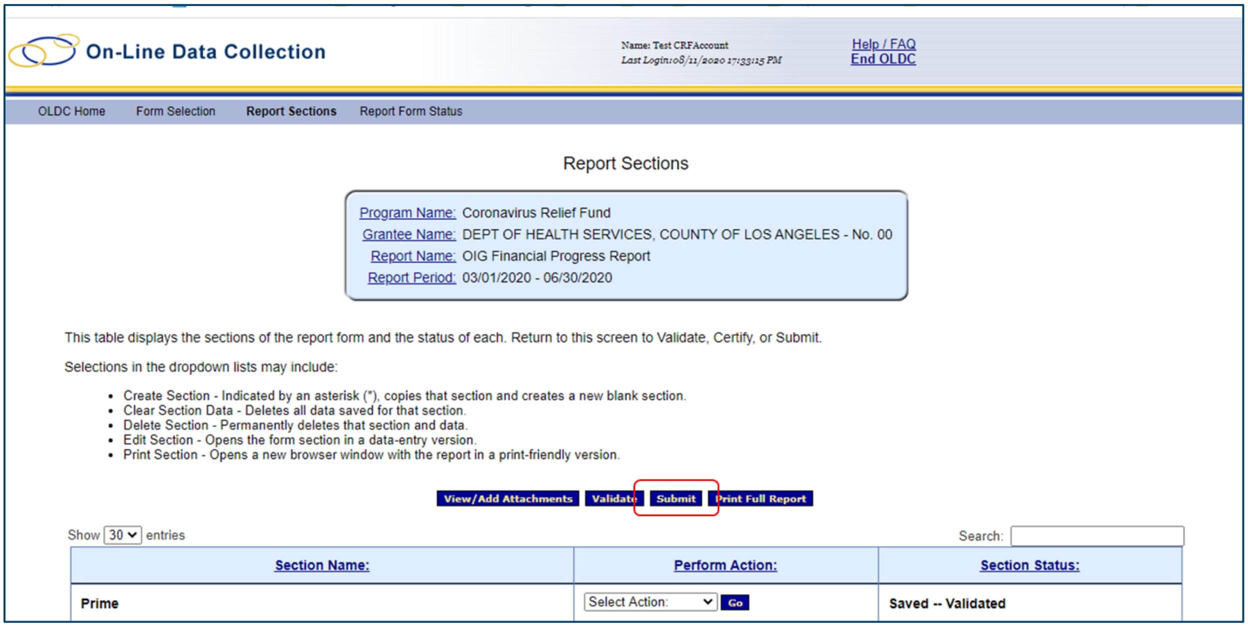


Figure 84: Report Sections screen with Submit button

4. Click the **OK** button in the browser.

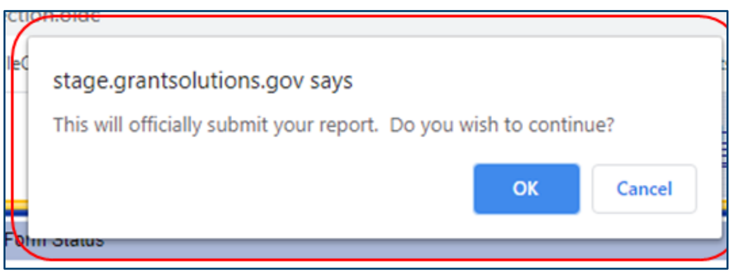


Figure 85: Confirmation message with OK button

5. The system shows a submission received message and opens the “Report Status History” screen.

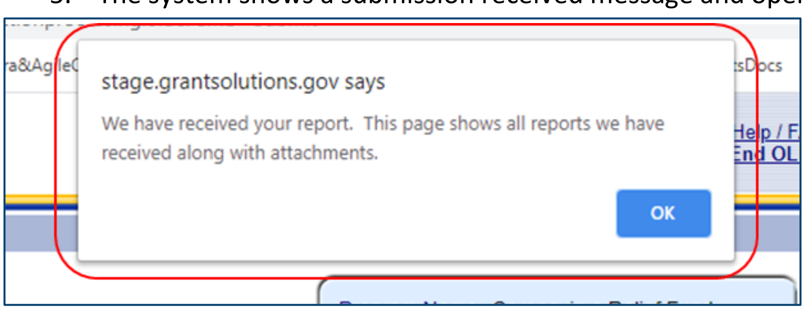


Figure 86: Submission Received Message

Note: The submission received message refers to attachments. This is a standard message that is used when submitting all