



## **Coronavirus Relief Local Government Grants (CRLGG) Program Quarterly Reporting**

### **Michigan Coronavirus Relief Fund (CRF) Reporting (OnCue) Quick Start Document**

This document explains how to access and use the Michigan *CRF Reporting (OnCue)* system to comply with the Coronavirus Relief Local Government Grants (CRLGG) Program quarterly reporting requirements.

#### **Who Needs to Use OnCue?**

Local governments that received funds under the Coronavirus Relief Local Government Grants (CRLGG) Program. Payments were issued to eligible local units on August 31, 2020.

#### **What is OnCue?**

OnCue is the system local units that received CRLGG funding must use to comply with the CRLGG Program quarterly reporting requirements.

#### **How to Register in OnCue**

Only email accounts loaded into OnCue can be used in the registration process.

E-mails were sent on October 19, 2020, to the contact email included on the CRLGG Grant Opening Certification submitted to Treasury. If a local unit has not yet submitted an Opening Certification, the E-mail was sent to the contact person on file for one of the following programs: First Responder Hazard Pay Premiums Program (FRHPPP), the Public Safety and Public Health Payroll Reimbursement (PSPHPR) program, the City, Village, Township Revenue Sharing (CVTRS) program or the County Incentive Program (CIP).

If a local unit did not receive an E-mail with the link to OnCue, please contact 517-335-0155 or email [Treas-CARES-Reporting@michigan.gov](mailto:Treas-CARES-Reporting@michigan.gov).

**Wrong Email Loaded in OnCue/Need to Delegate Responsibility**

If the email loaded in OnCue needs to be changed or if the Chief Administrative Officer (CAO) needs to delegate another individual to be responsible for reporting and certifying the CRLGG program reporting for the local unit, email [Treas-CARES-Reporting@michigan.gov](mailto:Treas-CARES-Reporting@michigan.gov). The email must be clear what needs to be changed (new email loaded in OnCue or delegating responsibility). The email should clearly indicate which local unit you represent, that you are the current CAO, how to contact you, and provide the full name, title, email, and contact information for the designee.

Once Treasury receives your request, another email will be sent to the correct person responsible and/or delegated with further instructions.

**What happens if I need to revisit the webinar?**

Use the following link to revisit the webinar at any time [https://www.youtube.com/watch?v=q90\\_WpKi7fc](https://www.youtube.com/watch?v=q90_WpKi7fc).

To access the system, you will use the link and instructions in the email that was sent directly to you from [donotreply@cginotify.net](mailto:donotreply@cginotify.net), with the subject line “Michigan Coronavirus Relief Fund (CRF) Reporting Website is Live.” If you did not receive the email, contact [Treas-CARES-Reporting@michigan.gov](mailto:Treas-CARES-Reporting@michigan.gov). If you have any issues accessing the system, please contact the Sigma Help Desk at [SIGMA-Financial-Helpdesk@michigan.gov](mailto:SIGMA-Financial-Helpdesk@michigan.gov). If the issue is password related ONLY, call (517)284-0550.

The screenshot shows the login page for the Michigan Coronavirus Relief Fund (CRF) Reporting system. The page has a header with the Michigan.gov logo and a title "MI Coronavirus Relief Fund (CRF) Reporting". Below the title, it states: "This site is used to report CRF obligations and expenditures. First time users will need to [set a password](#)." There are input fields for "Email" and "Password", and a "LOGIN" button. A link "FIRST TIME USER OR FORGOT PASSWORD?" is visible. A callout box points to the "Michigan CRF Reporting" link in the header. Another callout box points to the "FIRST TIME USER OR FORGOT PASSWORD?" link. A third callout box points to the "Forgot your password or first time user?" section, which includes a text input for "email" and a "GET RESET PASSWORD LINK" button. A "BACK" link is also present.

Log in as an OnCue User by navigating to the [Michigan CRF Reporting](#) login page.

**FIRST TIME USER OR FORGOT PASSWORD?**

If you are a first-time user, you must register using an approved email to set a Password. If you have forgotten your password, please select the “**First Time User or Forgot Password**” Link.

**Forgot your password or first time user?**

Enter your email and we will send you a reset password link

email

GET RESET PASSWORD LINK

< BACK

If you click on the “First Time User or Forgot Password” Link the system will bring you to this screen.

Michigan.gov Tasks

Michigan Dev Contact Us

**Task Dashboard**

**Task Dashboard**

**Start a New Report**

Report	Report Documentation/Examples
<a href="#">Award, Contract or Expenditures less than \$50,000</a>	
<a href="#">Award, Contract or Expenditures greater than or equal to \$50,000</a>	

**Existing Reports**

Report	Date	Status	ID
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Upon login, the first screen you will see is the task dashboard. This screen allows you to **start a new report** and **view existing reports** and their status. This screen is the same regardless of what amount of CRLGG funds you received.

