



COVID Federal Award Notification

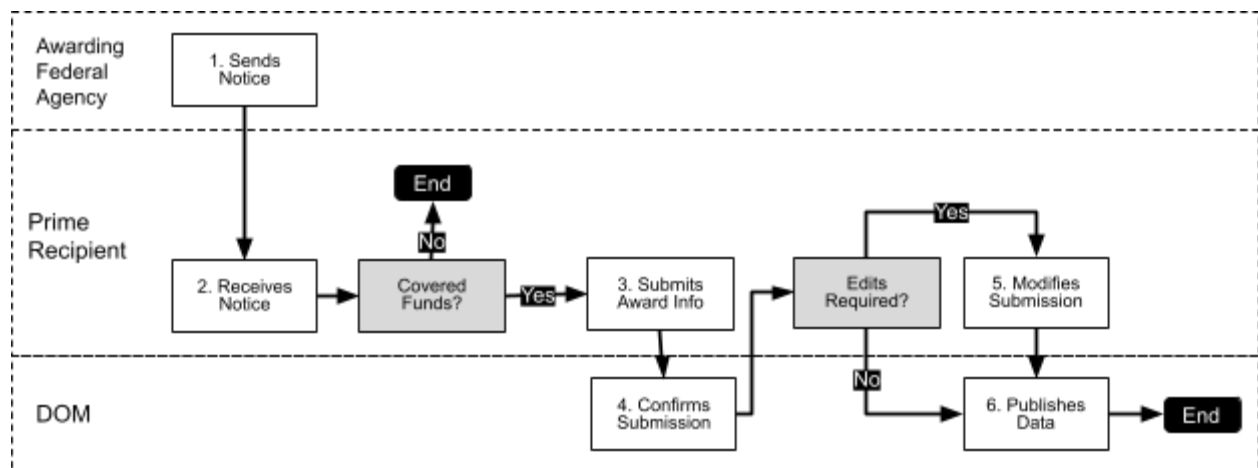
Procedure #	810.003	Effective Date	03/31/2020
Version #	02	Version Date	04/12/2022
Policies	Policy 810.001		
Audience	State Agencies Receiving Covered Federal Funds		

Purpose

The purpose of this procedure is to outline roles, tasks and steps associated with notifying the Department of Management and providing information on [covered federal funds](#) awarded that support coronavirus response, recovery efforts and related activities.

Procedure

Workflow



Roles

Awarding Federal Agency

Federal agency who awards the [covered federal funds](#), and provides notice of award.



Prime Recipient

State agency who received [covered federal funds](#) directly from a federal agency, and is responsible for reporting federal awards associated with covered federal funds.

Department of Management

The Department of Management (DOM) maintains information on covered federal funds awarded to state agencies, and creates reports for internal and public purposes.

Tasks

1. Sends Notice

The awarding federal agency sends notice of award (or subsequent amendment) to the state agency who is the prime recipient of the award.

2. Receives Notice

The state agency who is the prime recipient of the award receives notice of award (or subsequent amendment). Upon receipt, the prime recipient must determine whether the award or award amendment is considered [covered federal funds](#), as defined in [Policy 810.001](#). If the award or award amendment is not covered federal funds, no further tasks are required for COVID purposes. If they are covered federal funds, then the prime recipient must proceed to the next step.

3. Submits Award Information

The prime recipient of [covered federal funds](#) must submit award information to the DOM using the following form.

[Iowa Pandemic Recovery Reporting: Federal Awards](#)

4. Confirms Submission

Upon receipt of the prime recipient's submission, DOM sends a confirmation email containing the following information:

- Details on information provided
- URL to edit the submission



- Name of and a link to [Policy 810.001](#)

5. Modifies Submission

If edits are required to the prime recipient's submission, they may edit the submission using the URL provided in DOM's confirmation email. The URL may be bookmarked for future edits where required.

6. Publishes Data

The DOM maintains information on awards associated with covered federal funds in the following dataset: [Iowa Pandemic Recovery Report: Federal Funds Awarded](#).

Version History

Version #	Description of Change	Author	Approved By	Date
01	Original procedure part of reporting guide	Scott Vander Hart	NA	03/31/2021
02	New procedure document	Scott Vander Hart	Kraig Paulsen	04/12/2022