Department of Finance
COVID Federal Tracking Web Portal User Manual

This portal has been optimized for Google Chrome. If you experience technical issues, please try Chrome before contacting Finance.

All users must be registered to enter and view federal stimulus funding expenditures and obligations in the COVID Federal Tracking Web Portal. Please click on Register under the New Users section to begin the registration process.

COVID Federal Tracking

The Federal Coronavirus Funding 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

User Registration

New Users: To register, you will need to enter a user name, work phone number, select your business unit (users may select multiple business units from a dropdown menu), enter your business e-mail and a password for the account, and then confirm the password. Passwords must be at least eight characters, and have at least one number and one uppercase letter. You will also need to enter the Captcha for security enforcement. After registering, you will receive an e-mail stating that your account has been registered and needs to be approved. Once your account has been approved, you will receive an e-mail stating that you may now log in.

If you do not receive this e-mail, please check your spam or junk e-mail box. If the e-mail is not in your spam or junk e-mail, it may be blocked at your employer's server. Please send an e-mail to COVIDFederalTracking@dof.ca.gov if you continue to experience difficulties with registration.

(See next page for screenshot)

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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

BotDetect CAPTCHA ASP.NET Form Validation

Register   Cancel

Returning Users: Please click on the login box and enter the email and password used during registration. Users who report to more than one business unit will also need to select the business unit when logging in.

If you forget your password, please select the "Forgot your password?" button. Users will be able to enter their e-mail address to receive a temporary password, and will be prompted to change their password as soon as possible. To change your password, please select the gear icon in the upper right hand corner of the page.

Please note that the default timeout for users is 20 minutes, at which point you will be prompted to login again. The system will not automatically save a record, so you will lose your record if the system times out beforehand.

Award Overview

Upon successful login, please select from the COVID-19 Funding menu for the award overview or the Contact menu to update contact information.

Please do not use the arrow keys in the Google Chrome browser to navigate the portal. If you need to return to the home page, click on the heading COVID Federal Tracking in the upper left hand corner.

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
Search	Search	Sear	Sear	Sear	Search	Search	

Showing 1 to 1 of 1 entries

Previous | 1 | Next

The award overview shows state expenditure and direct allocation awards on separate tabs for your business unit only. Finance has pre-populated the portal with the data provided by departments in September. The snippet above displays the award overview for the State Library (BU 6120) for illustration purposes. The State Expenditure Awards Tab corresponds to the To or Thru State Tab and the Direct Allocation Awards Tab corresponds to the Direct Stimulus Tab in the federal tracker.

The overview displays the following fields: Federal Program Title, State Program Title, Grant Type, CFDA, Total Received, and Expenditure Amount. To change business units, navigate to the gear icon in the upper right hand corner of the page.

You will be able to select one of the following actions:

- Edit Award (redirects to Edit Award page),
- Delete Award (Only available if no expenditures have been reported), or
- Review/Update Expenditure (redirects to Expenditure page).

The Create New button redirects to the Create New Award page.

Create New Award: State Expenditure

Please note that, while Finance pre-populated the portal when it was initially launched in December 2020, there were some fields that could not be populated due to incomplete or missing information in the federal tracker. Departments have an opportunity to edit their awards (see the Edit Award section below).

Funding Type and Federal Grant Type—Select State Expenditure Award or Direct Allocation Award. If State Expenditure Award is selected, you will need to indicate the Federal Grant Type, whether it is a Fixed Federal Grant or a Variable Federal Grant. This field is intended to distinguish between grants that have one allocation (fixed) and grants that are awarded in multiple tranches (variable). All records that were imported from the federal tracker default to fixed grants, pending review by departments.

Federal and State Program Name—The federal program name corresponds to the title listed in the Catalog of Federal Domestic Assistance (CFDA), referred to as the Assistance Listings—available at www.beta.sam.gov.[1] The state program name could be either the title that is used at the state level, or a common federal name. For example, the Public Health and Social Services Emergency Fund is commonly referred to as the Provider Relief Fund at both the federal and state level. Please email the COVID Federal Tracking inbox to create a state program name associated with a federal program to maintain consistency in the naming conventions used for other grants.

Purpose—Provide a concise and descriptive summary of the augmentation for each program or fund in one to two sentences suitable for the public.

Please note that all text boxes are limited to 2,500 characters.

