SLFRF P&E Reporting Tool

User Guide

Version 1.1

June 29, 2022

Revision History

Version	Date	Revision Description
.01	5/24/2022	Entering Data into the Spreadsheet section added
1	6/24/2022	Downloading and Uploading Spreadsheet sections added
1.1	6/29/2022	Customized for the State of Connecticut.

Table of Contents

Introduction

The State and Local Fiscal Recovery Fund (SLFRF) Project and Expenditures (P&E) tool enables you to download an empty Excel spreadsheet/template and, once filled out, please email your spreadsheet(s) to Tyler Tulloch (tyler.tulloch@ct.gov) and Alysha Gardner (alysha.gardner@ct.gov).

This guide describes how to perform these tasks. If you have any questions about reporting requirements or the reporting spreadsheet please contact Tyler Tulloch (tyler.tulloch@ct.gov) and Alysha Gardner (alysha.gardner@ct.gov).

Entering Data into the Input Template

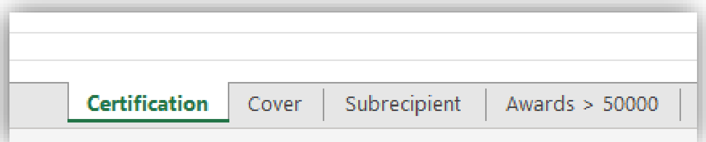
To enter data into the spreadsheet you downloaded, open the Excel input template and click the "Enable Content" button to enable the spreadsheet macros. **Macros must be enabled for the spreadsheet to function properly. Please work with your IT staff regarding any security issues associated with macros.**

Reminder that we are only collecting and reporting on allocated projects through 6/30/2022; this includes projects that have had no activity or have not been allotted. No projects that have an effective start date of 7/1/2022 should be reported on at this time. Refer to the ARPA Projects Requirement Reports tab of the Reporting Workbook spreadsheet.

Certification Tab

This tab is where you certify that the content in the report is true and accurate.

1. Click on the **Certification** tab at the bottom of the spreadsheet.

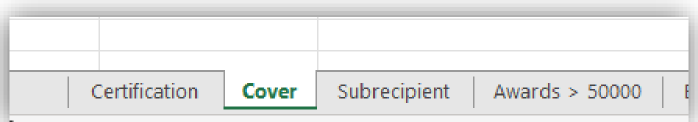


2. Enter your name in **Agency Financial Review Name** cell.
3. Enter the date in the **Date** cell.
4. Click on the **Save icon** to save your work.

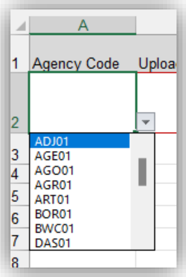
Cover Tab

This tab is where you identify the subrecipients of the federal funding dollars.

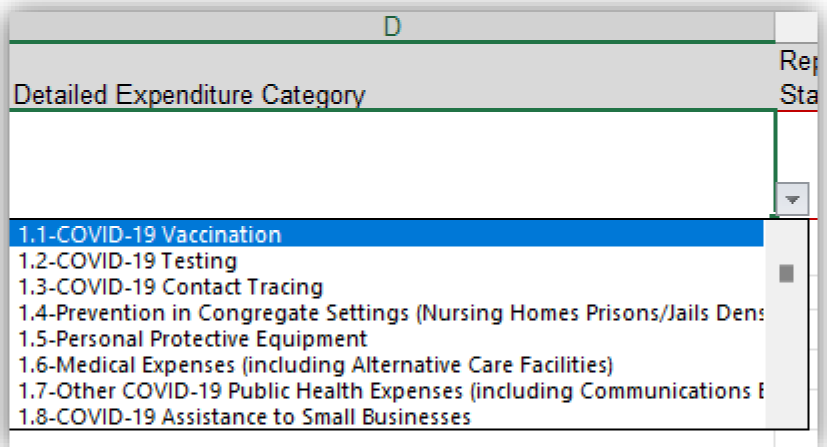
1. Click on the **Cover** tab at the bottom of the spreadsheet.



