

Ohio

**The Ohio Grants
Partnership**

Reporting for Local Governments – Coronavirus Relief Funds

Stacie Massey, MBA
Senior Financial Manager

Reporting Periods and Deadlines

Report Due Date	Reporting Period
October 20, 2020	All activity through September 30, 2020
January 6, 2021	October 1, 2020 to December 31, 2020
February 10, 2021 (close-out report)	January 1, 2021 to January 31, 2021 (liquidation activities only)



**The Ohio Grants
Partnership**

Navigation of the Reporting Portal

Activity Report Email – Click on the link below the greeting to begin reporting process

Activity Report Due Reminder for Reporting Sample



The Ohio Grants Partnership <grants@obm.ohio.gov>

Mon 9/28/2020 8:23 AM

To: You

Cc: [redacted]

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:

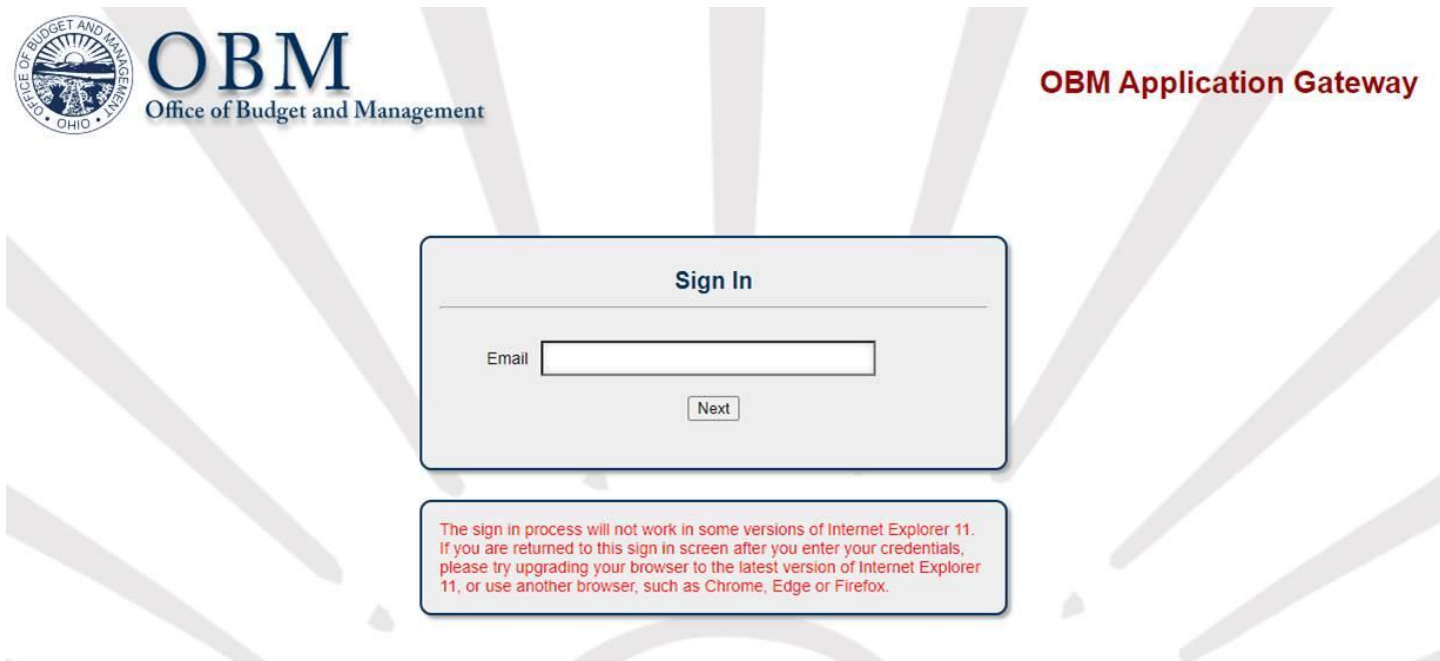
1. **Receipts.** If this is your first Activity Report, this will be the full distribution your organization received. For subsequent Activity Reports, this amount will be \$0 unless your organization received additional funds.
2. **Interest.** If your distribution was placed in an interest bearing account, 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:
 - o Other/Items not listed elsewhere
 - o Payroll for public health and safety employees
 - o Personal Protective Equipment
 - o 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

