

Coronavirus Relief Fund (CRF) Subrecipient
Expenditure Reporting in **OnCue**





EXPENDITURE REPORTING OVERVIEW

- ▶ OnCue is the underlying application on which Michigan's Coronavirus Relief Fund (CRF) Reporting site is built.
- ▶ Quarterly, expenditures are entered by subrecipients or by the agency on behalf of the subrecipients using two categories:
 - Expenditures greater than or equal to \$50,000
 - Expenditures less than \$50,000
- ▶ Michigan CRF Reporting Cycles and Reporting Site Availability
 - ▶ Reporting Period for Cycles 1 and 2: 3/1/20 – 9/30/20
 - ▶ Reporting Site Availability: 10/19/20 – 10/28/20
 - ▶ Review and Correction Period: 10/29/20 – 11/11/20
 - ▶ Data Extract to Federal Application: 12/1/20
 - ▶ Reporting Period for Cycle 3: 10/1/20 – 12/31/20
 - ▶ Reporting Site Availability: 12/1/20 – 1/4/21
 - ▶ Review and Correction Period: 1/4/20 – 1/6/20
 - ▶ Data Extract to Federal Application: 1/7/20
 - ▶ Reporting Period for Cycle 4: 1/1/21 – 3/31/21
 - ▶ Reporting Site Availability: 3/15/21 – 3/26/21
 - ▶ Review and Correction Period: 3/27/21 – 4/6/21
 - ▶ Data Extract to Federal Application: 4/7/21

Overview of Subrecipient Expenditure Reporting Process

Log In as OnCue User

- First time users must register using an approved email to set a Password

Enter Quarterly, Required Expenditure Amounts

- Enter Vendor ID
- Select Subrecipient Profile
- Enter Expenditure Information
- Certify the amounts reported

Submit Expenditure Report

- Certify the completed report



REGISTER IN OnCUE

1. Start by navigating to the [Michigan CRF Reporting](#) login page.
2. As a first-time user, click the **First Time User Or Forgot Password** link.

**MI Coronavirus Relief Fund
(CRF) Reporting**

This site is used to report CRF obligations and expenditures.
First time users will need to [set a password](#).

Registered users enter your email and password here:

Email

Password

LOGIN **FIRST TIME USER OR FORGOT PASSWORD?**

By entering my credentials I agree to the terms and conditions stated [here](#).

If you have questions about registration or log in, contact SIGMA-Financial-Helpdesk@michigan.gov.
For general questions about CRF programs or reporting, contact your Agency Point of Contact.

3. Enter a valid **Email** and click **Get Reset 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](#)



REGISTER IN OnCUE

4. You will receive a system generated email from donotreply@cginotify.net, follow the instructions.

- ▶ Only email accounts preloaded by the system administrator can register. The system will not notify you enter an invalid email address.
- ▶ If the system generated email is not received, and you believe this was in error, email SIGMA-Financial-Helpdesk@michigan.gov or call (517) 284-0550.
- ▶ **Note: The Vendor ID associated with the CRF Program will be displayed in the email.**

Arnold,
Please use this link to reset your password:

<https://www.micaresactdev.com/ResetPassword/Ed8FcbWCGgHDRsoRMDp4bolX002jEwe475e0>

This link will expire in 2 days. Click here to request a new link:

<https://www.micaresactdev.com/ForgotPassword>

Your Vendor ID code is CV00123456

5. Return to the [Michigan CRF Reporting](#) login page.



LOGIN TO OnCUE

1. From the Michigan CRF Reporting login page, enter the **Email** you previously registered with, and **Password**.

MI Coronavirus Relief Fund (CRF) Reporting

This site is used to report CRF obligations and expenditures. First time users will need to [set a password](#).

Registered users enter your email and password here:

 [FIRST TIME USER OR FORGOT PASSWORD?](#)

By entering my credentials I agree to the terms and conditions stated [here](#).

If you have questions about registration or log in, contact SIGMA-Financial-Helpdesk@michigan.gov.
For general questions about CRF programs or reporting, contact your Agency Point of Contact.

2. Click the **Login** button and the **Task Dashboard** appears.

Michigan.gov Tasks ▾

Task Dashboard

Task Dashboard

[Start a New Report](#)

Report



SUBMIT EXPENDITURES REPORTS

- ▶ Once logged in, the table on the left (shown below) displays the two types of expenditure reports that subrecipient users may create.

Task Dashboard	
Start a New Report	
Report	Report
Award, Contract or Expenditures greater than or equal to \$50,000	
Award, Contract or Expenditures less than \$50,000	

- ▶ The table to the right (shown below) displays previous reports created, as well as the date, and status of the existing reports.

Statuses

- ▶ **Open** – The report has not been submitted and is available for editing.
- ▶ **Completed** – The report is submitted and cannot be edited. Ready for review.
- ▶ **Canceled** - The report is no longer needed.
- ▶ **Rejected** - Agency reviewer has rejected the submission. A new report will need to be created.
- ▶ **Approved** – Agency reviewer approved the submission.

