




Small Cities and Rural Communities Local Government Training Guide

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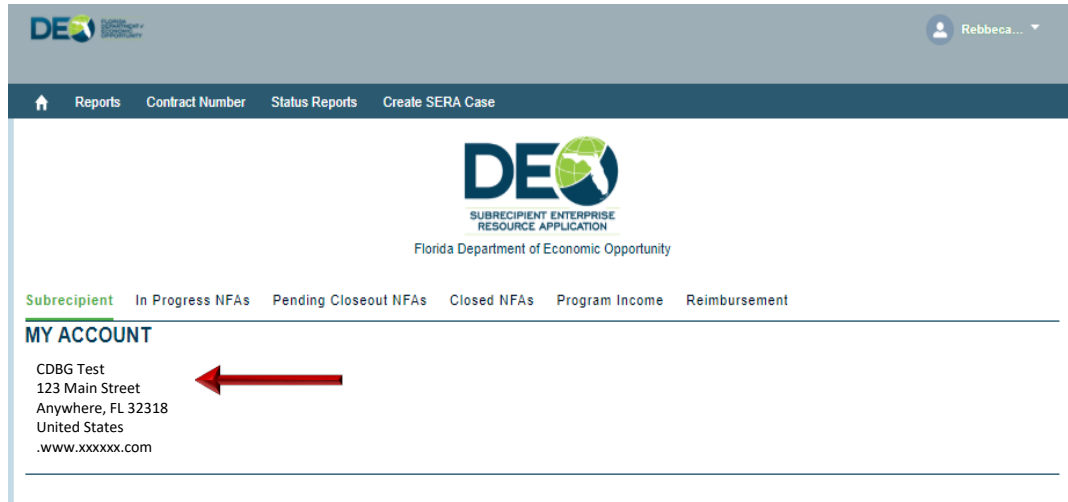
1. Homepage

- 2) Navigate to <https://deosera.force.com/grant>
- 3) Enter the login details (which have been sent by email from Salesforce.com)
- 4) The first page accessed when logged in is the home screen , like the one below.
- 5) In the Navigation Bar are the following Tabs:
 - Reports
 - Contract Number
 - Status Reports
- 6) In the center window, are the following List Views:
 - a. Notices of Fund Availability (NFA):
 - In Progress NFAs
 - Pending Closeout NFAs
 - Closed NFAs
 - b. Financial Activities:
 - Reimbursements
 - Program Income



2. Subrecipient (Account Information)

1. To view account details, click on the account name. (Note: All clickable links are displayed in green)



2. Account details will be displayed.
3. The only changes that can be made on this page are the “Report from Date” and “Report to Date” fields. To make these changes click on the “Edit” button in the top right-hand corner.
4. Please note: these fields affect reporting and will determine the data that is pulled into reports based on the dates selected. This will be explained in further detail under the Reporting section of this user guide.

Subrecipient

CDBG Test

[Edit](#)
[Grant Summary Report](#)

Phone	Billing Address	Website
	123 Main Street Anywhere, FL 32318 United States	www.xxxxxxx.com

Subrecipient Information

Subrecipient Name
CDBG Test (DEA)

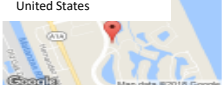
FED# Number
123456789

DUNS

Address Information

Billing Address

123 Main Street
Anywhere, FL 32318
United States



Shipping Address

Reporting Filters

Report From Date

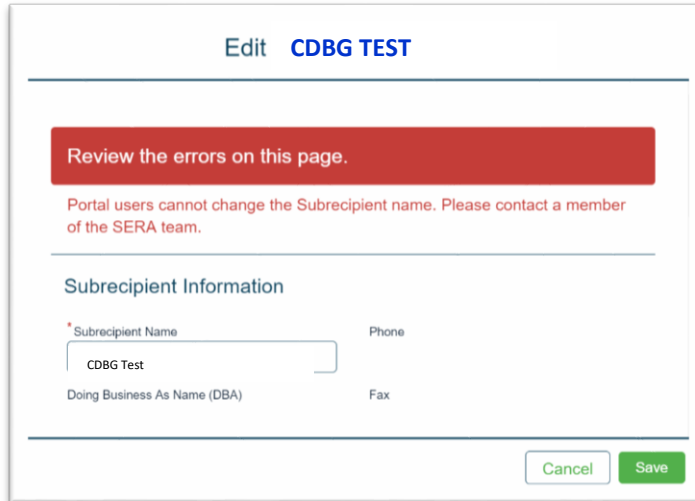
Report To Date

Parent Subrecipient


CONTACTS

CDBG Test; xxx.xxxxx@xxxxxxx.com

- Please note: The Subrecipient name field appears to be editable, however it is not. If an attempt to make any changes to the name and save, the following error message is displayed.



3. In Progress Notices of Fund Availability (NFAs)

- To return to the home screen, click on the Home icon 
- There are three list views for NFAs: In Progress NFAs, Pending Closeout NFAs and Closed NFAs. In this section we will be covering the In Progress NFAs.
- Click on the “In Progress NFAs” link.



- The following screen appears showing a list of the “In Progress NFAs”. An NFA record can be opened by clicking the link to the individual record.
- For a List View that can be sorted, click on “View All” link at the bottom of the page.

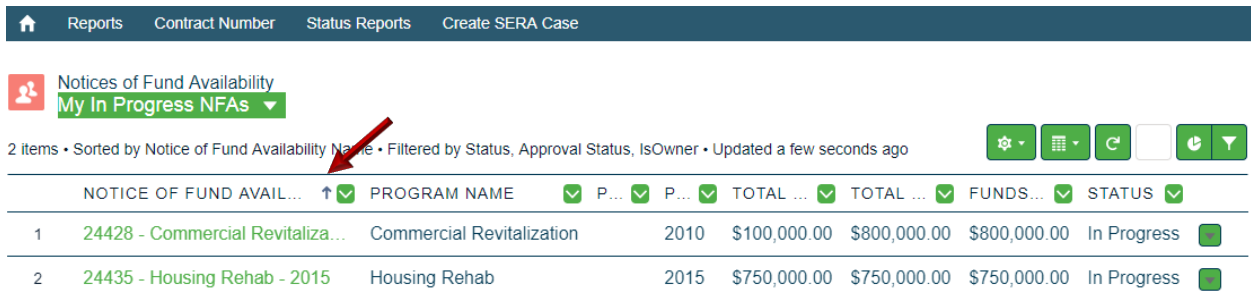
Subrecipient **In Progress NFAs** Pending Closeout NFAs Closed NFAs Program Income Reimbursement

MY IN PROGRESS NFAS

NOTICE OF FUND AVAILABILITY NAME	PROGRAM NAME	PROJECT NAME	PROGRAM YEAR
24428 - Commercial Revitalization - 2010	Commercial Revitalization		2010
24435 - Housing Rehab - 2015	Housing Rehab		2015

[View All](#) 

- In the “View All” screen the list can be sorted by any of the columns in the view. By clicking at the end of each column name, records can be displayed in ascending or descending order.