From the email, you will be sent to the sign-in page below



 **OBM**
Office of Budget and Management

OBM Application Gateway

Sign In

Email

The sign in process will not work in some versions of Internet Explorer 11. If you are returned to this sign in screen after you enter your credentials, please try upgrading your browser to the latest version of Internet Explorer 11, or use another browser, such as Chrome, Edge or Firefox.

After successfully signing in, you will see the screen below. Click on “My Awards”

 Ohio Grants Portal

OHIO GRANTS
PORTAL

MY
AWARDS

HOME

The Ohio Grants Portal


Welcome to the Ohio Grants Portal!

As a Subrecipient, access this website to fill out Activity Reports for awards administered through the Ohio Office of Budget and Management. Before an activity is due, you will receive an email that will provide a link to login to this website, along with more information. The Activity Report will ask you to identify activities and funding details for the funds you received on a monthly basis.



As a State of Ohio Agency, you may post Funding Opportunities that will be visible to the public from the Ohio Grants website.

Stay tuned as we continue to build functionality in this portal.

Clicking “My Awards” will bring you to this screen. Click on “Submit an Activity Report”

Ohio Grants Portal

OHIO GRANTS PORTALMY AWARDS



Select AwardGene's District Board of Health - Reporting Sample

▼ Activity Reports

Your Activity Report for Reporting Sample is due by .

Activity Report History Grid

Due Date	Beginning	Receipts	Interest Earned	Expenditures	Cash On Hand	Obligated	Unobligated Bal	Reviewed
0 Records Displayed0 Total Records								

Submit an Activity Report

▼ Documents

Upload File(s)

Add Files

Click the first file or folder, and then press and hold the Ctrl key. While holding down the Ctrl key, click each of the other files or folders you want to select.

Save

► Application

...

► Funding Opportunity Details

...

7

You will then receive the screen below. Click on “Yes”


The screenshot displays the Ohio Grants Portal interface. A modal dialog box titled "Date Notification" is centered on the screen, asking "Do you want to submit an Activity Report for 10/05/2020?". It features two buttons: "Yes" and "No".

In the background, the portal's header includes the "Ohio" logo and "Ohio Grants Portal" text. The main content area contains a form with the following fields:

- Last Date Submitted
- Beginning Balance: \$0.00
- Total Receipts for Reporting Period: [Redacted] * ⓘ
- Interest Earned for Reporting Period: [Redacted] * ⓘ
- Total Expenditures for Reporting Period: [Redacted] * ⓘ
- Cash On Hand: \$0.00
- Amounts Obligated/Encumbered: \$0.00 ⓘ
- Unobligated Balance: \$0.00


At the bottom right of the form, there are two buttons: "Update" (with a checkmark icon) and "Return" (with a circular arrow icon).

It is now time to enter receipts, expenditures & encumbrances. All areas with a red asterisk must have amounts entered.

Ohio Grants Portal

OHIO GRANTS
PORTAL

MY
AWARDS



Last Date Submitted

Beginning Balance

Total Receipts for Reporting Period

Interest Earned for Reporting Period

Total Expenditures for Reporting Period

Cash On Hand

Amounts Obligated/Encumbered

Unobligated Balance

\$0.00


*


*


*


\$0.00

\$0.00












Due Date

10/05/2020



Update

Return


See sample amounts entered. Once complete, click “Update”.