types of report forms within GrantSolutions. The Financial Progress Report form does not include attachment functionality.

6. The report moves to the *Submitted* status.

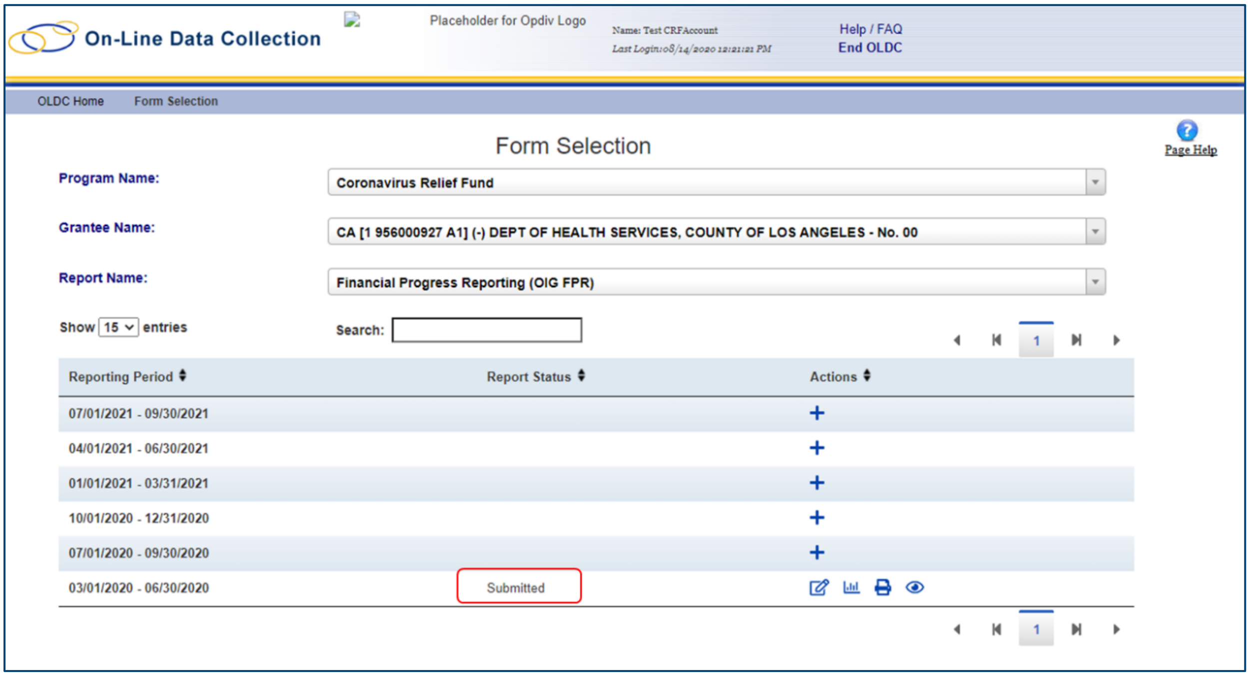


Figure 87: Form Selection screen with Submitted status

Unsubmit & Uncertify for Correction

UNSUBMIT

Users with permission to certify and submit can unsubmit a report if changes to the report must occur. This option is not available if review of the Financial Progress Report by the Treasury OIG is in progress.

