



NCPCRO

NC Pandemic Recovery Office

SFRF Reporting Office Hours

August 9, 2022

Reminders for August Reports

- ✓ Reports are due for every SFRF project, regardless of financial activity
- ✓ Updated SFRF Subaward Report template was released on August 8th and provided to agencies by their NCPRO Grants Manager.
 - Agencies that previously reported subawards were provided updated templates with data pre-populated.
- ✓ Any outstanding issues from July reports need to be resolved prior to August submission. Grants Managers have been in touch with applicable agencies.

Important Subaward Report Reminders

Add new reporting data below previously reported data.

Do not alter or delete previously reported data.

If you have changes to previously reported data, please refer to the directions on Tab 1 (Certification) in the Subaward Report.

All non-personnel obligations and expenditures must be accounted for in subaward reporting.

Items under \$50,000 must be included in Aggregate Subaward Reporting, even if it's just operational expenses.

Updates to Subaward Report template

- Corrected any identified “glitches” and standardized data validation
- Amended to allow for negative values in columns related to obligations and expenditure amounts.
- Added “Help Text” row to each tab with brief description to help agencies interpret what’s needed for the data element.
- Updated definition of “Reporting Month”:
 - Reporting Month is the month when the report is due, not the period during which activities occurred. For example, for reports due August 15th, you will select “Aug (22)” for reporting month even though you are reporting data from July.
- Added a “comments” section to Tab 1 (Certification) for recipients to share additional relevant information (e.g., note about amending previously reported data) about the subaward template for NCPRO
- Notes/guidance added on “Certification” tab, including directions for how to report changes to previously reported information.

Submitting Zero Expenditures

Expenses for Item type P062

Note 3

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Expense Amount
Note 1	Note 2	No Expense This Period	01A: Grant Administration Personnel Costs	\$0.00	\$0.00
Total					

Note 1: Reference number is any alphanumeric code that your agency will use to identify this report submission.

Note 2: Reference Date should be the final date of the reporting period (e.g., 7/31/22 for July data).

Note 3: Select 01A: Grant Administration Personnel Costs.

Submitting Zero Obligations

Programmatic Data

SKIP

Q1: Agreement/Project Completion Status:

ANSWER

Q2: Current Period Obligations:

Q3: Brief description of project activities last month (100 words or less):

SKIP

SKIP

Q4: Did Administering Agency make any new non-Personnel obligations or expenditures this reporting period? (If yes, please upload subrecipient-subaward data as an attachment):

SKIP

Q5: Does project include a capital expenditure?:

SKIP

Q6: Did program earn and/or spend program income?:

SKIP

Q7: Please select the primary service metric (i.e., households, businesses, etc.) most appropriate for your project:

SKIP

Q9: How many [service metric] in Question 7 have you served this quarter (cumulatively)?:

Submit zero expenditures and/or obligations

1. Ignore validation errors (see below)
2. Skip “Save”
3. Click “Submit”

Check

Save

Submit

Form Validation Errors

Please enter required field: **Question:Q1.**

Please enter required field: **Question:Q3.**

Please enter required field: **Question:Q4.**

Please enter required field: **Question:Q5.**

Please enter required field: **Question:Q6.**

Please enter required field: **Question:Q7.**

Total Expenses for this period cannot be zero (0).

Example - Subaward Reporting

SFRF Award Number	Recipient Entity	Expenditure Category	SFRF Award Amount
EXAMPLES-300	NC Department of Examples	6.1 - Revenue Replacement	\$10,000,000
Reporting Month	Date of Submission	Subawards Obligated (Current)	Subaward Expenditures (Current)
Jun (22)	7/15/2022	275,000.00	125,000.00

Information about person submitting this report:

Name	Title	Email	Phone Number
Abraham Lincoln	Reporting Manager	honestabe@example.nc.gov	984-123-4567

Quarterly Tracking	Total Obligations	Total Expenditures
2022 Q2	\$ 275,000.00	\$ 125,000.00
2022 Q3	\$ -	\$ -
2022 Q4	\$ -	\$ -
2023 Q1	\$ -	\$ -
2023 Q2	\$ -	\$ -
2023 Q3	\$ -	\$ -
2023 Q4	\$ -	\$ -
2024 Q1	\$ -	\$ -
2024 Q2	\$ -	\$ -
2024 Q3	\$ -	\$ -
2024 Q4	\$ -	\$ -

Submitting Zero Expenditures & Obligations

Expenses for Item type P062

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category		Amount	Total Expense Amount
Note 1	Note 2	No Expense This Period	01A: Grant	Note 3 Personnel Costs	\$0.00	\$0.00
Total						

Note 1: Reference number is any alphanumeric code that you will use to identify this report submission.

Note 2: Reference Date should be the final date of the reporting period (e.g., 7/31/22 for July data).

Note 3: Select any accounting category.



Questions & Discussion



Example

North Carolina has appropriated \$10,000,000 of SFRF to the NC Department of Examples to build capacity of community-based organizations to mitigate the spread of COVID-19.

In June 2022, NCDOEx **obligated \$300,000** in funds and **spent \$150,000** as follows:

Description of activities	Obligated	Expended
Personnel costs related to grant administration	\$10,000	\$10,000
Personnel costs related to program implementation	\$15,000	\$15,000
Subgrants to regional organizations	\$200,000	\$100,000
Contract with company to deliver PPE and similar materials	\$75,000	\$25,000

Example - Reporting Expense Types

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Expense Amount	Add Line
	MM/DD/Y		Please Select <input type="button" value="v"/>			
Total						

Description of activities	Expense Type	Expended
Personnel costs related to grant administration	Grant Administration Personnel Costs	\$10,000
Personnel costs related to program implementation	Grant Program Execution Personnel Costs	\$15,000
Subgrants to regional organizations	Payments to Subrecipients*	\$100,000
Contract with company to deliver PPE and similar materials	Grant Program Execution All Other Costs*	\$25,000

* requires Subaward Report

Example - Reporting Project Data

Programmatic Data

Q1: Agreement/Project Completion Status:

Q2: Current Period Obligations:

Q3: Brief description of project activities last month (100 words or less):

DOEx entered new agreements with subgrantees and contractors to provide services supporting this award over next two years. Initial payments have been made, and subgrantees have begun engaging community organizations.

Q4: Did Administering Agency make any new non-Personnel obligations or expenditures this reporting period? (If yes, please upload subrecipient-subaward data as an attachment):

Q5: Does project include a capital expenditure?:

Q6: Did program earn and/or spend program income?:

Q7: Please select the primary service metric (i.e., households, businesses, etc.) most appropriate for your project:

Q9: How many [service metric] in Question 7 have you served this quarter (cumulatively)?:

Comments:

Select checkbox to attest:

I attest that my submissions do not include Personally Identifying Information as defined by 2 CFR 200 and NCGS 75-61(10). The following is the federal definition for ease of reference: Protected Personally Identifiable Information (Protected PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit