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Terminology

What is a direct payment?

For transfers to another government entity, what type of entity is considered another government entity?

What is the period of performance start date and end date for a contract or a grant?

What is the primary place of performance for a contract or a grant?

What is a grant?

What is a contract?

What is a project?

What is an expenditure?

What is an obligation?

Who is a sub-recipient?

Who is a prime recipient?

What is the primary place of performance for a contract or a grant?

What is the period of performance start date and end date for a contract or a grant?

What is a transfer to another government entity?
Introduction

The Department of the Treasury (Treasury) Office of the Inspector General (OIG) is charged with the oversight of $150 billion in Coronavirus Relief Fund (CRF) payments under Title VI of the Social Security Act, as amended by Title V of Division A of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. As part of the oversight, a Financial Progress Report form has been developed to track the progress of Prime Recipients that receive funding. Prime Recipients are required to submit quarterly Financial Progress Reports over a period of approximately 18 months. Data collected from the reports is used to analyze recipient financial progress and promote transparency with the public. The information submitted in GrantSolutions will be used by Treasury OIG to monitor and oversee CRF recipients and will be provided to the Pandemic Response Accountability Committee (PRAC) for display on its website.

The quarterly reporting cycles are as follows:

<table>
<thead>
<tr>
<th>Reporting Cycle</th>
<th>Reporting Period</th>
<th>Open Date</th>
<th>Close Date</th>
<th>Treasury OIG Review Period</th>
<th>Data Extract to PRAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 2</td>
<td>7/1/2020-9/30/2020</td>
<td>10/01/2020</td>
<td>10/13/2020</td>
<td>10/14/2020-10/20/2020</td>
<td>10/21/2020</td>
</tr>
<tr>
<td>Cycle 3</td>
<td>10/1/2020-12/31/2020</td>
<td>10/22/2021</td>
<td>1/11/2021</td>
<td>1/12/2021-1/20/2021</td>
<td>1/21/2021</td>
</tr>
<tr>
<td>Cycle 5</td>
<td>4/1/2021-6/30/2021</td>
<td>4/22/2021</td>
<td>7/12/2021</td>
<td>7/13/2021-7/20/2021</td>
<td>7/21/2021</td>
</tr>
<tr>
<td>Cycle 6</td>
<td>7/1/2021-9/30/2021</td>
<td>7/22/2021</td>
<td>10/12/2021</td>
<td>10/13/2021-10/20/2021</td>
<td>10/21/2021</td>
</tr>
</tbody>
</table>

The report for the first reporting period is available for data entry on September 1, 2020. By September 21, 2020, the prime recipient’s authorizing official shall certify that the information entered into the GrantSolutions portal is true, accurate, and complete and submit its first detailed quarterly report, covering the period of March 1 through June 30, 2020.

In subsequent reporting periods, quarterly reporting is due no later than 10 calendar days after the end of each calendar quarter through September 2021. If the 10th calendar day falls on a weekend or a Federal holiday, the due date will be the next working day. A prime recipient that has not submitted its quarterly submission by the due date will be considered non-compliant with the reporting requirements. A member of the Treasury OIG CARES Act team will follow up with the prime recipient on the cause of non-compliance and seek the recipient’s resolution in the subsequent quarter submission. Reports for each subsequent reporting period are available after the previous report is approved by Treasury OIG. If a prime recipient determines that corrections or additions are necessary, the current submission may be recalled, corrected, and resubmitted during the submission period (between the open date and the close date of the period). The submission period for this initial reporting period is September 1 - 21, 2020. In subsequent periods, corrections or additions may be made
within the first 10 days after the quarter end, or before the close date. A member of the Treasury OIG CARES Act team may also determine that corrections or additions to the quarterly submission are required. In this case, feedback and the submission will be returned from Treasury OIG for the prime recipient to resolve.

The focus of this user guide is to help recipient users understand how to access, complete, and submit a quarterly Financial Progress Report form. The form is located in GrantSolutions.