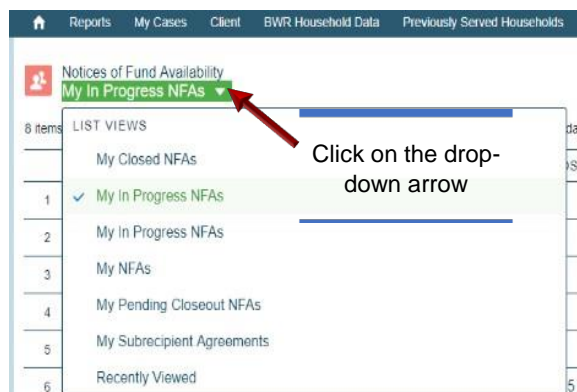
Home Reports Contract Number Status Reports Create SERA Case

Notices of Fund Availability
My In Progress NFAs

2 items • Sorted by Notice of Fund Availability Name • Filtered by Status, Approval Status, IsOwner • Updated a few seconds ago

	NOTICE OF FUND AVAIL...	PROGRAM NAME	P...	P...	TOTAL ...	TOTAL ...	FUNDS...	STATUS
1	24428 - Commercial Revitaliza...	Commercial Revitalization	2010	\$100,000.00	\$800,000.00	\$800,000.00	In Progress	<input type="checkbox"/>
2	24435 - Housing Rehab - 2015	Housing Rehab	2015	\$750,000.00	\$750,000.00	\$750,000.00	In Progress	<input type="checkbox"/>

- To change to a different list view, click on the drop-down arrow (see screenshot below) and change the list view by selecting one of the options that are displayed. Available list views can also be viewed by returning to the Home screen.



Home Reports My Cases Client BWR Household Data Previously Served Households

Notices of Fund Availability
My In Progress NFAs


LIST VIEWS

- My Closed NFAs
- 1 My In Progress NFAs
- 2 My In Progress NFAs
- 3 My NFAs
- 4 My Pending Closeout NFAs
- 5 My Subrecipient Agreements
- 6 Recently Viewed

Click on the drop-down arrow

8. Click on the NFA record name link to access the record details.

[Home](#)
[Reports](#)
[Contract Number](#)
[Status Reports](#)
[Create SERA Case](#)


Notices of Fund Availability
My In Progress NFAs

2 items • Sorted by Notice of Fund Availability Name • Filtered by Status, Approval Status, IsOwner • Updated a few seconds ago

	NOTICE OF FUND AVAIL...	PROGRAM NAME	P...	P...	TOTAL ...	TOTAL ...	FUNDS...	STATUS
1	24428 - Commercial Revitaliza...	Commercial Revitalization	2010	\$100,000.00	\$800,000.00	\$800,000.00	In Progress	
2	24435 - Housing Rehab - 2015	Housing Rehab	2015	\$750,000.00	\$750,000.00	\$750,000.00	In Progress	

Click on the NFA name

9. Related Financial Activities and Files can be viewed by scrolling to the end of the screen.

10. Financial Activities related list shows all Financial Activities for the “In Progress” NFA selected.

Click on “View All’ button to see all records.

NFA Page View:

Notice of Fund Availability (NFA)
24428 - Commercial Revitalization - 2010

CDBG TEST	Status In Progress	Grant 1510F	Start Date 1/1/2010	End Date 12/31/2010
------------------	-----------------------	----------------	------------------------	------------------------

Notice of Fund Availability Name 24428 - Commercial Revitalization - 2010 Subrecipient Grant 1510F Program Year 2010 FAIN # Contract Number H9000 Long Contract Number 99DB-3R-09-38-02-E 09 Fiscal Year Month Beginning January Fiscal Year Month End December Program Name Commercial Revitalization Notice of Fund Availability Contact Project Name CSFA Number	Status In Progress Start Date 1/1/2010 End Date 12/31/2010 Total Funds Awarded \$100,000.00 Total Funds Released \$800,000.00 Funds Available to Draw \$800,000.00 Total Funds Drawn \$0.00 Total Funds Remaining (\$700,000.00) Cash on Hand \$0.00 Total Adjustments \$0.00 Total Program Income Earned \$0.00 Total Program Income Spent \$0.00
---	---

NFA Cost Category #	Cost Category Name	Activity	Cost Code	IDIS ID	Cost Category Amount	Category Budget Remaining	Funds Expended
SRA Cost Category - 061641	Acquisition	Site			100.00	\$100.00	\$0.00
SRA Cost Category - 061631	Fire Hydrants		03J		100.00	\$100.00	\$0.00
SRA Cost Category - 061632	Flood & Drainage		03I		100.00	\$100.00	\$0.00
SRA Cost Category - 061633	Other Public Facilities	Relocation of Utilities	11		100.00	\$100.00	\$0.00
SRA Cost Category - 061634	Parking Facilities, Spaces	Parking Spaces	03G		100.00	\$100.00	\$0.00
SRA Cost Category - 061635	Program Administration		21A		100.00	\$100.00	\$0.00
SRA Cost Category - 061642	Program Administration				100.00	\$100.00	\$0.00
SRA Cost Category - 061636	Public Facilities General		03		0.00	\$0.00	\$0.00
SRA Cost Category - 061637	Public Facilities-Utilities Relocation	Utilities Relocation	11		0.00	\$0.00	\$0.00
SRA Cost Category - 061638	Sidewalks	Engineering for Sidewalks and Pedestrian	03L		100.00	\$100.00	\$0.00

NFA Cost Category #	Cost Category Name	Activity	Cost Code	Very Low Income	Low Income	Moderate Income	Total Benefiting
SRA Cost Category - 061641	Acquisition	Site					
SRA Cost Category - 061631	Fire Hydrants		03J				
SRA Cost Category - 061632	Flood & Drainage		03I				
SRA Cost Category - 061633	Other Public Facilities	Relocation of Utilities	11				
SRA Cost Category - 061634	Parking Facilities, Spaces	Parking Spaces	03G				
SRA Cost Category - 061635	Program Administration		21A				
SRA Cost Category - 061642	Program Administration						

3.1 Viewing Beneficiary Information

From the NFA page, scroll to the bottom of the page to see the Beneficiary information for the NFA.

