

GrantSolutions Cycle 3 Upload Guidance

This document provides guidance on using the GrantSolutions upload feature for the Treasury OIG Financial Progress Report during Cycle 3. While the template has not changed, the way you use it will be a little different when you are updating cloned data from the previous reporting cycle.

New Expenditures for Existing Awards

You may need to add an expenditure for an existing Contract, Grant, Loan, Transfer, or Direct payment record. Fill in all fields on the spreadsheet you would use for a new award but leave the Current Quarter Obligation field blank. Be sure to include the Obligation Project so that it is clear which Obligation the Expenditure or Payment is linked to.

Example: Report a \$50,000 Expenditure for an existing \$75,000 Contract.

Sub-Recipient Organization (Contractor)	Contract Number	Contract Type	Contract Amount	...	Obligation Project	Current Quarter Obligation	Expenditure Project	Expenditure Start Date	Expenditure End Date	Cost or Expenditure Amount	Cost or Expenditure Category	Category Description
123456789	ABC123	Purchase Order	75000.00	...	Project 1		Project 1	10/12/2020	10/14/2020	50000.00	COVID-19 Testing and Contact Tracing	

Note: The other required columns are hidden on this example in the "..." column to save space, but they would have to be filled in too.

Amendments to Existing Awards

CHANGING HIGH LEVEL AWARD INFORMATION

It may be necessary to change the high-level information about an existing Contract, Grant, Loan, Transfer, or Direct payment record. Some changes can be made by updating the data on the spreadsheet. Other changes will have to be made through the user interface.

Note: Sub-Recipient data cannot be changed for a cloned award either via the upload process or through the UI. See [Removing a Previously reported Award](#) for more information.

Here are the fields that can be edited by providing a new value on the spreadsheet:

- CONTRACT
 - Contract Type
 - Contract Amount – See the [Changing the Award Amount \(Total is >=\\$50,000\)](#) section for more information.
 - Contract Date
 - Period of Performance Start Date
 - Period of Performance End Date
 - Contract Description
- GRANT

- Award Payment Method
- Amount of Award
- Award Date
- Period of Performance Start Date
- Period of Performance End Date
- Award Description
- Is awardee complying with terms and conditions of the grant?
- LOANS
 - Amount of Loan – See the [Changing the Award Amount \(Total is >=\\$50,000\)](#) section for more information.
 - Loan Expiration Date
 - Loan Date
 - Loan Description
- TRANSFER
 - Transfer Amount – See the [Changing the Award Amount \(Total is >=\\$50,000\)](#) section for more information.
 - Transfer Date
 - Transfer Type
 - Purpose Description
- DIRECT
 - Obligation Amount – See the [Changing the Award Amount \(Total is >=\\$50,000\)](#) section for more information.

CHANGING THE AWARD AMOUNT (TOTAL IS >=\$50,000)

Occasionally you may need to revise the award amount for an existing Contract, Grant, Loan, Transfer, or Direct payment record. If the new award amount (ex: Contract Amount, Award Amount, Loan Amount, Transfer Amount, or Obligation Amount) is \$50,000 or higher, change this field on the spreadsheet to the new total. Then include the difference between the original award amount and the new award amount in the Current Quarter Obligation field. Be sure to include all other required fields. Expenditures or Payments (positive or negative) can be reported on the same row if needed.

Example 1: Increase the Contract Amount for an existing Award from \$50,000 to \$75,000

Sub-Recipient Organization (Contractor)	Contract Number	Contract Type	Contract Amount	...	Obligation Project	Current Quarter Obligation	Expenditure Project	Expenditure Start Date	Expenditure End Date	Cost or Expenditure Amount	Cost or Expenditure Category	Category Description
123456789	ABC123	Purchase Order	75000.00	...	Project 1	25000.00	Project 1	10/12/2020	10/14/2020	50000.00	COVID-19 Testing and Contact Tracing	

Note: The other required columns are hidden on this example in the "..." column to save space, but they would have to be filled in too.

Example 2: Decrease the Contract Amount for an existing Award from \$100,000 to \$75,000

Sub-Recipient Organization (Contractor)	Contract Number	Contract Type	Contract Amount	...	Obligation Project	Current Quarter Obligation	Expenditure Project	Expenditure Start Date	Expenditure End Date	Cost or Expenditure Amount	Cost or Expenditure Category	Category Description
123456789	ABC123	Purchase Order	75000.00	...	Project 1	-25000.00	Project 1	10/12/2020	10/14/2020	50000.00	COVID-19 Testing and Contact Tracing	

Note: The other required columns are hidden on this example in the "..." column to save space, but they would have to be filled in too.