**Navigation**

**FORM SELECTION ICONS**

The following icons appear on the “Form Selection” screen of the On-Line Data Collection (OLDC) module for a Financial Progress Report depending on the user role and workflow progress:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Create</td>
<td>Initialize the report for the first time. The user enters edit mode.</td>
</tr>
<tr>
<td>📝</td>
<td>Edit</td>
<td>Open the report in edit mode.</td>
</tr>
</tbody>
</table>
The following icons and buttons appear on the Financial Progress Report depending on the user role and workflow progress:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="print_icon.png" alt="Print Latest Version" /></td>
<td>Print Latest Version (HTML)</td>
<td>Create a printable copy of the report.</td>
</tr>
<tr>
<td><img src="view_icon.png" alt="View Latest Report" /></td>
<td>View Latest Report</td>
<td>Open the report in read-only mode.</td>
</tr>
<tr>
<td><img src="revise_icon.png" alt="Revise" /></td>
<td>Revise</td>
<td>Create a new copy of a previously accepted or returned report.</td>
</tr>
<tr>
<td><img src="print_full_report_icon.png" alt="Print Full Report" /></td>
<td>Print Latest Version (HTML)</td>
<td>Create a printable copy of the report.</td>
</tr>
<tr>
<td><img src="previous_section_icon.png" alt="Previous Section" /></td>
<td>Previous Section</td>
<td>Navigate to the previous section of the report.</td>
</tr>
<tr>
<td><img src="save_icon.png" alt="Save" /></td>
<td>Save</td>
<td>Save the section or sub-section currently open.</td>
</tr>
<tr>
<td><img src="validate_icon.png" alt="Validate" /></td>
<td>Validate</td>
<td>Validate the section or sub-section currently open.</td>
</tr>
<tr>
<td><img src="next_section_icon.png" alt="Next Section" /></td>
<td>Next Section</td>
<td>Move to the next section of the report.</td>
</tr>
<tr>
<td><img src="add_row_icon.png" alt="Add Row" /></td>
<td>Add Row</td>
<td>Add a row to the table.</td>
</tr>
<tr>
<td><img src="delete_marked_rows_icon.png" alt="Delete Marked Rows" /></td>
<td>Delete Marked Rows</td>
<td>Delete rows from the table marked with a checkmark in the Delete column.</td>
</tr>
<tr>
<td><img src="edit_sub-section_record_icon.png" alt="Edit Sub-Section Record" /></td>
<td>Edit Sub-Section Record</td>
<td>Open a sub-section record in edit mode.</td>
</tr>
<tr>
<td><img src="delete_sub-section_record_icon.png" alt="Delete Sub-Section Record" /></td>
<td>Delete Sub-Section Record</td>
<td>Delete a sub-section record from the table.</td>
</tr>
<tr>
<td><img src="previous_next_buttons_icon.png" alt="Previous/Next buttons" /></td>
<td>Previous/Next buttons</td>
<td>Tabs appear if there are more sub-section records than can fit in the table. Use these buttons to navigate through tabs.</td>
</tr>
<tr>
<td><img src="add_sub-recipient_icon.png" alt="Add Sub-Recipient" /></td>
<td>Add Sub-Recipient Record</td>
<td>Open a new sub-section record for data entry. The new record is added to the table that lists sub-section records.</td>
</tr>
<tr>
<td><img src="go_to_main_icon.png" alt="Go to Main" /></td>
<td>Go to Main</td>
<td>Return to the table that lists sub-section records.</td>
</tr>
</tbody>
</table>
SHORTCUTS

Use the **Report Sections** drop-down in the menu bar to navigate directly to a particular section.

![Report Sections drop-down](image-url)

**Figure 2: Report Sections drop-down**
REPORT PROGRESS BAR

As the Financial Progress Report progresses through the workflow, the *Report Progress* bar at the top of the screen changes status.

![Figure 3: Report Progress bar](image)

Login

NEW GRANTSOLUTIONS USERS

Treasury OIG has submitted requests for GrantSolutions recipient organization user accounts. Please contact the GrantSolutions Help Desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) for access to a GrantSolutions user account.

Users with access to GrantSolutions user accounts can log into GrantSolutions and access available reports by performing the following:


![Figure 4: GrantSolutions public website](image)
2. Click the **Login** button in the top right corner.
3. Enter a **username** and **password** and click the **Submit** button.

![Figure 5: GrantSolutions Login screen with username and password fields and Submit button](image)

**Note:** Click the **Forgot username or password?** link to reset the password.

4. The “Portal” screen appears.
5. Click the **OLDC** button in the top right to access OLDC.

![Figure 6: GrantSolutions Portal screen with OLDC button](image)
6. The “OLDC Home” screen appears in Regular view. Click the **Switch Home Page (Enhanced) link** in the top right to switch to Enhanced view.

**Note:** For purposes of this user guide, both the Regular and Enhanced view can be used.

![Figure 7: OLDC Home screen in Regular view](image)

7. The “OLDC Home” screen appears in Enhanced view. Click the **Report Form Entry link**.

![Figure 8: OLDC Home screen in Enhanced view with Report Form Entry link](image)
8. The “Form Selection” screen appears.

![Form Selection screen](image)

**Figure 9: Form Selection screen**

9. Complete the following fields with the following selections:
   - *Program Name*: Coronavirus Relief Fund
   - *Grantee Name*: The name of the organization

10. Available report(s) for the organization appear in a results table.

![Form Selection screen with results table](image)

**Figure 10: Form Selection screen with results table**
CURRENT GRANTSOLUTIONS GRANTS MANAGEMENT MODULE (GMM) USERS

Access to the quarterly Financial Progress Report form is added to existing accounts for users with access to the Grants Management Module (GMM) in GrantSolutions. If the account is not updated to access the form, please contact the GrantSolutions Help Desk at help@grantsolutions.gov.

To access available reports:

1. Log into GrantSolutions.
2. The “My Grants List” screen appears. Click the Online Data Collection button in the menu bar to access OLDC.

3. The “OLDC Home” screen appears in Regular view. Click the Switch Home Page (Enhanced) link in the top right to switch to Enhanced view.

Note: For purposes of this user guide, both the Regular and Enhanced view can be used.
4. The “OLDC Home” screen appears in *Enhanced* view. Click the **Report Form Entry** link.

![Figure 13: OLDC Home screen in Enhanced view with Report Form Entry link](image)

5. The “Form Selection” screen appears.

![Figure 14: Form Selection screen](image)

6. Complete the following fields with the following selections:
   - **Program Name**: Coronavirus Relief Fund
   - **Grantee Name**: The name of the organization
   - **Report Name**: Financial Progress Report (OIG FPR)
7. Available report(s) for the organization appear in a results table.

![Form Selection screen with results table](image-url)

Figure 15: Form Selection screen with results table
CURRENT GRANTSOLUTIONS ON-LINE DATA COLLECTION (OLDC) USER

Access to the quarterly Financial Progress Report form is added to existing accounts for users with access to OLDC for post-award reporting. If the account is not updated to access the form, please contact the GrantSolutions Help Desk at help@grantsolutions.gov.

