




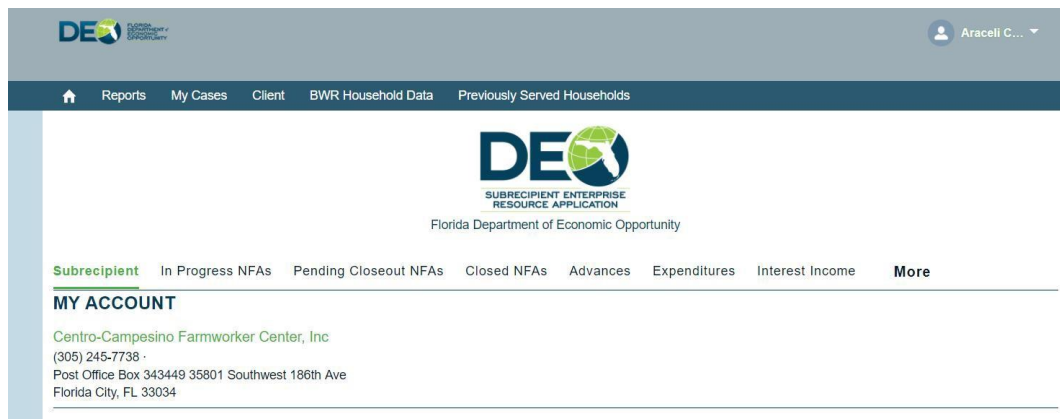
Bureau of Economic Self Sufficiency
Community Action Agency
Training Guide

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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
 - Client
 - Building Work Report (BWR) Household Data
 - Previously Served Households
- 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:
 - Advances
 - Expenditures
 - Reimbursements
 - Program Income
 - Interest Income



The screenshot shows the homepage of the DEO Subrecipient Enterprise Resource Application. At the top left is the DEO logo. At the top right is a user profile icon for 'Araceli C...'. Below the header is a navigation bar with tabs: Home, Reports, My Cases, Client, BWR Household Data, and Previously Served Households. The main content area features the DEO logo and the text 'SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION' and 'Florida Department of Economic Opportunity'. Below this is a horizontal menu with links: Subrecipient, In Progress NFAs, Pending Closeout NFAs, Closed NFAs, Advances, Expenditures, Interest Income, and More. Under the 'Subrecipient' link, there is a section titled 'MY ACCOUNT' with contact information for Centro-Campesino Farmworker Center, Inc., including a phone number and address in Florida City, FL.

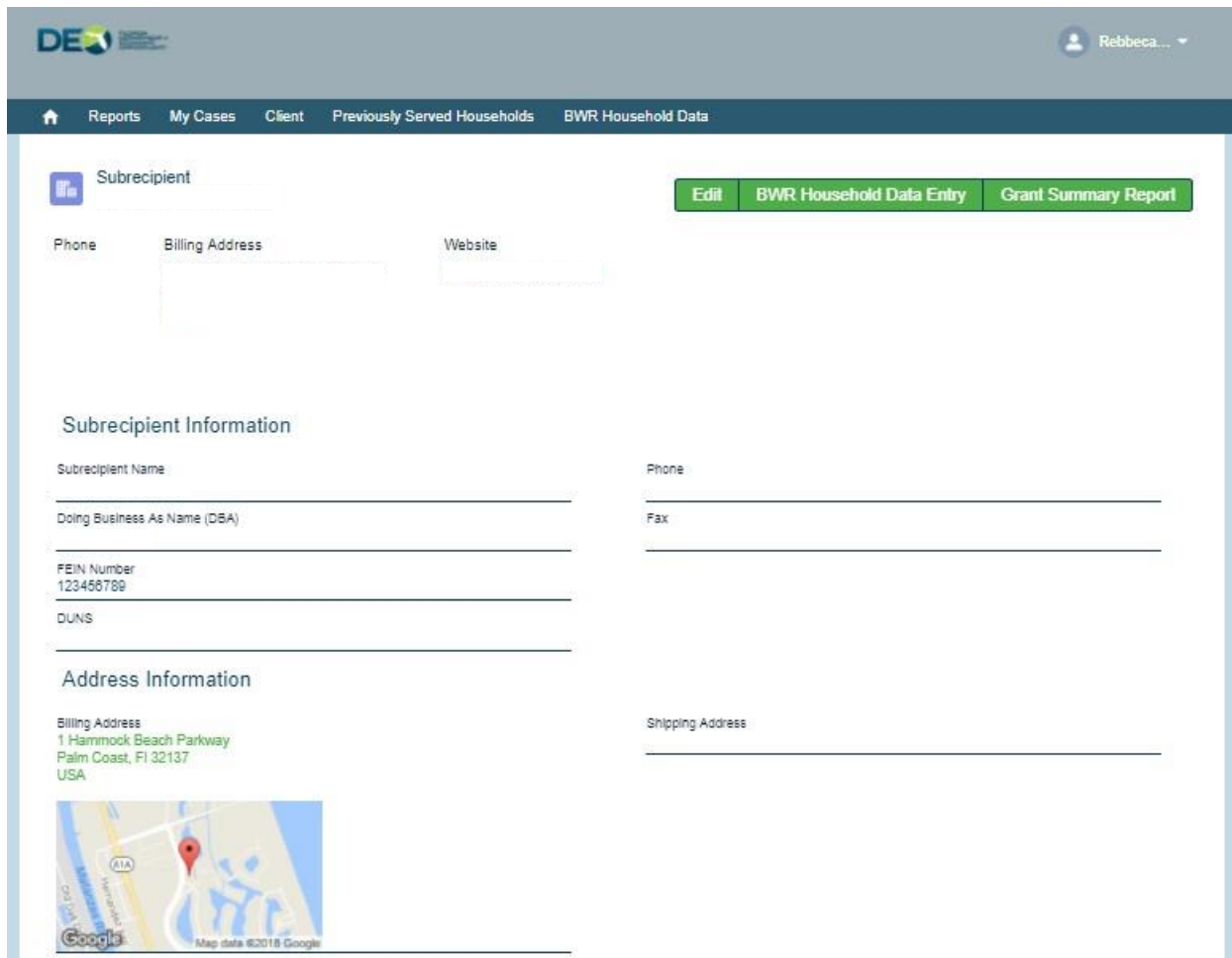
2. Subrecipient (Account Information)

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



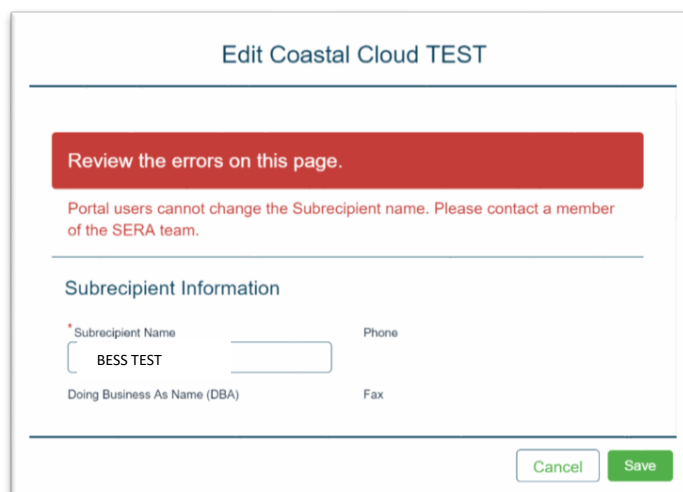
The screenshot displays the DEO Subrecipient Enterprise Resource Application interface. At the top, there is a header with the DEO logo and the text 'FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY'. Below the header is a navigation bar with links for 'Reports', 'My Cases', 'Client', 'Previously Served Households', and 'BWR Household Data'. The main content area features the DEO logo and the text 'SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION' and 'Florida Department of Economic Opportunity'. A navigation menu is present with the following items: 'Subrecipient' (highlighted in green), 'In Progress NFAs', 'Pending Closeout NFAs', 'Closed NFAs', 'Advances', 'Expenditures', 'Interest Income', and 'More'. Below the menu, the 'MY ACCOUNT' section is displayed, showing the following information: 'BESS TEST', '123 Main Street', 'Anywhere, FL 32318', 'USA', and 'www.xxxxxx.xxxxx.com'. A red arrow points to the account name 'BESS TEST'.

