**Notes on CRF Workbook – Data in Subsequent Periods**

1. Certification Tab
   1. No change to format
   2. Data will be new
2. Cover Tab
   1. Update Status and Reporting Period start/end dates
   2. Caution: Issue with Agency Code if additional agencies receive awards
3. Projects Tab
   1. Agencies already able to add new projects
   2. Adding an updated list to blank Workbook template solves this issue
4. Subrecipient Tab
   1. Pro: Agencies already able to add new subrecipients
   2. Con: Agencies would have to add new subrecipients, even ones in subsequent period RIFANS transaction files
   3. Con: Address errors from initial workbook could carry to other tabs
   4. Con: Won’t have access to subs previously added to other projects.
5. Main Tabs
   1. 10/5/20 Examples only show amount changes. I recommend we verify with Treasury that address changes and description changes are allowable.
   2. Mix of old/new data
      1. Yellow – could change, but unlikely/rare
         1. POP Address
         2. Award Description
      2. Orange – agency should check, update if applicable
         1. Award Amount - this will be unchanged, unless there is a change order or deobligation during the reporting period.
         2. POP End Date
         3. Expenditure Categories
         4. Compliance (grants only)
         5. Loan Expiration Date (loans only)
      3. Pink – agency must update
         1. Current Quarter Obligation –
            1. For previously reported awards, this will be $0 unless there is a change order or deobligation. Agency may need to have prior obligation values available to report.
            2. For new awards, the obligation = award amount (first period the award is reported)
         2. Expenditure Start/End Dates
         3. Total Expenditure Amount
   3. Agencies must delete awards with no new obligations or expenditures during the period. Or will USDR code for this?
6. Aggregate Awards < $50,000
   1. Update all data
7. Aggregate Payments to Individual
   1. Update all data
8. Summary Tab
   1. Before making changes, Agency should copy data from cumulative columns and paste values only in the prior periods columns.
   2. After making changes, confirm cumulative expenditures do not exceed cumulative obligations in any row.