1. On the “Form Selection” screen, locate the report that is in the *Submitted* status.

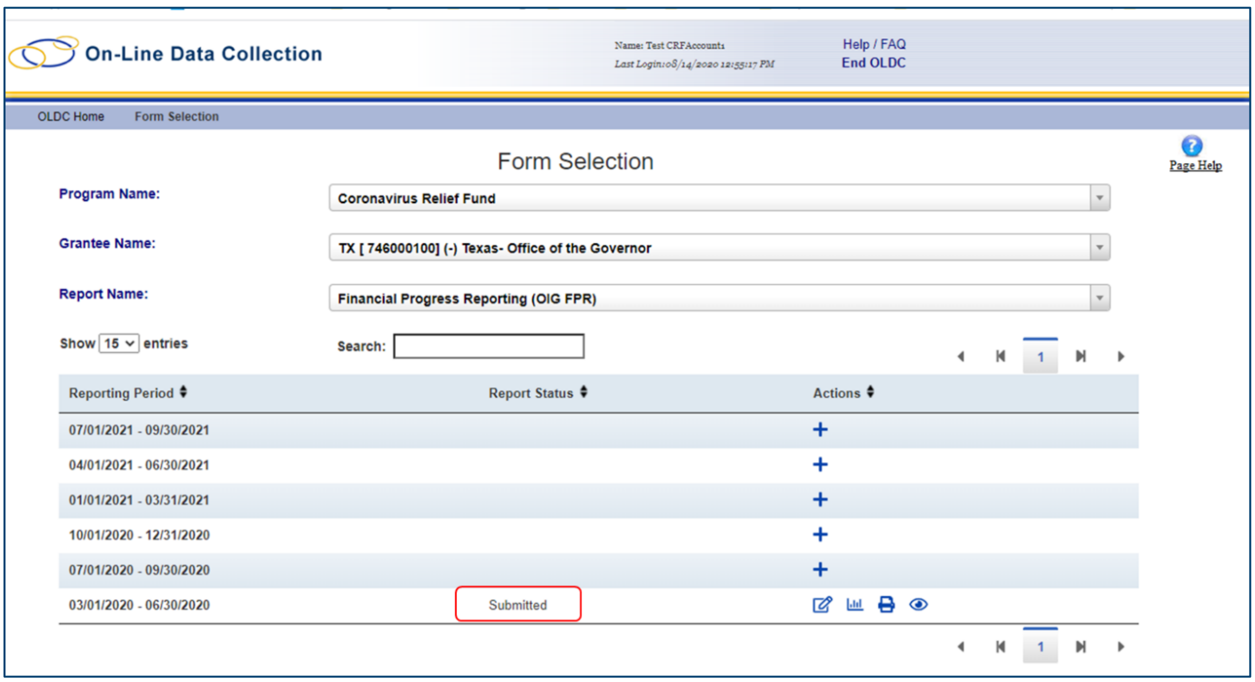


Figure 88: Form Selection screen with Submitted status

2. Click the **Report Status** ( ) icon.
3. The “Report Form Status” screen appears.
4. Click the **Unsubmit Report** button.