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Michigan.gov Tasks

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**Task Dashboard**

**Task Dashboard**

Start a New Report

Report	Report Documentation/Examples
Award, Contract or Expenditures less than \$50,000	
Award, Contract or Expenditures greater than or equal to \$50,000	

Existing Reports

Report

If you received CRLGG funds on August 31<sup>st</sup> less than \$50,000, utilize this report ONLY.

If you received CRLGG funds on August 31<sup>st</sup> greater than or equal to \$50,000, utilize this report ONLY.

To start a report, click on one of the report types to the left. Be sure to read the information above to determine which report type is appropriate for your situation.

Once on the Task Dashboard, two different reports can be started. Each is highlighted by a different color directly above. **It is your responsibility to know which report is applicable to you and your situation. These grant amounts are only for the CRLGG funds, not for other CARES Act dollars you may have received.** To check your award amount visit [https://www.michigan.gov/documents/treasury/FY\\_2020\\_CRLGG\\_Payments\\_to\\_CVTC\\_700372\\_7.pdf](https://www.michigan.gov/documents/treasury/FY_2020_CRLGG_Payments_to_CVTC_700372_7.pdf).

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Michigan.gov Tasks

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Task Dashboard Report Michigan Sub-Recipient Expenditure ✕

Report Michigan Sub-Recipient Expenditure ✕ CLOSE SAVE SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

Please enter information for your entity. A separate report must be created for each contract or grant award in the list.

Note: Your State Vendor ID begins with either "CV" or "VS".

Sub-Recipient Award or Contract Profile \*

Are you the Sub-Recipient or State of Michigan Department submitting on behalf of a Sub-Recipient \*

☐ Sub-Recipient

☐ State of Michigan Department

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Michigan.gov Tasks

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Task Dashboard Report Michigan Sub-Recipient Expenditure

Report Michigan Sub-Recipient Expenditure

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

Please enter your entity. A separate report must be created for each contract or grant award in the list.

Note: Your State Vendor ID begins with either "CV" or "VS".

Sub-Recipient Award or Contract Profile \*

Are you the Sub-Recipient or State of Michigan Department submitting on behalf of a Sub-Recipient \*

☐ Sub-Recipient

☐ State of Michigan Department

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Michigan.gov Tasks

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Task Dashboard Report Michigan Sub-Recipient Expenditure ✕

Report Michigan Sub-Recipient Expenditure ✕ CLOSE SAVE ✓ SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

Please enter your State Vendor Number below to locate the list of projects and related contracts or grants associated with your entity. A separate report must be created for each contract or grant award in the list.

Note: Your State Vendor ID begins with either "CV" or "VS".

Sub-Recipient Award or Contract Profile \*

Are you the Sub-Recipient or State of Michigan Department submitting on behalf of a Sub-Recipient \*

☐ Sub-Recipient

☐ State of Michigan Department

Only select the **Sub-Recipient** option.

This is **Step 1: Identification Information** for a report on expenditures. Here we fill in the fields shown. The fields marked with an asterisk (\*) must be filled out or the system will give you an error message when attempting to finish the report.

**This screen remains the same regardless of report selected.**

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This screen is for recipients who received less than \$50,000 in CRLGG funds. If you received greater than or equal to \$50,000 in CRLGG funds, please see the page above.

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Task Dashboard Report: Michigan Sub-Recipient Expenditure

Report Michigan Sub-Recipient Expenditure CLOSE SAVE SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

Reporting Period \*

Choose...

Current Quarter Aggregate Expenditure \*

Total amount received during the quarter from the State for this program. \*

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This is **Step 2: Expenditures**. Just as above, we will fill in the fields shown, remembering that the fields marked with an asterisk (\*) must be filled out.

This screen is for recipients who received greater than or equal to \$50,000 in CRLGG funds. If you received less than \$50,000 in CRLGG funds, please move on to the next page.

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Task Dashboard Report Michigan Sub-Recipient Expenditure

Report Michigan Sub-Recipient Expenditure CLOSE SAVE SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

Reporting Period \*

Choose...

Review the attached instructions for further clarification of reporting expenditures.

a. Administrative Expenses

Administrative Expenses

b. Budgeted Personnel and Services Diverted to a Substantially Different Use

Budgeted Personnel and Services Diverted to a Substantially Different Use

c. COVID-19 Testing and Contact Tracing

COVID-19 Testing and Contact Tracing

Record was saved successfully

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This is **Step 2: Expenditures**. Just as above, we will fill in the fields shown, remembering that the fields marked with an asterisk (\*) must be filled out.