To access available reports:

1. Log into GrantSolutions and access OLDC.
2. The “OLDC Home” screen appears.
3. Click the Report Form Entry link to access the “Form Selection” screen.
4. Select the Coronavirus Relief Fund option in the Program Name drop-down.

Figure 16: Form Selection screen with Program Name drop-down and Coronavirus Relief Fund option
5. Complete the following fields with the following selections:
   - **Program Name**: Coronavirus Relief Fund
   - **Grantee Name**: The name of the organization
   - **Report Name**: Financial Progress Report (OIG FPR)

6. Available report(s) for the organization appear in a results table.

![Figure 17: Form Selection screen with results table](image)
INITIATING THE FINANCIAL PROGRESS REPORT FORM

The first time a quarterly Financial Progress Report form is opened, it must be initiated. To initiate the form, perform the following:

1. On the “Form Selection” screen, click the Create (➕) icon for the desired report.

Figure 18: Form Selection screen with Create icon
2. The “Report Sections” screen appears. On the “Report Sections” screen, various sections that must be completed on the form appear. Edit any section within the report from this screen. All sections bear the *Initialized* status in the *Section Status* column.

![Report Sections screen](image)

*Figure 19: Report Sections screen*

**Note:** Upon searching for the report again, the *Create* (+) icon is replaced with an *Edit* ( MODIFY ) icon.
EDIT SECTION - PRIME

On the “Report Sections” screen, the *Prime* section contains read only information about the organization, provided by Treasury OIG.

To edit the *Prime* section, perform the following:

1. In the *Prime* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Prime” screen appears with organizational information.

3. Review the organizational information on the Prime screen to ensure that data is correct. If the data is not correct, please contact the GrantSolutions Help Desk ([help@grantsolutions.gov](mailto:help@grantsolutions.gov)).
4. Click the **Validate** button.
5. Click the **Next Section** button or use the **Report Sections** drop-down to return to the “Report Sections” screen.

Figure 20: Prime screen
EDIT SECTION - PROJECTS

On the “Report Sections” screen, the Projects section is used to create project records used throughout the report. If a project is added to the list, it will appear on drop-downs within the Contracts, Grants, Loans, Transfers, and Direct Payments sections.

To edit the Project section, perform the following:

1. In the Projects row, select the Edit Section option from the Perform Action column and click the Go button (see Figure 19).
2. The “Projects” screen appears with a table of previously entered projects, if applicable.

Add a Project

1. To add a project, click the Add button.
2. A row is added to the table. Enter appropriate information into the **Project Name**, **Project Identification Number**, **Description**, and **Status** fields for the new project.

![Figure 23: New row](image)

3. Upon entering information for all projects, click the **Validate** button.
Edit an Existing Project

1. To edit information for an existing project, enter information into the **Project Name**, **Project Identification Number**, **Description**, and **Status** fields respectively.

![Figure 24: Projects screen with Name, Number, Description, and Status fields](image)

2. Upon entering information for all projects, click the **Validate** button.

Delete an Existing Project

1. To delete an existing project, select the checkbox in the **Delete** column for the desired projects.

2. Click the **Delete Marked Rows** button.

![Figure 25: Delete checkbox and Delete Marked Rows button](image)
3. Click the OK button in the browser to remove selected rows.

![Delete confirmation message with OK button]

**Figure 26: Delete confirmation message with OK button**

4. The selected rows are removed.
5. Upon completing changes, click the **Validate** button.

**Note:** Projects used in other sections of the report cannot be deleted.
EDIT SECTION - SUB-RECIPIENT ORGANIZATIONS

On the “Report Sections” screen, the Sub-Recipient Organizations section is used to create sub-recipient records accessed throughout the report. If a sub-recipient is added to this list, it appears in drop-downs within the Contracts, Grants, Loans, Transfers, and Direct Payments sections.

To edit the Sub-Recipient Organizations section, perform the following:

1. In the Sub-Recipient Organizations row, select the Edit Section option from the Perform Action column and click the Go button (see Figure 19).
2. The “Sub-Recipient Organizations” screen appears with a table of previously entered sub-recipient organizations, if applicable.

![Figure 27: Sub-Recipient Organization screen](image-url)
3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

![Sort icon](image)

**Figure 28: Sort icon**

4. To search for a specific record in the table, enter a value into the **Search** bar.

![Search bar](image)

**Figure 29: Search bar**

**Add Sub-Recipient – DUNS Number Registered with SAM.gov**

1. For an organization with a DUNS number registered with SAM.gov, click the **Add Sub-Recipient** button at the bottom of the table to add a sub-recipient record to the table.

![Add Sub-Recipient button](image)

**Figure 30: Add Sub-Recipient button**
2. The “Add Sub-Recipient Organization” screen appears.

![Image of the Add Sub-Recipient Organization screen]

3. Ensure the DUNS Available field is marked Yes by default. If it is not, click the Yes radio button.
4. Enter the DUNS number for the sub-recipient organization in the DUNS # field and click the Search button.
5. SAM.gov data is populated for other fields of the sub-recipient organization, and a “Verified” message appears next to the DUNS number.

**Note:** If the DUNS number is not registered with SAM.gov, users must manually enter information for the sub-recipient organization. (See [Add Sub-Recipient – Invalid DUNS Number](#) for more information.)