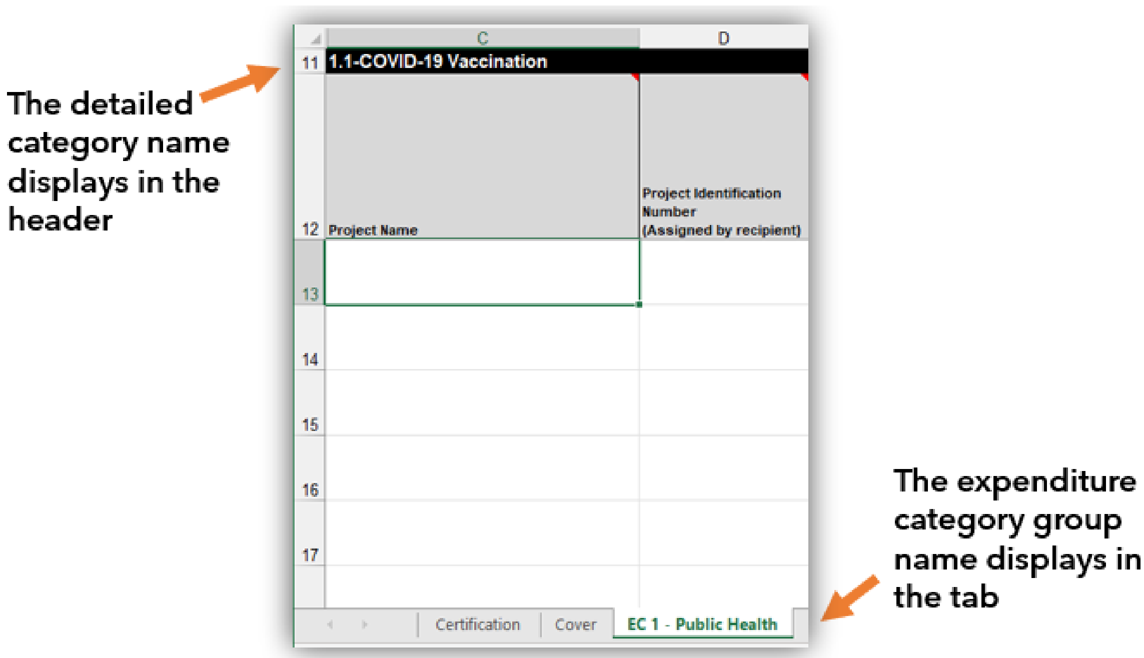
2. In the **Agency Code** cell, select a code from the drop-down list.



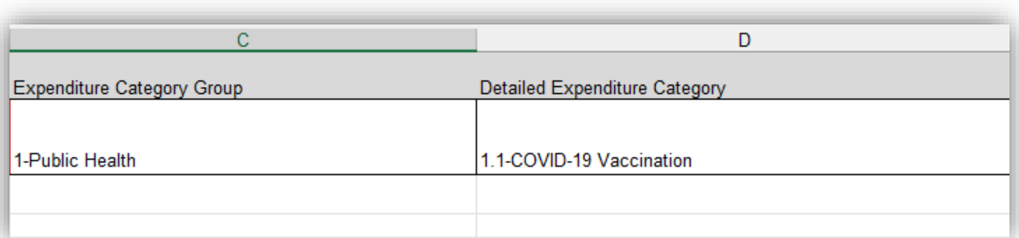
3. Do not enter an **Upload ID** in Column B or anything in **Columns E through H**. These are for OPM use only at this time.
4. In the **Detailed Expenditure Category** cell, select a category from the drop-down list (the Expenditure Category Group cell auto-populates based on your selection). Refer to the ARPA Projects Requiring Reports tab for information on your project's expenditure category as reporting to US Treasury.
    a. For projects identified as 6.1 Provision of Government Services, proceed to the EC6.1 tab. Refer to the Expenditure Category tab instruction section of this document for specific guidance on what information is needed. You only need to complete the Certification tab and the EC6.1 tab if your project falls under Provision of Government Services expenditure category.



Immediately after you select a category, a new "EC" (Expenditure Category) tab is created and the spreadsheet for that tab displays.



5. Click on the **Cover** tab. You will notice that the Expenditure Category Group cell was filled in and varies depending on which Detailed Expenditure Category you chose in step 4.



6. Click on the **Save icon** to save your work.

Only One Expenditure Category

You may identify only one expenditure category per spreadsheet.

