

COVID Supplemental Funding Reporting

For the FY20 reporting period, Title VI Grantees are required to report on each service provided with COVID supplemental funding including:

- Families First Coronavirus Response Act (FFCRA) funds;
- Coronavirus Aid, Relief, and Economic Security Act (CARES) funds;
- COVID Supplement #5 funds; and,
- Major Disaster Declaration Flexibility funds.

There are two ways to report your COVID supplemental funding data:

- Manually entering the data into OAAPS; **or**
- Attaching the [COVID Report Template Excel spreadsheet](#) or [fillable PDF](#) to the PPR. More information can be found about these on the [Older Indians Grants website](#).

The first part of this guide shows grantees how to manually enter services provided with COVID supplemental funds into OAAPS. The second part of this guide shows grantees how to attach their Excel Spreadsheet or fillable PDF. Grantees need to report their data one way or the other but NOT BOTH.

If you have questions, please contact your Regional Administrator or the OAAPS Help Desk, at OAAPSHelpdesk@acl.hhs.gov.

MANUAL ENTRY

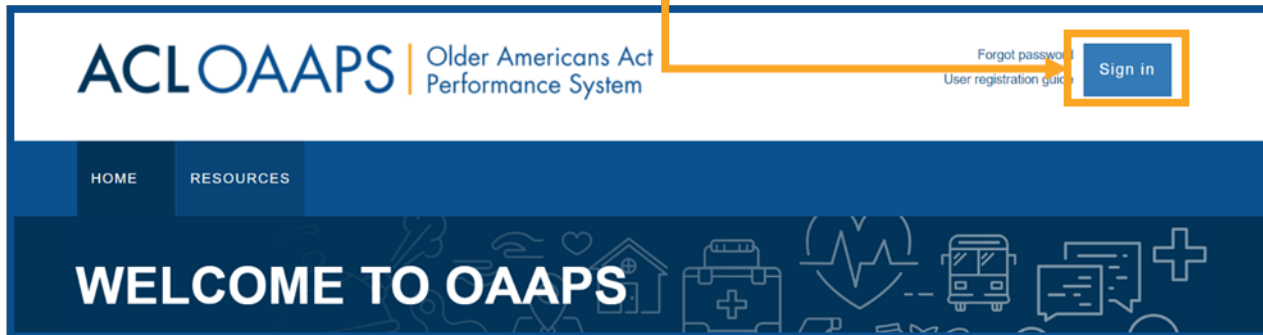
NOTE: For each service provided partly or completely with COVID supplemental funds, grantees must report on:

- Type of service;
- Number of individuals served;
- Number of units provided;
- Funding source; and,
- Amount of money.

Review the [COVID-19 Reporting for Title VI Part A-B-C Programs](#) document in the OAAPS Resources tab for guidance on data reporting requirements. The resource also contains examples and service definitions as applied to COVID-19 response.

COVID Supplemental Funding Reporting

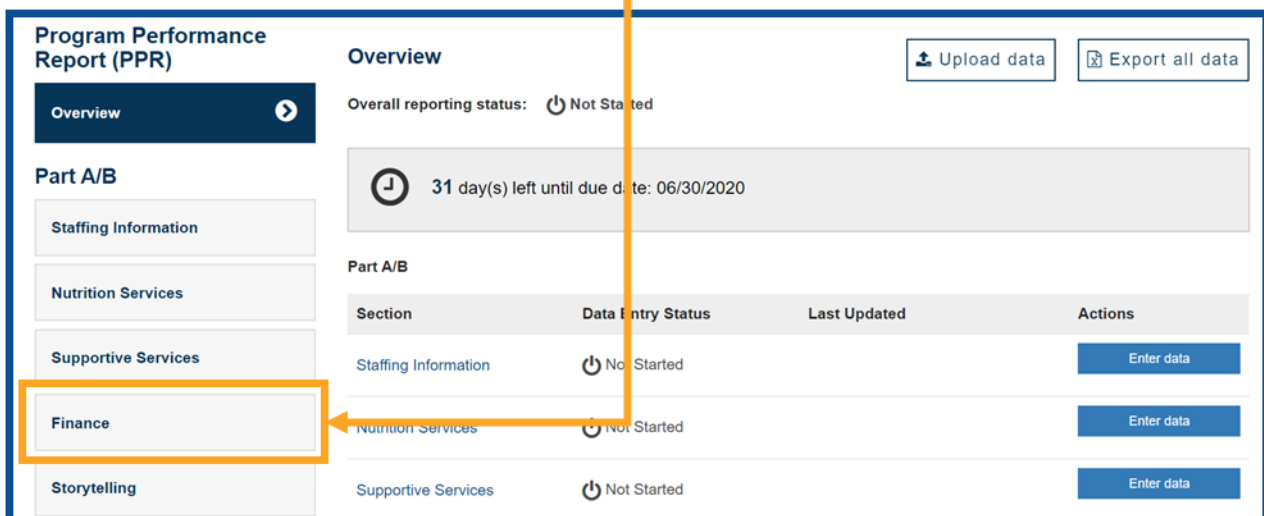
1. Go to <https://oaaps.acl.gov/app/welcome> and sign in with your account email and current password.



