Reporting Disaster-Related Federal Funds in ABEST:

Federal Funds Pandemics (FFP) Reporting System

March 28, 2024

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GETTING STARTED

The Automated Budget and Evaluation System of Texas (ABEST) is a web-based application that the Legislative Budget Board (LBB) uses to track agency requests for appropriations through the stages of the legislative appropriations process and to monitor agency performance through the biennial budget cycle.

The LBB also uses ABEST to collect data on federal funds awarded to state entities in Texas due to federally declared disasters. Applicable state agencies, appellate courts, and institutions of higher education (all referred to as "agencies" in these instructions) that receive disaster-related federal funds were previously asked to report associated awards and expenditures in the ABEST Disaster Federal Funds Submission (DFFS) system. The system **is now referred to as Federal Funds Pandemics (FFP) in LBB materials and within ABEST menus**. The rebranded system also has **new enhancements as of March 2024 to facilitate more efficient data entry and expanded reporting functionality**. Additional business processes will be added as necessary for future disaster events beyond COVID-19 awards.

This instructions manual is intended to help you successfully navigate and enter data into the Federal Funds Pandemics system, whether you used the previous DFFS system or not. If you are familiar with the previous system, below are some of the major differences you will notice in the new system:

- **Federal Authority:** The new reporting system will require agencies to select a <u>Federal Authority</u> (the federal legislation that authorized the award, such as the *American Rescue Plan Act* or *Families First Coronavirus Response Act*, among others), instead of a fiscal year, as the first step for data entry.
- **Award Information:** The new system includes a summary page showing awards, expenditures, pass-through funds sent and received, and remaining funds at a glance for your agency. On this page, your agency will enter and view awards for each individual CFDA/ALN rather than only viewing the sum for a given Federal Authority.
- **All Quarters Available for Reporting:** Agencies will now be able to enter and edit data for all four quarters of an open fiscal year on the same screen, rather than having to navigate separate screens and open/close permissions by quarter.
- **Legislative Session:** The system requires agencies to select the legislative session that includes the year in which the expenditures took place. Fiscal years displayed on the expenditures page will depend on the legislative session selected in the business profile.
- **Pass-Through Funds:** Pass-through funds sent and received are now separated into two tables. Agencies will record **pass-through funds sent** to other state agencies and local entities in the first table. Agencies will be able to view a second, read-only table for **pass-throughs received**, which will auto-populate when the sending agency records the sent funds. This will prevent discrepancies between amounts recorded as "sent" and "received," since the amount will be entered just once by the sending agency.
- **Simplified Reporting for Local Pass-Throughs**: All pass-through funds to local entities may be recorded within a single entry labeled "Local," rather than requiring multiple entries to cover each local entity such as individual school districts or counties.

- **Status:** A new "View Status" button in the top right corner of the screen will display the agency's data entry status (INCOMPLETE/COMPLETE) for all fiscal years for which the selected Federal Authority is active.

The reporting periods for **Federal Funds Pandemics** data entry are based on reporting schedules specified on the ABEST News page (see the *NEWS SCREEN* section of these instructions for details). If you have any questions regarding data/information to be entered or deadlines for data entry, please email the LBB Federal Funds staff at **Federal_Funds_Tracking@lbb.texas.gov**. Please **include your 3-digit agency number in the subject line of the email** so we can more quickly address your question.

If you have a technical problem with the ABEST application that you cannot resolve using these data entry instructions, send an email to **WebAppSupport@lbb.texas.gov** or call the LBB Help Desk at 512-463-3167.

Instructions for agencies with no disaster-related federal awards to report for a given Federal Authority:
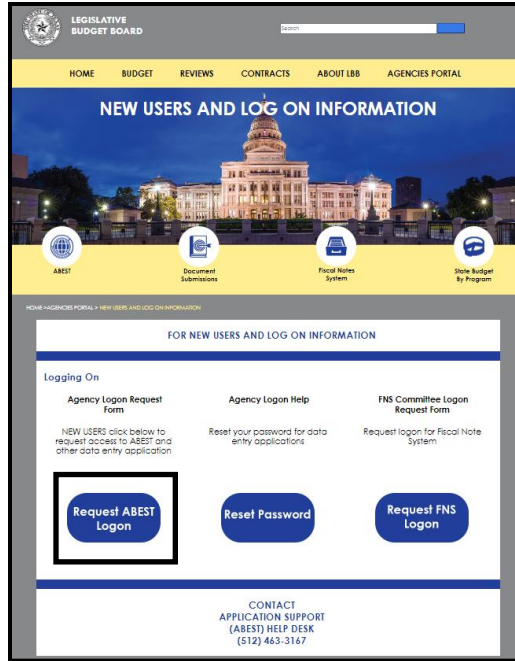
If your agency has <u>no awards</u> to enter for a given Federal Authority, you will need to navigate to the "Award Information" page for the selected authority and upload a placeholder document instead of an award document before you may set your data entry status to **COMPLETE** for that Federal Authority. This helps indicate to the LBB that the absence of any entered data in a final submission was intentional rather than an oversight. **Please see the "Award Documentation" section <u>beginning on p. 19 of this document</u> for instructions on how to upload the placeholder document so that you may select a status of COMPLETE.**

You will need to do this for each Federal Authority. However, award documentation carries over across quarters and fiscal years, so you do not need to repeat this process for each reporting period unless your agency <u>does receive a new award.</u>

ACCESSING ABEST

Complete the following steps to request a user ID and password for ABEST. If you have forgotten your user ID or password, see the **LOGGING IN** section of these instructions.

To request a user ID, click **AGENCIES PORTAL** on the LBB website (www.lbb.texas.gov). Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **FOR NEW USERS AND LOG ON INFORMATION**, then click **Request ABEST Logon** (as shown below).

Fill out the form shown below.

When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, send an email request to **WebAppSupport@lbb.texas.gov** or call the ABEST Help Desk at 512-463-3167. The LBB will email you a user ID and password for ABEST within one business day.

LOGGING IN

Google Chrome can be used for ABEST data entry. Other browsers (e.g., Firefox, Safari, Microsoft Edge, etc.) will not work consistently and can create problems in the application. The recommended screen resolution is 1280 x 1024.