The screenshot shows a web browser window with the URL `micaresactdev.com/taskentry/6374`. The page title is "Michigan.gov Tasks". The main heading is "Report Michigan Sub-Recipient Expenditure". On the left, a sidebar lists four steps: "Step 1: Identification Information", "Step 2: Expenditures", "Step 3: Certification" (which is highlighted in blue), and "Finish Report". The main content area contains a certification statement: "I certify that I have the authority as, or on behalf of, the subrecipient entity's authorizing official responsible for submitting and certifying expenditure information into the Michigan Coronavirus Relief Fund (CRF) Reporting website (OnCue). I certify to the State of Michigan that to the best of my knowledge the information entered into OnCue for the current reporting period is true, accurate, and complete. I further certify that any expenditures incurred in any manner that does not adhere to the CARES Act and related official federal guidance shall be returned to the State of Michigan. Additionally, I understand that the State of Michigan will rely on this certification as a material representation in reporting CRF expenditures to the federal government, that documentation supporting the reporting of expenditures shall be maintained for (5) years and will be provided to the State of Michigan upon request." Below the statement are three required fields: a dropdown menu labeled "Choose...", a text field labeled "Please type your full name here:", and a text field labeled "Position/Titile". At the bottom is a date field labeled "Certification Date" with a red arrow pointing to it from a callout box. The date field has a placeholder "MM/DD/YYYY". At the top right of the form area are buttons for "CLOSE", "SAVE", and "SAVE & CLOSE". The footer of the page reads "CGI Group Inc | Legal | Privacy".

**Michigan.gov** Tasks ▾

Michigan Dev Contact Us

Task Dashboard **Report Michigan Sub-Recipient Expenditure ✕**

**Report Michigan Sub-Recipient Expenditure** ✕ CLOSE SAVE ✓ SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

**Step 3: Certification**

Finish Report

I certify that I have the authority as, or on behalf of, the subrecipient entity's authorizing official responsible for submitting and certifying expenditure information into the Michigan Coronavirus Relief Fund (CRF) Reporting website (OnCue). I certify to the State of Michigan that to the best of my knowledge the information entered into OnCue for the current reporting period is true, accurate, and complete. I further certify that any expenditures incurred in any manner that does not adhere to the CARES Act and related official federal guidance shall be returned to the State of Michigan. Additionally, I understand that the State of Michigan will rely on this certification as a material representation in reporting CRF expenditures to the federal government, that documentation supporting the reporting of expenditures shall be maintained for (5) years and will be provided to the State of Michigan upon request.

\* Choose...

Please type your full name here: \*

Position/Titile \*

Certification Date \*

MM/DD/YYYY

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This is **Step 3: Certification**. Just like in the steps above, we will fill in the fields shown, remembering that the fields marked with an asterisk (\*) must be filled out.

**This screen remains the same regardless of report selected.**

This is the date you are completing and certifying this report.

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Task Dashboard Report Michigan Sub-Recipient Expenditure

Report Michigan Sub-Recipient Expenditure CLOSE SAVE SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

The Report can't be completed until the following errors are resolved.

Step 2: Expenditures 1

- Total amount received during the quarter from the State for this program. is required.

Cancel Report

**Finish Report** is the final step in the reporting process if everything was filled out correctly. However, in this example we made a mistake by neglecting to fill out a required field. (See the highlighted area above.)

**This screen remains the same regardless of report selected.**

Record was saved successfully

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Michigan.gov Tasks

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Task Dashboard Report Michigan Sub-Recipient Expenditure ✕

Report Michigan Sub-Recipient Expenditure ✕ CLOSE SAVE SAVE & CLOSE

Step 1: Identification Information

Step 2: Expenditures

Step 3: Certification

Finish Report

Click on Finish Report to finish this Report.  
The Report cannot be changed once it has been finished.