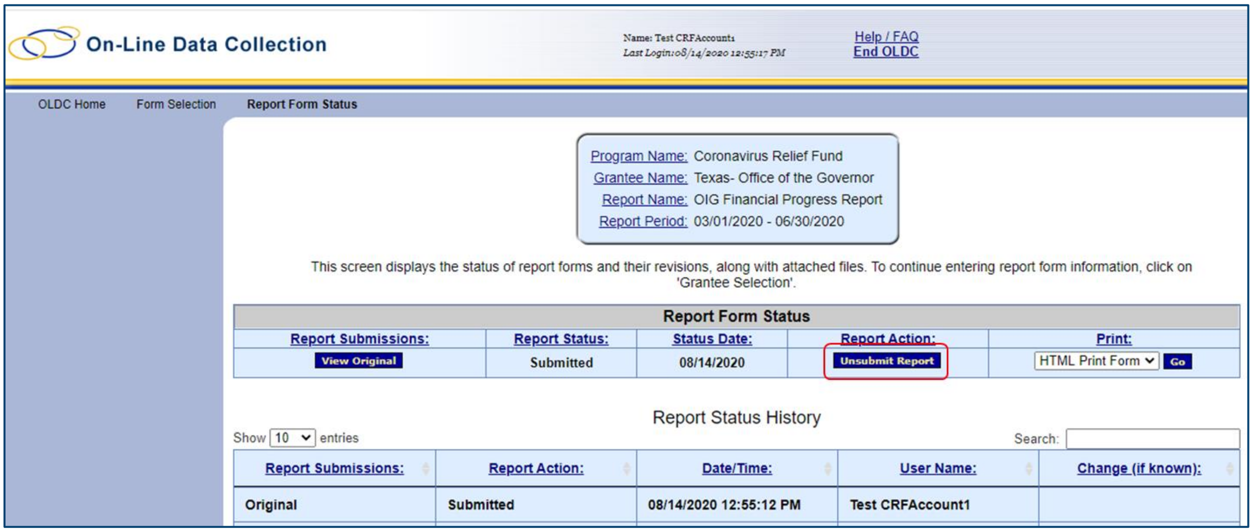


Figure 89: Report Form Status screen with Unsubmit Report button

5. The report should now be in *Certified* status. It must be uncertified before it can be edited.

UNCERTIFY

Users with permission to certify and submit can uncertify a certified (or unsubmitted) report if changes to the report must occur. This option is not available if the report has not been unsubmitted.