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.




The screenshot shows the DEO Subrecipient form. At the top, there is a navigation bar with 'Reports', 'My Cases', 'Client', 'Previously Served Households', and 'BWR Household Data'. A user profile 'Rebecca...' is visible in the top right. The form title is 'Subrecipient'. There are three green buttons: 'Edit', 'BWR Household Data Entry', and 'Grant Summary Report'. Below these are input fields for 'Phone', 'Billing Address', and 'Website'. The form is divided into two main sections: 'Subrecipient Information' and 'Address Information'. The 'Subrecipient Information' section includes fields for 'Subrecipient Name', 'Doing Business As Name (DBA)', 'FEIN Number' (with the value '123456789'), 'DUNS', 'Phone', and 'Fax'. The 'Address Information' section includes 'Billing Address' (with the value '1 Hammock Beach Parkway, Palm Coast, FL 32137, USA') and 'Shipping Address'. A Google Map is embedded at the bottom left, showing the location of the billing address.

5. 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.



The screenshot shows an error message dialog box titled 'Edit Coastal Cloud TEST'. At the top, there is a red banner that says 'Review the errors on this page.' Below this, the text reads: 'Portal users cannot change the Subrecipient name. Please contact a member of the SERA team.' The dialog box also contains a preview of the 'Subrecipient Information' form with the 'Subrecipient Name' field containing the text 'BESS TEST'. At the bottom right, there are 'Cancel' and 'Save' buttons.

3. In Progress Notices of Fund Availability (NFAs)

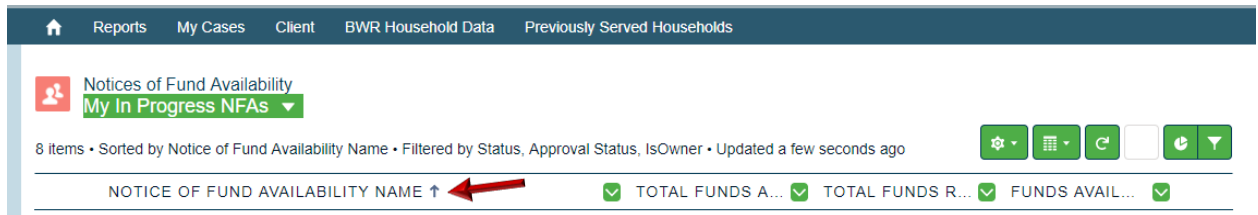
1. To return to the home screen, click on the Home icon 
2. There are three list views for NFAs: In Progress NFAs, Pending Closeout NFAs and Closed NFAs. In this section we will be covering the In Progress NFAs.
3. Click on the “In Progress NFAs” link.



4. 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.
5. For a List View that can be sorted, click on “View All” link at the bottom of the page.