From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**. Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **ABEST** (Automated Budget and Evaluation System of Texas), as shown in the following graphic.
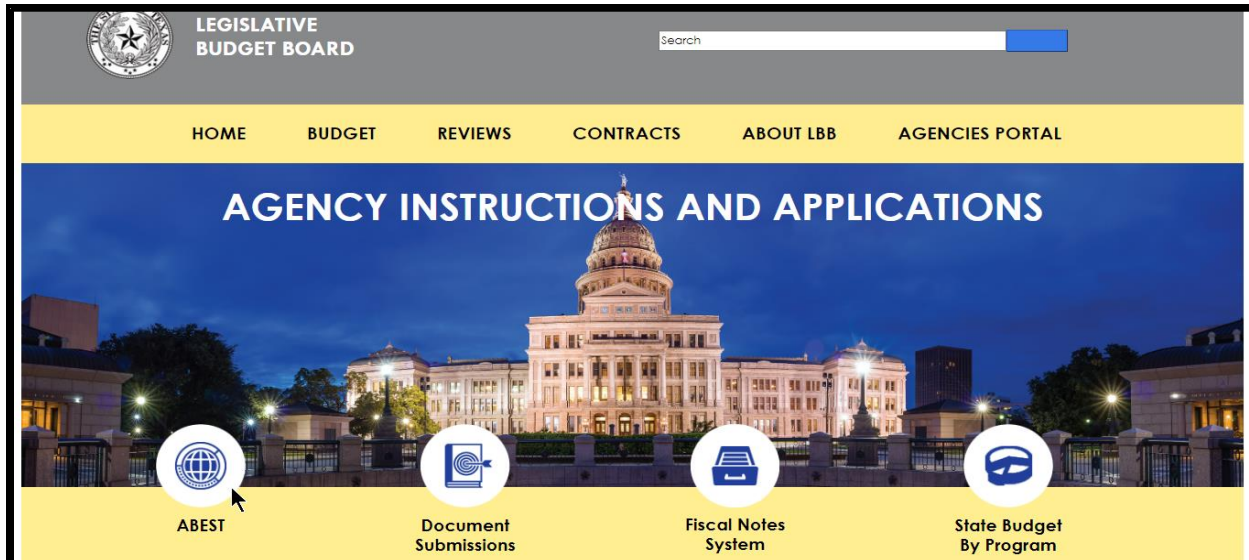
IMPORTANT	
(i)	If you already have a user ID and have forgotten the user ID or password, or if your user ID or password does not work, do one of the following:
	• Under **AGENCY INSTRUCTIONS AND APPLICATIONS** on the LBB's website (www.lbb.texas.gov), click on **FOR NEW USERS AND LOG ON INFORMATION**, then click on **Reset Password** under **Agency Logon Help.** Enter your User ID or email address and click **Send User Info.**
	• Send an email to **WebAppSupport@lbb.texas.gov** or call the LBB Help Desk at 512-463-3167

Enter your username and password and click **Login**, as shown.

NEWS SCREEN

The ABEST **News** page is the landing page upon logging into ABEST, and it provides important information and updates about upcoming deadlines and reporting periods for disaster federal funds. Click on the **News** bar in the left-side menu (as shown below) to access the updates and any important documents.

Federal Funds Pandemics

⊙ News

Federal Funds Pandemics to Launch 3/29/24 | March 19, 2024
Agencies will use a new business process ("Federal Funds Pandemics") in place of Disaster Federal Funds Submission beginning Mar. 29, 2024, to enter federal disaster award data.

New Federal Funds Pandemics Help Manual | March 19, 2024
Access the instructions guide here for the Federal Funds Pandemics business process.
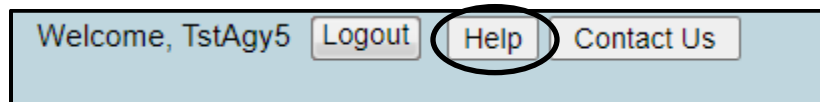
HELP

You can view this user instructions manual online. Click the gray **Help button** in the top right corner of the screen (shown below) to reference a PDF of this user manual.

IMPORTANT

Many of the screenshot examples used throughout these *ABEST Instructions* include a notation (***DEV***) in the upper left corner of the graphic. This notation (***DEV***) will not appear on your ABEST screens because it only displays in the test version of ABEST which was used to create the screenshot examples.

Welcome, TstAgy5 [Logout] [Help] [Contact Us]

IMPORTANT

If you are not logged into ABEST or have timed out of ABEST and you click the Help button, an overview of ABEST will display instead of the user manual. To view the user manual, log into ABEST and click the Help button again.

You may also click the blue **Help icon** (shown below) to open the manual as well.
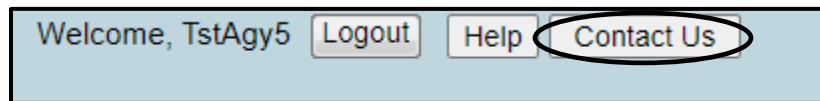
Federal Funds Pandemics
News

HELP DESK CONTACT INFORMATION

Contact the LBB Help Desk for technical ABEST questions by clicking on **Contact Us**, as shown below.

Welcome, TstAgy5 [Logout] [Help] [Contact Us]

After clicking on the **Contact Us** button, you will see the window shown in the following graphic. Enter your message and click **Send Email**.

Contact Us

Phone Numbers
Helpdesk: (512) 463-3167
Main: (512) 463-1200
Fax: (512) 475-2902

Email
It is our goal to respond to you within 1 business day,
regardless of whether you make contact by phone or email.

Your Email: LBB_Applications_CC.LBB@lbb.texas.gov
Your Phone: (512) 463 - 1200 Ext.
Subject: ABEST Help Request
Message:

[Send Email] [Cancel]

The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by sending an email to **WebAppSupport@lbb.texas.gov** or calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

DATA ENTRY

PROFILE SELECTION AND CONFIRMATION

Upon successfully logging into ABEST, two rows of information will appear near the top of the screen. The first row, in light blue, is the **user profile confirmation bar**, which displays your current business process selection. The second row is the **user profile selection bar**, which allows the user to select the correct profile for data entry through a series of drop-down menus.

User profile confirmation bar

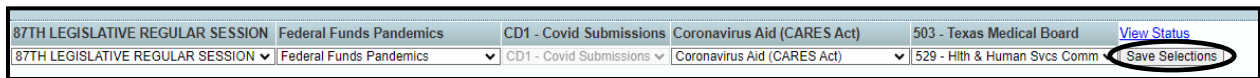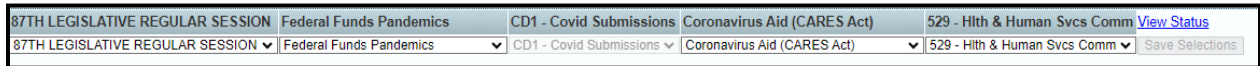| 87TH LEGISLATIVE REGULAR SESSION | Federal Funds Pandemics | CD1 - Covid Submissions | Coronavirus Aid (CARES Act) | 529 - Hlth & Human Svcs Comm | View Status |
| 87TH LEGISLATIVE REGULAR SESSION ▾ | Federal Funds Pandemics ▾ | CD1 - Covid Submissions ▾ | Coronavirus Aid (CARES Act) ▾ | 529 - Hlth & Human Svcs Comm ▾ | Save Selections |

User profile selection bar

To begin data entry, select the below options in the drop-down menus in the user profile selection bar:

1) The applicable **Legislative Session** for the awards or expenditures you will enter,
2) The **Federal Funds Pandemics** business process,
3) The applicable **Stage** (CD1-Covid Submissions is the current default),
4) The **Federal Authority** for which you wish to enter or view data (e.g., CARES Act, Families First Act, or other authorizing legislation for the award), and
5) Your **Agency**.