1. On the "Form Selection" screen, locate the report that is in the *Certified* status.

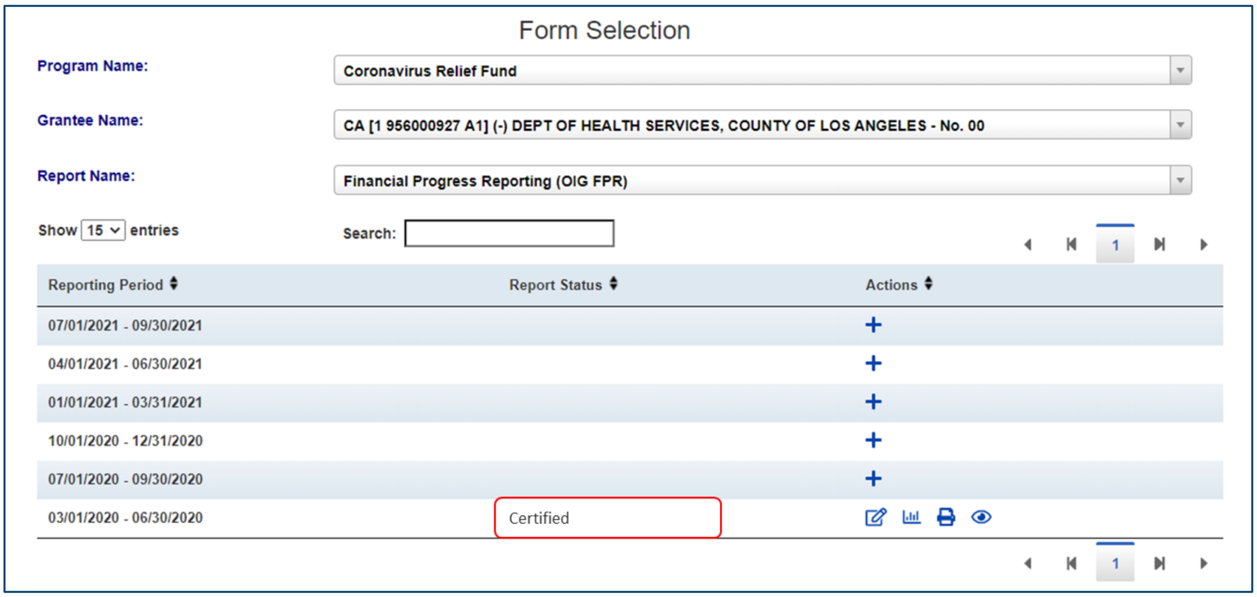


Figure 90: Form Selection screen with Certified status

2. Click the **Edit** ( ) icon.
3. The “Report Sections” screen appears.
4. Click the **Uncertify** button.

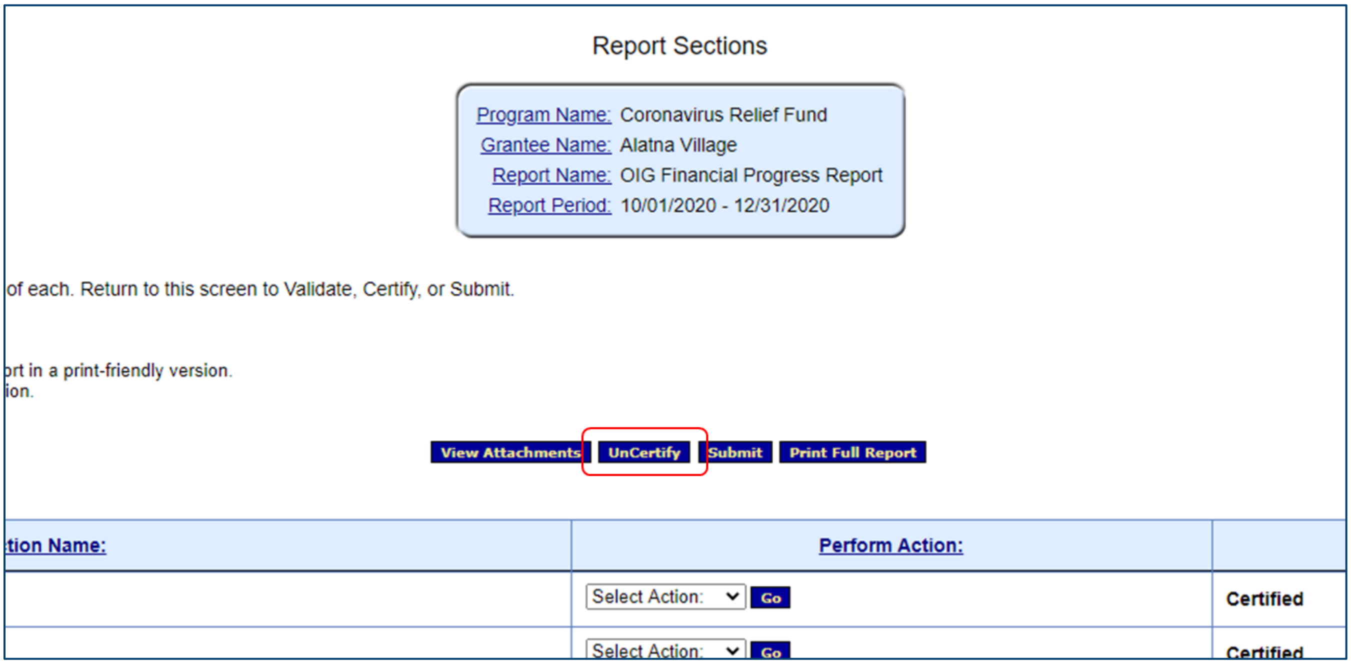


Figure 91: Report Sections screen with Uncertify button

5. The report should now be in *Saved – Validated* status and can be edited.

Revise

Users with Edit or Certify and Submit authority can create an editable copy of a report that was returned for correction. This copy is used for revision purposes.