2. On the main navigation bar, select “PPR Submissions.”



3. For Part A/B Services, select the “Finance” section from the Part A/B left-hand menu.



COVID Supplemental Funding Reporting

- Enter the required data into the “Optional explanation of elements included in total amount of funds:” box. Ensure that you include all units listed in the Unit Name column in the “COVID-19 Reporting for Title VI Part A-B-C Programs” resource for each Part A/B service you report.

Program Performance Report (PPR)

Overview

Part A/B

Staffing Information

Nutrition Services

Supportive Services

Finance

Storytelling

Finance: Part A/B

All fields are required unless identified as optional.

Part A/B Spending

Total amount of funds spent on Congregate and Home-delivered Meals Dollar(s)

Total amount of funds spent on Supportive Services Programming Dollar(s)

Optional explanation of elements included in total amount of funds:

Home-delivered meals, 2,500 meals, 100 unduplicated elders, and \$12,500 FFCRA funds.

Other Supportive Service: Consumable items: Grocery bundles – 1,000 bundles to 50 unduplicated elders using \$6,000 CARES and \$4,000 Supplement #5 funds]

237 of 5000 characters

- If you need more space, click and drag on the bottom right corner of the text box to expand the text box.

Note: All services should be reported in the PPR, even if provided with COVID Supplemental funding.

Example: Your program provided 15,000 total home-delivered meals to 100 unduplicated elders this year and paid for 2,500 of those meals with \$12,500 in FFCRA funds.

In the Nutrition Services section of your PPR for Home-delivered Meals you would report:

- 100 unduplicated elders served
- 15,000 meals

In the Part A/B Finance section Optional explanation section you would report:

- Home-delivered meals; 100 unduplicated elders; 2,500 meals; FFCRA funds; \$12,500.

COVID Supplemental Funding Reporting

- When the data is entered, select “Save and next” or “Save” at the bottom of the section. The “Save and next” option will take you to the next data section.

Program Performance Report (PPR)

Overview

Part A/B

Staffing Information

Nutrition Services

Supportive Services

Finance

Storytelling

Part C

Staffing Information

Total Caregivers Served

Caregiver Support Services

Finance

Variance Analysis

Explanation of Variances

Finance: Part A/B

All fields are required unless identified as optional.

Part A/B Spending

Total amount of funds spent on Congregate and Home-delivered Meals Dollar(s)

Total amount of funds spent on Supportive Services Programming Dollar(s)

Optional explanation of elements included in total amount of funds:

Home-delivered meals, 2,500 meals, 100 unduplicated elders, and \$12,500 FFCRA funds.

Other Supportive Service: Consumable items: Grocery bundles – 1,000 bundles to 50 unduplicated elders using \$6,000 CARES and \$4,000 Supplement #5 funds

237 of 5000 characters

What other sources of funds help you support your Title VI services:

Tribal funds ☒ Yes ☐ No

State funds ☐ Yes ☒ No

Title III funds ☒ Yes ☐ No

Other grants ☒ Yes ☐ No

Donations ☒ Yes ☐ No

Save and next **Save**

[Return to Overview](#)

- A green banner will appear that indicates the data are saved.