6. Click the Validate button to confirm all fields are entered.
7. Click the Go to Main button to return to the “Sub-Recipient Organization” screen.
Add Sub-Recipient – Without DUNS Number

1. For an organization without a DUNS number, click the Add Sub-Recipient button at the bottom of the table to add a sub-recipient record to the table (see Figure 30).
2. The “Add Sub-Recipient Organization” screen appears.
3. In the DUNS Available field, click the No radio button.
4. If available, enter a unique identifier for the sub-recipient organization in the Identification Number field.

![Figure 32: Add Sub-Recipient screen with Identification Number field](image)

5. Enter the name and address information for the sub-recipient organization in the appropriate fields and click the Validate Address button.
6. USPS data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g. using a foreign address), users must manually select a Country from the drop-down and the Congressional District remains blank.
7. Click the OK button to confirm the address.

![Figure 33: Add Sub-Recipient Organization screen with address validation message](image)
8. Choose an **Organization Type** for the sub-recipient organization.

![Figure 34: Add Sub-Recipient Organization screen with Organization Type section](image)

9. Click the **Validate** button to confirm all fields are entered.
10. Click the **Go to Main** button to return to the “Sub-Recipient Organization” screen.
Edit Sub-Recipient

1. On the “Sub-Recipient Organization” screen, click the **Edit ( )** button in the *Actions* column for the desired sub-recipient organization.
2. The desired sub-recipient organization appears in edit mode.
3. Update the sub-recipient record. Users may need to re-run the DUNS search or address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Sub-Recipient Organization” screen.

Delete Sub-Recipient

6. On the “Sub-Recipient Organization” screen, click the **Delete ( )** button in the *Actions* column for the desired sub-recipient organization.
7. Click the **OK** button in the browser to permanently delete the selected rows.

![Delete confirmation message with OK button](image)

**Figure 35: Delete confirmation message with OK button**

**Note:** Sub-recipients used in other sections of the report cannot be deleted.
EDIT SECTION – CONTRACTS >= $50,000

On the “Reports Sections” screen, the Contracts >= $50,000 section is used to report contracts that include $50,000 or more of COVID-19 funding.

Note: Contracts that include less than $50,000 COVID-19 funding should be reported using the Aggregate Awards of < $50,000 section.

To edit the Contracts >= $50,000 section, perform the following:

1. In the Contracts >= $50,000 row, select the Edit option from the Perform Action column and click the Go button (see Figure 19).
2. The “Contracts >= $50,000” screen appears with a table of previously entered contracts, if applicable.

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the Sort icon next to the desired column heading.

Figure 36: Contracts >= $50,000 screen

Figure 37: Sort icon
4. To search for a specific record in the table, enter a value into the **Search** bar.

![Search bar](image)
Add Contract

1. On the “Contracts >= $50,000” screen, click the **Add Contract** button to add a contract record to the table.
2. The “Add Contract” screen appears.

![Add Contract Screen](image-url)
3. Select a sub-recipient organization from the **Sub-Recipient Organization (Contractor)** drop-down.

**Note:** If a sub-recipient organization is not created, return to the **Sub-Recipient Organization** section to create a sub-recipient organization.

4. Enter information for the contract into other fields.
5. Click the **Validate** button to confirm all fields are entered.
6. USPS data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g., using a foreign address), users must manually select a **Country** from the drop-down and the **Congressional District** remains blank.
7. Click the **OK** button to confirm the address.

![Figure 40: Add Contract screen with address validation message](image)

8. Use the **Obligations** table to enter the amount of funding obligated for each project.

**Note:** If a project is not created, return to the **Projects** section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the **Project** column.

![Figure 41: Add Contract screen Obligations table](image)
Obligations Table Functions:

- Click the Add button to add one or more rows to the Obligations table.
- Select the checkbox in the Delete column for the desired projects, to delete an existing project. Click the Delete Marked Rows button.
- Click Save at the bottom of the screen to populate the selected projects into the Current Quarter Expenditures table below.

9. Use the Current Quarter Expenditures table to enter the amount of expenditures incurred on the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

![Current Quarter Expenditures Table](image)

Figure 42: Add Contract screen Current Quarter Expenditures table

Current Quarter Expenditures Table Functions:

- Click the Add button to add one or more rows to the Current Quarter Expenditures table.
- Select the checkbox in the Delete column for the desired projects, to delete an existing project. Click the Delete Marked Rows button.

10. Click the Validate button to confirm all fields are entered.
11. Click the Go to Main button to return to the “Contracts >= $50,000” screen.

Edit Contract

1. On the “Contracts >= $50,000” screen, click the Edit ( ) button in the Actions column for the desired contract.
2. The desired contract appears in edit mode.
3. Update the contract record. Users may need to re-run the address validation.
4. Click the Validate button to confirm all fields are entered.
5. Click the Go to Main button to return to the “Contracts >= $50,000” screen.
Delete Contract

1. On the “Contracts >= $50,000” screen, click the **Delete (x)** button in the *Actions* column for the desired contract.
2. Click the **OK** button in the browser to permanently delete the selected rows.

Figure 43: Delete confirmation message with OK button

Selected rows are removed.
EDIT SECTION – GRANTS >= $50,000

On the “Reports Sections” screen, the Grants >= $50,000 section is used to report grants that include $50,000 or more of COVID-19 funding.

**Note:** Grants that include less than $50,000 COVID-19 funding should be reported using the Aggregate Awards of < $50,000 section.

