The OBM portal has now been updated to allow public libraries to submit a final report upon completion of Coronavirus Relief Fund (CRF) spending. The attached job aid provides details starting on the bottom of page 8 on how to submit a final closeout report. Remember the next report is due on April 6, 2021 to report activity from January 1, 2021 through March 31, 2021. If your entity wishes to close-out the grant, this could be your final report.

Please note:

OBM has had several entities reach out regarding the assistance listing number (formerly called CFDA) and the pass-through number as they are preparing their schedule of federal expenditures. As a reminder the assistance listing number or CFDA is 21.019. In an effort to standardize the pass-through number used, we are using the opportunity number which is OBM0100122-CRF.

The partnership fields questions regarding grants beyond the Coronavirus Relief Funds that were distributed. If possible, when inquiring about your specific funding please provide identifying information to assist us in responding. If you know your application ID, please include that information in the email subject line. At a minimum, the name of your entity and the name of the funding opportunity are helpful.

OBM has updated its reporting guidance document with the additional reporting periods caused by the extension of the funding. This document can be found at [https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief](https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief).

Funds were extended for use until December 31, 2021. If you decide to return unused funds, make checks payable to Treasurer of the State of Ohio and mail to:

Ohio Office of Budget and Management  
ATTN: Fiscal Section  
30 E. Broad St., 34th Floor  
Columbus, Ohio 43215

Please include a memo or letter explaining the funds are a return of CRF.
Finally, as the prime recipient of the Coronavirus Relief Funds from the US Treasury, OBM is required by federal uniform guidance (2 CFR 200.331) to conduct monitoring activities to ensure compliance with subsection 601(d) by subrecipients. Essentially, OBM must review expenditure activities against the US Treasury guidance and assist subrecipients with any concerns that may be noted.

These monitoring activities are not considered an audit, nor take the place of or substitute for an audit. Entities expending more the $750,000 of federal funds in a fiscal year are expected to have a Single Audit performed, while those under this threshold may be subject to other auditing procedures. In the next few weeks, the Ohio Grants Partnership team will start virtual monitoring visits.

This is anticipated to be a rolling process that will continue through December 31, 2021 and potentially beyond. These visits will begin with an initial call to talk through the process and to answer any questions. Our priority is to assist you and work through any concerns while the federal period is still open.

If you have questions, contact the Ohio Grants Partnership at grants@obm.ohio.gov.
Coronavirus Relief Fund (CRF)
This Job Aid is to assist those required to report Coronavirus Relief Fund (CRF) Activity in the OBM Grants Portal. The following are steps to assist with entering information in the portal. The CRF Recipient Reporting Guidance and FAQ document should be used in conjunction with this job aid when completing reporting.

1) The grant contact will receive an email like the example below approximately two weeks prior to the due date indicating the Activity Report is due.

Activity Report Due Reminder for Reporting Sample

Hello Grants Manager:

This email is to notify you that your financial activity report for Reporting Sample is due on October 5, 2020. Kindly login to the Grants Portal at https://grantsportal.ohio.gov and complete.

Before you begin, please be prepared to provide the following information:

1. **Receipts.** If this is your first Activity Report, this will be the full distribution your organization received. For subsequent Activity Reports, this amount will be $0 unless your organization received additional funds.
2. **Interest.** If your distribution was placed in an interest-bearing account, enter the amount of interest gained on the balance during the reporting period.
3. **Expenditures.** Provide the total expenditure amount for the reporting period.
4. **Expenditure activities.** Be prepared to categorize activities that equal the total expenditure amount. You will be asked to select a category, provide a description and an amount. The following categories apply to this award:
   - **Other Items not listed elsewhere**
   - **Payroll for public health and safety employees**
   - **Personal Protective Equipment**
   - **Small Business Assistance**

Please do not reply to this e-mail. You may contact the Ohio Grants Partnership at grants@obm.ohio.gov if you have any questions or need assistance with this task.

Sincerely,

The Ohio Grants Partnership
2) You can use the e-mail to click the link to the Grants Portal or go there directly at grantsportal.ohio.gov. This will bring you to the sign in page. Sign in and you are ready to begin your reporting.