COVID Supplemental Funding Reporting

- 8. For Part C Services, select the “Finance” section from the Part C left-hand menu.**

Program Performance Report (PPR)

Overview

Overall reporting status: In Progress

Upload data Export all data

Part A/B

- Staffing Information
- Nutrition Services
- Supportive Services
- Finance
- Storytelling

Part C

- Staffing Information
- Total Caregivers Served
- Caregiver Support Services
- Finance

Section	Data Entry Status	Last Updated	Actions
Staffing Information	In Progress	03/01/2021 at 4:48 PM by	Update data Validate section
Nutrition Services	In Progress	03/01/2021 at 4:48 PM by	Update data Validate section
Supportive Services	In Progress	03/01/2021 at 4:48 PM by	Update data Validate section
Finance	In Progress	03/01/2021 at 4:48 PM by	Update data Validate section
Storytelling	In Progress	03/01/2021 at 4:48 PM by	Update data Validate section

Note: 244 day(s) past due date: 06/30/2020

COVID Supplemental Funding Reporting

- Enter the required data into the “Optional explanation of elements included in total amount of funds:” box. Ensure that you include all units listed in the Unit Name column in the “COVID-19 Reporting for Title VI Part A-B-C Programs” resource for each Part C service you report.

Program Performance Report (PPR)

Overview

Part A/B

- Staffing Information
- Nutrition Services
- Supportive Services
- Finance
- Storytelling

Part C

- Staffing Information

Finance : Part C

All fields are required.

Enter the number of staff paid wholly or partly by Title VI, Part C funds.

Part C Spending

Total amount of funds spent on Caregiver Program	<input type="text"/>	Dollar(s)
Total amount of funds spent on Respite Care	<input type="text"/>	Dollar(s)

Optional explanation of elements included in total amount of funds:

Respite Care for Elder Caregivers of Children Under the Age of 18 - 4 unduplicated individuals, 100 hours, \$1,200 Supplement #5 funds.

Training, 13 people, 5 training sessions, \$65 CARES funds.]

194 of 5000 characters

Save and next **Save** [Return to Overview](#)

- If you need more space, click and drag on the bottom right corner of the text box to expand the text box.

- When the data is entered, select “Save and next” or “Save” at the bottom of the section. The “Save and next” option will take you to the next data section. A green banner will appear to indicate that the data are saved.

COVID Supplemental Funding Reporting

OAAPS ATTACHMENT

1. Download the [COVID Report Template Excel spreadsheet](#) or [fillable PDF](#) using the embedded hyperlinks above – the Excel sheet will do calculations for you, the fillable PDF will not.

COVID Supplemental (FFCRA, CARES, Supplement 5 or MDD-Flexibility) Funding Template Report ONLY services that were provided partially or fully with COVID supplemental funds.								
				Amount of FFCRA Funding	Amount of CARES Funding	Amount of COVID "Supplement #5" Funding	Amount of MDD-Flexibility Funding	Total Funding Used for This Service
	Service Category	Number of People Provided this Service	Number of Units of this Service	Indicate in the rows below the amount of FFCRA funds you used toward each service during the period of 4/1/20-3/31/21.	Indicate in the rows below the amount of CARES funds you used toward each service during the period of 4/1/20-3/31/21.	Indicate in the rows below the amount of COVID Supplement 5 funds you used toward each service during the period of 4/1/20-3/31/21.	Indicate in the rows below the amount (IF ANY) of Part C (Caregiver) grant funds that you have used to provide services for Part A/B (Nutrition/Supportive) services during the period of 4/1/20-3/31/21. This type of flexibility is allowable due to the national Major Disaster Declaration (MDD).	Add up the amounts (if any) from the previous columns.
	Part A/B Staffing							\$
Part A/B: Nutrition	Congregate Meals							\$ 0
	Home-Delivered Meals							\$ 0
	Nutrition Education							\$ 0
	Nutrition Counseling							\$ 0