This information is entered by the DEO Program Area team, and it not editable.

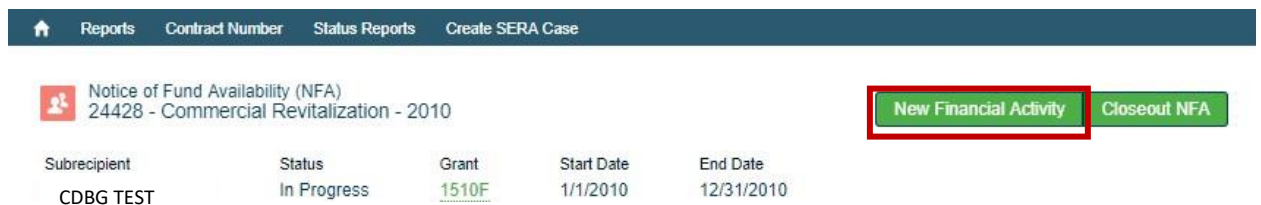
NFA Cost Category #	Cost Category Name	Activity	Cost Code	Very Low Income	Low Income	Moderate Income	Total Benefiting
SRA Cost Category - 061641	Acquisition	Site		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRA Cost Category - 061631	Fire Hydrants		03J	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRA Cost Category - 061632	Flood & Drainage		03I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRA Cost Category - 061633	Other Public Facilities	Relocation of Utilities	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRA Cost Category - 061634	Parking Facilities, Spaces	Parking Spaces	03G	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRA Cost Category - 061635	Program Administration		21A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRA Cost Category - 061642	Program Administration			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. New Financial Activity for In Progress Notices of Fund Availability (NFAs)

1. Please note: Financial Activities cannot be created before the NFA Start Date or for a NFA with a status of Admin or Final Closeout.
2. When creating a new Financial Activity – there are two options:
 - Program Income
 - Reimbursement

4.1 Program Income

1. To report any Program Income, scroll to the top right-hand side of the screen and select “New Financial Activity”



The screenshot shows a navigation bar with 'Reports', 'Contract Number', 'Status Reports', and 'Create SERA Case'. Below it, a notice for 'Notice of Fund Availability (NFA) 24428 - Commercial Revitalization - 2010' is displayed. On the right side, there are two buttons: 'New Financial Activity' (highlighted with a red box) and 'Closeout NFA'. Below the notice, a table shows details for the NFA:

Subrecipient	Status	Grant	Start Date	End Date
CDBG TEST	In Progress	1510F	1/1/2010	12/31/2010

2. A small screen will appear – select “Program Income” and click on “Next”.

New Financial Activity

Select Record Type

- Program Income
 Reimbursement

Next

3. A screen will appear where you will need to complete the required fields. Click “Next”.

New Financial Activity

NFA Name - 24428 - Commercial Revitalization - 2010
 Start Date - January 1, 2010 Total Award - \$100,000.00

*Reporting Time Period Start

*Reporting Time Period End

*Amount of Program Income Earned:

Previous Next

4. A new record is created showing the Program Income earned.

Financial Activity FA-270949		Edit Submit for Approval	
Financial Activity Type Program Income	Notice of Fund Availability 24428 - Commercial Revitalization - 2010	Reporting Time Period Start 5/25/2018	Reporting Time Period End 6/8/2018
Financial Activity Name FA-270949	Program Income Earned \$100.00	Status New	
Notice of Fund Availability 24428 - Commercial Revitalization - 2010	Reporting Time Period Start 5/25/2018	Reporting Time Period End 6/8/2018	
NFA ID 24428	Requested Date	Approved Date	
Total Award Amount \$100,000.00	Program Income Spent \$0.00		
Funds Available to Draw \$800,000.00	Program Income Balance on Hand \$100.00		

5. Scroll down to the Cost Categories and enter the cost category amounts. Please note: you cannot enter more than what has been earned.

Financial Activity Cost Categories

Name	Cost Category Name	Activity	Cost Code	Add Up	Program Income
FACC - 521908	Acquisition	Site		✓	<input type="text" value="0.00"/>
FACC - 521898	Fire Hydrants		03J	✓	<input type="text" value="0.00"/>
FACC - 521899	Flood & Drainage		03I	✓	<input type="text" value="0.00"/>
FACC - 521900	Other Public Facilities	Relocation of Utilities	11	✓	<input type="text" value="0.00"/>
FACC - 521901	Parking Facilities, Spaces	Parking Spaces	03G	✓	<input type="text" value="0.00"/>
FACC - 521902	Program Administration		21A	✓	<input type="text" value="0.00"/>
FACC - 521909	Program Administration			✓	<input type="text" value="0.00"/>
FACC - 521903	Public Facilities General		03	✓	<input type="text" value="0.00"/>
FACC - 521904	Public Facilities-Utilities Relocation	Utilities Relocation	11	✓	<input type="text" value="0.00"/>
FACC - 521905	Sidewalks	Engineering for Sidewalks and Pedestrian	03L	✓	<input type="text" value="0.00"/>

6. Next you will submit for approval by clicking on the “Submit for Approval” button.



Financial Activity FA-270949

Financial Activity Type: Program Income

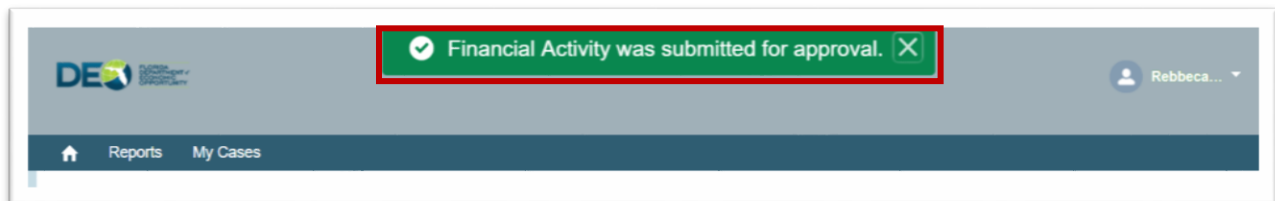
Notice of Fund Availability: 24428 - Commercial Revitalization - 2010

Reporting Time Period Start: 5/25/2018

Reporting Time Period End: 6/8/2018

Buttons: Edit, Submit for Approval

7. Once submitted there will be a message at the top of the screen in green, indicating that the Financial Activity has been submitted.



