

INFORMATIONAL CIRCULAR NO. 21-A-009
DATE: February 25, 2020
SUBJECT: Instructions for Tracking All COVID Relief Awards
EFFECTIVE DATE: Immediately
CONTACT: Sunni Zentner (785) 296-7058 Sunni.Zentner@ks.gov
APPROVAL: Jocelyn Gunter (original signatures on file)
SUMMARY: **Agencies must segregate all new COVID relief awards in SMART.**

As the Recovery Office shifts its focus from fund allocation and administration to providing targeted support and strategic guidance to recipient agencies, the Office of Accounts and Reports will support the ongoing tracking and reporting of statewide COVID-19 related spending.

Accounting for federal expenditures in SMART should clearly delineate between:

- **CARES Act Coronavirus Relief Funds (CRF)** (*tracked in fund 3753 and in accordance with specific guidance in the attached checklist*)
- **CARES Act Non-CRF Awards**
- **New awards received under the December 2020 HR133 bill**
- **Additional federal relief packages/bills received in the future**
- **Other COVID-19 related spending from existing federal funds** (*identified with use of program code 21662 and not in a funding stream for one of the other categories listed here*)

Therefore, the Director of Accounts and Reports is directing all agencies in receipt of COVID-19 relief awards to create and communicate unique funding streams using a combination of budget units, project codes, and/or program codes. Please note this does not supersede any accounting guidance or policies regarding the tracking of the Coronavirus Relief Funds (per attached checklist) or regarding the relationship between SMART funds and federal CFDA #s. This requirement is retroactive to the beginning of fiscal year 2021.

Agencies can submit an online SMART ChartField Request to add new budget unit(s) for federal funds as is deemed necessary. At the time of the request, please also confirm the full award amount allocated or received, by uploading the award letter or other document in the SMART ChartField Request page. If project codes are used instead of a new budget unit, please submit a ManageEngine Service Desk ticket to send documentation of the award amount and provide the fund, budget unit, and project code where the award will be tracked. When establishing new budget units or project codes, please include either CARES or HR133 (or future relief bills as is appropriate) in the description for clarity in tracking/reporting.

If there are additional questions or concerns, you may submit a ManageEngine Service Desk ticket, or you may contact the following individuals:

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