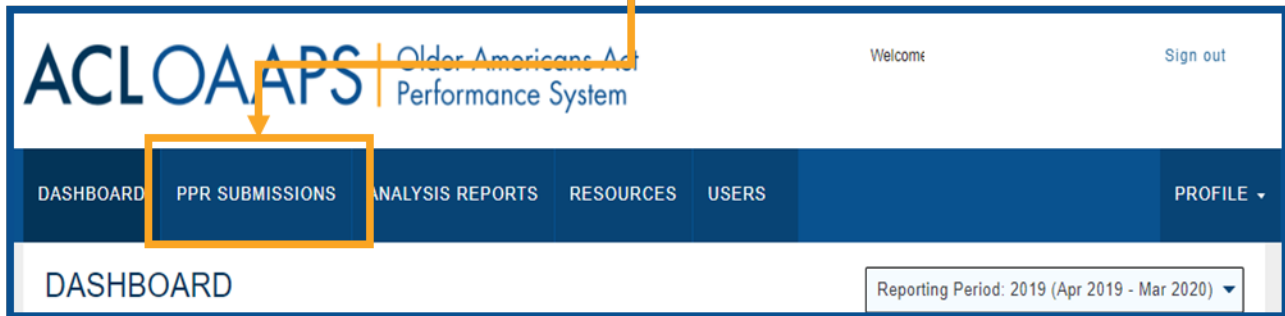
2. You will want to report everything that you used your supplemental funds on in this template. There are spaces for you to customize other supportive services that you provided.

The units and number of people you provide here do NOT need to match the numbers in your PPR. Your PPR numbers should capture ALL the services you provided. What you report here should be the numbers that correspond to the supplemental funds you paid for those services with.

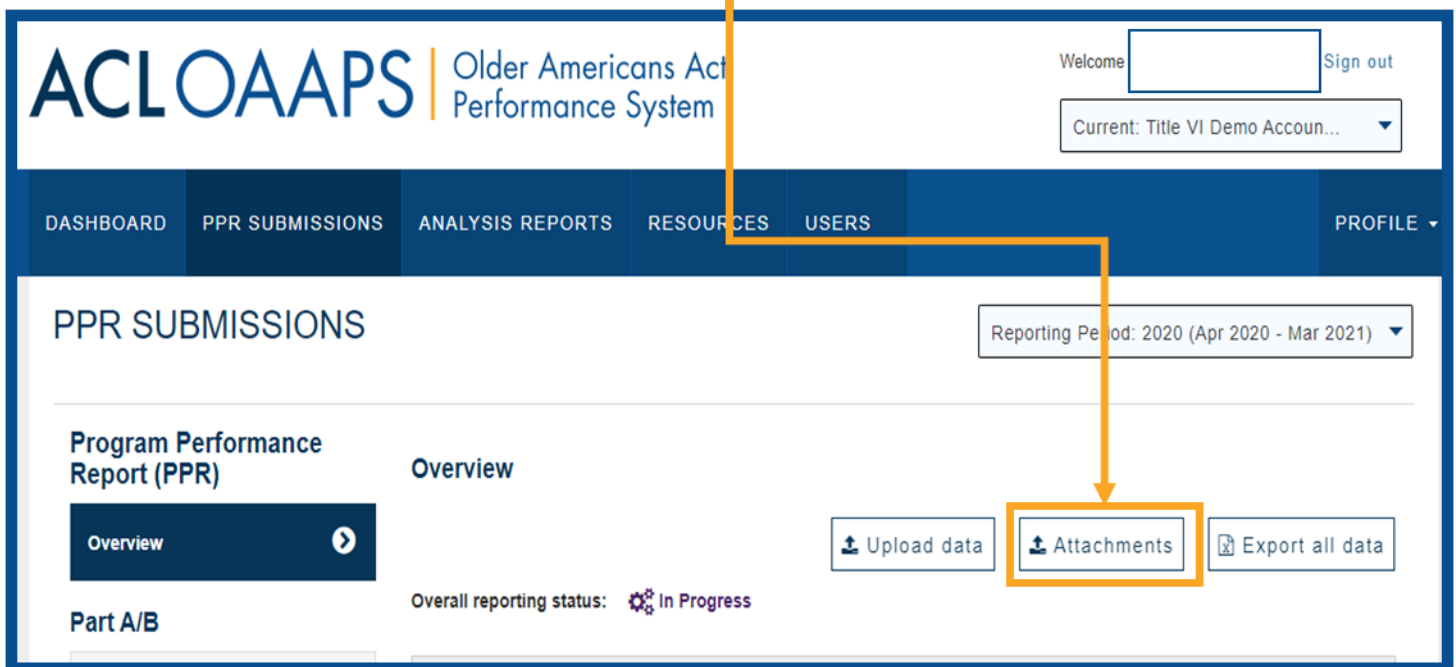
3. When you are done with your spreadsheet, save it to your computer.