DEO Florida Department of Economic Opportunity

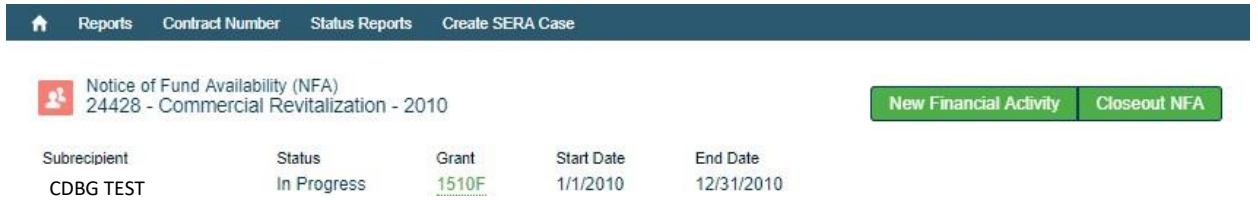
Financial Activity was submitted for approval. X

Rebecca...

Home Reports My Cases

4.2 Reimbursement

- To enter a reimbursement, scroll to the top right-hand side of the screen and select “New Financial Activity



Navigation: Home | Reports | Contract Number | Status Reports | Create SERA Case

Notice of Fund Availability (NFA)
24428 - Commercial Revitalization - 2010

Buttons: New Financial Activity | Closeout NFA

Subrecipient	Status	Grant	Start Date	End Date
CDBG TEST	In Progress	1510F	1/1/2010	12/31/2010

- A small screen will appear – select “Reimbursement” and click on “Next”.



New Financial Activity

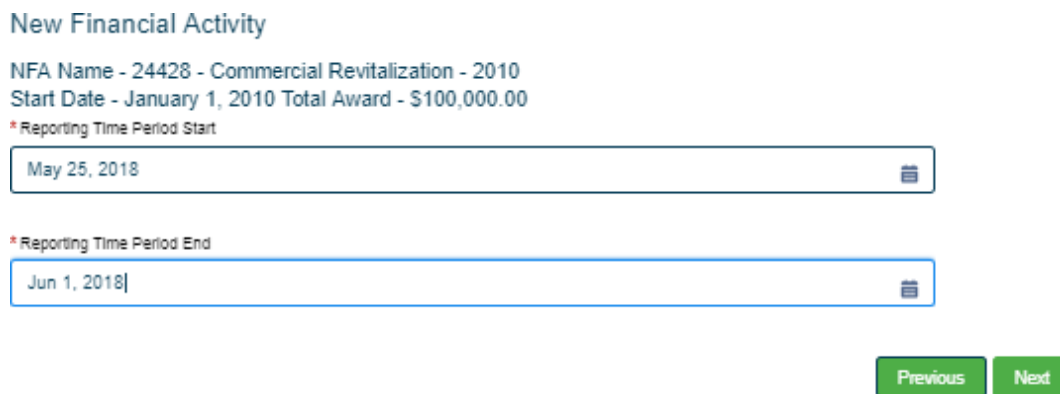
Select Record Type

Program Income

Reimbursement

Next

- Complete the fields:
 - Reporting Time Period Start Date
 - Reporting Time Period End Date
 - Click Next.



New Financial Activity

NFA Name - 24428 - Commercial Revitalization - 2010
Start Date - January 1, 2010 Total Award - \$100,000.00

* Reporting Time Period Start

May 25, 2018

* Reporting Time Period End

Jun 1, 2018

Previous | Next

4. The new Reimbursement record will display.


Financial Activity
 FA-270959

Reimbursement PDF
Edit
Submit for Approval

Financial Activity Type	Notice of Fund Availability	Reporting Time Period Start	Reporting Time Period End
Reimbursement	24428 - Commercial Revitalization - 2010	4/2/2018	5/22/2018

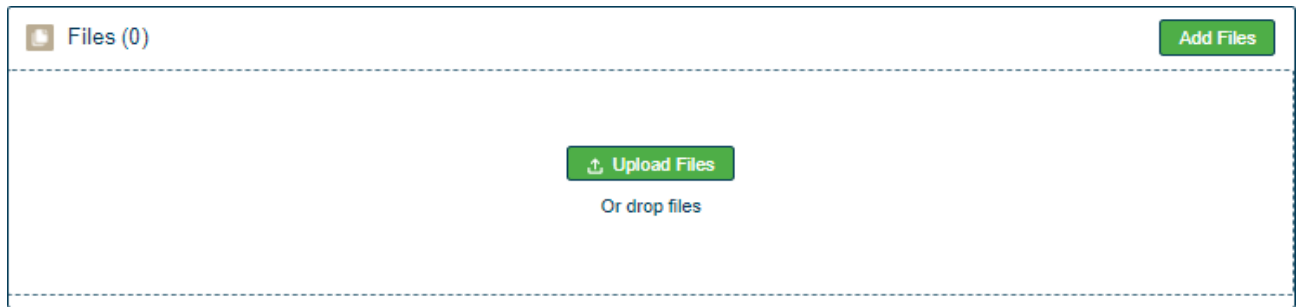
Financial Activity Type	Reimbursement
Financial Activity Name	FA-270959
Notice of Fund Availability	24428 - Commercial Revitalization - 2010
Notice of Fund Availability Start Date	1/1/2010
NFA ID	24428
Total Award Amount	\$1,000,000.00
Prior LTD Expenditure	\$0.00
Long Contract Number	99DB-3R-09-36-02-E 09

