

COVID Federal Tracking Reporting Portal

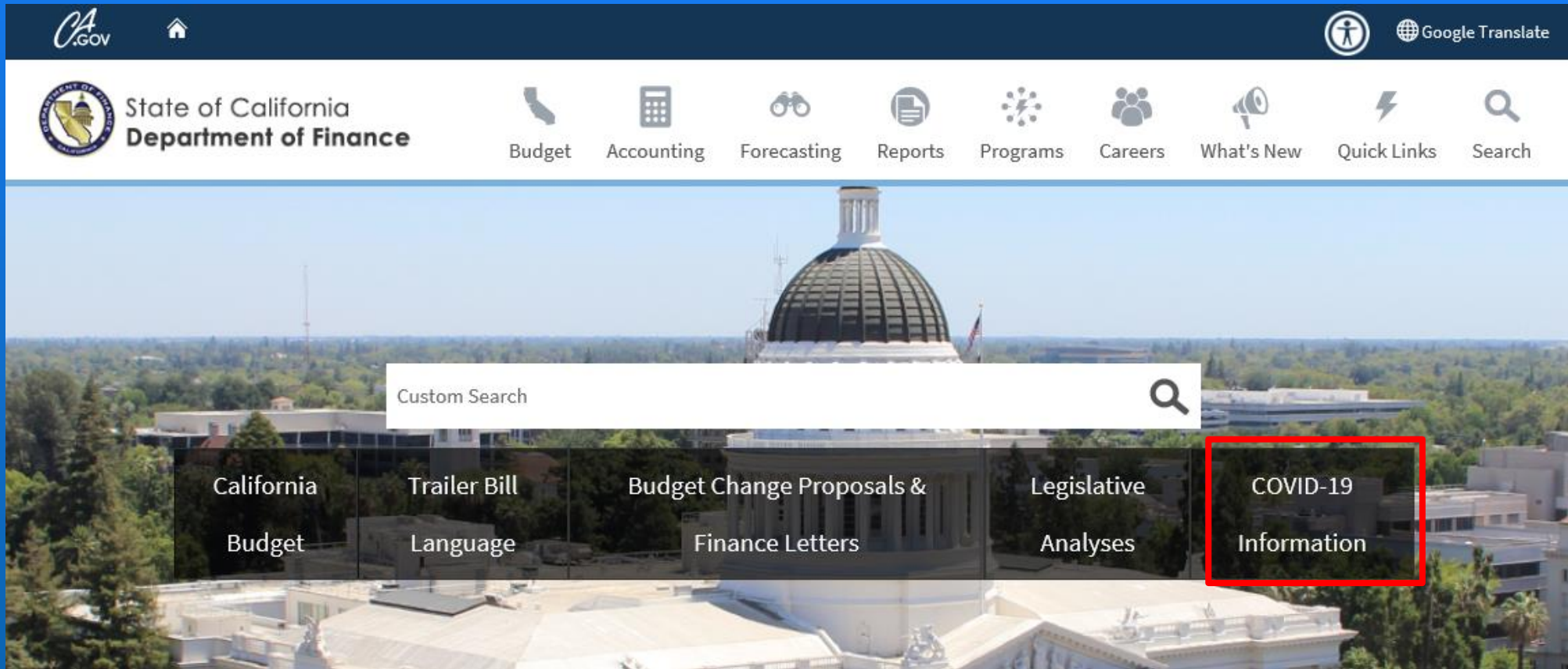
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Access Portal – DOF Website
www.dof.ca.gov



State Fiscal Recovery Fund Reporting Portal

The state has created a web portal to support reporting by recipients and sub-recipients of State Fiscal Recovery Fund allocations and appropriations. Access to the portal, user guide, and additional information can be found here. For more details, including deadlines, due dates and federal requirements, please visit the [main State Fiscal Recovery Fund page](#).

Local Fiscal Recovery Fund Allocations

Section 9901 of the American Rescue Plan Act of 2021 added the Coronavirus Local Fiscal Recovery Fund, which provides additional funding to local governments and tribal governments to mitigate the fiscal effects stemming from the COVID-19 public health emergency. All of California's 58 counties and 191 metropolitan cities are eligible to receive approximately \$14.7 billion directly from the U.S. Treasury, based on their share of the national population. In addition, \$1.2 billion is provided to the state for 291 small cities in California, or non-entitlement units (NEUs) of local government and are also based on each entities share of the population. Generally, these local governments serve populations of less than 50,000 and include cities and towns in California. The federal government has outlined a process for states to distribute these funds to eligible cities based on their population. Additional information regarding the process to access these funds and eligible uses are available on this page.

