COVID Federal Tracking Portal
Frequently Asked Questions
March 5, 2021

1. Is there a limit on the number of users who have access to a Business Unit's (BU) award records?

   No, there is currently no limit on the number of users who can register for each BU. Each user must register an account, pending approval from Finance. Once approved, users will be able to view and edit records in their respective BU. If there is a concern about the number of users for your BU, please contact Finance to discuss placing a limit on the number of users. Please note that if more than one user is editing a record, the system will retain the edits that are saved last.

2. Are all the grants or awards tracked in the portal for programs that help the state respond to or mitigate the impacts of COVID-19?

   Yes. The portal includes supplemental grants for existing federal programs, as well as programs that were newly established to respond to the pandemic. Existing federal funds that were not appropriated in any of the federal stimulus bills, but have been repurposed or used for COVID-19 related activities, are not being tracked in the portal.

3. How often are BUs required to report updates to their awards, expenditures, and obligations?

   Reports are due on the third Monday of each month. If this date falls on a holiday, reporting will be due the following business day.

4. What reporting period should be selected when updating expenditures and obligations for our awards?

   The reporting period refers to the month that the most recent expenditures or obligations are reported based on available data at that time. It does not refer to the month the expenditures or obligations were incurred. For example, the March reporting period would capture all expenditures and obligations available as of March 15, which may include actuals through January or February depending on the typical reporting lag.

5. Is a department required to report every month, even if there is no change in total expenditures or obligations?

   Yes, positive reporting is required monthly until the federal grant/award has been fully spent. If there are no expenditures to report for either 2019-20 or 2020-21, please enter $0 for the reporting period for each fiscal year. This will require two entries for each award.

6. How should obligations be reported as they are liquidated?

   Only **remaining** obligations for your awards should be reported each month. 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). Please note that if the only change in a given reported period is to increase obligations, enter $0 in the Expenditure Amount field. Select the View Expenditure History tab to view changes and comments.

7. How do I enter expenditures at the subrecipient level?

    Select Review/Update Expenditures from the Award Overview screen. Enter the amount in the Subrecipient field. Enter the fiscal year and reporting period. Make an incremental positive or negative adjustment to subrecipient expenditures in a subsequent reporting period.

8. If a new tranche of funding for an existing award is received, how should those funds be reported?

    Please update the record for the existing award. Select Edit Award from the Award Overview screen. 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. Changes can be viewed in the Incremental History tab from the Edit Award screen.

9. How do I enter a record for the recently enacted Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)?

    A new federal vehicle—COVID Response and Relief—has been added to the dropdown menu on the Create Award screen. Please email the COVID Federal Tracking inbox at COVIDFederalTracking@dof.ca.gov to create a state program name associated with a federal program to maintain consistency in the naming conventions used for other grants.