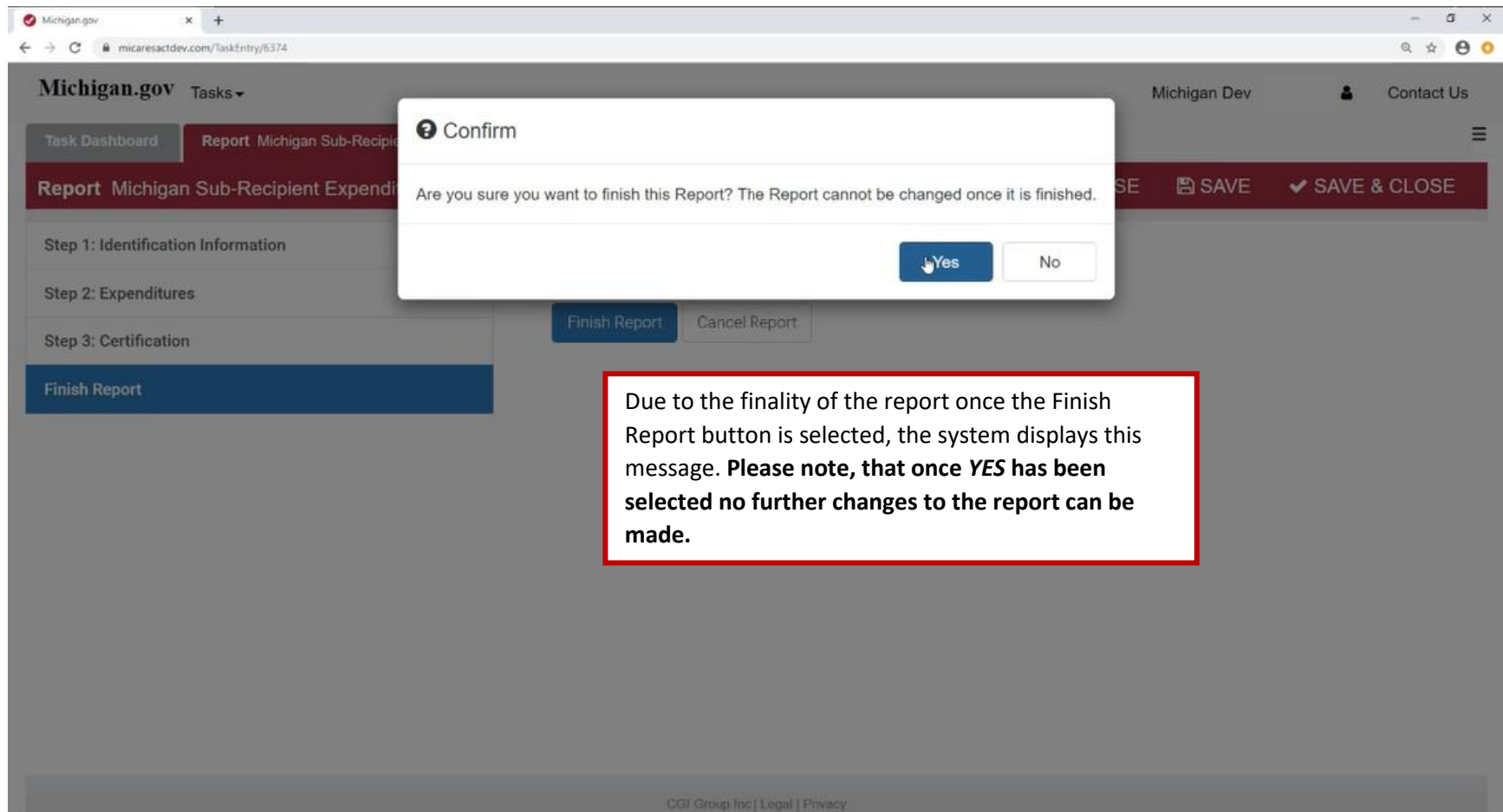
Finish Report Cancel Report

Once all errors are fixed, this is what the Finish Report screen will look like. **As noted above, please be aware that once Finish Report is selected, no further changes to the report can be made.**

✓ Record was saved successfully

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**Task Dashboard**

Start a New Report

Report	Report Documentation/Examples
<a href="#">Award, Contract or Expenditures less than \$50,000</a>	
<a href="#">Award, Contract or Expenditures greater than or equal to \$50,000</a>	

Once Finish Report has been selected, the system brings you back to the Task Dashboard. Here you can see the report you just finished on the right-hand side of this page, under existing reports. In this area you can also see the status of the report as well as when it was submitted among other things. Please make sure that the status of your report says **completed**.

Existing Reports

Report	Date	Status	ID
<a href="#">Award, Contract or Expenditures greater than or equal to \$50,000</a>	10-14-2020	Open	6389
<a href="#">Award, Contract or Expenditures greater than or equal to \$50,000</a>	10-09-2020	Completed	6337
<a href="#">Award, Contract or Expenditures greater than or equal to \$50,000</a>	10-09-2020	Approved	6336
<a href="#">Award, Contract or Expenditures greater than or equal to \$50,000</a>	10-09-2020	Approved	6335

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**For Log In problems, Contact the SIGMA Help Desk:**

Monday – Friday, 7AM to 5PM

517-284-0550

SIGMA-Financial-Helpdesk@michigan.gov

**For Questions on the use of the OnCue Reporting System, contact:**

Treas-CARES-Reporting@michigan.gov

DTMB-SBO-COVID-19-Stimulus-PMO@michigan.gov

**For Questions Specific to the CRLGG Program, contact:**

Treas-CARES@michigan.gov

517-335-0155