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Coronavirus Relief Fund (CRF)



Office of Budget
and Management

OBM Grants Portal Reporting Job Aid

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



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:
 - 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.



The screenshot shows the 'OBM Application Gateway' sign-in interface. On the left is the OBM logo (Office of Budget and Management) with the Ohio state seal. The main heading is 'Sign In'. Below it is an 'Email' input field followed by a 'Next' button. A red-bordered box contains a warning: '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.'

- 3) After successfully signing in, you will be brought to the screen below. Click on “My Awards”



The screenshot shows the 'The Ohio Grants Portal' homepage. The header includes the 'Ohio' logo, 'Ohio Grants Portal', and navigation links for 'OHIO GRANTS PORTAL' and 'MY AWARDS'. A 'HOME' button is visible on the left. The main content area has a 'Welcome to the Ohio Grants Portal!' message, followed by instructions for Subrecipients and State of Ohio Agencies, and a note about future functionality.

- 4) Clicking “My Awards” will bring you to the screen below. Click “Submit an Activity Report” at the left side of the screen.

Ohio Grants Portal

OHIO GRANTS PORTAL MY AWARDS

Select Award: Gene's District Board of Health II - NFO-3 - Yes Application Questions / Yes Registration / Description Entered / No Matching / Login Activity Report

▼ Activity Reports

Your Activity Report for NFO-3 - Yes Application Questions / Yes Registration / Description Entered / No Matching / Login Activity Report is due by 09/10/2020.

Activity Report History

Reviewed	Sent Back	Due Date	Beginning	Receipts	Interest Earned	Expenditures	Cash On Hand	Obligated	Unobligated Bal
0 Records Displayed 0 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

- 5) After clicking on Submit an Activity Report, a pop-up window will generate confirming you want to submit a report. Click “Yes.”

Ohio Grants Portal

OHIO GRANTS PORTAL MY AWARDS

Summary

Last Date Submitted

Reporting Period: 08/01/2020 - 08/02/2020

Due Date: 09/10/2020

Beginning Balance: \$0.00

Total Receipts for Reporting Period: \$0.00

Interest Earned for Reporting Period: *

Total Expenditures for Reporting Period: *

Cash On Hand: \$0.00

Amounts Obligated/Encumbered: \$0.00

Unobligated Balance: \$0.00

Save Summary

Details

Date Notification

Do you want to submit an Activity Report for 09/10/2020?

Yes No

Submit Activity Report

Back

- 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.

The screenshot shows the 'Summary' tab of the Ohio Grants Portal. The page has a header with the Ohio logo, 'Ohio Grants Portal', and navigation links for 'PORTAL' and 'MY AWARDS'. The 'Summary' section contains the following fields:

- Last Date Submitted
- Reporting Period: 08/01/2020 - 08/02/2020
- Due Date: 09/10/2020
- Beginning Balance: \$0.00
- Total Receipts for Reporting Period: \$0.00 (with a green checkmark and an information icon)
- Interest Earned for Reporting Period: (empty field with a red asterisk and an information icon)
- Total Expenditures for Reporting Period: (empty field with a red asterisk and an information icon)
- Cash On Hand: \$0.00
- Amounts Obligated/Encumbered: \$0.00 (with an information icon)
- Unobligated Balance: \$0.00

Buttons at the bottom include 'Back', 'Save Summary', and 'Submit Activity Report'.

- 7) When a value is entered in each required field, a green checkmark will appear. Once complete, click “Save Summary.”

The screenshot shows the 'Summary' tab of the Ohio Grants Portal with the same fields as the previous image, but now all required fields are filled with values and have green checkmarks:

- Total Receipts for Reporting Period: \$5,000.00 (with a green checkmark and an information icon)
- Interest Earned for Reporting Period: \$5.00 (with a green checkmark and an information icon)
- Total Expenditures for Reporting Period: \$4,000.00 (with a green checkmark and an information icon)
- Amounts Obligated/Encumbered: \$1,005.00 (with an information icon)

The 'Unobligated Balance' remains at \$0.00. The 'Save Summary' button is now highlighted, indicating it is ready to be clicked.

