

Tips on Completing the ERA1 Final Report

Issue #1

The portal displays an error message that the Total Expenditure / Total Obligation amounts reported on the “Summary (Cumulative) Expenditures Tab” differ from total expenditures/obligations as pre-populated on the “Report Certification and Submission” tab and will not allow the grantee to submit their ERA1 Final Report.

Solution

Grantees are to input figures for the “Total amount of ERA1 funds expended” and “Total Amount of ERA1 funds obligated” as shown on the “Summary (Cumulative) Amounts of Expenditures” tab (see Figure 1 below).

Figure 1
Summary (Cumulative) Amounts of Expenditures

Please provide the following summary (cumulative) information on ERA1 grantee expenditures over the entire ERA1 award period of performance and the closeout period.



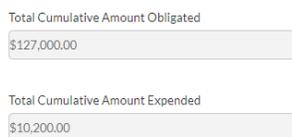
ERA1 Funds Expended

- * Total amount of ERA1 funds expended
- * Total amount of ERA1 funds obligated

In addition, the portal calculates and pre-populates amounts for the grantee’s Cumulative expenditures and Cumulative obligations on the “Report Certification and Submission” tab (see Figure 2 below). The pre-populated amounts are calculated based on amounts the grantee submitted in its ERA1 quarterly reports and the ERA1 final report, including any revisions.

Figure 2
Verification of Total Cumulative Amounts Obligated and Expended

Please verify the accuracy of the following cumulative amounts before submitting the ERA1 Final Report



Total Cumulative Amount Obligated
\$127,000.00

Total Cumulative Amount Expended
\$10,200.00

The amounts obligated and expended as shown on Figure 2 are calculated as follows

Total Cumulative Amount Expended = the sum of all expenditures reported in all quarterly reports over the period of performance + sum of all expenditures reported in the final report , including any revisions.

Total Cumulative Amount Obligated = the sum of all obligations reported on the subaward tab + the sum of obligations (associated with awards less than \$30,000 and expenditures to individuals) reported on the Expenditures During Period Performance tab + the sum of obligations (associated with awards less than \$30,000 and expenditures to individuals) reported on the Expenditures During Closeout Period tab. Note, any expenditure in the closeout period must have been obligated prior to the end of the period of performance.

The grantee must review and revise amounts reported on 1) the Summary tab, and/or 2) the amount(s) reported as obligations and/or expenditures on quarterly reports submitted throughout the period of performance and on the final report, to ensure there is alignment between the amounts on the two tabs, as shown in Figure 1 and Figure 2 above.

When experiencing this error, grantees should review the data used to calculate amounts obligated and expended. Grantees should also review amounts reported as obligated and/or expended on quarterly reports and on the final report to identify and correct any errors and/or input any missing information. To do so, grantees must review the Subaward/Expenditures tabs for each quarterly report and its final report (the relevant tabs that should be reviewed are as follows: Grantee's Subawards, Contracts, and Direct Payments; Expenditures Made Over the Period of Performance; and Expenditures Made in Closeout Period).

Issue #2

Treasury's Portal does not save data submitted on the "Summary (Cumulative) Amounts of Expenditures" tab.

Solution

The portal will save data on the Summary (Cumulative) Amounts of Expenditures tab **"only"** when the amounts entered in the top two fields, "Total amount of ERA1 funds expended" and "Total amount of ERA1 fund obligated," equal the pre-populated "Total cumulative amount expended" and "Total cumulative amount obligated" displayed on the "Report Certification and Submission" tab.

Please see detailed guidance on Issue #1 above for addressing this issue.

Issue #3

The grantee is unable to record a new expenditure. The portal displays an error message indicating that the expenditure dates are incorrect.

Solution

This error is typically caused when the relevant subaward start and end dates do not align with the new expenditure's recorded start and end dates. If a user tries to create an expenditure record and the start or end date is outside of the date range of the associated subaward, an error will be generated, and the user will be unable to save the expenditure record.

For example, the Subaward with a period of performance of June 1, 2022 - June 30th 2022, and an expenditure with a start date of June 28, 2022 and an end date of July 1, 2022.

In this case, the user must navigate to the Subaward tab or the Expenditures tab and adjust the dates on either the expenditure record or the associated subaward record so the expenditure dates are within the subaward start and end date range.