COVID Supplemental Funding Reporting

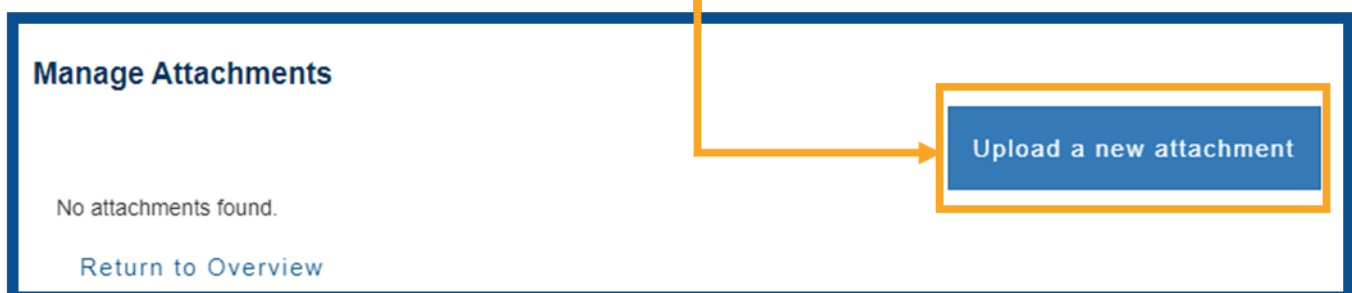
- Go to <https://oaaps.acl.gov/app/welcome> and sign in with your account email and current password. On the main navigation bar, select “PPR Submissions.”



- Select the “Attachments” button on the right side of the PPR Submissions page.

