

# COVID Federal Tracking Reporting Portal

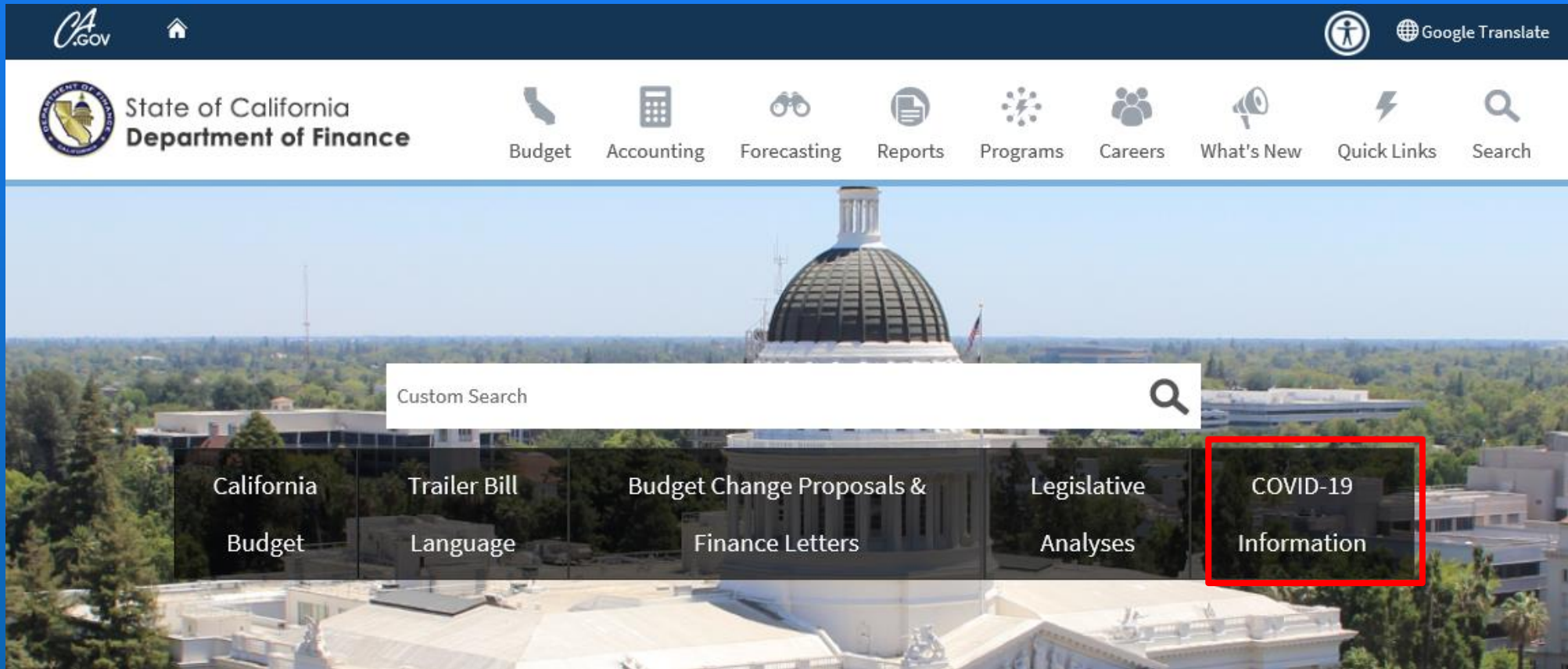
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**Access Portal – DOF Website**  
**www.dof.ca.gov**



## COVID-19 Information

To respond to, and provide support for, the novel coronavirus, a disease known as COVID-19, the state and federal government has provided resources to support state and local government, respond to the public health crisis, encourage recovery, and support vulnerable Californians. This site provides information related to funding to address COVID-19 and support the state's recovery. Please visit this website frequently as information is regularly updated.

### [Direct Disaster Response – Allocations and Notifications](#)

The state has used funds available pursuant to Government Code section 8690.6 and Control Section 36.00, Chapter 2, Statutes of 2020 to support the state and local emergency response to COVID-19. Allocation summaries and letters, including notification letters to the Joint Legislative Budget Committee, by date for COVID-19 can be accessed here.

### [Coronavirus Relief Fund Quarterly Report](#)

States are required to submit expenditure reports to the U.S. Treasury detailing expenditures of federal Coronavirus Relief Funds in 17 categories associated with COVID-19 response and mitigation. The second reporting cycle covers expenditures incurred from March 1 through September 30. Information will be reported to the Pandemic Response Accountability Committee quarterly beginning on September 30th. Information by receiving entity – such as a county, city, or local education agency – can be accessed here.

### [Coronavirus Relief Fund Reporting Portal](#)

The state has created a web portal to support reporting by recipients and sub-recipients of Coronavirus Relief Fund allocations and appropriations. Access to the portal, user guide, frequently asked questions, and information regarding due dates and federal requirements may be found here.

### [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 Federal Tracking Portal](#)

The COVID Federal Tracking web portal has been created for state departments to track 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.

Portal

## Monthly Reporting Portal (Coming Soon)

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

Guide

## [User Guide \(.pdf\)](#) - (updated 11/25/2020)

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

Help

## Help Desk

If you have problems accessing the portal or questions regarding reporting data on federal stimulus awards, please contact [COVIDFederalTracking@dof.ca.gov](mailto:COVIDFederalTracking@dof.ca.gov). (email)

# 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**   
BocDeoec 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 Create New

Search

| Federal Program Title                                     | State Program Title                                       | 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 | 45.310 | Fixed      | \$3,570,000    | \$0                | <a href="#">Edit Award</a><br><a href="#">Delete Award</a><br><a href="#">Review/Update Expenditures</a> |

Showing 1 to 1 of 1 entries

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. Finance has pre-populated the portal with the data provided by departments in September.



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 Award \$ Amount (enter a whole number).

\* Award Type - Select Award Type -

Award Date

Reporting Requirements - Select Reporting Requirement -

\* Match Required  Yes  No

General Comments

Save Back

## CREATE A NEW AWARD STATE EXPENDITURE

Fields correspond to those on the To or Thru State Tab of the COVID Federal Tracking spreadsheet.

Federal Grant Type is a new field to distinguish between grants with one allocation (fixed) and grants awarded in multiple tranches (variable).

The funding type defaults to fixed; departments may edit this field and any other field that is in a textbox, a pick list, or a calendar select.

Match defaults to “No,” if this field was left blank in the spreadsheet.





# CREATE A NEW AWARD DIRECT ALLOCATION

Fields correspond to those on the Direct Tab of the COVID Federal Tracking spreadsheet.

Match and Guidance and outreach default to “No,” if these fields were left blank in the spreadsheet.

**\* 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

Reporting Requirements - Select Reporting Requirement -

**\* Match Required**  Yes  No

General Comments

Link/Reference

Date (Approximate)

**\* Guidance and Outreach**  Yes  No

**\* Guidance Description**

Save Back

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.

[Update Award](#) [Back](#)



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 -

**Encumbered/Obligated Amount** \$ 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.

**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 and 2020-21 in whole dollars—do not use commas.

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

The reporting period for expenditures and obligations that were entered into the federal tracker is September for both fiscal years.

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.



**Please see the User Guide for additional instructions. Frequently asked questions will be compiled and posted to the website following the training.**

**The next update will be due at noon on December 10.**

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

**[COVIDFederalTracking@dof.ca.gov](mailto:COVIDFederalTracking@dof.ca.gov)**

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