Existing Reports		
Report	Date	Status
Award, Contract or Expenditures greater than or equal to \$50,000	09-11-2020	Open
Award, Contract or Expenditures greater than or equal to \$50,000	09-11-2020	Completed
Award, Contract or Expenditures greater than or equal to \$50,000	09-11-2020	Open
Award, Contract or Expenditures greater than or equal to \$50,000	09-11-2020	Open
Award, Contract or Expenditures greater than or equal to \$50,000	09-11-2020	Open



EXPENDITURES REPORT \geq \$50,000

- For grant/contract awards greater than or equal to \$50,000, regardless of the amount of expenditures being reported for the quarter, you will need to complete the Award, Contract or Expenditures greater than or equal to \$50,000 report. For information on awards less than \$50,000 see the [Expenditures Report < \\$50,000 section](#) of this document.

1. Click the **Award, Contract or Expenditures greater than or equal to \$50,000** link.

Task Dashboard	
Start a New Report	
Report	Report
Award, Contract or Expenditures greater than or equal to \$50,000	
Award, Contract or Expenditures less than \$50,000	

2. Report Michigan Sub-Recipient Expenditure menu appears. Click the **Step 1: Identification Information** link.

Task Dashboard | Report Michigan Sub-Recipient Expenditure ✕

Report Michigan Sub-Recipient Expenditure

- Step 1: Identification Information**
- Step 2: Expenditures
- Step 3: Certification
- Finish Report



EXPENDITURES REPORT \geq \$50,000

3. Enter the **State Vendor ID** associated with the CRF program. This number was provided in the password reset email and will begin with either a CV or VS.

✕ CLOSE💾 SAVE✔ SAVE & CLOSE

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 *

CV00123456▼

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

*

Sub-Recipient

State of Michigan Department

4. Your subrecipient profile information will appear. Review this information to ensure it is accurate and confirm you have selected the correct subrecipient record. Select the appropriate CRF program and the **Sub-Recipient** radio button.

Sub-Recipient, Award, Project Information *

SIGMA Vendor ID: CV00123456

Name: Vendor 1

CRF Project Number: 2

CRF Project Name: PPE - priority providers

Award or Contract #: AWD-01

Award or Contract: Award

Managing Agency: HHS

DUNS Number: 12345

Award or Contract Amount: 60000

Lump Sum or Reimbursement: Lump Sum

Award or Contract Date: NaN/NaN/0NaN

Performance Period Start Date: 44013

Performance Period End Date: 44180

Enrolled in SAM.gov?: Yes

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

Sub-Recipient

State of Michigan Department



EXPENDITURES REPORT \geq \$50,000

5. Click the **Expenditures** link.

Step 1: Identification Information
Step 2: Expenditures
Step 3: Certification
Finish Report

6. Select the required **Reporting Quarter** from the dropdown menu.

Reporting Quarter *
<input type="text" value="Choose..."/>
Review the attached instructions for further clarification of reporting expenditures.

7. Enter all expenditure amounts for all appropriate categories. For an expenditure to be incurred, performance or delivery must occur during the reporting period, but payment of funds need not be made during that time.

Expenditure categories include:

- ▶ a. Administrative Expenses
- ▶ b. Budgeted Personnel and Services Diverted to a Substantially Different Use
- ▶ c. COVID-19 Testing and Contract Tracing
- ▶ d. Economic Support (Other than Small Business, Housing, and Food Assistance)
- ▶ e. Expenses Associated with the Issuance of Tax Anticipation Notes
- ▶ f. Facilitating Distance Learning
- ▶ g. Food Programs



EXPENDITURES REPORT \geq \$50,000

Expenditure categories (continue):

- ▶ h. Housing Support
- ▶ i. Improve Telework Capabilities of Public Employees
- ▶ j. Medical Expenses
- ▶ k. Nursing Home Assistance
- ▶ l. Payroll for Public Health and Safety Employees
- ▶ m. Personal Protective Equipment
- ▶ n. Public Health Expenses
- ▶ o. Small Business Assistance
- ▶ p. Unemployment Benefits
- ▶ q. Workers' Compensation
- ▶ r. Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories
 - ▶ Open Text Field: Please provide a clear description of expenditures being included in this category

8. Enter **Total Expenditures Amount**. Enter the total of all expenditures reported in categories a through r.

Total Expenditures Amount *
<input type="text"/>

9. Enter **Total amount received during the quarter from the State of Michigan for this program**.

Total amount received during the quarter from the State for this program. *
<input type="text"/>



EXPENDITURES REPORT \geq \$50,000

If the expenditure report is not ready for certification, click the **Save and Close** button in the upper right corner. Return to the form by using the Existing Report link when ready to certify.

10. Once you are ready to certify, click the **Certification** link.

Step 1: Identification Information
Step 2: Expenditures
Step 3: Certification
Finish Report

11. Read the statement, click **Certify** from the dropdown box

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.

