COVID Federal Tracking Reporting Portal
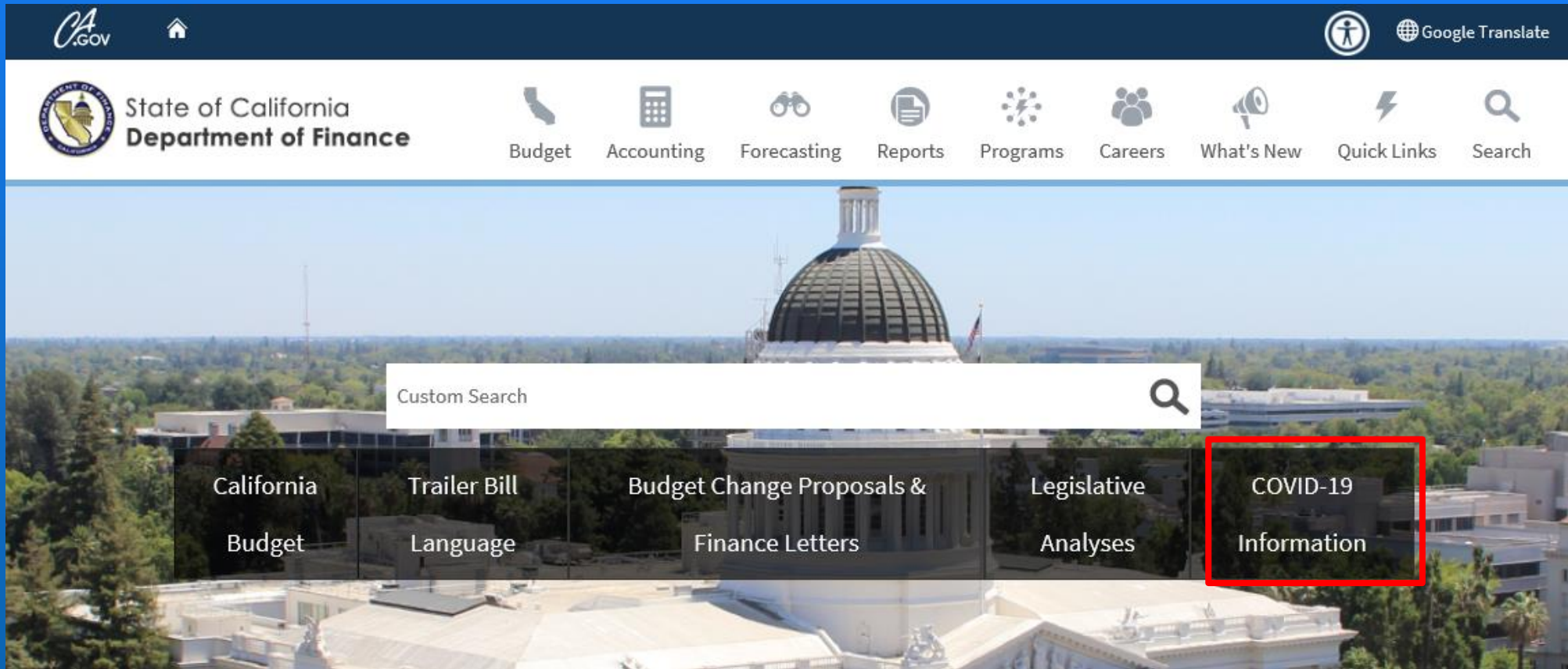
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Access Portal – DOF Website
www.dof.ca.gov

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

New User Registration Page

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.

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 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 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.

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.

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