COVID-19 Federal Stimulus

The federal government has provided temporary federal funding to support the state's response to the COVID-19 pandemic. This funding was made available through four federal bills. Additional information regarding the funding the state has received or expects to receive can be found on this page. This page will be updated frequently as additional information, including state awards and expenditures, becomes available.

COVID-19 Federal Tracking Portal (For use by state departments)

The COVID Federal Tracking web portal has been created for state departments to track their federal stimulus awards, expenditures, and obligations. Departments can access the portal, user guide, and frequently asked questions found here.

Link to Portal and Instructions



COVID Federal Tracking Portal

The COVID Federal Tracking portal will automate the collection of expenditure and obligation data from state entities. The portal will also allow for the collection of expenditures of direct awards made to individuals, families, businesses, hospitals, and providers, to the extent that data is available from federal and state sources. This information will be used to update the data on the [COVID-19 Federal Stimulus page](#) periodically. This reporting does not replace any reporting requirements from the federal administering agency or monthly cost reporting requirements in Budget Letter 20-32.

Monthly Reporting Portal

[Click here](#) to access the reporting portal.

[User Guide](#) – (updated 3/16/2022)

This guide provides instructions for reporting expenditures, obligations, and other information on federal stimulus awards and allocations.

[Frequently Asked Questions](#) – (updated 3/5/2021)

Training Presentation ([video](#) and [slides](#))

Help Desk

If you have problems accessing the portal or questions regarding reporting data on federal stimulus awards, please contact COVIDFederalTracking@dof.ca.gov.

Portal – User Guide – Help



COVID Federal Tracking

The COVID Federal Tracking Portal is the primary reporting tool for California's state entities to report and track federal funding related to the COVID-19 pandemic. As an external user, you will be able to submit and view the records of funds received, distributed, and spent by state entities over the course of the response to COVID-19.

New Users:

If this is your first time visiting this site, click on Register to create a user account.

[Register](#)

Returning Users:

Click on Login to enter the database. If you are logging in with your system generated password, you will be able to change your password before continuing to the reporting portion of the database.

[Login](#)

New User Registration Page



Register for a new account by filling in the information below. Fields marked with * are required.

* **User Name (Email Address)**

* **First Name**


* **Last Name**

* **Work Telephone**

* **Business Unit** Type the name or the code of your Business Unit and select it when it comes up.
Do this for every Business Unit you report to.

* **Password**
Must be at least 8 characters.

* **Confirm password**
Must match the password exactly.

* **Captcha** 
BocDeeccc CAPTCHA, AS P.NET Form Validation

REGISTRATION

Once registered, you will receive an e-mail stating that your account requires approval.

When an account has been approved, you will receive an e-mail stating that you may now log in.

Please note that the default timeout for users is 20 minutes, at which point you will be prompted to login again.

The portal has been optimized for Google Chrome.



Award Overview

State Expenditure Awards Direct Allocation Awards [Create New](#)

Search

Federal Program Title ▲	State Program Title ▼	Federal Vehicle ▼	CFDA ▼	Grant Type ▼	Total Received ▼	Expenditure Amount ▼	Action
Institute of Museum and Library Services Grants to States	Institute of Museum and Library Services Grants to States	CARES (HR 748/2020)	45.310	Fixed	\$3,570,000	\$0	Edit Award Review/Update Expenditures
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Sear"/>	<input type="text" value="Seai"/>	<input type="text" value="Seai"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Upon successful login, click on Awards under COVID-19 Funding for the award overview.

The award overview shows state expenditure and direct allocation awards on separate tabs for your business unit only.



Create Award. Fields marked with * are required.

*** Funding Type** State Expenditure Direct Allocation

*** Federal Program** Type the CFDA number or program name and select the correct program.
- Select Federal Program -

State Program - Select State Program -

*** Purpose**

*** Federal Vehicle** - Select Federal Vehicle -

*** Primary Beneficiary** - Select Primary Beneficiary -

*** Total Received** \$ Amount (enter a whole number).

*** Award Type** - Select Award Type -

Award Date

*** Award Expiration** - Select Award Expiration Period -

Reporting Requirements - Select Reporting Requirement -

*** Match Required** Yes No

General Comments

Save **Back**

CREATE A NEW AWARD STATE EXPENDITURE

Federal Grant Type distinguishes between grants with one allocation (fixed) and grants awarded in multiple tranches (variable).