Click **Save Selections** as shown below to update your user profile in the selection bar and ensure it displays correctly in the user profile confirmation bar.

87TH LEGISLATIVE REGULAR SESSION	Federal Funds Pandemics	CD1 - Covid Submissions	Coronavirus Aid (CARES Act)	503 - Texas Medical Board	View Status
87TH LEGISLATIVE REGULAR SESSION ˅	Federal Funds Pandemics ˅	CD1 - Covid Submissions ˅	Coronavirus Aid (CARES Act) ˅	529 - Hlth & Human Svcs Comm ˅	Save Selections

Once you have saved your selection, **the information in the user profile confirmation bar and selection bar should match**:

| 87TH LEGISLATIVE REGULAR SESSION	Federal Funds Pandemics	CD1 - Covid Submissions	Coronavirus Aid (CARES Act)	529 - Hlth & Human Svcs Comm	View Status
87TH LEGISLATIVE REGULAR SESSION ˅	Federal Funds Pandemics ˅	CD1 - Covid Submissions ˅	Coronavirus Aid (CARES Act) ˅	529 - Hlth & Human Svcs Comm ˅	Save Selections

To enter data for a **different Federal Authority for your agency**, you will need to select the correct Federal Authority from the drop-down menu and save the profile again, even if the agency and session remain the same.

STATUS MENUS
There are two options for viewing your data entry status. The first is the left-side status button, which will allow you to **view and set your data entry status**, and the second is a right-hand "View Status" button, which provides a **read-only list of your data entry status by fiscal year**. Both are described in more detail below.

1) **Left-Side Status Button:** The **Status** button on the left-side menu will take you to a screen displaying the current data entry status of your selected user profile, which determines your permissions to enter and edit data when in that profile. **This page is also where you will change your status from INCOMPLETE to COMPLETE when you have completed all required data entry.**
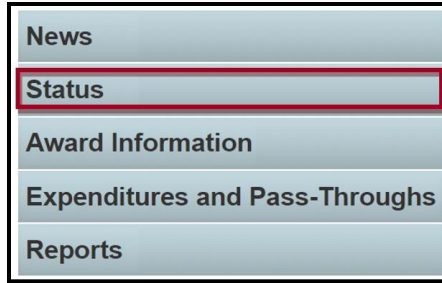
IMPORTANT

Before you enter data into ABEST, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if the agency's **Status** is set to RESTRICTED or LOCKED (**Status** is located at the right top portion of the "user profile confirmation bar"). The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down menu box when their **Status** is set to COMPLETE in ABEST. If the current profile settings (they appear on the same row as the agency **Status**) are not correct, click in the drop-down menu boxes to select the appropriate settings and click **Save Selections**.

When you click on the Status button on the left-hand menu, you will be taken to a page showing your selected agency's **status for the two fiscal years in the legislative session that is selected in your user profile**. For example, in the graphic below, the agency's data entry statuses for 2022 and 2023 are shown because the agency has selected the 87th Legislative Session in the top left menu.

INCOMPLETE is the default status that an agency will start with for each fiscal year, as shown below.
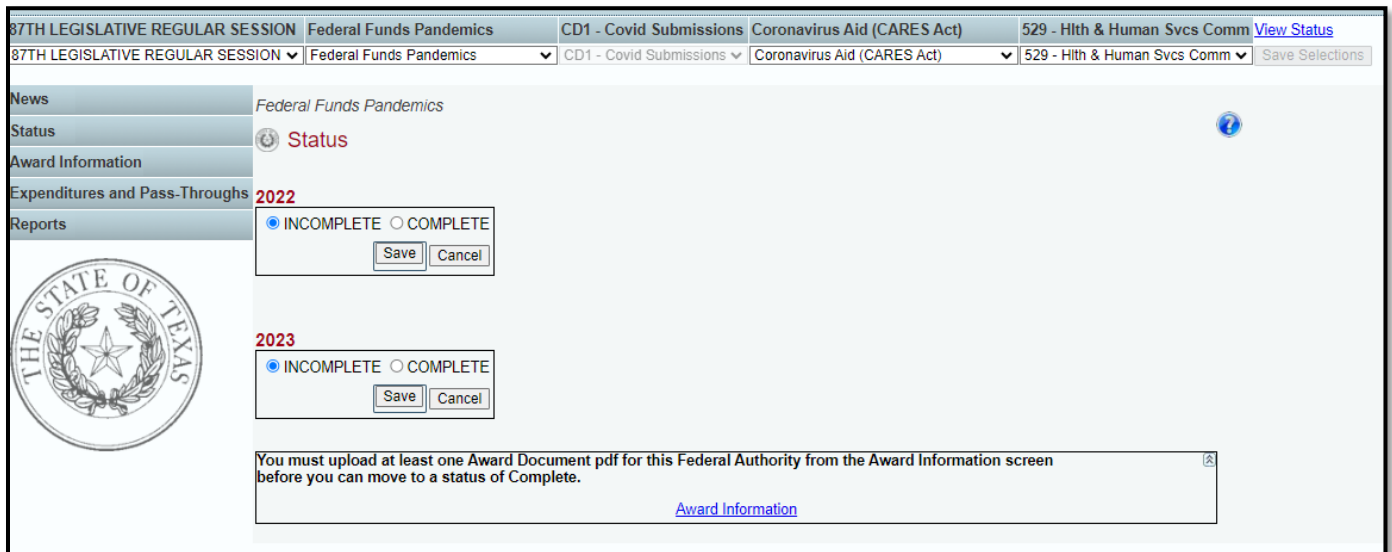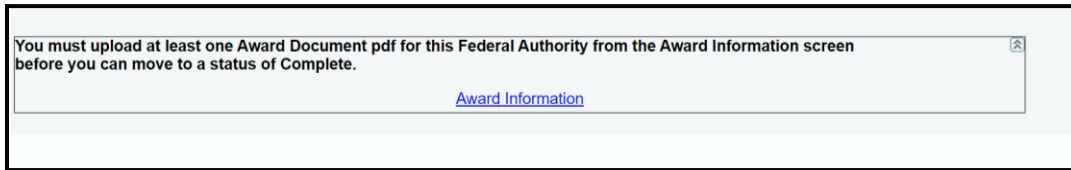
As mentioned previously, if your agency has <u>no awards</u> to enter for a given Federal Authority, you will need to navigate to the "Award Information" page for the selected authority and upload a placeholder document instead of an award document before you may set your data entry status to **COMPLETE** for that Federal Authority. This helps indicate to the LBB that the absence of any entered data in a final submission was intentional rather than an oversight. **Please see the "Award Documentation" section <u>beginning on p. 19 of this document</u> for instructions on how to upload the placeholder document so that you may select a status of COMPLETE.**

You will need to do this for each Federal Authority. However, award documentation carries over across quarters and fiscal years, so you do not need to repeat this process for each reporting period unless your agency <u>does receive a new award.</u>

If your agency <u>does</u> need to enter new award data for a given Federal Authority, then leave the **Status** set to **INCOMPLETE** as shown above so that you may enter data in the system for that fiscal year (detailed data entry instructions are in the next section of this manual, beginning on p. 13).