Status	New
Reporting Time Period Start	4/2/2018
Reporting Time Period End	5/22/2018
Requested Date	
Approved Date	
Funds Approved	\$0.00
Funds Expended	\$0.00

5. Scroll down to the Financial Activity Cost Categories. Enter the amount and click on Save.

Cost Category Name	Activity	Cost Code	Category Total Budget	Budget Remaining	Funds Requested
Acquisition	Site		\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Fire Hydrants		03J	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Flood & Drainage		03I	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Other Public Facilities	Relocation of Utilities	11	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Parking Facilities, Spaces	Parking Spaces	03G	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Program Administration		21A	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Program Administration			\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Public Facilities General		03	\$0.00	\$0.00	<input style="width: 80px;" type="text" value="0.00"/>
Public Facilities-Utilities Relocation	Utilities Relocation	11	\$0.00	\$0.00	<input style="width: 80px;" type="text" value="0.00"/>
Sidewalks	Engineering for Sidewalks and Pedestrian	03L	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>
Sidewalks	Sidewalks and Pedestrian Malls	03L	\$100.00	\$100.00	<input style="width: 80px;" type="text" value="0.00"/>

6. To upload Files (documents, images, etc.) relative to the Reimbursement request, click the Upload Files button in the Files list. The file browser window will open, and you will be able to select a file from your computer to upload. When the upload is complete, you will see the uploaded file in the Files related list.



7. Select Submit for Approval.



8. Enter any comments in the next screen and click on Submit.



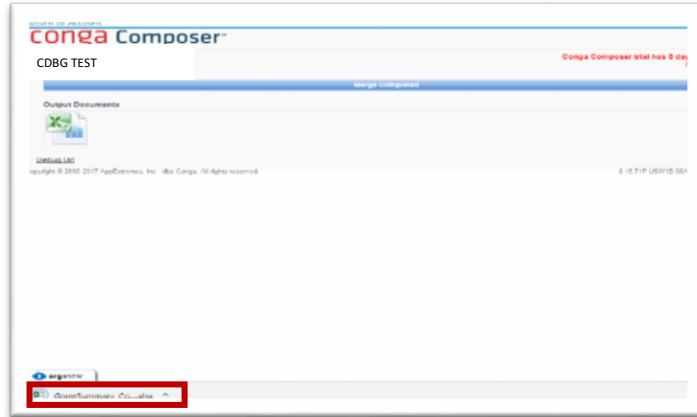
9. A confirmation will display that the record has been submitted and the status automatically changed to Submitted.



10. Print a PDF version of the Reimbursement Request.

Click the Reimbursement PDF button on the Financial Activity to generate a PDF document with the Reimbursement Request information.

The Conga window will open, and will download the PDF report to the user's computer.



This document can be printed, saved and/or re-uploaded to the Financial Activity record. The ability to generate the PDF document requires a Conga License.

5. Pending Closeout NFAs

When an NFA is ready for closeout, the Subrecipient will get an email from DEO that the NFA is Pending Closeout. The Subrecipient will verify the status of the NFA and submit.

1. View the Pending Closeout NFAs list.



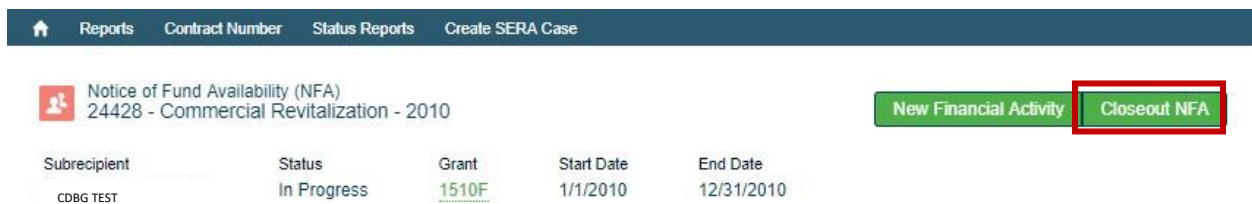
DEO SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION
Florida Department of Economic Opportunity

Subrecipient: In Progress NFAs **Pending Closeout NFAs** Closed NFAs Program Income Reimbursement

MY PENDING CLOSEOUT NFAS

NOTICE OF FUND AVAILABILITY NAME	SUBRECIPIENT	TOTAL FUNDS AWARDED	TOTAL FUNDS RELEASED
24434 - Housing Rehab - 2015	Coastal Cloud TEST	\$700,000.00	\$700,000.00
24685 - Neighborhood Revitalization - ...	Coastal Cloud TEST	\$750,000.00	\$750,000.00

2. Click on the link to open the NFA.
3. From the NFA record, click the “Closeout NFA button.”



Notice of Fund Availability (NFA)
24428 - Commercial Revitalization - 2010

New Financial Activity **Closeout NFA**

Subrecipient	Status	Grant	Start Date	End Date
CDBG TEST	In Progress	1510F	1/1/2010	12/31/2010

1. Check the box certifying the information being provided is correct. Click “Next” to complete this action.

Closeout NFA

Subrecipient Name:

NFA ID: 24434

Notice of Funds Available (NFA) Title: 24434 - Housing Rehab - 2015

Notice of Funds Available Start Date: August 10, 2017

Notice of Funds Available End Date: August 9, 2019

Total Funds Drawn: \$0.00

Total Funds Expended: \$0.00

Cash On Hand: \$0.00

Total Program Income Earned: \$0.00

Total Program Income Spent: \$0.00

Program Income Due to DEO: \$0.00

Total Funds Awarded: \$700,000.00

Award Adjustments: (\$700,000.00)

The Award Adjustments ((\$700,000.00)) for this NFA (24434 - Housing Rehab - 2015) is negative. The DEO team must deobligate the amount. You MUST check the box below certifying that you agree that this is the current state of your Notice of Fund Availability.

I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are allowable and correctly reported at the cost category level. As set forth under the award and related rules and regulations, are reconciled to our official accounting records, and have been liquidated.