- 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.

The screenshot shows the Ohio Grants Portal interface. A notification window is open, stating: "Since expenditures are \$0, detail reporting is not needed." with an "Ok" button. Below the notification, the "Activity Report History" table is visible. The table has columns: Reviewed, Sent Back, Due Date, Beginning, Receipts, Interest Earned, Expenditures, Cash On Hand, Obligated, Unobligated Bal, and Final. There are four rows of data, each with an "Open/Edit" link. Below the table, it says "0 Records Displayed" and "4 Total Records". At the bottom, there is a message: "No Activity Reporting is Required At This Time." and a "Submit an Activity Report" button.

	Reviewed	Sent Back	Due Date	Beginning	Receipts	Interest Earned	Expenditures	Cash On Hand	Obligated	Unobligated Bal	Final
Open/Edit			09/10/2020	\$0.00	\$5,000.00	\$5.00	\$6,000.00	-\$995.00	\$1,105.00	-\$2,100.00	
Open/Edit			09/17/2020	-\$995.00	\$0.00	\$2,300.00	\$1,200.00	\$105.00	\$300.00	-\$195.00	
Open/Edit			09/27/2020	\$105.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$5.00	
Open/Edit			10/01/2020	\$5.00	\$0.00	\$5.00	\$0.00	\$10.00	\$0.00	\$10.00	✓

- 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.

The screenshot shows the Ohio Grants Portal interface with the "Summary" and "Details" sections. The "Summary" section on the left contains the following information:

- Last Date Submitted: 12/22/2020 3:22:30 PM
- Reporting Period: 01/01/1900 - 01/01/1900
- Due Date: 09/10/2020
- 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

The "Details" section on the right has a header: "Total Activities should equal Total Expenditures for Reporting Period of \$4,000.00". Below this is a table with columns: Activity, Description, and Expenditure. It shows "0 Records Displayed" and "0 Total Records". There is an "Add New Activity" button. At the bottom of the Details section, it says: "Total Expenditures: \$0.00" and "The Submit Activity Report button will be available once your activity expenditure total in the Details section equals the Total Expenditures for Reporting Period in the Summary section." There is a "Submit Activity Report" button. A "Back" button is located at the bottom left of the Summary section.

- 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."

The screenshot shows the Ohio Grants Portal interface. A pop-up window titled "Add Activity" is open, allowing users to enter project details. The pop-up contains the following fields:

- Project/Activity For Expenditure:** A dropdown menu with "Personal Protective Equipment" selected.
- Describe Project/Activity:** A text input field containing "Masks, gowns, gloves".
- Expenditure Amount:** A text input field containing "\$1,000.00".

At the bottom of the pop-up are "Save" and "Close" buttons. In the background, the main portal is visible, showing a "Summary" section with financial data and a "Details" section with a table of activities. The "Submit Activity Report" button is currently disabled.

- 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.

The screenshot shows the Ohio Grants Portal interface after saving the activity. The "Add Activity" pop-up is no longer present, and the activity has been added to the grid in the "Details" section.

Summary Section:

- Last Date Submitted: 12/22/2020 3:22:30 PM
- Reporting Period: 01/01/1900 - 01/01/1900
- Due Date: 09/10/2020
- 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

Details Section:

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

Total Expenditures: **\$1,000.00**

The Submit Activity Report button is now enabled.



- 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.



Ohio Grants Portal

OHIO GRANTS PORTAL

MY AWARDS



Summary

Last Date Submitted
12/22/2020 3:22:30 PM

Reporting Period
01/01/1900 - 01/01/1900

Due Date
09/10/2020

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

Save Summary

Details

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 Displayed3 Total Records

Add New Activity

Total Expenditures: **\$4,000.00**

Please click the Submit Activity Report button to finalize your Activity Report.

Submit Activity Report

Back

- 13) Once complete click “Submit Activity Report” and a pop-up window will generate notifying you that your activity report was successfully submitted.

The screenshot displays the Ohio Grants Portal interface. A modal window titled "Activity Report Save Notification" is centered on the screen, displaying the message: "Activity Report for Due Date 09/10/2020 was successfully submitted." with an "OK" button. The background interface is divided into two main sections: "Summary" and "Details".