 Ohio Grants Portal

OHIO GRANTS PORTALMY AWARDS



Last Date Submitted		Due Date	10/05/2020
Beginning Balance	\$0.00		
Total Receipts for Reporting Period	<input type="text" value="\$5,000.00"/> ✓ ⓘ		
Interest Earned for Reporting Period	<input type="text" value="\$5.00"/> ✓ ⓘ		
Total Expenditures for Reporting Period	<input type="text" value="\$4,000.00"/> ✓ ⓘ		
Cash On Hand	\$1,005.00		
Amounts Obligated/Encumbered	<input type="text" value="\$1,005.00"/> ⓘ		
Unobligated Balance	\$0.00		


 Update

 Return

The information box will provide help text as follows:


- **Total Receipts for Reporting Period:** Total amount of funds received during the reporting period. This should be the total from all distributions during the reporting time period but does not include interest earnings.
- **Interest Earned:** Total amount of new interest earned during the reporting period. Do not include any previous period interest reported.
- **Total Expenditures for Reporting Period:** Total amount of expenditures made during the reporting period including any expenditure adjustments posted against the funds during the period.
- **Amounts Obligated/Encumbered:** Total amount of open encumbrances from purchase orders against the funds as of the last date of the reporting period. This may also include grant awards obligated to subrecipients via a grant notice of award which have not been fully paid out yet and was not encumbered as a purchase order.

Next, expenditures must be classified. To classify expenditures made, click “Add New”.

Ohio Grants Portal

OHIO GRANTS
PORTAL

MY
AWARDS




Last Date Submitted9/28/2020 8:43:13 AM

Beginning Balance\$0.00

Total Receipts for Reporting Period

\$5,000.00


✓



Interest Earned for Reporting Period

\$5.00


✓



Total Expenditures for Reporting Period

\$4,000.00


✓



Cash On Hand\$1,005.00


Amounts Obligated/Encumbered

\$1,005.00




Unobligated Balance\$0.00


Due Date10/05/2020




Total Activities should equal Total Expenditures for Reporting Period of \$4,000.00



Activity	Description	Expenditure
0 Records Displayed		



Total Expenditures:



Select a project/activity, describe the project/activity & list the amount of expenditures for that project/activity. Then click “Submit”.

Ohio Grants Portal

Last Date Submitted: 9/28/2020 8:43:13 AM
Beginning Balance: \$0.00
Total Receipts for Reporting Period: \$5,000.00 ✓
Interest Earned for Reporting Period: \$5.00 ✓
Total Expenditures for Reporting Period: \$4,000.00 ✓
Cash On Hand: \$1,005.00
Amounts Obligated/Encumbered: \$1,005.00
Unobligated Balance: \$0.00

Add Activity

Project/Activity For Expenditure: Personal Protective Equipment ✓
Describe Project/Activity: Masks, gowns, gloves
Expenditure Amount: \$1,000.00 ✓

Submit Close

Total Activities should equal Total Expenditures for Reporting Period of \$4,000.00

Activity	Description	Expenditure
0 Records Displayed		

0 Total Records

Add New

Total Expenditures:

Update

Return

After clicking submit, your activity entered will be presented in the grid, as shown below.

Ohio

Ohio Grants Portal

OHIO GRANTS PORTAL

MY AWARDS

Last Date Submitted9/28/2020 8:43:13 AM

Due Date10/05/2020

Beginning Balance\$0.00

Total Receipts for Reporting Period

\$5,000.00

✓

i

Interest Earned for Reporting Period

\$5.00

✓

i

Total Expenditures for Reporting Period

\$4,000.00

✓

i

Cash On Hand\$1,005.00

Amounts Obligated/Encumbered

\$1,005.00

i

Unobligated Balance\$0.00

Update

Total Activities should equal Total Expenditures for Reporting Period of \$4,000.00

	Activity	Description	Expenditure		
Edit	Personal Protective Equipment	Masks, gowns, gloves	\$1,000.00	Delete	

0 Records Displayed

1 Total Records

Add New

Total Expenditures:\$1,000.00

Return

Click “Add New” and continue to do this for each category and all expenditures. Note when the Total Expenditures amount (\$4,000) is green, this means amounts input by category equals the amount previously entered in the Total Expenditures for Reporting Period field.