1. On the “Form Selection” screen, locate a report in the *Submission Returned by CO* status.

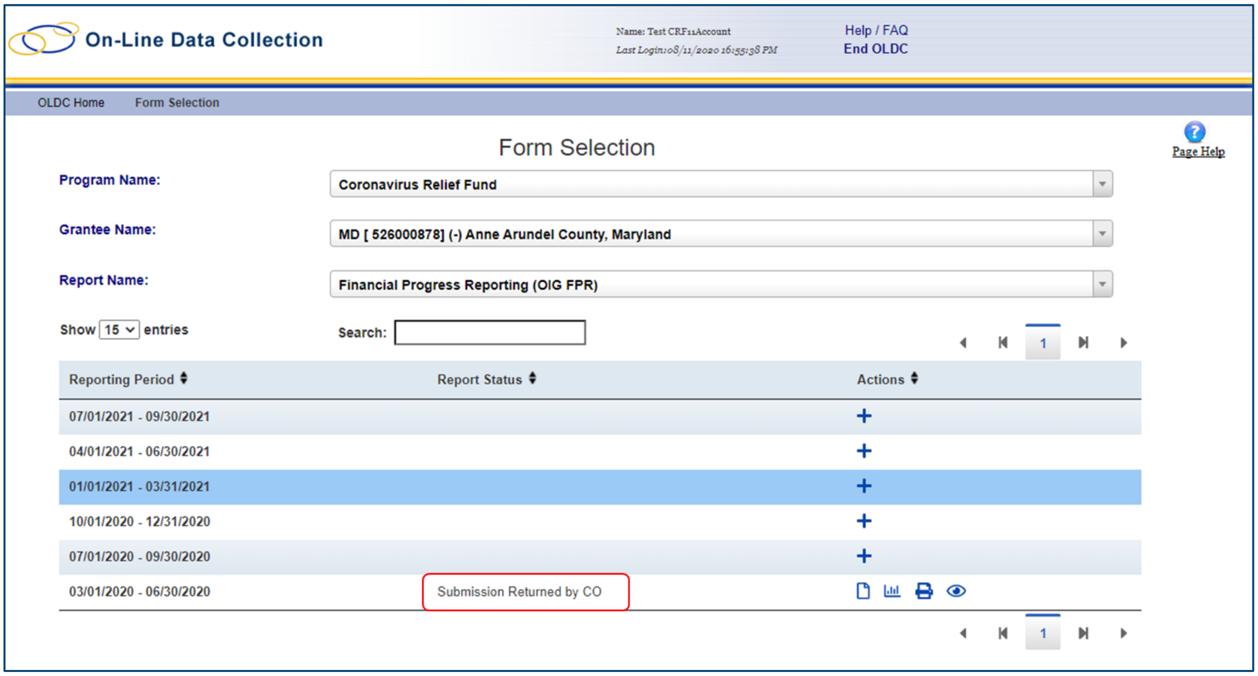


Figure 92: Form Selection screen with Submission Returned by CO status

2. Click the **Revise** ( ) icon.
3. A new copy of the form with the status *Initialized (Revision # [number of the revision])* is created, and an **Edit** icon appears. The data from the previous form is also copied to the new copy.