As you begin to enter and save data, you may return to the Status screen to view any remaining **data validation errors that must be fixed** before you will be able to set your status to **COMPLETE.** For example, a message like the below may appear, indicating there are outstanding data entry/documentation tasks to complete before you can set your status to **COMPLETE:**

You must upload at least one Award Document pdf for this Federal Authority from the Award Information screen before you can move to a status of Complete.
Award Information

In addition to the award documentation requirement described above, another reason you may be prevented from setting your status to **COMPLETE** is a negative balance in the "Funds Remaining" column on the Award Information screen. The Status page (on the left-side menu) will alert you to errors of this kind so that you can address them and then set your status to **COMPLETE.**

The CFDA/ALNs listed below cannot have negative funds remaining.

Award Information   Expenditures and Pass-Throughs

CFDA/ALN	FUNDS REMAINING
00.304.002 - SS State Match Employee	($39,500)
00.305.008 - Marine Debris Outreach	($688,865)

Only set your agency's status to COMPLETE when you have finalized data entry for the applicable reporting period and have no additional data to enter or edit for the period.

If you set your agency's status to **COMPLETE** inadvertently and need to continue to enter or edit data, or you need other support related to changing your agency's status, contact the LBB Federal Funds Analysis team for help at: Federal_Funds_Tracking@lbb.texas.gov.

2) **View Status Button:** The "View Status" button on the top **right-hand** side of the user profile confirmation bar is the second way to view your data entry status (read-only). This menu will display your agency's data entry status for <u>all fiscal years covered by the Federal Authority you have selected.</u>
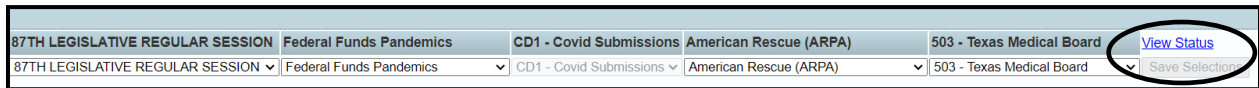
If <u>at least one fiscal year</u> for a given Federal Authority remains **INCOMPLETE**, then you will be able to continue to enter <u>award information</u> for that Federal Authority, since the Award Information page is governed by the Federal Authority selection and not the individual fiscal year. If <u>all fiscal years</u> corresponding to the Federal Authority have a status of **COMPLETE,** then you will no longer be able to edit award information for that Federal Authority.

In contrast, entering <u>expenditure and pass-through data</u> for a given fiscal year requires that the corresponding fiscal year status is **INCOMPLETE,** since the Expenditures and Pass-Throughs page is governed at the level of the fiscal year selection.

DATA ENTRY CONSIDERATIONS

Refer to the following table for some additional data entry considerations before you get started.

DATA ENTRY REFERENCE		
TEXT LIMITATIONS	**ENTERING DATA**	**SAVING DATA**
• You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets. • Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields.	• Click in the data cell and enter the data. • Press the **Tab** key to move across to the next cell. • At the end of a row, manually click the cursor in a cell on a new row to enter more data. • You can expand some multi-line text fields by double clicking in the field. Use the **Enter** key to start a new line of text in a multi-line text field. Click the cursor outside the field or press the **Tab** key to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field. • In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the "=" button, click **Send to Grid**. The calculated number transfers to the cell.	• Save data by pressing **Enter** on your keyboard or by clicking **Save** on the screen. • Use the gray section to add new information to a corresponding grid and click **Save**.
COLOR CONVENTIONS	**IF THE EXPLORER STATUS BAR DOES NOT APPEAR**	**NAVIGATION**
• Unsaved numbers appear blue in color. Saved numbers are black. • Grayed out data cells are "read only" and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST.	• Open the **Tools** menu in Internet Explorer and choose **Internet options**. Click the **Security** tab and select **Trusted Sites**. Click the **Sites button** and enter: *.lbb.state.tx.us.	• To move to the top of a long screen, click the **Top** hyperlink at the bottom of the screen. • To move to the bottom of a long screen, click the **Bottom** hyperlink.

CAUTION

If an ABEST screen has multiple grids for data entry and the screen only has one "Save" button for that screen, ABEST allows you to click "Save" one time on that screen with multiple grids. You can click "Save" after entering data for each grid on the screen or you can enter data for all the grids and click "Save" one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen.

If an ABEST screen has multiple grids for data entry and each individual grid has its own respective "Save" button, you will lose data if you move to another grid without saving first. Save your work frequently by clicking "Save". Any unsaved data must be re-entered.

You will lose data if ABEST is inactive for 30 minutes or more. Always click "Save" if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your internet browser and log back in. Any unsaved data must be re-entered.

ENTERING DATA: AWARD INFORMATION

Once you have selected the correct user profile and status, the data entry process proceeds with submitting **Award Information** for the applicable reporting period for your agency. It is necessary to **enter award information before logging expenditures and pass-through funds**, because data entry options for expenditures and pass-throughs will draw from the specific awards selected in the Award Information screen. Data for **Award Information** is entered on a single ABEST screen for each Federal Authority.

News
Status
Award Information
Expenditures and Pass-Throughs
Reports
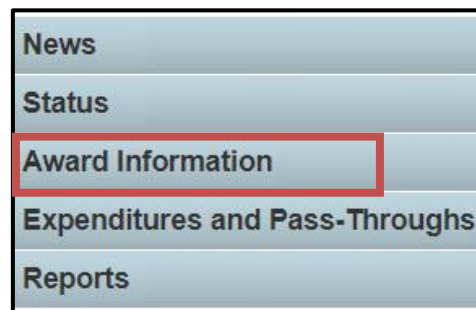
This page includes two grids for data entry: **1) Award Amounts** and **2) Award Documents.** See the two example screens on the following pages. The first screenshot shows the tables as they appear before any data has been entered, and the second shows a populated table with data entered for the *Families First Coronavirus Response Act* Federal Authority, as indicated in the description in the red box. As the user selects different federal authorities in the user profile selection bar, the heading will update to remind the user of the specific Federal Authority for which you are entering and viewing data. The Award Amounts grid displays data for all fiscal years associated with the listed Federal Authority.