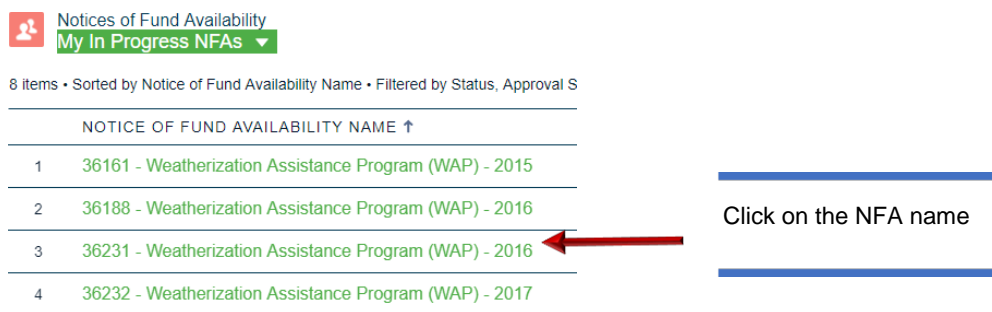
- In the “View All” screen the list can be sorted by any of the columns in the view. By clicking at the end of each column name, records can be displayed in ascending or descending order.



- 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 is displayed. Available list views can also be viewed by returning to the Home screen.



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



- 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)
 036543 - Low Income Home Energy Assistance (LIHEAP) - 2018

New Financial Activity
Closeout NFA

| Subrecipient | Status | Grant | Start Date | End Date |
|--------------|-------------|-------|------------|------------|
| BESS TEST | In Progress | LEA18 | 1/1/2018 | 12/31/2018 |

Notice of Fund Availability Name
036543 - Low Income Home Energy Assistance (LIHEAP) - 2018

Subrecipient
BESS TEST

Notice of Fund Availability Contact

NFA ID
036543

Long Contract Number
17WX-0G-01-27-04-010

Sequence Number
001

NFA Financial Vendor Sequence
[Test Vendor](#)

Project Name

CSFA Number

CFDA Number

Program Name
Low Income Home Energy Assistance (LIHEAP)

Program Year
2018

Status
In Progress

Total Funds Awarded
\$10,000.00

Total Funds Released
\$8,000.00

Funds Available to Draw
\$8,000.00

Total Funds Drawn
\$1,000.00

Total Funds Expended
\$0.00

Cash on Hand
\$1,000.00

Total Adjustments
\$0.00

Total Program Income Earned
\$0.00

Total Program Income Spent
\$0.00

County Expenditures

| NFA County Expenditures Name | SR County Name | NFA Award Amount | NFA Release Amount | County Funds Expenditure |
|---------------------------------------|----------------|------------------|--------------------|--------------------------|
| NFA CTY ALLO - 001798 | Flagler | \$10,000.00 | \$8,000.00 | 2,000.00 |
| NFA CTY ALLO - 001799 | Volusia | \$10,000.00 | \$8,000.00 | 2,000.00 |
| NFA CTY ALLO - 001800 | St. Johns | \$10,000.00 | \$8,000.00 | 4,000.00 |
| Grand Total: | | | | \$8,000.00 |

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 after the NFA Close Out Period time frame.
2. When creating a new Financial Activity – there are four options:
 - Expenditure Report
 - Interest Income
 - Program Income
 - Reimbursement for ALL NFAs EXCEPT WAP NFAs that are in conjunction with a BWR. WAP NFAs associated with a BWR will be handled through the BWR process and will be discussed later in this guide.

4.1 Expenditure Report

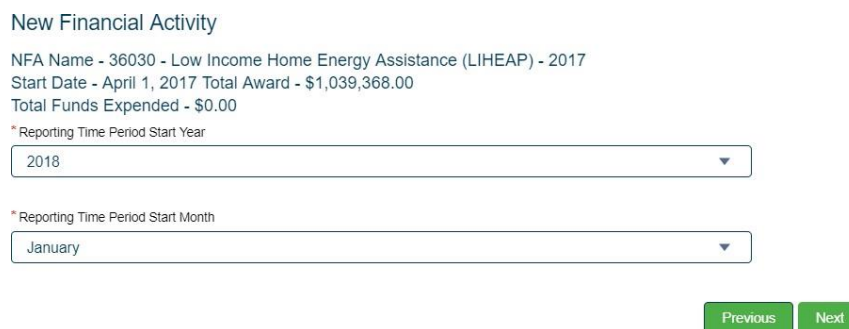
1. To enter an expenditure report, go to the NFA for which you want to create the Expenditure Report, and select the button on the top right-hand side of the screen called “New Financial Activity”.