Expenditure Category (EC) Tab

This tab is where you identify the projects and all related data within the identified expenditure category.

1. Click on the **EC <#> - <category name>** tab at the bottom of the spreadsheet. For example:

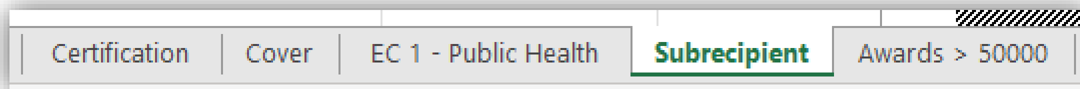
2. Enter data into each cell as required.
3. Project Identification Number will be the SID.
4. Adopted budget = full allocated budget across all fiscal years
5. Total Cumulative Obligations = Total encumbrances plus total expenditures as recorded in CoreCT as of 6/30/2022.
6. Total Cumulative Expenditures = Total expenditures as recorded in CoreCT as of 6/30/2022.
7. Current Period Obligations = Encumbrances plus expenditures for the period 4/1/2022 through 6/30/2022 as recorded in CoreCT.
8. Current Period Expenditures = Expenditures for the period 4/1/2022 through 6/30/2022 as recorded in CoreCT.
9. Project description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome). Limit to 250 words (1,500 characters).
10. If your project has collected program income please record the income earned and associated expenditures. Program income should be recorded in a distinct account and treated as federal funds if the income earned is a direct result of an ARPA funded project.
11. Refer to Column M on the Dropdowns tab for the full detail regarding the Project Demographic Distribution (population served). Select at least one (1).
12. Provide more detail on the type of assistance being provided and how it will address public health impacts or negative economic impacts.
13. In Column U enter "enumerated use" unless you are using Expenditure Category 1.14 or 2.37. If you are using 1.14 or 2.37, you must describe how the population experienced a public health impact or negative economic impact, and describe how the assistance provided is proportional to the impact.
14. Complete applicable performance indicator columns if columns have appeared. Columns will appear based on the expenditure category selected on the Cover tab.

15. Complete either the evidence-based intervention or program evaluation column.
16. Complete the capital expenditure columns as applicable. For a full list of Capital Expenditure type, please refer to Column N on the Dropdowns tab.
17. Click on the **Save icon** to save your work

Subrecipient Tab

This tab is where you identify the subrecipients, subcontractors, and entity beneficiaries (business and non-profits) that have received $50,000 or more of ARPA-State Fiscal Recovery Fund dollars.

1. Click on the **Subrecipient** tab at the bottom of the spreadsheet.



2. Enter data into each cell as required.
    a. Best practice: keep a running list of subrecipients in the most current reporting workbook to ensure you have reported all subrecipients/subcontractors/entity beneficiaries. This will also allow for quick cross-checking when recording subaward/subcontract and expenditure information on the respective tabs.
3. If the subrecipient is not registered in Sam.Gov you will be prompted to answer additional questions. If you answer "No" to the questions in Column P or Q, no further answers are needed. If you answer "Yes" to both, cells for the additional questions will unlock.
4. Click on the **Save icon** to save your work

Subrecipient EUI and Subrecipient TIN

Either the Subrecipient UEI cell or the Subrecipient TIN cell must be filled out. You cannot leave both blank. You may enter data into both fields. UEI's are required as of April 2022. Organizations can simply request a UEI, they do not need to complete full registration unless they are directly applying to the federal government for grants and contracts.

Awards > 50000 Tab

This tab is where you identify awardee information for subrecipients, subcontractors, or entity beneficiaries that were awarded $50,000 or more.

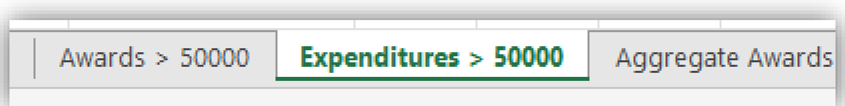
1. Click on the **Award > 50000** tab at the bottom of the spreadsheet.