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Award Information page, prior to data entry:

Federal Funds Pandemics

⊕ Award Information

Documents Bottom

Add Multiple CFDA/ALN

Award Amounts: ⊗

CFDA/ALN	Cumulative Award Amount	Pass-Throughs Received	Expended Amount	Pass-Throughs Sent	Funds Remaining
No records to display.					

Award Documents: ⊗

	Document Name	Description	Uploaded Date
No records to display.			

Choose File | No file chosen

Description:* (300 chars) [   ]

(Only PDF files can be uploaded)

Top

Award Information page for a selected Federal Authority (e.g., Families First Coronavirus Response Act):

Federal Funds Pandemics

⊙ Award Information   ❓

Documents Bottom

Add Multiple CFDA/ALN

Award Amounts: The data below covers all fiscal years from federal authority Families First (FFCRA).   ⊗

CFDA/ALN	Cumulative Award Amount	Pass-Throughs Received	Expended Amount	Pass-Throughs Sent	Funds Remaining
✖ 10.579.000 - Child Nutrition Disc. Grant	$200	$0	$0	$0	$200
✖ 10.579.001 - School Lunch Equipment - Stimulus	$4,000	$0	$0	$0	$4,000
✖ 10.579.119 - COVID Child Nutr. Discr. Grants	$500	$0	$0	$0	$500
✖ 10.580.000 - SNAP:Customer Mgmt Flow Sys Dplymnt	$350	$0	$0	$0	$350
✖ 10.582.000 - Fruit & Vegetable Program	$7,000	$0	$0	$0	$7,000
Total Awarded:	**$12,050**	**$0**	**$0**	**$0**	**$12,050**

Award Documents for Families First (FFCRA):   ⊗

		Document Name	Description	Uploaded Date
✖	🔍	Notice of Award for 10.579.000.pdf	10.579.000, Notice Issued 3/2/24, Performance Period End Date 7/31/25	3/13/2024 11:44:29 AM
✖	🔍	Notice of Award for 10.579.001.pdf	10.579.001, Notice Issued 2/25/24, Performance Period End Date 7/31/24	3/13/2024 11:46:09 AM
✖	🔍	Notice of Award for 10.579.119.pdf	10.579.119, Notice Issued 12/15/22, Performance Period End Date 6/30/24	3/13/2024 11:47:28 AM
✖	🔍	Notice of Award for 10.580.000.pdf	10.580.000, Notice Issued 4/17/23, Performance Period End Date 5/31/24	3/13/2024 11:48:25 AM
✖	🔍	Notice of Award for 10.582.000.pdf	10.582.000, Notice Issued 5/8/22, Performance Period End Date 9/30/25	3/13/2024 11:50:40 AM

[Choose File] No file chosen

Description:* (300 chars) [   ]

(Only PDF files can be uploaded)

Top

Award Amounts:

The first grid on the Award Information page allows the user to enter award amounts received through each CFDA within the selected Federal Authority. To enter and view award amounts for a different **Federal Authority**, select the desired Federal Authority and re-save the user profile.

To enter an award amount for federal funds received, click on the blue link to "**Add Multiple CFDA/ALN.**" Adding the CFDAs that you need for data entry on this page is a critical step because it will determine the CFDAs for which you will be able to report expenditures and pass-through funds sent on the expenditures page. You can return to add additional CFDAs as needed on this page at any time while your data entry status remains **INCOMPLETE.**

Federal Funds Pandemics

Award Information

Documents Bottom

Add Multiple CFDA/ALN

Award Amounts: The data below covers all fiscal years from federal authority Coronavirus Response (CRRSA).

	CFDA/ALN	Cumulative Award Amount	Pass-Throughs Received	Expended Amount	Pass-Throughs Sent	Funds Remaining
✖	00.327.002 - ERS Insurance	$2,000	$0	$0	$0	$2,000
✖	00.327.003 - LECOS Retirement	$350	$0	$0	$0	$350
	Total Awarded:	$2,350	$0	$0	$0	$2,350

The CFDA list displays federal grants organized by their unique federal identifier, sometimes called a Catalogue of Federal Domestic Assistance (CFDA) number or Assistance Listing Number (ALN), but referring to the same unique number for a given grant. (The CFDAs may show 8 or 9 digits, depending on whether there are leading zeroes on a given screen.) Select the grant(s) for which you wish to enter award information. The list is long, so using the CTRL-F function may help you identify your needed awards more quickly. You may select as many CFDAs as needed, and again, you may return to the Award Information page to add additional CFDAs at any time during the data entry process. When you have selected the correct CFDAs, scroll to the bottom of the list as shown below and click **Save**.

Click SAVE or CANCEL to return to previous screen.

Select CFDAs:

☐ 010.025.006. - Karnal Bunt Survey
☐ 010.025.007. - Nursery Outreach Training
☐ 010.025.119. - COV19 Critical Entry Point
☐ 010.028.000. - Wildlife Services
☐ 010.028.001. - Arbovirus Testing in Wild Birds
☐ 010.066.000. - Emergency Livestock Assi
☐ 010.069.000. - Conservation Reserve Pro
☐ 010.072.000. - Wetlands Reserve Program
☐ 010.086.000. - Aquaculture Grants Program-Stimulus
☐ 010.093.000. - VolPublic Access&Habitat IncentProg
☐ 010.103.000. - 2009 Aquaculture Grant Program
☐ 010.104.000. - Poultry Loss Contract_Assist Prog
☐ 010.117.000. - Biofuel Infrastructure Partnership
☐ 010.153.000. - Market News

☐ 098.001.000. - USAid Asst for Programs Overseas
☐ 098.002.000. - Cooperative Development Program
☐ 098.012.000. - USAID Development Partnerships
☐ 099.000.002. - Placeholder: Federal Funding Unknow

Save   Cancel

This will populate the **Award Amounts** grid with a row for each CFDA you have selected. Next, enter the award amount (this must be a positive, whole number, so please round to the nearest dollar as needed) in the column labeled **Cumulative Award Amount** and click **Save**. The value you enter will appear blue until the data is saved. The amount entered should be supported by official documents that you will upload (described in the **Award Documentation** section of this manual, beginning on p. 19) and should not be adjusted for any pass-through funds received or sent, or expenditures, as those amounts will be recorded elsewhere and will automatically populate in the read-only columns to the right of the **Cumulative Award Amount.**

Each award row will calculate and display the **Funds Remaining** in the last column as shown below, and the system will update this field in real time as expenditures and pass-through amounts are recorded in their respective tables.