2. A small screen will appear – select “Expenditure Report” and click “Next”.



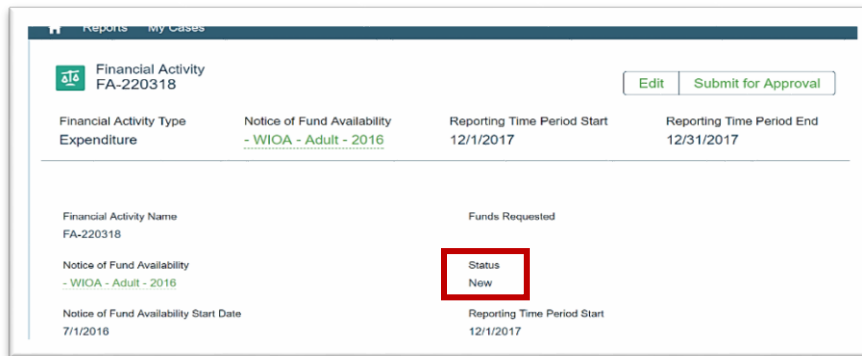
3. Enter the Reporting Time Period Start Year and Reporting Time Period Start Month Click Next.



- Please note: Only one Expenditure report may be submitted for each reporting month. The system will not allow duplicate submissions. The message will advise to contact DEO to edit a previously submitted Expenditure, or to adjust the month for which the report is being created.



- When creating a New Financial Activity record the status is automatically set to “New”.



- Scroll down to the Cost Categories section to enter the amounts for the Expenditure.

| Activity | Cost Code | Dir Client Svcs | Category Total Budget | Budget Remaining | Funds Requested |
|---|-----------|-----------------|-----------------------|------------------|-----------------------------------|
| Recipient Administrative Expenses (Salaries, Rent Utilities, Other) | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Sub-Recipient Administrative Expenses (Salaries, Rent Utilities, Other) | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Recipient Direct Client Assistance Expenses | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Recipient Other Program Expenses (Salaries, Rent Utilities, Other) | | ✓ | \$50.00 | \$5.00 | <input type="text" value="0.00"/> |
| Secondary Administrative Expense | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Sub-Recipient Direct Client Assistance Expenses | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Sub-Recipient Other Program Expenses (Salaries, Rent Utilities, Other) | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Grand Total: \$0.00 | | | | | |

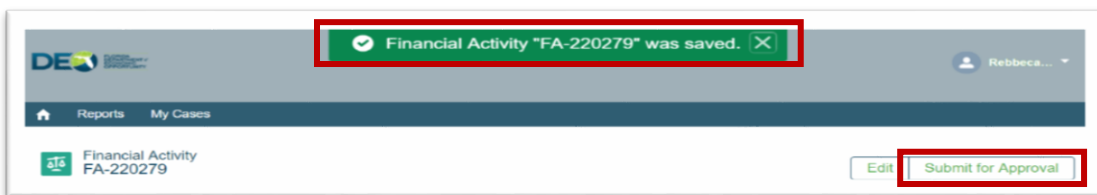
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of July, as described in Attachment F, Warranties and Representations.

7. To report Funds Expended, enter the amount expended per Category in the Funds Expended column.
8. Check the box acknowledging that the reported expenditures are correct. Then click “Save”.
9. The Expenditure can be edited until the Submit for Approval button is clicked. To edit the page, select the “Edit” button on the top right side of the screen. A smaller screen appears and allows changes. Click “Save” to save the changes.



10. The following screen will display confirming the record has been saved.



11. After editing, the status will remain “New” until the record has been submitted for approval.
12. When ready to submit, select “Submit for Approval” button. A comments screen will appear where additional details can be added. Click “Submit”.
13. Once submitted there will be a message at the top of the screen in green, indicating that the expenditure report has been submitted.