OHIO GRANTS

PORTAL

MY

AWARDS

Last Date Submitted

9/28/2020 8:43:13 AM

Beginning Balance

\$0.00

Total Receipts for Reporting Period

\$5,000.00

✓

i

Interest Earned for Reporting Period

\$5.00

✓

i

Total Expenditures for Reporting Period

\$4,000.00

✓

i

Cash On Hand

\$1,005.00

Amounts Obligated/Encumbered

\$1,005.00

i

Unobligated Balance

\$0.00

Update

Total Activities should equal Total Expenditures for Reporting Period of \$4,000.00

	Activity	Description	Expenditure		
Edit	Personal Protective Equipment	Masks, gowns, gloves	\$1,000.00	Delete	
Edit	Public health expenses	Social distancing measures, touchless faucets, disinfection of public areas	\$2,000.00	Delete	
Edit	Small Business Assistance	Small business economic relief grants	\$1,000.00	Delete	

0 Records Displayed

3 Total Records

Add New

Total Expenditures: \$4,000.00

Return

Activity Categories

Refer to our CRF Grants Portal Guidance Document for associated definitions of the following:

- Administrative Expenses
- Budgeted Personnel and Services Diverted to a Substantially Different Use
- COVID-19 Testing and Contact Tracing
- Economic Support (Other than Small Business, Housing, and Food Assistance)
- Expenses Associated with the Issuance of Tax Anticipation Notes
- Facilitating Distance Learning
- Food Programs
- Housing Support
- Improve Telework Capabilities of Public Employees
- Medical Expenses
- Nursing Home Assistance
- Payroll for Public Health and Safety Employees
- Personal Protective Equipment
- Public Health Expenses
- Small Business Assistance
- Unemployment Benefits
- Workers' Compensation
- Items Not Listed Above/Other
- Transfers to Other Governments (from Counties to Locals Only)

COUNTIES ONLY:

Reporting includes both the County internal spend and the amount **initially distributed** to subdivisions during the period.

Total Receipts should equal the amount received from OBM in total

Total Expenditures should include the total internal expenditures and the total distributed during the period

Interest earned should include interest from both the County distribution fund and the County CRF fund


Amount obligated/encumbered should only be internal encumbrances of the County

An additional Activity should be added to show the initial distributions to subdivisions using the selection of “**Transfers to Other Governments (from Counties to Locals Only)**” and entering the description to be “**HB 481, CB, and/or HB 614 Transfers to Other Governments (Counties Only)**”

Counties that only distributed funds will show their entire expenditure amount with this activity.



Then click “Return” once completed and you will be able to see your Activity Report History Grid below.

You are now finished with your activity report. You have completed the required reporting requirement. You may edit in the portal up until the report is reviewed and approved by OBM.




Ohio Grants Portal

OHIO GRANTS PORTALMY AWARDS



Your Activity Report for Reporting Sample is due by 10/05/2020.

Activity Report History Grid

	Due Date ▾	Beginning ▾	Receipts ▾	Interest Earned ▾	Expenditures ▾	Cash On Hand ▾	Obligated ▾	Unobligated Bal ▾	Reviewed ▾	
Edit	10/05/2020	0	5000	5	4000	1005	1005	0		

0 Records Displayed1 Total Records

No Activity Reporting is Required At This Time.

Submit an Activity Report

▼ Documents

Upload File(s)

Add Files

Click the first file or folder, and then press and hold the Ctrl key. While holding down the Ctrl key, click each of the other files or folders you want to select.

Save

► Application

...

► Funding Opportunity Details

...

Return

Contact Us with Questions

Ohio Grants Partnership

E-Mail grants@obm.ohio.gov

Ohio Grants Partnership Team

- Stacie Massey, Senior Financial Manager
- Gene Berry, Financial Manager
- Jessica Martin, Financial Manager
- Neal Bucklew, Program Administrator
- Paul Mann, Program Administrator
- Merrilie Munsey, Program Administrator
- Kim Berryman, Program Administrator