Summary Section:

- Last Date Submitted: 12/22/2020 3:22:30 PM
- Reporting Period: 01/01/1900 - 01/01/1900
- Due Date: 09/10/2020
- Beginning Balance: \$0.00
- Total Receipts for Reporting Period: \$5,000.00 (with a green checkmark and an information icon)
- Interest Earned for Reporting Period: \$5.00 (with a green checkmark and an information icon)
- Total Expenditures for Reporting Period: \$4,000.00 (with a green checkmark and an information icon)
- Cash On Hand: \$1,005.00
- Amounts Obligated/Encumbered: \$1,005.00 (with an information icon)
- Unobligated Balance: \$0.00
- A "Save Summary" button is located at the bottom of this section.

Details Section:

- Header: "Details" and "Reporting Period of \$4,000.00"
- Table with columns: Activity, Description, Expenditure, Delete, and a user icon.
- Table Data:

Activity	Description	Expenditure	Delete	
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	

- Below the table: "0 Records Displayed" and "3 Total Records".
- A "Submit Activity Report" button is located at the bottom right of the details section.
- A "Back" button is located at the bottom left of the entire form.


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.

 Ohio Grants Portal

OHIO GRANTS
PORTAL

MY
AWARDS



Summary



Last Date Submitted
12/29/2020 10:34:20 AM



Reporting Period
08/05/2020 - 08/06/2020

Due Date
10/01/2020


Beginning Balance
\$5.00

Total Receipts for Reporting Period
  

Interest Earned for Reporting Period
  

Total Expenditures for Reporting Period
  

Cash On Hand **\$10.00**

Amounts Obligated/Encumbered
 

Unobligated Balance **\$10.00**

☐ Final Report?


[Save Summary](#)

Details

[Submit Activity Report](#)



[Back](#)

- 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.

 Ohio Grants Portal

OHIO GRANTS
PORTAL

MY
AWARDS


Summary


Last Date Submitted
12/29/2020 10:34:20 AM


Reporting Period
08/05/2020 - 08/06/2020

Due Date
10/01/2020


Beginning Balance
\$5.00

Total Receipts for Reporting Period
 

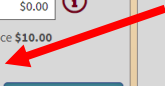
Interest Earned for Reporting Period
 

Total Expenditures for Reporting Period
 

Cash On Hand **\$10.00**

Amounts Obligated/Encumbered
 

Unobligated Balance **\$10.00**

☒ Final Report? 

Details

- 4) Click “Save Summary” and a window will pop-up asking you to confirm that you completed spending for your award. Click “Yes.”

The screenshot shows the Ohio Grants Portal interface. The 'Summary' tab is active, displaying the following information:

- Last Date Submitted: 12/29/2020 10:34:20 AM
- Reporting Period: 08/05/2020 - 08/06/2020
- Due Date: 10/01/2020
- Beginning Balance: \$5.00
- Total Receipts for Reporting Period: \$1,000.00 (with a green checkmark and information icon)
- Interest Earned for Reporting Period: \$5.00 (with a green checkmark and information icon)
- Total Expenditures for Reporting Period: \$1,000.00 (with a green checkmark and information icon)
- Cash On Hand: \$10.00
- Amounts Obligated/Encumbered: \$0.00 (with an information icon)
- Unobligated Balance: \$10.00
- Final Report? (checked)

A pop-up window titled 'IsFinal Notification' is displayed, asking: 'By checking Final Report, you are indicating that you have completed spending funds for this award. If you have a balance in Cash on Hand, you will receive instructions to return unspent funds. Are you sure this will be your final report?'. The window has 'Yes' and 'No' buttons.

At the bottom of the 'Summary' tab, there is a 'Save Summary' button. In the 'Details' tab, there is a 'Submit Activity Report' button. A 'Back' button is located at the bottom left of the page.

- 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.


The screenshot shows the Ohio Grants Portal interface. The 'Activity Reports' section is active, displaying a table of activity reports. A pop-up window titled 'Notification' is displayed, asking: 'Since expenditures are \$0, detail reporting is not needed.'.