[Next](#)

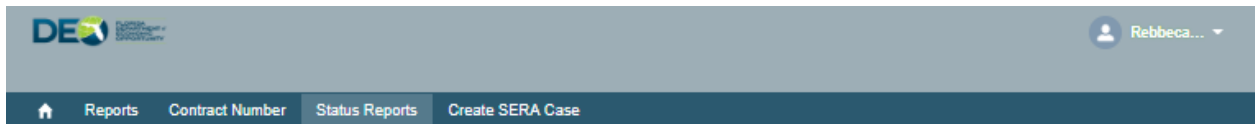
6. Status Reports

There are 4 types of Status Reports that can be submitted:

- Section 3
- Fair Housing
- Minority Business Enterprise (MBE)
- Quarterly Status Report (QSR)

To submit a status report, click the Status Reports Tab in the blue bar at the top of the screen.

CDBG TEST



On the Status Report Tab users will see a list of previously submitted Status Reports, and have the ability to create new reports.



To create a new status report, click the New button at the top right of the screen. A new screen will open to allow the choice of the type of Status Report to be created.

New Status Report

- Select a record type
- Section 3 Reports
 - Fair Housing
 - Minority Business Enterprise (MBE)
 - Quarterly Status Report (QSR)

Cancel Next

Select the type of Status Report to be created, and click Next. For ALL Status Reports, users will choose the Subrecipient, and the Contract Number – both are required fields.

The Subrecipient field will display the Account Name of the logged in user. Select by clicking the name.

New Status Report: Section 3 Reports

Information

* Subrecipient

Search Subrecipients...

CDBG TEST

Long Contract Number

Total Contract Amount

Once the Subrecipient is chosen, the Contract number will be available and display any Contracts associated with the Subrecipient. Select the correct Contract Number by clicking the Number.

New Status Report: Section 3 Reports

Information

* Subrecipient

CDBG TEST

* Contract Number

Search Contract Numbers...

H9999
99DB-3R-09-36-02-E 09

Total Contract Amount

Complete the required information and click Save to complete the report.

Section 3 Reporting

New Status Report: Section 3 Reports

Information

* Subrecipient <input type="text" value="CDBG TEST"/>	Record Type Section 3 Reports
* Contract Number <input type="text" value="H9999"/>	Total Contract Amount _____
Long Contract Number _____	

Section 3 Information

Participate in HUD Training/Employ Prog <input type="checkbox"/>	Participate in HUD Prog Award Contracts <input type="checkbox"/>
---	---

Part 1: Employment & Training

* Period Beginning <input type="text" value=""/>	Section 3 Status --None--
* Period Ending <input type="text" value=""/>	Total Amount of Award <input type="text" value="\$0.00"/>

Job Category Construction

CONST Number of New Hires <input type="text" value=""/>	CONST # of New Hires Sec 3 Residents <input type="text" value=""/>
CONST % # Staff Hours of New Hires Sec3 <input type="text" value=""/>	CONST % Total Staff Hours Sec3 Emp/Train <input type="text" value=""/>
CONST Number of Sec 3 Trainees <input type="text" value=""/>	

The Status Report record will display.

DETAILS **RELATED**

Information

Subrecipient _____	Record Type Section 3 Reports
Contract Number H9999	Total Contract Amount \$2,491,000.00
Long Contract Number 9926-35-09-36-02-E 09	

Section 3 Information

Participate in HUD Training/Employ Prog <input type="checkbox"/>	Participate in HUD Prog Award Contracts <input type="checkbox"/>
---	---

Part 1: Employment & Training

Period Beginning 5/18/2018	Section 3 Status _____
Period Ending 9/8/2018	Total Amount of Award \$0.00

Job Category Construction

CONST Number of New Hires _____	CONST # of New Hires Sec 3 Residents _____
CONST % # Staff Hours of New Hires Sec3 _____	CONST % Total Staff Hours Sec3 Emp/Train _____
CONST Number of Sec 3 Trainees _____	

Click the Related Tab to see the Files list and attach documentation as needed.

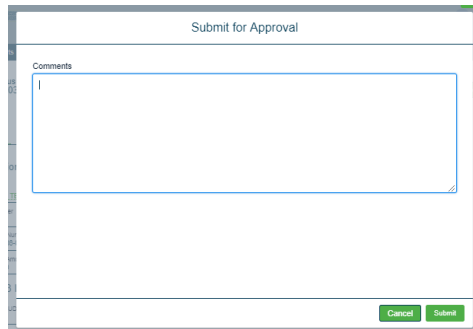
DETAILS **RELATED**

Files (0)

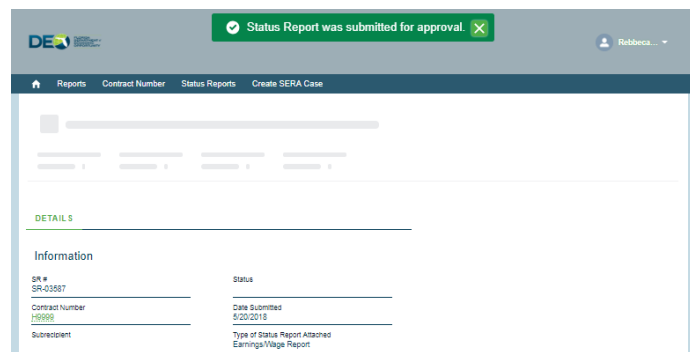
Or drop files

Approval History (0)

To complete submission of the Status Report, click the Submit for Approval button. The submission comments screen will appear. This is an optional place to enter relevant information for the contract manager.



Click the Submit button to complete the submission process. A green bar will show at the top when the Status Report is submitted.



Information	
SR #	Status
SR-03587	
Contract Number	Date Submitted
15999	5/20/2018
Subrecipient	Type of Status Report Attached
CDBG TEST	Earnings/Wage Report

MBE Contractor Reporting

To report MBE Contractors, select the MBE report from the Status Reports list. Create a new report, and complete the information. Click Save to continue.

New Status Report: Minority Business Enterprise (MBE)

Information

* Subrecipient:

* Contract Number:

Long Contract Number:

Total Contract Amount:

MBE Information

Period Beginning:

Period Ending:

System Information

Created By:

Last Modified By:

Owner: Rebecca Beers TEST

[Cancel](#) [Save](#)

On the record page, click the Related Tab to access MBE Contractors.