Federal Funds Pandemics

Award Information

Documents Bottom

Add Multiple CFDA/ALN

Award Amounts: The data below covers all fiscal years from federal authority Coronavirus Response (CRRSA).

CFDA/ALN	Cumulative Award Amount	Pass-Throughs Received	Expended Amount	Pass-Throughs Sent	Funds Remaining
✖ 00.327.002 - ERS Insurance	$2,000	$0	$0	$0	$2,000
✖ 00.327.003 - LECOS Retirement	$350	$0	$0	$0	$350
Total Awarded:	$2,350	$0	$0	$0	$2,350

If you need to remove a given row (CFDA entry), click the red "X" to the left of the row and confirm that you wish to remove it when the dialogue box appears. You will not be able to remove a row unless all amounts are restored to zero, so please edit the information as needed to allow for removal.

If you try to delete a row before you have removed all of the data in that row, you will see the following reminder:

Unable to delete CFDA/ALN 00.000.001 until 'Pass-Throughs Received', 'Expended Amount', and 'Pass-Throughs Sent' are all set to $0.

IMPORTANT

If a CFDA number cannot be found in ABEST, send an email to CFDA@lbb.texas.gov and provide the following information:

- Contact Information (name and phone number of requestor);
- Agency code and agency name;
- CFDA number;
- Program name for the CFDA number you are requesting; and
- Notice of grant award or other documentation that demonstrates you have received Federal Funds along with its intended use. For example, a sub-recipient who is under contract with a primary recipient of a grant award will need to provide a copy of the contract or agreement that they received from the primary recipient.

Award Documentation:

The second grid on the Award Information page allows the user to upload Notices of Awards or other official documentation supporting the data entered in the **Award Amounts** grid. Click **Choose File** to select a PDF document to upload. (The system will not allow other file types, such as Word/.docx files.) Click the **Save** button located at the bottom right of the screen to upload the document. After uploading, enter a brief description of the document in the text field and click **Save** again. Please enter the following at a minimum in the description box: **the CFDA number, the date the Notice of Award was issued, and the performance period end date.**

The document is available to view by clicking the magnifying glass to the left of the document name (as shown in the screenshot below). Ensure that each award has at least one supporting document. **The system will not allow you to set your data entry status to COMPLETE unless you have at least one document uploaded.**

Please upload documentation to support any new awards, supplements to existing award amounts, or changes/extensions to performance periods granted by federal agencies. For example, if a Notice of Award is issued to your agency to grant a No Cost Extension that extends the performance period of an award by an additional year but does not involve new funds, please upload that document even though no new funds were awarded.

If you have no awards to enter for a given Federal Authority, and therefore no supporting documentation to upload, **please upload a simple placeholder document (PDF) with a sentence affirming that your agency has no awards to enter for the applicable period.** This will help the LBB to ensure that the absence of data for the reporting period is intentional and not an oversight. You may use the following sample text in the placeholder document: "*No federal disaster awards received from this Federal Authority*" or, if you have received pass-through awards only, you may submit supporting documentation or the following sample text in a PDF, as appropriate: "*Pass-through funds received, but no other federal disaster awards from this*

Federal Authority." (The data entry process for pass-through awards is described in the next section of this manual.)

Reminder: To enter awards for a different Federal Authority, you must save any data on your current screen and then navigate to the next Federal Authority through the drop-down menu at the top of the screen, and you must click **Save Selections** each time you make a change in the drop-down menu.

ENTERING DATA: EXPENDITURES AND PASS-THROUGH INFORMATION

The second main page for data entry is the Expenditures and Pass-Throughs page. This page is separated into a section for **Expenditures** and a section for **Award Adjustments**, which refers to pass-through funds sent and received. The page contains three separate tables:
1) Expenditures, 2) Pass-Throughs Sent, and 3) Pass-Throughs Received. **The first two tables allow for data entry, whereas the third table (Pass-Throughs Received) will appear as a read-only grid.** See the example shown below.

Logging Expenditures

The first table (Expenditures) allows the user to enter expenditures for each applicable CFDA/ALN awarded through the Federal Authority selected in the user profile at the top of the page. First, select the correct **Fiscal Year** for the expenditure in the drop-down menu. **You will be working in the <u>325 – Coronavirus Relief Fund</u> at this time, so that will be the only MOF available when you log into the system.**

Next, click "**Add Multiple CFDAs/ALNs**" to select the grants awarded to the agency and begin entering the expenditure data by quarter for the selected fiscal year. Enter a brief description of the purpose of the expenditure in the "Funds Used For" field, and enter the amount expended in each **fiscal quarter (Q1: September through November, Q2: December through February, Q3: March through May, Q4: June through August)**.

The month range will appear as a reminder when hovering over the data entry box for a given quarter (Q2 example is shown below, reminding the user of the data entry period of December through February).

The expenditure fields, unlike the awards entries on the Award Information screen, do allow for negative expenditures in certain circumstances, discussed further in the next section.

Scenarios Warranting Negative Expenditure Entries

Although the system will not allow for negative entries in the Award Information table, you may enter negative expenditures (by entering values preceded by a minus sign) in the Expenditures table to reflect a scenario involving returns or refunds that resulted in funds gained rather than expended for a given quarter. For example, if a contractor or vendor returns funds to your agency after a previously recorded expenditure, resulting in a net gain of funds for that quarter rather than a net outlay, you may enter the resulting net amount as a negative expenditure (which will **increase** your "**Funds Remaining**" total on the Award Information grid, as though it were an additional award). If you have any negative entries in the Expenditures grid, you will be required to explain the reason for the negative expenditure in the Notes field provided for this purpose. If you attempt to save data containing negative expenditures **without filling in the Notes field**, you will see a reminder message in red to enter an explanation, as shown below.

Expenditures

Add Multiple CFDA/ALN for Expenditures

Expenditures for American Rescue (ARPA):

CFDA/ALN	Funds Used For	Notes	Q1	Q2	Q3	Q4	FY 2021 Total	Total (All Years)
✖ 00.601.001 - FHWA FEMA			$0	-300	$0	$0	$0	$0
✖ 10.557.002 - WIC NUTRITI			$0	$0	$0	$0	$0	$0
		Total Expended:	$0	$0	$0	$0	$0	$0

Expenditures, Line 1, Col Notes : The Notes column cannot be blank if any Quarterly amount is negative.

The example screenshot below illustrates a scenario in which an agency entered a negative expenditure in Quarter 2 after receiving a refund from a vendor, bringing the agency's running expenditure total for FY 2022 to $200.