The 'Activity Report History' table is as follows:

	Reviewed	Sent Back	Due Date	Beginning	Receipts	Interest Earned	Expenditures	Cash On Hand	Obligated	Unobligated Bal	Final	
Open/Edit			09/10/2020	\$0.00	\$5,000.00	\$5.00	\$6,000.00	-\$995.00	\$1,105.00	-\$2,100.00		
Open/Edit			09/17/2020	-\$995.00	\$0.00	\$2,300.00	\$1,200.00	\$105.00	\$300.00	-\$195.00		
Open/Edit			09/27/2020	\$105.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$5.00		
Open/Edit			10/01/2020	\$5.00	\$0.00	\$5.00	\$0.00	\$10.00	\$0.00	\$10.00	✓	

Below the table, it says '0 Records Displayed' and '4 Total Records'. At the bottom, there is a message: 'No Activity Reporting is Required At This Time.' and a 'Submit an Activity Report' button.

- 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.

 Ohio Grants Portal 👤 ?

Summary

Last Date Submitted
2/24/2021 2:01:04 PM

Reporting Period
08/05/2020 - 08/06/2020

Due Date
10/01/2020

Beginning Balance
\$5.00

Total Receipts for Reporting Period
\$1,000.00 ✓ ⓘ

Interest Earned for Reporting Period
\$5.00 ✓ ⓘ

Total Expenditures for Reporting Period
\$1,000.00 ✓ ⓘ

Cash On Hand **\$10.00**

Amounts Obligated/Encumbered
\$0.00 ⓘ

Unobligated Balance **\$10.00**

☒ Final Report?

Save Summary

Details

Total Activities should equal Total Expenditures for Reporting Period of \$1,000.00

	Activity ▾	Description ▾	Expenditure ▾		
Edit	Personal Protective Equipment	Masks, gowns, and gloves	\$100.00	Delete	🔗

0 Records Displayed 1 Total Records

Add New Activity

Total Expenditures: **\$100.00**

The Submit Activity Report button will be available once your activity expenditure total in the Details section equals the Total Expenditures for Reporting Period in the Summary section.

Submit 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.

Activity Report Save Notification

Activity Report for Due Date 10/01/2020 was successfully submitted.

OK

Summary

Last Date Submitted
2/24/2021 2:01:04 PM

Reporting Period
08/05/2020 - 08/06/2020

Due Date
10/01/2020

Beginning Balance
\$5.00

Total Receipts for Reporting Period
\$1,000.00 ✓

Interest Earned for Reporting Period
\$5.00 ✓

Total Expenditures for Reporting Period
\$1,000.00 ✓

Cash On Hand \$10.00

Amounts Obligated/Encumbered
\$0.00

Unobligated Balance \$10.00

☒ Final Report?

Save Summary

Details

Reporting Period of \$1,000.00

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

0 Records Displayed 1 Total Records

Add New Activity

Total Expenditures: \$1,000.00
Please click the Submit Activity Report button to finalize your Activity Report.

Submit Activity Report

- 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.

Select Award: Gene's District Board of Health II - NFO-3 - Yes Application Questions / Yes Registration / Description Entered / No Matching / Login Activity Report

▼ Activity Reports

Activity Report History

	Reviewed	Sent Back	Due Date	Beginning	Receipts	Interest Earned	Expenditures	Cash On Hand	Obligated	Unobligated Bal	Final
Open/Edit			09/10/2020	\$0.00	\$5,000.00	\$5.00	\$6,000.00	-\$995.00	\$1,105.00	-\$2,100.00	
Open/Edit			09/17/2020	-\$995.00	\$0.00	\$2,300.00	\$1,200.00	\$105.00	\$300.00	-\$195.00	
Open/Edit			09/27/2020	\$105.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$5.00	
Open/Edit			10/01/2020	\$5.00	\$1,000.00	\$5.00	\$1,000.00	\$10.00	\$0.00	\$10.00	✓

0 Records Displayed 4 Total Records

No Activity Reporting is Required At This Time.

Submit an Activity Report

-
- 9) 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