Please contact the COVID Federal Tracking Inbox to create the state program name.

The Award Expiration field was recently added to track expenditure deadlines.

Please review the Match field for your existing records. This data was incomplete at the time the portal was launched.



Create Award. Fields marked with * are required.

*** Funding Type** State Expenditure Direct Allocation

*** Federal Program** Type the CFDA number or program name and select the correct program.
- Select Federal Program -

State Program - Select State Program -

*** Purpose**

*** Federal Vehicle** - Select Federal Vehicle -

*** Primary Beneficiary** - Select Primary Beneficiary -

*** Total Award** \$ Amount (enter a whole number).

*** Award Type** - Select Award Type -

Award Date

*** Award Expiration** - Select Award Expiration Period -

Reporting Requirements - Select Reporting Requirement -

*** Match Required** Yes No

General Comments

Link/Reference

Date (Approximate)

*** Guidance and Outreach** Yes No

*** Guidance Description**

Save Back

CREATE A NEW AWARD DIRECT ALLOCATION

Please review the Match and Guidance and Outreach fields for accuracy.

Departments are encouraged to add awards for direct assistance to the extent information is available from the federal administering agency.

Link/Reference

Date (Approximate)

*** Guidance and Outreach** Yes No

*** Guidance Description**

Provide a description of the guidance and outreach.

Save Back



EDIT AN AWARD

Select Edit Award from the Award Overview Screen.

If you change the Primary Beneficiary, Match, or the award amount, an explanation is required.


This information will be displayed on the Award History Tab.

Award History Comment

If making a change to Primary Beneficiary, or Match Amount, please explain why.

Fill out these all these fields if you need to update the award amount/date.

Additional Award Amount \$ Amount (enter a whole number).

Award Date 

Award Amount Comment

If you intend to update the total received or the award date, please explain why.



Add Expenditure to an existing award. Fields marked with * are required.

Add Expenditure

View Expenditure History

CFDA - Federal Program 45.310 - Institute of Museum and Library Services Grants to States

State Program Institute of Museum and Library Services Grants to States

Funding Type State Expenditure

Grant Type Fixed

Total Awarded \$3,570,000

* Fiscal Year - Select Fiscal Year -

* Reporting Period - Select Reporting Period -

Remaining Obligations \$ Enter a whole number, no decimals.

* Expenditure Amount \$ Enter a whole number, no decimals.
If you do not have expenditures for this reporting period, enter 0.

Amount To Subrecipients \$ Enter a whole number, no decimals.

Subrecipient Information Must be in .pdf or .xlsx format and no larger than 2 MB.

Choose File No file chosen

Comment Explanation is required when submitting more than one expenditure for a month, or when any monetary amount is negative.

Save

Cancel

ADD AN EXPENDITURE

Enter the amount obligated or spent for each month in 2019-20, 2020-21, and 2021-22 in whole dollars—do not use commas.

If you have obligations but no expenditures to report, enter \$0 in the expenditure field.

If you need to make a correction (+/-) for a given month, add a new entry for that month and provide an explanation for the correction.

Subrecipient Information allows you to upload a .pdf or .xlsx file with subrecipient expenditure/obligation data to the portal



Federal Program Title ▲	State Program Title ⇅	Federal Vehicle ⇅	CFDA ⇅	Grant Type ⇅	Total Received ⇅	Expenditure Amount ⇅	Action
Agricultural Research Basic and Applied Research	State Program not selected.	COVID Response and Relief (HR 133/2020)	10.001	Fixed	\$100,000 (\$100,000 pending)	\$0	Edit Award Delete Award Review/Update Expenditures

PORTAL DATA VERIFICATION PROCESS AND FINANCE REVIEW

Finance will be notified any time a new submission or (substantive) edit occurs.

New submittals or changes are “pending” in Portal until Finance approves.

Finance may send submittals or changes back with a note describing the issue(s). Submitting user is notified.



Please see the User Guide for additional instructions. New FAQs will be compiled and posted to the website following the training.

The next update will be due April 4.

If you experience any difficulties with registration or have any other questions, please contact:

COVIDFederalTracking@dof.ca.gov

**THANK YOU FOR PARTICIPATING IN
TODAY'S TRAINING**