Expenditures:

CFDA/ALN	Funds Used For	Notes	Q1	Q2	Q3	Q4	FY 2022 Total	Total (All Years)
✖ 00.601.001 - FHWA FEMA	Infrastructure projects	We were refunded $300 by a vendor in Quarter 2	$500	($300)	$0	$0	$200	$200
		Total Expended:	$500	($300)	$0	$0	$200	$200

If your agency **both expends funds and receives returns in the same quarter**, then the expenditure entry that you record at the end of the quarter may have a positive or negative value

depending on the net result. For example, as an alternative to the situation shown above, if the agency received the $300 refund in Quarter 2 but then also expended $700 of the award in Quarter 2, then the net result would still be a $400 expenditure, and the agency would enter a positive $400 in the Quarter 2 field.

Logging Pass-Through Funds Sent and Viewing Pass-Through Funds Received

The lower section of the "Expenditures and Pass-Throughs" page contains two grids displaying data for **pass-through funds** sent and received by the agency selected in the user profile. **The first grid (pass-throughs sent) allows for data entry; the second grid (pass-throughs received) is read-only. For example, if Agency 529 sent $350 to Agency 503 in Q2 of FY 2022, and also received $1,000 from Agency 503 in Q1 of FY 2022, the Award Adjustments table would appear as follows for Agency 529:**

Award Adjustments

- Select Agency or Local...   ▽   Add Multiple CFDA/ALN For Pass-Throughs Sent

Pass-Throughs Sent:

	CFDA/ALN	Entity Receiving Pass-Through	Funds Used For	Notes	Q1	Q2	Q3	Q4	FY 2022 Total	Total (All Years)
✖	93.084.000 - Preventic	503 - Texas Medical E			$0	$350	$0	$0	$350	$350
				Total Sent:	$0	$350	$0	$0	$350	$350

Pass-Throughs Received:

CFDA/ALN	Sending Agency	Funds Used For	Q1	Q2	Q3	Q4	FY 2022 Total	Total (All Years)
93.084.000 - Prevention/Ir	503 - Texas Medical Boa	Passed to HHSC for COVID response.	$1,000	$0	$0	$0	$1,000	$1,000
		Total Received:	$1,000	$0	$0	$0	$1,000	$1,000

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Logging Pass-Through Funds Sent to State or Local Entities

The "Pass-Throughs Sent" grid allows users to enter and view data specifying the amount of federal grant funds passed to other state agencies and to local entities. Before entering data, ensure again that you have selected the correct Federal Authority in the user profile at the top of the screen. Then, select the correct fiscal year and MOF, using the drop-down menus.

Federal Funds Pandemics
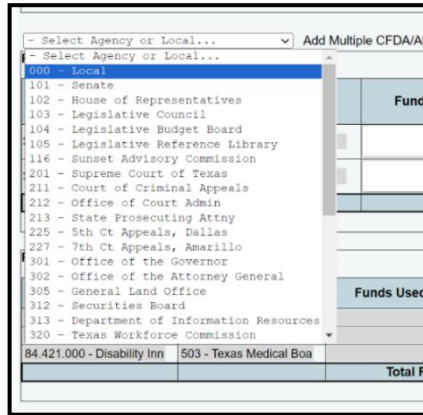
Expenditures and Pass-Throughs   ?

Bottom

Fiscal Year: 2022 ▽
MOFs: 325 - Coronavirus Relief Fund ▽
Add MOFs   Delete MOF

Next, to enter data for pass-through funds sent <u>from</u> your agency, <u>select the recipient agency in the drop-down menu</u>, as shown below.

Next, click "<u>Add Multiple CFDAs/ALNs For Pass-Throughs Sent</u>" and select the correct CFDAs/ALNs for the pass-through funds your agency has sent. For each row, you will enter a brief description of what the pass-through funds are intended to be used for, if known.

Please note that state and local recipients are handled differently from one another in this grid. You may select individual **state agencies** to which pass-through funds have been sent, but **local entities are grouped under the umbrella selection "Local" (000) in the drop-down menu**.

If your agency has passed funds from a given CFDA to <u>multiple</u> local entities (for example, multiple school districts or counties), you will only enter one row for that CFDA, and collapse/sum all funds awarded to all local entities under the given CFDA. For example, in the below snapshot, the first row showing $3,000 passed to local entities in Quarter 1 may represent **$1,000 passed to each of three different local entities, or $500 passed to each of 6 local entities.** You may include a note in the "Funds Used For" text field to specify the local entities receiving the pass-through funds (e.g. Independent School Districts). **The LBB may follow up**

with your agency as needed for further information about local pass-through funds if questions arise regarding the individual local recipients.

The grid allows for data to be entered and edited as needed by quarter, and an automatic total will be generated for the fiscal year selected and for an All-Years Total (summing all funds passed from the agency for the given CFDA over the life of the award).

Recording Returned/Refunded Pass-Through Amounts

Between State Agencies/Institutions (Including Universities, Community Colleges, etc.):
There may be a circumstance in which your agency passes funds to a state or local entity that is unable to expend the full amount and subsequently returns some or all of the funds to your agency. If this occurs between **two state agencies/institutions**, both of which have access to the Federal Funds Pandemics system, then the agency returning the funds should log the return as a pass-through to the initial agency in the "pass-throughs sent" table, and the funds will be restored to the running total shown in the "Funds Remaining" field on the initial agency's Award Information page.

For example, as shown in the tables below, Agency 503 initially passed $1,000 to Agency 529 (first table), and Agency 529 then returned $350 to Agency 503 through a subsequent pass-through transaction in the following quarter (next table). In this case, there is no need to record a negative entry because the pass-through function will capture the flow of returned funds.

Initial Pass-Through Transaction in Quarter 1, from Agency 503 to Agency 529:

Subsequent Pass-Through in Quarter 2, from Agency 529 to Agency 503:

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Pass-Throughs Sent for Coronavirus Response (CRRSA):

	CFDA/ALN	Entity Receiving Pass-Through	Funds Used For	Notes	Q1	Q2	Q3	Q4	FY 2022 Total	Total (All Years)
✖	93.084.000 - Preventic	503 - Texas Medical E	Passed unexpended funds back to 503			$0	$350	$0	$0	$350	$350
				Total Sent:	$0	$350	$0	$0	$350	$350

Pass-Throughs Received for Coronavirus Response (CRRSA):

CFDA/ALN	Sending Agency	Funds Used For	Q1	Q2	Q3	Q4	FY 2022 Total	Total (All Years)
93.084.000 - Prevention/In	503 - Texas Medical Boai	Passed from 503 to 529-Covid response	$1,000	$0	$0	$0	$1,000	$1,000
		Total Received:	$1,000	$0	$0	$0	$1,000	$1,000

The result for Agency 529, as shown on the Award Information page below, would be $650 in funds remaining for CFDA 93.084.000 after the $350 is subtracted from the initial $1,000.