To edit the Grants >= $50,000 section, perform the following:

1. In the Grants >= $50,000 row, select the **Edit** option from the Perform Action column and click the **Go** button (see Figure 19).
2. The “Grants >= $50,000” screen appears with a table of previously entered grants, if applicable.

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the **Sort** icon next to the desired column heading.

![Figure 44: Grants >= $50,000 screen](image)

![Figure 45: Sort icon](image)
4. To search for a specific record in the table, enter a value into the **Search** bar.

![Search bar](figure46.jpg)
Add Grant

1. On the “Grants >= $50,000” screen, click the **Add Grant** button to add a grant record to the table.
2. The “Add Grant” screen appears.

![Add Grant screen](image-url)
3. Select a sub-recipient organization from the **Sub-Recipient Organization (Awardee)** drop-down.

**Note:** If a sub-recipient organization is not created, return to the **Sub-Recipient Organization** section to create a sub-recipient organization.

4. Enter information for the grant into other fields.
5. Click the **Validate** button to confirm all fields are entered.
6. **USPS** data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g. using a foreign address), users must manually select a **Country** from the drop-down and the **Congressional District** remains blank.
7. Click the **OK** button to confirm the address.

### Figure 48: Add Grant screen with address validation

8. Use the **Obligations** table to enter the amount of funding obligated for each project.

**Note:** If a project is not created, return to the **Projects** section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the **Project** column.

### Figure 49: Add Grant screen Obligations table
Obligations Table Functions:

- Click the Add button to add one or more rows to the Obligations table.
- Select the checkbox in the Delete column for the desired projects, to delete an existing project. Click the Delete Marked Rows button.
- Click Save at the bottom of the screen to populate the selected projects into the Current Quarter Expenditures table below.

9. Clarify whether or not the Awardee is in compliance.
- Answer Yes or No to the compliance question.
- If No, fill in an explanation for how they were out of compliance.

10. Use the Current Quarter Expenditures table to enter the amount of expenditures incurred on the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

Current Quarter Expenditures Table Functions:

- Click the Add button to add one or more rows to the Current Quarter Expenditures table.
- Select the checkbox in the Delete column for the desired projects, to delete an existing project. Click the Delete Marked Rows button.

11. Click the Validate button to confirm all fields are entered.
12. Click the Go to Main button to return to the “Grants >= $50,000” screen.

Edit Grant

1. On the “Grants >= $50,000” screen, click the Edit (/button in the Actions column for the desired grant.
2. The desired grant appears in edit mode.
3. Update the grant record. Users may need to re-run the address validation.
4. Click the Validate button to confirm all fields are entered.
5. Click the Go to Main button to return to the “Grants >= $50,000” screen.
Delete Grant

1. On the “Grants >= $50,000” screen, click the Delete (x) button in the Actions column for the desired grant.
2. Click the OK button in the browser to permanently delete the selected rows.

Selected rows are removed.
EDIT SECTION – LOANS >= $50,000

On the “Reports Sections” screen, the Loans >= $50,000 section is used to report loans that include $50,000 or more of COVID-19 funding.

Note: Loans that include less than $50,000 COVID-19 funding should be reported using the Aggregate Awards of < $50,000 section.

To edit the Loans >= $50,000 section, perform the following:

1. In the Loans >= $50,000 row, select the Edit option from the Perform Action column and click the Go button (see Figure 19).
2. The “Loans >= $50,000” screen appears with a table of previously entered loans, if applicable.

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the Sort icon next to the desired column heading.
5. To search for a specific record in the table, enter a value into the **Search** bar.
Add Loan

1. On the “Loans >= $50,000” screen, click the **Add Loan** button to add a loan record to the table.
2. The “Add Loan” screen appears.

![Add Loan screen](image-url)
3. Select a sub-recipient organization from the **Sub-Recipient Organization (Borrower)** drop-down.

**Note:** If a sub-recipient organization is not created, return to the **Sub-Recipient Organization** section to create a sub-recipient organization.

4. Enter information for the loan into other fields.
5. Click the **Validate Address** button to confirm all address fields are entered.
6. **USPS** data is used to confirm the address values for the sub-recipient organization. If necessary, the address validation overrides the previously existing address. If the address cannot be validated (e.g., using a foreign address), users must manually select a **Country** from the drop-down and the **Congressional District** remains blank.
7. Click the **OK** button to confirm the address.

![Figure 57: Add Loan screen with address validation](image)

8. Use the **Obligations** table to enter the amount of funding obligated for each project.

**Note:** If a project is not created, return to the **Projects** section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the **Project** column.

![Figure 58: Add Loans screen with Obligations table](image)
Obligations Table Functions:

- Click the Add button to add one or more rows to the Obligations table.
- Select the checkbox in the Delete column for the desired projects, to delete an existing project. Click the Delete Marked Rows button.
- Click Save at the bottom of the screen to populate the selected projects into the Current Quarter Payments table below.

9. Use the Current Quarter Payments table to enter the amount of payments received from borrowers related to the projects and obligations listed above. In addition, you will need to enter the loan category to reflect the purpose of the loan (and therefore the related payments from the borrower) for the quarter.

![Current Quarter Payments Table](image)

Figure 59: Add Loans screen Current Quarter Payments table

Current Quarter Payments Table Functions:

- Click the Add button to add one or more rows to the Current Quarter Payments table.
- Select the checkbox in the Delete column for the desired projects, to delete an existing project. Click the Delete Marked Rows button.