2. Enter data into each cell as required.
3. The Project ID should match the Project ID entered on the EC tab.
    a. Best practice: keep a running list of subawards/subcontracts/beneficiary agreements in the most current reporting workbook to ensure you have reported all subrecipients/subcontractors/entity beneficiaries.
4. The subaward date cannot be before the period of performance start date. The period of performance start and end dates should be consistent with the dates in the award/contract/beneficiary agreement.
5. You can only provide one (1) primary place of performance address. If the subrecipient/subcontractor/entity beneficiary will provide service across multiple locations please use the address entered on the Subrecipient tab.
6. In Column V provide a brief description of Subaward and its underlying eligible use.
7. Click on the **Save icon** to save your work

Expenditures > 50000 Tab

This tab is where you identify expenditures associated with awards/contracts/beneficiary payments that were $50,000 or more.

1. Click on the **Expenditures > 50000** tab at the bottom of the spreadsheet.



2. Enter data into each cell as required.
3. Click on the **Save icon** to save your work

Aggregate Awards < 50000 Tab

This tab is where you identify aggregated data for subrecipients/subcontractors/beneficiaries/payments to individuals that were awarded less than $50,000.

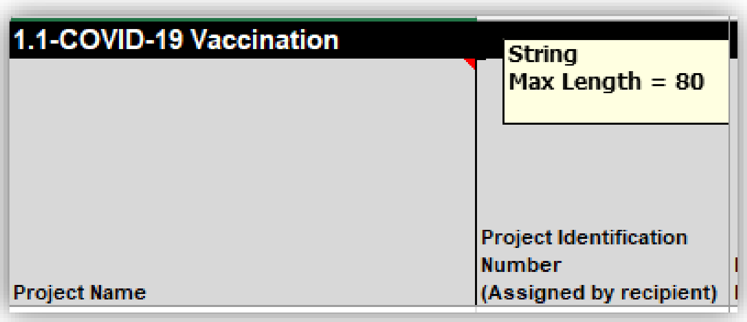
1. Click on the **Aggregate Awards < 50000** tab at the bottom of the spreadsheet.

2. Enter data into each cell as required.
3. Click on the **Save icon** to save your work

General Spreadsheet Features

Tool Tips

Notice that each cell has a red triangle in the upper right corner of the column name. If you hover your cursor over the triangle, a tool tip displays indicating the type of field it is and the maximum length of the field.

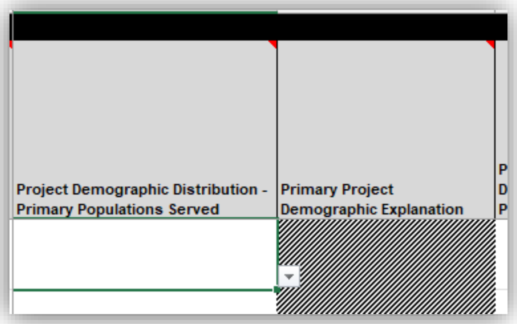


For cells requiring dollar amounts, the tool tip specifies the maximum number of digits before the decimal point and after the decimal point.

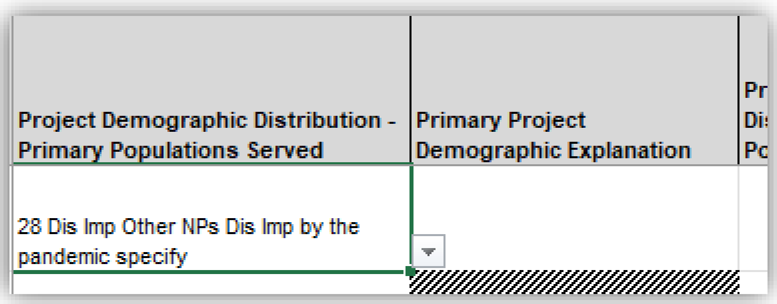
For example, if the tool tip specifies Max Length = 12,2, you may enter up to 12 numbers preceding the decimal point and 2 numbers after the decimal point (999999999999.99).

Conditional Cells

You will also notice that some columns are grayed out indicating that that column is not required. You will not be able data into it. However, a grayed-out column may become required depending on what you select in another column.



In the example above, if you select an option from the drop-down list and it requires additional information, the corresponding cell will display as white, and an entry is now required.



Multi-Select Cells

There is one cell in the 4.1 – Public Sector Employees category that allows multiple selections. That is, you can select more than one item from the drop-down list. To do so, select the first item, then select the second item, and so on. All selections will display in the cell.