Add Multiple CFDA/ALN

Award Amounts: The data below covers all fiscal years from federal authority Coronavirus Response (CRRSA).

	CFDA/ALN	Cumulative Award Amount	Pass-Throughs Received	Expended Amount	Pass-Throughs Sent	Funds Remaining
✖	00.327.002 - ERS Insurance	$2,000	$0	$0	$0	$2,000
✖	00.327.003 - LECOS Retirement	$350	$0	$0	$0	$350
✖	93.084.000 - Prevention/Infectious Diseases	$0	$1,000	$0	$350	$650
	Total Awarded:	$2,350	$1,000	$0	$350	$3,000

Between a State and Local Entity:
If a local entity, such as a county or school district, returns funds to your state agency/institution, the local entity will not be able to record a return pass-through transaction as described above because local entities do not have access to the ABEST system. Therefore, to appropriately account for the returned funds, you will record the refund as a negative pass-through to the **local** entity selection (000) in the drop-down menu, indicating that you were instead credited this amount by the local entity. In the example shown below, a state agency passed $1,000 to a school district in Quarter 1 of Fiscal Year 2022, but the district returned $700 of the funds in Quarter 3. The state agency reflected that return by entering a -$700 "pass-through" in Quarter 3, reflecting that the agency received, rather than sent, the $700. Similar to expenditure reporting of a negative amount, any negative amounts reported in the Award Adjustments section should include an explanatory note.

Award Adjustments

	CFDA/ALN	Entity Receiving Pass-Through	Funds Used For	Notes	Q1	Q2	Q3	Q4	FY 2022 Total	Total (All Years)
✖	10.579.119 - COVID (	000 - Local	Passed funds to school district	District returned funds in Q3	$1,000	$0	($700)	$0	$300	$300
				Total Sent:	$1,000	$0	($700)	$0	$300	$300

Pass-Throughs Received

The Pass-Throughs Received grid is **read-only**; you cannot enter or edit data in this grid. The data will populate automatically based on other agencies' entries for the funds they have sent to your agency, if applicable. For example, you may see the below screenshot if Agency 503 sent your agency funds from three different federal grants. It is important to regularly review this grid to ensure that the entries align with your agency's own internal records of pass-through funds received or anticipated. *If not, please communicate with the sending agency to resolve any discrepancies.*

Pass Throughs Received:

CFDA/ALN	Sending Agency	Funds Used For	Q1	Q2	Q3	Q4	FY 2023 Total	Total (All Years)
10.561.119 - COV19 State	503 - Texas Medical Boa		$5,000	$240	$3,500	$45	$8,785	$8,785
32.006.119 - COVID Teleh	503 - Texas Medical Boa		$0	$200	$1,000	$0	$1,200	$1,200
84.421.000 - Disability Inn	503 - Texas Medical Boa		$300	$0	$900	$70	$1,270	$1,270
		Total Received:	$5,300	$440	$5,400	$115	$11,255	$11,255

If your agency has received pass-through funds from another agency, but the sending agency has not yet recorded the transaction, you may still log expenditures that your agency has made using the pass-through funds. Your "Funds Remaining" total on the Award Information page may appear to be in a deficit (showing the remainder in parentheses, indicating negative remaining funds) until the sending agency has recorded the funds provided to your agency. However, you may not close your agency's status to **COMPLETE** until the "Funds Remaining" column shows a positive or zero balance for all CFDAs – a deficit will prevent closure as shown below.


The CFDA/ALNs listed below cannot have negative funds remaining.

Award Information   Expenditures and Pass-Throughs

CFDA/ALN	FUNDS REMAINING
00.304.002 - SS State Match Employee	($39,500)
00.305.008 - Marine Debris Outreach	($688,865)

REPORTS

Agency users can run and export various reports to view their awards, expenditures, and pass-through information in a variety of formats. Click on the "Reports" tab in the sidebar menu to see the report options. All reports will display data for all Federal Authorities, regardless of the current selection, so you do not need to change the user profile to run reports <u>unless you wish to change the selected agency</u>.
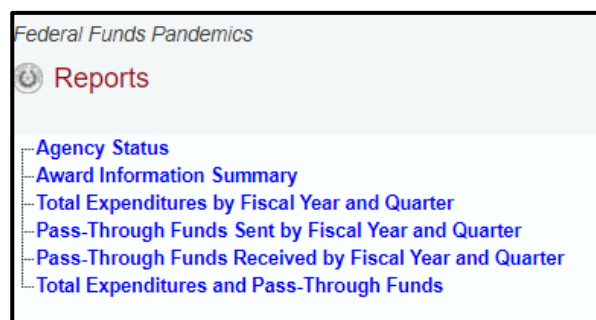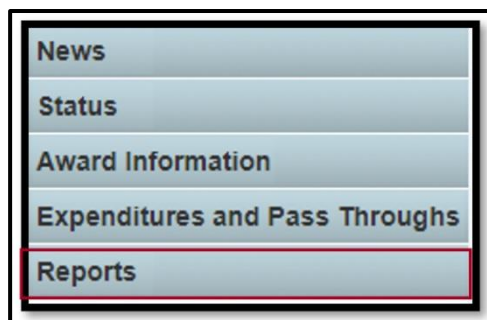
Report Descriptions:

- The **"Agency Status"** report displays an agency's data entry status (INCOMPLETE vs. COMPLETE) for all of the applicable Federal Authorities and fiscal years.
- The **"Award Information Summary"** report displays the summary data from the "Award Information" page by CFDA.
- The **"Total Expenditures by Fiscal Year and Quarter"** report displays expenditures by quarter, fiscal year, Method of Finance, and CFDA for all Federal Authorities. Users can navigate to the next Federal Authority by advancing to the next page of the report in the top left corner.
- The **"Pass-Through Funds Sent by Fiscal Year and Quarter"** report displays the amount of pass-through funds an agency sent to other entities in each quarter and fiscal year for each Federal Authority (again separated by a page break). The amounts are detailed by CFDA and Method of Finance as well.
- The **"Pass-Through Funds Received by Fiscal Year and Quarter"** report is similar to the report above but displays funds <u>received</u> by the selected agency instead of funds sent.
- The **"Total Expenditures and Pass-Through Funds"** report displays an agency's total expenditures, pass-through funds sent, and pass-through funds received by CFDA and Method of Finance.

If your agency needs to view data or reports from the legacy DFFS system (i.e., data entered prior to the March 2024 launch of the new system), please contact the LBB Federal Funds team at Federal_Funds_Tracking@lbb.texas.gov and we will work to retrieve the data and/or reports you need.