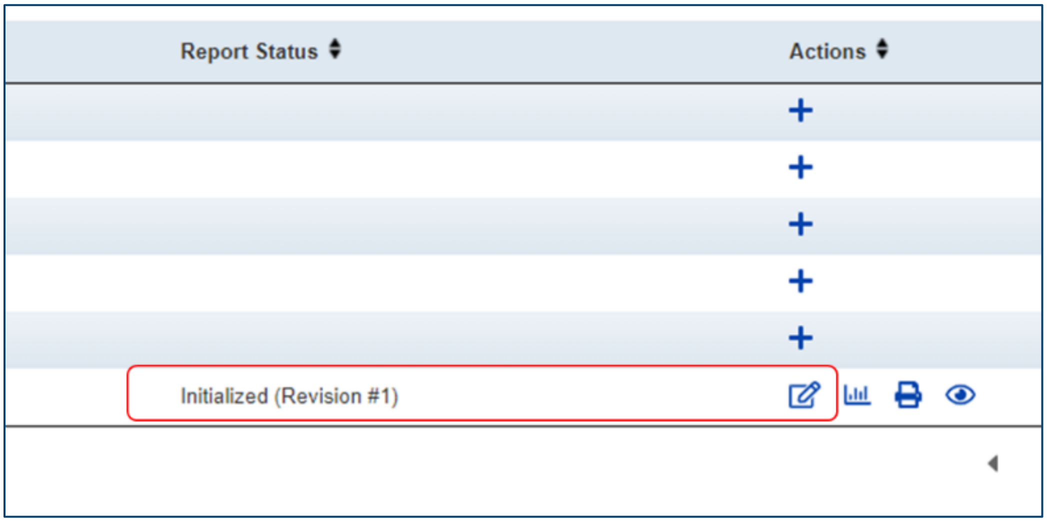


Figure 93: Initialized (Revision # [number of the revision]) status and Edit icon

4. Users with permission to edit can edit, save, and validate revisions.

Note: The same rules for the original copy of the report apply to the revised version. The revised version also has the same submission due date.

Appendix

TERMINOLOGY

Who is a prime recipient?

A prime recipient is an entity that received a CRF payment directly from Treasury in accordance with the CARES Act, including:

- All 50 States,
- Units of local governments with populations over 500,000 that submitted required certifications to Treasury,
- The District of Columbia,
- U.S. Territories
- Tribal Governments

Who is a sub-recipient?

For purposes of reporting in the GrantSolutions portal, a sub-recipient is any entity to which a prime recipient issues a contract, grant, loan, direct payment, or transfer to another government entity of $50,000 or more.

What is an obligation?

For purposes of reporting in the GrantSolutions portal, an obligation is a commitment to pay a third party with CRF proceeds based on a contract, grant, loan, or other arrangement.

What is an expenditure?

For purposes of reporting in the GrantSolutions portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). As outlined in *Treasury's Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments*, performance or delivery must occur between March 1 and December 30, 2020 in order for the cost to be considered incurred; payment of funds need not be made during that time (though it is generally expected that payment will take place within 90 days of a cost being incurred).

What is a project?

A project is a grouping of related activities that together are intended to achieve a specific goal (e.g. building a temporary medical facility, offering an economic support program for small businesses, offering a housing support program, etc.)

What is a contract?

A contract is an obligation to an entity associated with an agreement to acquire goods or services.

What is a grant?

A grant is an obligation to an entity that is associated with a grant agreement. A grant agreement is a legal instrument of financial assistance between the prime recipient and entity that is used to enter into a relationship to carry out a public purpose and does not include an agreement to acquire goods or services or provide a loan.

What is the primary place of performance for a contract or a grant?

The primary place of performance is the address where the predominant performance of the contract or grant will be accomplished.

What is the period of performance start date and end date for a contract or a grant?

The period of performance start date is the date on which efforts begin or the contract or grant is otherwise effective. The period of performance end date is the date on which all effort is completed or the contract or grant is otherwise ended.

What is a transfer to another government entity?

A transfer to another government entity is a disbursement or payment to a government entity that is legally distinct from the prime recipient. See the list of government entities below.

For transfers to another government entity, what type of entity is considered another government entity?

The following organization types are considered another government entity:

- State government
- County government
- City/Township Government
- Special District Government
- US Territory or Possession
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Designated Organization

What is a direct payment?

A direct payment is a disbursement (with or without an existing obligation) to an entity that is not associated with a contract, grant, loan, or transfer to another government entity. If the direct payment is associated with an obligation, then the obligation and expenditure should be reported. If the direct payment does not involve a previous obligation, the direct payment will be recorded when the expenditure is incurred.