Federal Vehicle—Select one of the following six vehicles from the drop-down list:

- Prep/Response (HR 6074/2020)
- Families 1st (HR 6201/2020)
- CARES (HR 748/2020)
- PPP/Healthcare (HR 266/2020)
- COVID Response and Relief (HR 133/2020)
- American Rescue Plan Act (HR 1319/2021)

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[1] See also the FAQs for OMB M-20-21, Implementation Guidance for Supplemental Funding Provided in Response to the Coronavirus Disease 2019, for a listing of CFDAs associated with the CARES Act. https://www.cfo.gov/wp-content/uploads/2020/06/M-20-21_FAQ_06232020.pdf

Primary Beneficiary—Indicate how the funding flows and which entity from the drop-down list will primarily benefit. Any entity not captured in this list should be included under "Other" with the name of the entity in the Explanation Text Box (displays when "Other" is selected).

- State
- State to Business
- State to CBO
- State to CBO/Indiv Food Asst
- State to City
- State to County
- State to Hospitals
- State to Housing Auth/Local

- State to Individual
- State to Local Gov't
- State to Schools
- State to College
- Various from CRF
- Other

Total Award/Total Estimated—If the award is fixed, please enter the total amount of the award in whole dollars, regardless of the state fiscal year in which it has been or will be allocated. If it is variable, enter the total estimated amount of the award.

Award Type—Indicate the distribution method in the drop-down list. If unknown, please comment in the Explanation Text Box. The Federal Medical Assistance Percentage (FMAP) is used to determine the federal match for state expenditures (for example, Medi-Cal or Title IV-E Foster Care). If the Distribution Methodology Field in the federal tracker was coded as Unknown, without an explanation, the comment box prompts users to enter an explanation.

- Federal drawdown
- Federal allocation
- Formula grant - Distributed by formula but requires recipient to submit a grant application
- Grant
- FMAP increase
- Unknown

Award Date—Provide the date from the award notice. For variable grants, provide the federally approved date.

Award Expiration—Select the most applicable option from the drop down menu. Each option has a calendar select.

- Federal deadline for expenditure – Use this option if there is a stated federal deadline for expenditure.
- Funds have been expended (estimate) – Use this option if there is no stated federal deadline for expenditure and estimate the date all funds are anticipated to be fully expended.
- Expiration of public health emergency (estimate) – Use this option if access to funds is tied to the expiration of the public health emergency.

Reporting Requirements—Indicate frequency of reporting to the federal administering agency on the use of the funds in the drop-down list. If a department is required to provide multiple reports, select the frequency for reporting obligations and expenditures. Other data reporting requirements may be noted in the General Comments Text Box.

- Monthly
- Quarterly
- Semi-annually
- Annually

Match Requirement—If there is a match requirement, select the match amount or the percentage. If the amount is entered, the percentage will be automatically calculated. Likewise, if the percentage is entered, the system will generate the corresponding amount.

If the match field on either the To or Thru State or Direct Tab in the federal tracker was left blank, or incomplete, the portal displays no match as a default pending review by departments.

General Comments—List any general comments here. Comments should be concise and reflect only the most current and relevant information. Finance edited some of the comments in the federal tracker to delete outdated information prior to pre-populating the portal. Please review the comments and make any necessary changes through the edit screen.

Create New Award: State Expenditure, Fixed Federal Grant

(See next page for screenshot)

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	[text area]
* 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	[text area]

Save   Back

Create New Award: State Expenditure, Variable Federal Grant

Create Award. Fields marked with * are required.

* Funding Type	● State Expenditure ○ Direct Allocation
* Federal Grant Type	○ Fixed Federal Grant ● Variable Federal Grant
* 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 Estimated	$ Amount (enter a whole number).
* Award Type	- Select Award Type - ▼
Federal Approved Date	📅
* Award Expiration	- Select Award Expiration Period - ▼
Reporting Requirements	- Select Reporting Requirement - ▼
* Match Required	○ Yes ○ No
General Comments	

Save   Back

Create New Award: Direct Allocation

The instructions listed above also pertain to direct allocation awards, with the following exceptions/additions.

Primary Beneficiary—Indicate how the funding flows and which entity from the drop-down list will primarily benefit. Any entity not captured in this list should be included under "Other" with the name of the entity in the Explanation Text Box (displays when "Other" is selected).

- Business
- CBO
- CBO/Indiv Food Asst
- Colleges and Universities
- Hospitals
- Housing Auth/Local
- Individual
- Local Gov't

- Schools
- Small Business
- Tribes
- Various from CRF
- Other

Award Type—Indicate the distribution method in the drop-down list. If unknown, please comment in the Explanation Text Box.

- Formula allocation
- Formula grant - Distributed by formula but requires recipient to submit a grant application
- Grant
- Loan application
- Unknown

Link/Reference—Provide either the link or reference to federal guidance and allocations/awards.

Approximate Date—Provide the date of the allocation or certification date if applicable.