CHANGING THE AWARD AMOUNT (TOTAL IS <\$50,000)

It may be necessary to change an existing Contract, Grant, Loan, Transfer, or Direct payment record previously reported as \geq \$50,000 to less than \$50,000. This is a two-step process: zero out the award from the \geq \$50,000 section and then add the remaining amount to the Aggregate Awards < \$50,000 section.

Part 1:

Change the award amount type field (ex: Contract Amount, Award Amount, Loan Amount, Transfer Amount, or Obligation Amount) on the spreadsheet to zero. Then change the Current Quarter Obligation field to a negative of the original award amount. Be sure to include all other required fields. Negative Expenditures or Payments can be reported on the same row if needed. When the record is uploaded to the system the award amount, Cumulative Obligation, and Cumulative Expenditure/Payment should all be zero.

Note: The system will still show the \$0 record for historical purposes

Example: Contract is decreasing from \$50,000 to \$30,000. Remove the existing \$50,000 Contract and previously expended \$20,000

Sub-Recipient Organization (Contractor)	Contract Number	Contract Type	Contract Amount	...	Obligation Project	Current Quarter Obligation	Expenditure Project	Expenditure Start Date	Expenditure End Date	Cost or Expenditure Amount	Cost or Expenditure Category	Category Description
123456789	ABC123	Purchase Order	0.00	...	Project 1	-50000.00	Project 1	10/12/2020	10/14/2020	-20000.00	COVID-19 Testing and Contact Tracing	

Note: The other required columns are hidden on this example in the "..." column to save space, but they would have to be filled in too.

Part 2:

Add the new award amount to the Aggregate Awards < 50000 tab's Current Quarter Obligation field for the appropriate funding type. Add the full expenditure amount across all cycles to the Current Quarter Expenditure/Payments field for the appropriate funding type.

Example: The Aggregate Awards < 50000 tab's Current Quarter Obligation was originally set to \$422,123 and the Current Quarter Expenditure/Payments was originally set to \$293,247. Add the Award Amount of \$30,000 to the Current Quarter Obligations field and \$20,000 to the Current Quarter Expenditure/Payments field.

Funding Type	Current Quarter Obligation	Current Quarter Expenditure/Payments
Aggregate of Contracts Awarded for <\$50,000	452123.00	313247.00
Aggregate of Grants Awarded for <\$50,000	12345.00	2345.00
Aggregate of Loans Awarded for <\$50,000		
Aggregate of Transfers Awarded for <\$50,000	150000.00	100000.00
Aggregate of Direct Payments Awarded for <\$50,000		

REMOVING A PREVIOUSLY REPORTED AWARD

It may be necessary to cancel an existing Contract, Grant, Loan, Transfer, or Direct payment record or remove a duplicate record from the system. Change the award amount type field (ex: Contract Amount, Award Amount, Loan Amount, Transfer Amount, or Obligation Amount) on the spreadsheet to zero. Then change the Current Quarter Obligation field to a negative of the original award amount. Be sure to include all other required fields. Negative Expenditures or Payments can be reported on the same row if needed. When the record is uploaded to the system the award amount, Cumulative Obligation, and Cumulative Expenditure/Payment should all be zero.

Note: The system will still show the \$0 record for historical purposes.

Example: Remove an existing \$50,000 Contract where \$20,000 had previously been expended

Sub-Recipient Organization (Contractor)	Contract Number	Contract Type	Contract Amount	...	Obligation Project	Current Quarter Obligation	Expenditure Project	Expenditure Start Date	Expenditure End Date	Cost or Expenditure Amount	Cost or Expenditure Category	Category Description
123456789	ABC123	Purchase Order	0.00	...	Project 1	-50000.00	Project 1	10/12/2020	10/14/2020	-20000.00	COVID-19 Testing and Contact Tracing	

Note: The other required columns are hidden on this example in the "..." column to save space, but they would have to be filled in too.

Technical & Programmatic Support

For questions about a Financial Progress Report, please contact:

- FPRUpload@GrantSolutions.gov for technical support issues related to uploading and submitting the FPR (e.g. Why did I receive an upload error?).
- CARES@oig.treas.gov for programmatic questions on how to report obligations and expenditures (e.g. What type of records belong in the Direct tab?).