*

12. Complete all required identification fields.

- ▶ **Full Name**
- ▶ **Position/Title**
- ▶ **Certification Date**
- ▶ **Email Address**
- ▶ **Phone Number**

Please type your full name here: *

Position/Title *

Certification Date *

Please type your email address here: *

Please type your phone number here: *



EXPENDITURES REPORT \geq \$50,000

13. Click the **Finish Report** link

Step 1: Identification Information
Step 2: Expenditures
Step 3: Certification
Finish Report

This is the final step before the report is finalized. There are three options...

- ▶ **Save** the report for future editing without submitting.
- ▶ **Cancel** the report if it is no longer desired.
 - The report can no longer be edited after this step.
- ▶ **Finish** the report if all the information is complete and accurate.
 - The report can no longer be edited after this step.

14. To submit the report for agency review click the **Finish Report** button.

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

Finish Report Cancel Report

15. A message box appears. Click **Yes** to complete the submission.

? Confirm

Are you sure you want to finish this Report? The Report cannot be changed once it is finished.

Yes No



EXPENDITURES REPORT < \$50,000

- For grant/contract awards less than \$50,000, you will need to complete the Award, Contract or Expenditures less than \$50,000 report. For awards greater than or equal to \$50,000 see page 7.

1. Click the **Award, Contract or Expenditures less than \$50,000** link.

Task Dashboard	
Start a New Report	
Report	Report
Award, Contract or Expenditures greater than or equal to \$50,000	
Award, Contract or Expenditures less than \$50,000	

2. Report Michigan Sub-Recipient Expenditure menu appears. Click the **Step 1: Identification Information** link.

Task Dashboard	Report Michigan Sub-Recipient Expenditure ✕
Report Michigan Sub-Recipient Expenditure	
Step 1: Identification Information	
Step 2: Expenditures	
Step 3: Certification	
Finish Report	



EXPENDITURES REPORT < \$50,000

3. Enter the **State Vendor ID** associated with the CRF program. This number was provided in the password reset email and will begin with either a CV or VS.

✕ CLOSE 💾 SAVE ✓ SAVE & CLOSE

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 *

CV00123456

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

*
 Sub-Recipient
 State of Michigan Department

4. Your subrecipient profile information will appear. Review this information to ensure it is accurate and confirm you have selected the correct subrecipient record. Select the appropriate CRF program and the **Sub-Recipient** radio button.

Sub-Recipient, Award, Project Information *

SIGMA Vendor ID: CV00123456
Name: Vendor 1
CRF Project Number: 2
CRF Project Name: PPE - priority providers
Award or Contract #: AWD-01
Award or Contract: Award
Managing Agency: HHS
DUNS Number: 12345
Award or Contract Amount: 60000
Lump Sum or Reimbursement: Lump Sum
Award or Contract Date: NaN/NaN/ONaN
Performance Period Start Date: 44013
Performance Period End Date: 44180
Enrolled in SAM.gov?: Yes

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

Sub-Recipient
 State of Michigan Department



EXPENDITURES REPORT < \$50,000

5. Click the **Expenditures** link.

Step 1: Identification Information
Step 2: Expenditures
Step 3: Certification
Finish Report

6. Select the required **Reporting Quarter** from the dropdown menu.

Reporting Quarter *

Choose... ▼

Review the attached instructions for further clarification of reporting expenditures.

7. Enter **Current Quarter Expenditures**. Enter the total of all expenditures incurred during the quarter. For an expenditure to be incurred, performance or delivery must occur during the reporting period, but payment of funds need not be made during that time.

Current Quarter Aggregate Expenditure *

8. Enter **Total amount received during the quarter from the State of Michigan for this program**.

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



EXPENDITURES REPORT < \$50,000

If the expenditure report is not ready for certification, click the **Save and Close** button in the upper right corner. Return to the form by using the Existing Report link when ready to certify.

9. Once you are ready to certify, click the **Certification** link.

Step 1: Identification Information
Step 2: Expenditures
Step 3: Certification
Finish Report

10. Read the statement, click **Certify** from the dropdown box

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.

*

11. Complete all required identification fields.

► **Full Name**

Please type your full name here: *

► **Position/Title**

Position/Title *

► **Certification Date**

Certification Date *

► **Email Address**

Please type your email address here: *

► **Phone Number**

Please type your phone number here: *



EXPENDITURES REPORT < \$50,000

12. Click the **Finish Report** link

Step 1: Identification Information
Step 2: Expenditures
Step 3: Certification
Finish Report

This is the final step before the report is finalized. There are three options...

- ▶ **Save** the report for future editing without submitting.
- ▶ **Cancel** the report if it is no longer desired.
 - The report can no longer be edited after this step.
- ▶ **Finish** the report if all the information is complete and accurate.
 - The report can no longer be edited after this step.

13. To submit the report for agency review click the **Finish Report** button.

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

Finish Report Cancel Report

14. A message box appears. Click **Yes** to complete the submission.

? Confirm

Are you sure you want to finish this Report? The Report cannot be changed once it is finished.

Yes No