3) After successfully signing in, you will be brought to the screen below. Click on “My Awards”
4) Clicking “My Awards” will bring you to the screen below. Click “Submit an Activity Report” at the left side of the screen.

5) After clicking on Submit an Activity Report, a pop-up window will generate confirming you want to submit a report. Click “Yes.”
6) It is now time to start entering receipts, interest earned, expenditures, and encumbrances for the reporting period (i.e. 3/1 – 9/30, 10/1 – 12/31, etc.). All items with red asterisks must have amounts entered to proceed.

7) When a value is entered in each required field, a green checkmark will appear. Once complete, click “Save Summary.”
8) If you reported an expenditure amount of zero, a window will pop-up indicating that detailed reporting is not needed. If you reported expenditures, see remaining steps to detail your expenditures and submit your report.

9) If you reported summary expenditures during the period, you are required to classify your expenditures by category in the Details section of the report. Click the “Add New” button to classify your expenditures.
10) A pop-up window will generate to allow you to select a project/activity from a drop-down menu, then enter free form text to best describe the project/activity and list the amount of expenditures for that project/activity. Once complete, click “Save.”

11) After clicking save, your activity entered will be presented in the grid as shown below. The Submit Activity button will be grayed out until the total expenditures in the Details section matches the total expenditures in the Summary section.
12) Click “Add New Activity” and continue to do this for each category until all expenditures have been accounted for in a category. You may enter the same activity more than once if you need to separate based on activity description. When the expenditure total in the Details section matches the expenditure total in the Summary section, you will have the ability to submit the activity report.

Direct questions to the Ohio Grants Partnership at grants@obm.ohio.gov
13) Once complete click “Submit Activity Report” and a pop-up window will generate notifying you that your activity report was successfully submitted.

You are now finished with your Activity Report. You may go back and edit the report up until the due date of the report.

Closeout Process:

Once you finish expending all your CRF funds you need to submit a Final Report to closeout your reporting.

1) If your most recent report is not yet in “Reviewed” status and you do not have any additional activity to report (i.e. receipts, interest, and expenditures), go to “My Awards,” select Open/Edit next to your most recently submitted report, and follow the instructions in Steps 3-9 below. Otherwise, follow Steps 1-5 above, to select a new report to submit, then follow the instructions in Steps 2-9 below.
2) For the current period, enter the receipts, interest earned, and expenditures in the Summary section of the report. Since this is the final report you shouldn’t have any obligations/encumbrances. If you enter an obligated/encumbered amount other than zero, the “Final Report” box will be grayed out and you won’t be able to submit a final report.
3) Review your cash on hand amount to ensure it is appropriate. If you don’t have any unspent CRF funding to return to the Office of Budget and Management (OBM), your cash on hand amount should equal zero. If you plan to return unspent funding to OBM, your cash on hand amount should equal the amount of funding you are returning. Once your cash on hand amount is verified, click the “Final Report” box.
4) Click “Save Summary” and a window will pop-up asking you to confirm that you completed spending for your award. Click “Yes.”

5) If you reported an expenditure amount of zero, a window will pop-up indicating that detailed reporting is not needed. If you reported expenditures, see remaining steps to complete the closeout process.
6) If you have expenditures to report in this period, click “Add New Activity.” Then enter the expenditure activity, description, and amount and click “Save.” Continue to do this for each category until all expenditures have been accounted for in a category. You may enter the same activity more than once if you need to separate based on activity description. When the expenditure total in the Details section matches the expenditure total in the Summary section, you will have the ability to submit the activity report.
7) Once complete click “Submit Activity Report” and a window will pop-up to notify you that your activity report was successfully submitted.

8) After you submit your final report, you’ll notice a checkmark is included in the “Final” column of the submitted Activity Report which indicates the final report was successfully submitted.
If you have a cash on hand balance remaining after submitting the report, you’ll receive an automated email indicating that the unspent funds need to be returned to OBM no later than December 31, 2021. Returns can be made via check payable to the Treasurer of the State of Ohio with “Return of CRF” in the memo. Checks can be mailed to:

Ohio Office of Budget and Management
ATTN: Fiscal Section
30 E. Broad St., 34th Floor
Columbus, OH 43215