State Guidance and Outreach—Indicate whether state guidance and outreach are available, and provide a brief explanation of outreach activities to eligible individuals, businesses, community-based organizations, and local governments, including stakeholder groups that can assist with key messages. Please also provide a link/reference to information that may be posted on a department website with guidance about the process and tips to access the direct stimulus funding.

If the State Guidance/Outreach Efforts Field on the Direct Tab in the federal tracker was left blank, the portal defaults to "No." Departments will be able to change this field in the portal through the edit screen.

(See next page for screenshot)

Create New Award: Direct Allocation (Additional Fields)

Edit Award

Departments may edit a field that is in a textbox, a pick list, or a calendar select. Please note that if more than one user is editing a record, the system will retain the edits that are saved last.

Select Edit Award from the Award Overview screen to update the award. If you change the Primary Beneficiary, the Match Amount, or add additional awards, an explanation for the change(s) is required. Users may also enter a negative incremental adjustment to the award amount if a correction is needed. Additional fields are shown below.

(See next page for screenshot)

Edit Award

Once the award is updated, you will be able to view the Award History Tab, which displays changes to the primary beneficiary and match, and the Incremental History Tab, which shows changes to the amount of the award. Please note that you will need to first navigate through the Award Overview page and Edit Award to access these tabs after an update is saved.

If a new tranche of funding for an existing award under the same federal vehicle is received, please update the record for the existing award. If it is a State Expenditure Award, select Variable Federal Grant under Federal Grant Type to indicate that the award has multiple tranches. Enter the additional award amount, date, and comments. If updating a Direct Allocation Award, enter the additional award amount, date, and comments.

Add Expenditures/Obligations to an Existing Award

Select Review/Update Expenditures from the Award Overview screen. The following fields will be pre-populated based on the selected award: CFDA, Federal Program Name, State Program Name, Funding Type, Grant Type, and Total Received. Fields to enter include the following:

- Fiscal Year
- Reporting Period
- Encumbered/obligated amount
- Expenditure Amount
- Amount to Subrecipients
- Subrecipient Information
- Comment (required if more than one expenditure is entered in a given month, or a negative number is entered)

Enter the amount obligated or spent for each month that corresponds to the reporting period 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. Otherwise, the record will not be saved. Even if there is no change in total expenditures or obligations during a reporting period, positive reporting is required until the federal grant or award has been fully spent.

When updating expenditures and obligations for your awards you should select the reporting period that refers to the month that the most recent expenditures or obligations are reported based on available data at that time. The reporting period does not refer to the month the expenditures or obligations were incurred.

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. Negative amounts (offsets to the original expenditures reported for a given month) will be displayed in red font. You will be able to view each entry and total reported expenditures by selecting the View Expenditure History Tab.

Only remaining obligations for your awards should be reported. As obligations/encumbrances are liquidated in subsequent reporting periods for payments made on goods and services that have been received, decrease (negative entry) the total in the obligations field. In the Comment text box, please enter "Incremental adjustment to reflect remaining obligations as of this reporting period." If the obligations are not adjusted as payments "expenditures" are made/reported, total budgetary expenditures will be overstated. Obligations are generally not reported for caseload driven programs as funds are drawn down from the federal administering agency or department as expenditures occur (often on a reimbursement basis).

When uploading a file, consistent with the Amount to Subrecipients field, this file should include expenditure/obligation data to date rather than the incremental adjustment made for the reporting period. Under Subrecipient Information, choose a file in .pdf or .xlxs format with subrecipient expenditure/obligation data to upload to the portal. Files up to 2 MB may be uploaded. Click on Save. The attachment will appear in View Expenditure History.

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

View Expenditure History

This snippet shows the expenditure history once expenditures or obligations are entered through the Add Expenditure screen.

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

Add Expenditure | **View Expenditure History**

Month/Fiscal Year	Remaining Obligations	Expenditure Amount	Subrecipient Amount	Subrecipient Information	Explanation	Created By	Created Date
September 2020-21	$1,791,000	$0	No amount provided.	No subrecipient information attached.		DOF\fiakoros	11/17/2020 08:50 AM
Total:	$1,791,000	$0	$0				
Month/Fiscal Year	Remaining Obligations	Expenditure Amount	Subrecipient Amount	Subrecipient Information	Explanation	Created By	Created Date

Portal Data Verification Process

Finance will be notified any time a new submission or edit occurs. Any substantive changes to the award or expenditure amount will not be reflected in the portal until approved by Finance. If Finance has a question regarding a pending change the user will be notified via e-mail. For example, in the snip below, the award amount for 10.001 is $100,000. There is an additional $100,000 award pending. Upon Finance approval, the amount of the award would be increased to $200,000.

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