Status Report SR-03588 [Edit](#) [Submit for Approval](#)

DETAILS **RELATED**

Information

Subrecipient: **CHAR TEST** Total Contract Amount: \$1,551,000.00

Contract Number: **H9999**

Long Contract Number: **9999-99-99-99-99-99**

MBE Information

Period Beginning: **5/10/2018**

Period Ending: **5/11/2018**

System Information

Created By: **Rebecca Beers TEST** 5/20/2018 11:21 PM

Last Modified By: **Rebecca Beers TEST** 5/20/2018 11:21 PM

Owner: **Rebecca Beers TEST**

Click the New button to add contractors.

Status Report SR-03588

DETAILS **RELATED**

MBE Contractors (0) [New](#)

Files (0) [Add Files](#)

[Upload Files](#)
Or drop files

Complete the Contractor information and click Save.

New MBE Contractor

Information

MBE Contractor #

Status

* MBE Report

Racial/Ethnic Code

Contractor Name

Section 3

* Contractor Type

Minority Business Enterprise

Contractor FEID #

Women Business Enterprise

Type of Trade Code

Contract Amount

Address Information

Address 1

Address 2

City

State

Zip

The MBE window will be shown, and the added contractor will be viewable. Repeat the action as many times as need to add all contractors.

Status Report
SR-03588

DETAILS **RELATED**

MBE Contractors (1) New

MBE CONTR...	CONTRACTOR ...	CONTRACTOR ...	CONTRACT AM...
MBEC-1818	Contractor		■

[View All](#)

Files (0) Add Files

Or drop files

When all the necessary contractors have been added, click the Submit for approval button to submit the MBE report for approval.

Status Report
SR-03588

Edit **Submit for Approval**

DETAILS **RELATED**

MBE Contractors (1) New			
MBE CONTR...	CONTRACTOR ...	CONTRACTOR ...	CONTRACT AM...
MBEC-1818	Contractor	<input checked="" type="checkbox"/>	
View All			

Files (0) Add Files

Upload Files
Or drop files

Quarterly Status Report

Select the QSR report and click next.

New Status Report

Select a record type

- Section 3 Reports
- Fair Housing
- Minority Business Enterprise (MBE)
- Quarterly Status Report (QSR)

Cancel **Next**

Complete the information for the status report, and click Save.

Click on the Related Tab on the

New Status Report: Quarterly Status Report (QSR)

Information

*Supervisor: Report Type: Quarterly Status Report (QSR)

*Contract Number: Type of Status Report Attached:

Long Contract Number:

Total Contract Amount:

*Period Beginning:

*Period Ending:

System Information

Created By:

Last Modified By:

Cancel **Save**

record to see the files related list and upload documentation to the report. When complete, click the Submit for Approval button to submit the status report for approval.

Status Report
SR-12255

Edit Submit for Approval

DETAILS RELATED

Files (0) Add Files

Upload Files
Or drop files

Approval History (0)

Fair Housing Reporting

Select the Fair Housing report and click next.

New Status Report

Select a report type:

- Section 3 Reports
- Fair Housing
- Minority Business Enterprise (MBE)
- Quarterly Status Report (QSR)

Cancel Next

Complete the information for the status report, and click Save.

Status Report
SR-12255

Edit Submit for Approval

DETAILS RELATED

Information

<p>CD8G TEST</p> <p>10000</p> <p>Long Contract Number 900B-SR-09-08-02-E-09</p> <p>Total Contract Amount \$2,451,000.00</p>	<p>Record Type Fair Housing</p> <p>Period Beginning 5/17/2018</p> <p>Period Ending 5/11/2018</p> <p>Type of Status Report Attached Training Program Form</p>
---	--

Fair Housing Information

<p>Quarter 2</p> <p>Activity Date 9/28/2018</p>	<p>Activity Type Adoption of Procedure</p> <p>Activity Attendance 303</p> <p>Activity Description Description</p>
---	---

Click on the Related Tab on the record to see the files related list and upload documentation to the report. When complete, click the Submit for Approval button to submit the status report for approval.

Status Report
SR-12255

Edit Submit for Approval

DETAILS RELATED

Files (0) Add Files

Upload Files
Or drop files

Approval History (0)

7. Reporting

There is one report that is generated from the Subrecipient record:

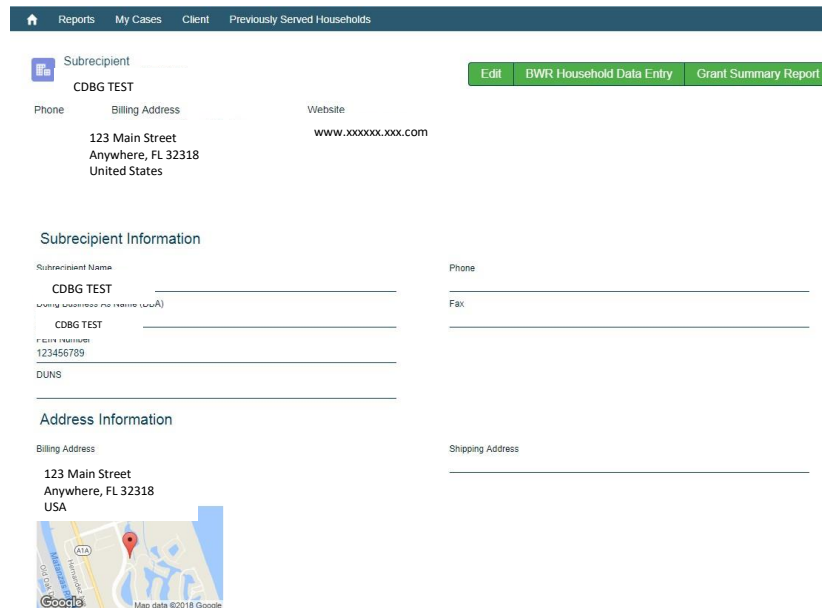
- Grant Summary Report

Reporting from the Subrecipient record

1. To access this report, go the Home page, and select the Account.



2. Click on the “Edit” button in the top right-hand corner of the Subrecipient page. Scroll to the end of the screen to update the “Report from Date” and “Report to Date” fields. Click “Save”.
3. Please note: These fields determine the data that is pulled into reports based on the dates selected.