10. Click the Validate button to confirm all fields are entered.
11. Click the Go to Main button to return to the “Loans >= $50,000” screen.

Edit Loan

1. On the “Loans >= $50,000” screen, click the Edit ( ) button in the Actions column for the desired loan.
2. The desired loan appears in edit mode.
3. Update the loan record. Users may need to re-run the address validation.
4. Click the Validate button to confirm all fields are entered.
5. Click the Go to Main button to return to the “Loans >= $50,000” screen.
Delete Loan

1. On the “Loans >= $50,000” screen, click the **Delete** button in the **Actions** column for the desired loan.
2. Click the **OK** button in the browser to permanently delete the selected rows.

![Figure 60: Delete confirmation message with OK button](image)

Selected rows are removed.
EDIT SECTION – TRANSFERS >= $50,000

On the “Reports Sections” screen, the Transfers >= $50,000 section is used to report transfers to a government entity for $50,000 or more of COVID-19 funding.

**Note**: Transfers for less than $50,000 in COVID-19 funding should be reported using the Aggregate Awards of < $50,000 section.

**Note**: Transfers should only go to other government entities.

To edit the Transfers >= $50,000 section, perform the following:

1. In the Transfers >= $50,000 row, select the **Edit** option from the Perform Action column and click the **Go** button (see Figure 19).
2. The “Transfers >= $50,000” screen appears with a table of previously entered transfers, if applicable.

![Figure 61: Transfers >= $50,000 screen](image)
3. The table is sorted in the order that records were added. To sort the table on a specific column, click the Sort icon next to the desired column heading.

![Sort Icon](image)

Figure 62: Sort icon

4. To search for a specific record in the table, enter a value into the Search bar.

![Search Bar](image)

Figure 63: Search bar
Add Transfer

1. On the “Transfers >= $50,000” screen, click the Add Transfer button to add a transfer record to the table.
2. The “Add Transfer” screen appears.

![Add Transfer screen](image-url)

**Figure 64: Add Transfer screen**
3. Select a sub-recipient organization from the **Sub-Recipient Organization (Transferee/Government Unit)** drop-down.

**Note:** If a sub-recipient organization is not created, return to the **Sub-Recipient Organization** section to create a sub-recipient organization.

4. Enter information for the transfer into other fields.
5. Use the **Obligations** table to enter the amount of funding obligated for each project.

**Note:** If a project is not created, return to the **Projects** section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the **Project** column.

<table>
<thead>
<tr>
<th>Obligations</th>
<th>5A</th>
<th>5B</th>
<th>5C</th>
<th>5D</th>
<th>5E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Line 1</strong></td>
<td>5 - COVID Schools</td>
<td>$1,000,000.00</td>
<td>Cumulative Obligation</td>
<td>Current Quarter Expenditure</td>
<td>Cumulative Expenditure</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

**Figure 65: Add Transfer screen with Obligations table**

**Obligations** Table Functions:

- Click the **Add** button to add one or more rows to the **Obligations** table.
- Select the checkbox in the **Delete** column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the **Current Quarter Expenditures** table below.

6. Use the **Current Quarter Expenditures** table to enter the amount of expenditures incurred for the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

<table>
<thead>
<tr>
<th>Current Quarter Expenditures</th>
<th>5A</th>
<th>5B</th>
<th>5C</th>
<th>5D</th>
<th>5E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Line 1</strong> 5 - COVID Schools</td>
<td>5/2/2020</td>
<td>$100,000.00</td>
<td>Training</td>
<td>Items Not Listed Above</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 66: Add Transfer screen with Current Quarter Expenditures table**

**Current Quarter Expenditures** Table Functions:

- Click the **Add** button to add one or more rows to the **Current Quarter Expenditures** table.
Select the checkbox in the **Delete** column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.

7. Click the **Validate** button to confirm all fields are entered.
8. Click the **Go to Main** button to return to the “Transfers >= $50,000” screen.

**Edit Transfer**

1. On the “Transfers >= $50,000” screen, click the **Edit** button in the **Actions** column for the desired transfer.
2. The desired transfer appears in edit mode.
3. Update the transfer record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Transfers >= $50,000” screen.

**Delete Transfer**

1. On the “Transfers >= $50,000” screen, click the **Delete** button in the **Actions** column for the desired transfer.
2. Click the **OK** button in the browser to permanently delete the selected rows.

![Figure 67: Delete confirmation message with OK button](image)

Selected rows are removed.
EDIT SECTION – DIRECT ≥ $50,000

On the “Reports Sections” screen, the Direct ≥ $50,000 section is used to report $50,000 or more of COVID-19 funding that is obligated or expended with a sub-recipient that is not in the form of a contract, grant, loan, or transfer.

Note: Direct Payments for less than $50,000 in COVID-19 funding should be reported using the Aggregate Awards of < $50,000 section.

To edit the Direct ≥ $50,000 section, perform the following:

1. In the Direct ≥ $50,000 row, select the Edit option from the Perform Action column and click the Go button (see Figure 19).
2. The “Direct ≥ $50,000” screen appears with a table of previously entered direct payments, if applicable.

3. The table is sorted in the order that records were added. To sort the table on a specific column, click the Sort icon next to the desired column heading.
4. To search for a specific record in the table, enter a value into the **Search** bar.

Add Direct Payment

1. On the “Direct >= $50,000” screen, click the **Add Direct Payment** button to add a direct payment record to the table.
2. The “Add Direct Payment” screen appears.
3. Select a sub-recipient organization from the **Sub-Recipient Organization (Payee)** drop-down.