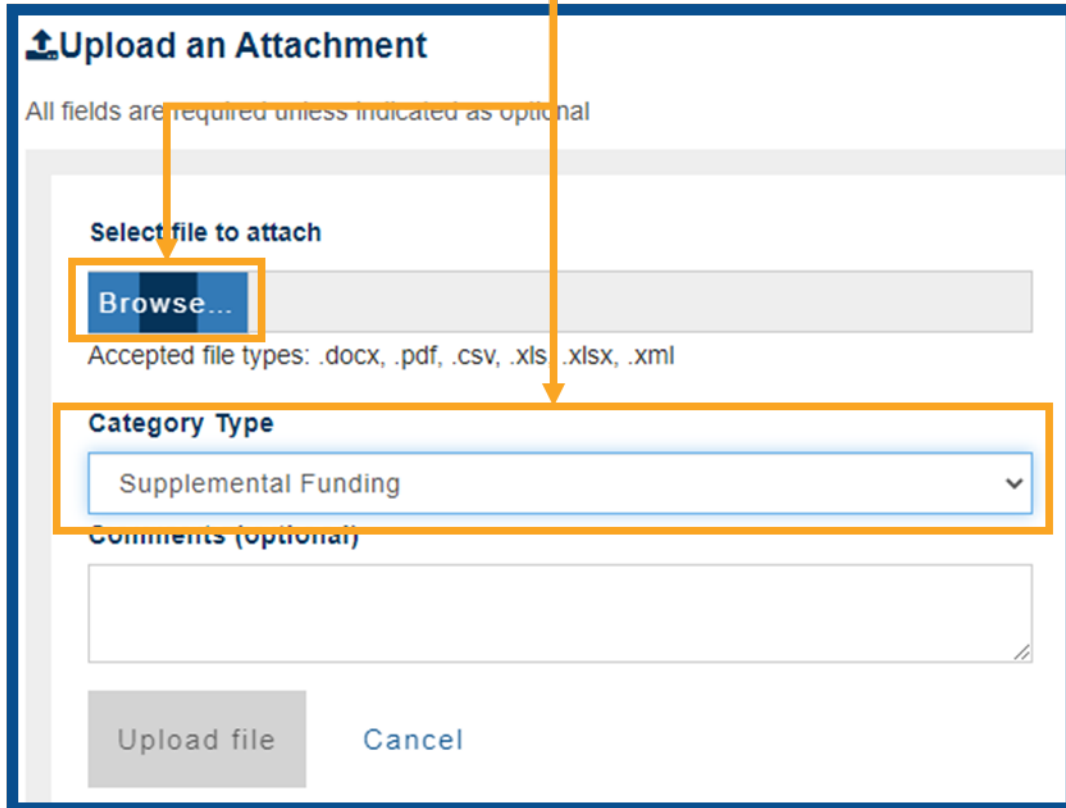


- Select “Upload a new attachment” on the Manage Attachments page.



COVID Supplemental Funding Reporting

7. Select the “Browse” button and find your COVID Supplemental Spending Template on your computer. Under Category Type, use the drop down menu to select “Supplemental Funding.” Add any comments you would like and then select “Upload File” to complete the attachment.



Upload an Attachment

All fields are required unless indicated as optional

Select file to attach

Browse...

Accepted file types: .docx, .pdf, .csv, .xls, .xlsx, .xml

Category Type

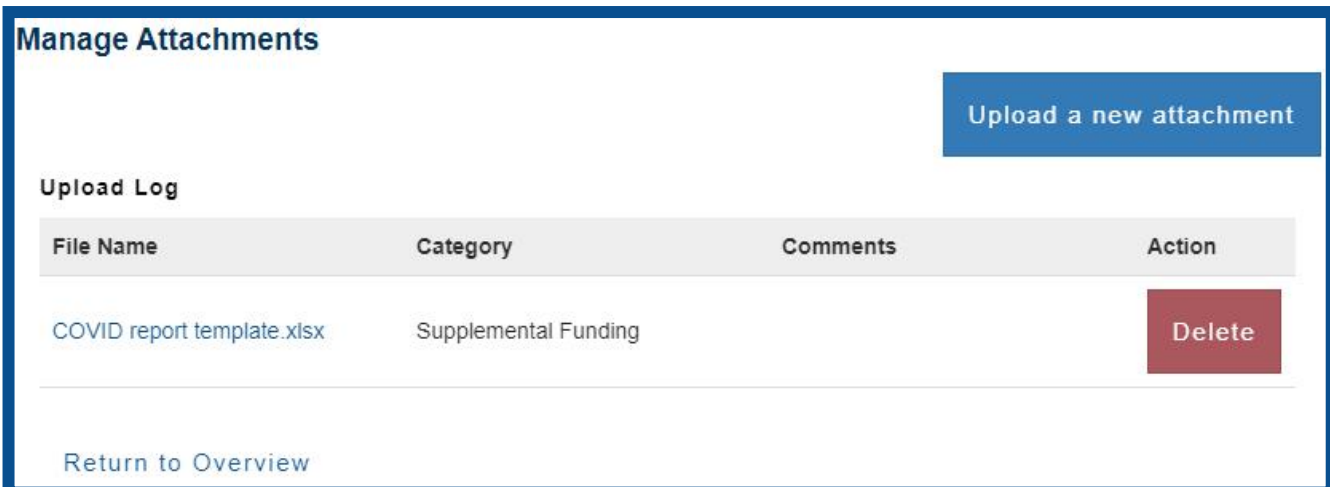
Supplemental Funding

Comments (optional)

Upload file Cancel

Annotations: An orange box highlights the 'Browse...' button. An orange arrow points from the instruction 'Select the "Browse" button...' to this button. Another orange box highlights the 'Supplemental Funding' dropdown menu. An orange arrow points from the instruction 'Under Category Type, use the drop down menu to select "Supplemental Funding."' to this menu.

8. The next screen will show all of your uploaded documents. Confirm that the file you uploaded is shown. Then your COVID Supplemental Funding Reporting to ACL is done!



Manage Attachments

Upload a new attachment

Upload Log

File Name	Category	Comments	Action
COVID report template.xlsx	Supplemental Funding		Delete

Return to Overview