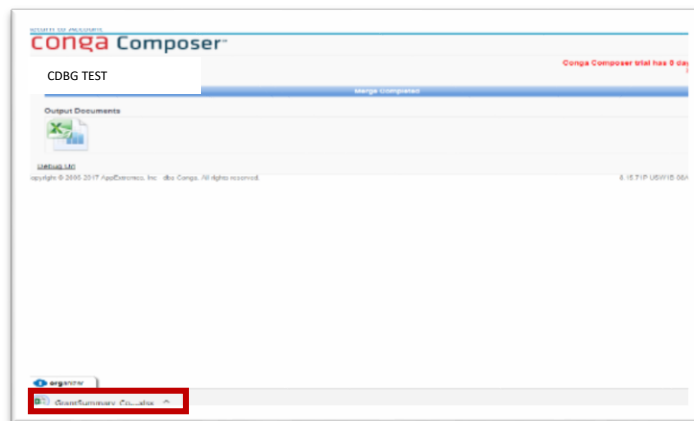


Grant Summary Report

- a. Click on the button to run the report.



- b. A separate window will open with the Conga Composer screen. This is the tool used to generate these reports. After a few seconds an Excel file of the report chosen will download and the Excel file icon will appear at the bottom left side of the screen.



- c. Click on the Excel file to open it. The spreadsheet with similar columns to this displayed.
- d. The report can be filtered in the Excel sheet to view only the data needed.
- e. It can also download and saved as an Excel file.

Reporting from the Reports Tab

1. Select the Reports tab and click on "All Folders" to view all folders.
2. Click the CDBG Reports folder to view the reports within the folder.
 - a. As reports become available, they will be listed in this folder.
3. Select from the reports available to view.

Reports
All Folders
1 item • Sorted by Folder Name

REPORTS	FOLDER NAME ↑	CREATED BY	LAST MODIFIED BY	CREATED ON
Recent	Portal CDBG Reports			5/20/2018 8:56 PM

Created by Me

Private Reports

All Reports

FOLDERS

Created by Me

Shared with Me

All Folders

FAVORITES

All Favorites

Home Reports Contract Number Status Reports Create SERA Case

Reports
All Folders > Portal CDBG Reports
3 items • Sorted by Report Name

REPORTS	REPORT NAME ↑	DESCRIPTION	FOLDER	LAST MODIFIED BY	SUBSCRIBED
Recent	Portal Labor Standar...		Portal CDBG Reports	CDBG TEST	<input type="checkbox"/> <input checked="" type="checkbox"/>
Created by Me	Portal Line Item Expe...		Portal CDBG Reports	CDBG TEST	<input type="checkbox"/> <input checked="" type="checkbox"/>
Private Reports	Portal NFAs by Monitor		Portal CDBG Reports	CDBG TEST	<input type="checkbox"/> <input checked="" type="checkbox"/>
All Reports					

4. The report will display like the one below. Please Note: clicking on the links within the report will direct access to the page.

Clone

Name

Make Private
Only you can find and run this report.

Make Public

Move into Folder

Reports Contract Number Status Reports Create SERA Case

REPORT Portal Line Item Expenditures

Total Records
45

NOTICE OF FUND AVAILABILITY (NFA): NOTICE OF FUND AVAILABILITY NAME ↑	NFA COST CATEGORY: NFA COST CATEGORY #	COST CATEGORY NAME	ACTIVITY	CATEGORY FUNDS REQUESTED	CATEGORY FUNDS EXPENDED	CATEGORY BUDGET REMAINING
039563 - Commercial Revitalization - 2018 (15 records)	NFA Cost Category - 096614	Production Expenses	Materials/Labor/Program Support	\$0.00	\$0.00	\$0.00
	NFA Cost Category - 096615	Administrative Expenses	Administrative - Only Documented Costs	\$0.00	\$0.00	\$0.00
	NFA Cost Category - 096616	Production Expenses	Material	\$0.00	\$0.00	\$0.00
	NFA Cost Category - 096617	Production Expenses	Labor	\$0.00	\$0.00	\$0.00
	NFA Cost Category - 096618	Program Support Expenses	METS	\$0.00	\$0.00	\$0.00

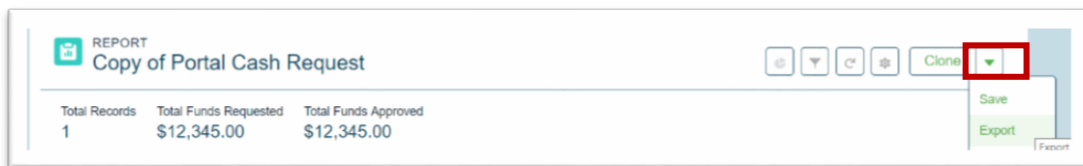
Filtering Salesforce Reports

- To filter the data, select the filter icon and make the edits to the available filter selections. The example shown below, is changing the date filter for the records displayed. Steps to filter this report:
 - Click on “Created Date.”
 - Change the date range by clicking in the Start Date and/or End Date boxes.
 - Select “Done” in the window, and “Apply” to apply the changes.

Cloning Salesforce Reports

- Select the “Clone” button.

2. In the window that opens, rename the report and choose to make it private or public and select the Folder. Click “Create” to run the report.
3. Note: All reports created in the Portal are private to the account, so there is no need to make them Private or change the folder location.
4. The cloned copy has a few more editing features – the columns can be sorted to view data in different ways.
5. Reports can be saved or exported by selecting the drop-down arrow.



Glossary of Terms



Naming Conventions Job Aide

This document is a guide to the naming conventions for the new SERA system and what those fields are called in the previous DEO systems.

<u>Salesforce</u>	<u>Workforce (OSMIS)</u>	<u>CDBG</u>	<u>BESS (eGrants)</u>
Programs	Programs	Program	Programs
Grants	Projects/Grants	Grants	Grants
Contract Number	Contract Number	Contracts	Contract
Notice of Funds Availability	NFA	Contracts with FY/Grant	Contracts with FY/Grant
Subrecipients	Partners/RWB	Subrecipients	Agencies
Cost Categories	Cost Categories	Category	Budget Allocations
Activity	Subcategories	Activity	
Financial Activity	Cash Requests	Request for Funds (RFF)	Financial Status Report (FSR)/ Request for Payment (RFP)
NFA Cost Categories	Cost Category Disbursements	Category (Budget)	Budget Allocations
Program Data	N/A	Program Data	Program Data
Client Level Data	N/A	Beneficiaries	Beneficiaries