**Note:** If a sub-recipient organization is not created, return to the **Sub-Recipient Organization** section to create a sub-recipient organization.

4. Enter information for the direct payment into other fields.
5. Use the **Obligations** table to enter the amount of funding obligated for each project.

**Note:** If a project is not created, return to the **Projects** section to create a project. If funding is available that is not linked to a particular project, select the **No Assigned Project** option in the **Project** column.

---

**Obligations Table Functions:**
- Click the **Add** button to add one or more rows to the **Obligations** table.
- Select the checkbox in the **Delete** column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
- Click **Save** at the bottom of the screen to populate the selected projects into the **Current Quarter Expenditures** table below.

6. Use the **Current Quarter Expenditures** table to enter the amount of expenditures incurred on the projects and obligations listed above. In addition, you will need to enter the cost or expenditure category for the expenditures incurred in the quarter.

---

**Current Quarter Expenditures Table Functions:**
- Click the **Add** button to add one or more rows to the **Current Quarter Expenditures** table.
- Select the checkbox in the **Delete** column for the desired projects, to delete an existing project. Click the **Delete Marked Rows** button.
7. Click the **Validate** button to confirm all fields are entered.
8. Click the **Go to Main** button to return to the “Direct >= $50,000” screen.

**Edit Direct Payment**

1. On the “Direct >= $50,000” screen, click the **Edit** ( ) button in the *Actions* column for the desired direct payment.
2. The desired direct payment appears in edit mode.
3. Update the direct payment record. Users may need to re-run the address validation.
4. Click the **Validate** button to confirm all fields are entered.
5. Click the **Go to Main** button to return to the “Direct >= $50,000” screen.

**Delete Direct Payment**

1. On the “Direct >= $50,000” screen, click the **Delete** ( ) button in the *Actions* column for the desired direct payment.
2. Click the **OK** button in the browser to permanently delete the selected rows.

*Figure 74: Delete confirmation message with OK button*

Selected rows are removed.
EDIT SECTION - AGGREGATE AWARDS OF < $50,000

On the “Reports Sections” screen, the Aggregate Awards of < $50,000 section is used to report a sum of COVID-19 funding where the contract, grant, loan, transfer, or direct payment to a sub-recipient is less than $50,000.

Note: Contracts, Grants, Loans, Transfers, or Direct Payments that include $50,000 or more of COVID-19 funding to a sub-recipient should be reported using the section specific to that funding type.

To edit the Aggregate Awards < $50,000 section, perform the following:

1. In the Aggregate Awards < $50,000 row, select the Edit option from the Perform Action column and click the Go button (see Figure 19).
2. The “Aggregate Awards < $50,000” screen appears with a table of funding types.

Figure 75: Aggregate Awards < $50,000 screen

1. Click the Updates this Quarter drop-down to activate/deactivate the Current Quarter Obligation and Current Quarter Expenditure/Payments fields for each funding type.
2. If applicable, enter appropriate values in the Current Quarter Obligation field and the Current Quarter Expenditure/Payments field for the appropriate funding types.
3. Click the Validate button.
EDIT SECTION - AGGREGATE PAYMENT TO INDIVIDUALS

On the “Reports Sections” screen, the Aggregate Payment to Individuals section is used to report a sum of COVID-19 funding made to individuals.

To edit the Aggregate Payment to Individuals section, perform the following:

1. In the Aggregate Payment to Individuals row, select the Edit option from the Perform Action column and click the Go button (see Figure 19).
2. The “Aggregate Payment to Individuals” screen appears with a table of funding types.

3. Click the Updates this Quarter drop-down to activate/deactivate the Current Quarter Obligation and Current Quarter Expenditure/Payments fields.
4. If applicable, enter appropriate values in the Current Quarter Obligation field and the Current Quarter Expenditure/Payments field for the appropriate funding types.
5. Click the Validate button.
EDIT SECTION - TOTALS

On the “Reports Sections” screen, the *Totals* section is a summary of data entered into other sections. The *Totals* section can only be viewed; it cannot be edited.

**Note:** A section must be saved or validated before its records appear on the *Totals* screen (e.g. if a contract is added and validated, but the “Contracts >= $50,000” screen is not saved or validated, the values for the contract do not appear on the *Totals* screen).

To view the *Totals* section, perform the following:

1. In the *Totals* row, select the **Edit** option from the *Perform Action* column and click the **Go** button (see Figure 19).
2. The “Totals” screen appears with a table of funding types.

![Figure 77: Totals screen](image)
3. Review the totals.
4. Click the **Validate** button.

**Certify & Submit for Approval**

**CERTIFY**

Users must certify a report before it can be submitted for review. The **Certify** button appears only for users with permission to certify and submit when the form is in **Saved – Validated** status.

1. On the “Form Selection” screen, click the **Edit** icon to open the report in the **Saved – Validated** status.

![Figure 78: Form Selection screen with Edit icon and Saved – Validated status](image)
2. Review the report.
3. On the “Report Sections” screen, click the **Certify** button.

![Figure 79: Report Sections screen with Certify button](image)

4. A confirmation message appears.

![Figure 80: Certify confirmation message](image)

5. Click the **OK** button in the browser.
6. The system will show the Totals page with a **Click to Sign** button.

![Figure 81: Totals page with Click to Sign button](image)

7. Click the **Click to Sign** button.

![Figure 82: Totals page with electronic signature](image)

Note: The Submitted date will automatically fill in once the report is submitted. It will be blank when the signature is added.

9. The report is now in **Certified** status but still must be submitted.
SUBMIT

Users must submit a report to officially send it to Federal staff for review. A report cannot be submitted if the submission due date has passed. The Submit button appears only for users with permission to certify and submit when the form is in Certified status.

1. On the “Form Selection” screen, click the Edit icon to open the report in the Certified status.

Figure 83: Form Selection screen with Edit icon and Certified status
2. Review the report.
3. On the “Report Sections” screen, click the **Submit** button.

![Figure 84: Report Sections screen with Submit button](image)

4. Click the **OK** button in the browser.

![Figure 85: Confirmation message with OK button](image)

5. The system shows a submission received message and opens the “Report Status History” screen.

![Figure 86: Submission Received Message](image)
Note: The submission received message refers to attachments. This is a standard message that is used when submitting all types of report forms within GrantSolutions. The Financial Progress Report form does not include attachment functionality.

6. The report moves to the *Submitted* status.

Figure 87: Form Selection screen with Submitted status
Unsubmit & Uncertify for Correction

UNSUBMIT

Users with permission to certify and submit can unsubmit a report if changes to the report must occur. This option is not available if review of the Financial Progress Report by the Treasury OIG is in progress.

1. On the “Form Selection” screen, locate the report that is in the Submitted status.

![Figure 88: Form Selection screen with Submitted status](image-url)
2. Click the **Report Status** (agt) icon.
3. The “Report Form Status” screen appears.
4. Click the **Unsubmit Report** button.

Figure 89: Report Form Status screen with Unsubmit Report button

5. The report should now be in *Certified* status. It must be uncertified before it can be edited.
UNCERTIFY

Users with permission to certify and submit can uncer
tify a certified (or unsubmitted) report if changes to the report must occur. This option is not available if the report has not been unsubmitted.

1. On the “Form Selection” screen, locate the report that is in the *Certified* status.

![Form Selection screen with Certified status](image-url)
2. Click the Edit (📝) icon.
3. The “Report Sections” screen appears.
4. Click the Uncertify button.

5. The report should now be in Saved – Validated status and can be edited.
Revise

Users with Edit or Certify and Submit authority can create an editable copy of a report that was returned for correction. This copy is used for revision purposes.

1. On the “Form Selection” screen, locate a report in the Submission Returned by CO status.

![Figure 92: Form Selection screen with Submission Returned by CO status](image-url)
2. Click the **Revise** ( △ ) icon.

3. A new copy of the form with the status *Initialized (Revision # [number of the revision]*) is created, and an **Edit** icon appears. The data from the previous form is also copied to the new copy.

![Figure 93: Initialized (Revision # [number of the revision]) status and Edit icon](image)

4. Users with permission to edit can edit, save, and validate revisions.

**Note:** The same rules for the original copy of the report apply to the revised version. The revised version also has the same submission due date.
Appendix

TERMINOLOGY

Who is a prime recipient?
A prime recipient is an entity that received a CRF payment directly from Treasury in accordance with the CARES Act, including:

- All 50 States,
- Units of local governments with populations over 500,000 that submitted required certifications to Treasury,
- The District of Columbia,
- U.S. Territories
- Tribal Governments

Who is a sub-recipient?
For purposes of reporting in the GrantSolutions portal, a sub-recipient is any entity to which a prime recipient issues a contract, grant, loan, direct payment, or transfer to another government entity of $50,000 or more.

What is an obligation?
For purposes of reporting in the GrantSolutions portal, an obligation is a commitment to pay a third party with CRF proceeds based on a contract, grant, loan, or other arrangement.

What is an expenditure?
For purposes of reporting in the GrantSolutions portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). As outlined in Treasury’s Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, performance or delivery must occur between March 1 and December 30, 2020 in order for the cost to be considered incurred; payment of funds need not be made during that time (though it is generally expected that payment will take place within 90 days of a cost being incurred).

What is a project?
A project is a grouping of related activities that together are intended to achieve a specific goal (e.g. building a temporary medical facility, offering an economic support program for small businesses, offering a housing support program, etc.)

What is a contract?
A contract is an obligation to an entity associated with an agreement to acquire goods or services.
What is a grant?
A grant is an obligation to an entity that is associated with a grant agreement. A grant agreement is a legal instrument of financial assistance between the prime recipient and entity that is used to enter into a relationship to carry out a public purpose and does not include an agreement to acquire goods or services or provide a loan.

What is the primary place of performance for a contract or a grant?
The primary place of performance is the address where the predominant performance of the contract or grant will be accomplished.

What is the period of performance start date and end date for a contract or a grant?
The period of performance start date is the date on which efforts begin or the contract or grant is otherwise effective. The period of performance end date is the date on which all effort is completed or the contract or grant is otherwise ended.

What is a transfer to another government entity?
A transfer to another government entity is a disbursement or payment to a government entity that is legally distinct from the prime recipient. See the list of government entities below.

For transfers to another government entity, what type of entity is considered another government entity?
The following organization types are considered another government entity:

- State government
- County government
- City/Township Government
- Special District Government
- US Territory or Possession
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Designated Organization

What is a direct payment?
A direct payment is a disbursement (with or without an existing obligation) to an entity that is not associated with a contract, grant, loan, or transfer to another government entity. If the direct payment is associated with an obligation, then the obligation and expenditure should be reported. If the direct payment does not involve a previous obligation, the direct payment will be recorded when the expenditure is incurred.