4.2 Interest Income

1. Select “Interest Income” and click “Next”.

New Financial Activity

Select Record Type

- Expenditure Report
- Interest Income
- Program Income
- Reimbursement



2. Complete the fields in the New Financial Activity fields. Click Next.

New Financial Activity

NFA Name - 36641 - Community Service Block Grant (CSBG) - 2017
 Start Date - October 1, 2016 Total Award - \$541,487.20

* Reporting Time Period Start

* Reporting Time Period End

* Amount of Interest Income Earned:

3. Scroll down to the Cost Categories and enter the cost category amounts of Interest Income. Please note: The Interest Income spent cannot be more than the Interest Income earned.

Financial Activity Cost Categories

| Name | Cost Category Name | Activity | Cost Code | Add Up | Interest Income |
|-----------------|------------------------------|--|-----------|--------|----------------------|
| FACC - 513661 | Administrative Expensesfalse | Recipient Administrative Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> |
| FACC - 513662 | Administrative Expensesfalse | Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> |
| FACC - 513663 | Program Expensesfalse | Recipient Direct Client Assistance Expenses | | ✓ | <input type="text"/> |
| FACC - 513664 | Program Expensesfalse | Recipient Other Program Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> |
| FACC - 513667 | Program Expensesfalse | Secondary Administrative Expense | | ✓ | <input type="text"/> |
| FACC - 513665 | Program Expensesfalse | Sub-Recipient Direct Client Assistance Expenses | | ✓ | <input type="text"/> |
| FACC - 513666 | Program Expensesfalse | Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> |
| Grand Total: \$ | | | | | 0.00 |

4. This record can be edited until it is submitted for approval. Click the “Edit” button to update information on the page and “Save” to save the changes.
5. The Interest Income record can be edited until it is submitted for approval by clicking on the “Submit for Approval” button



The screenshot shows a web interface for a Financial Activity record. At the top, there are navigation tabs: Reports, My Cases, Client, BWR Household Data, and Previously Served Households. The main content area displays the following information:

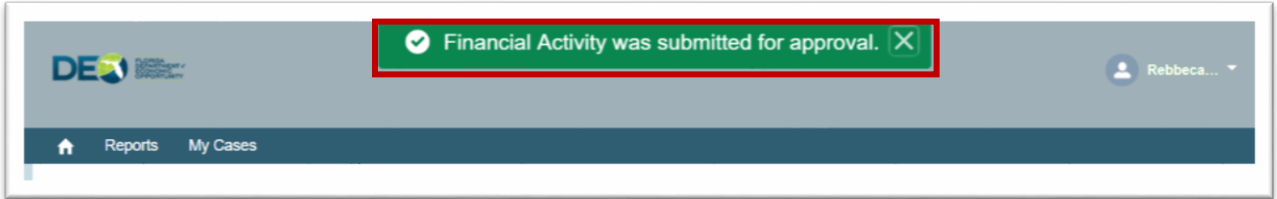
- Financial Activity:** FA-281676
- Financial Activity Type:** Interest Income
- Notice of Fund Availability:** 36641 - Community Service Block Grant (CSBG) - 2017
- Reporting Time Period Start:** 4/12/2018
- Reporting Time Period End:** 4/26/2018

Below this, there are two columns of details:

- Left Column:** Financial Activity Name (FA-281676), Notice of Fund Availability (36641 - Community Service Block Grant (CSBG) - 2017), NFA ID (36641), Total Award Amount (\$541,487.20), Funds Available to Draw (\$204,417.15), Long Contract Number (1753-03-01-27-04-108).
- Right Column:** Interest Income Earned (\$100.00), Status (New), Reporting Time Period Start (4/12/2018), Reporting Time Period End (4/26/2018), Requested Date, Approved Date (with a clock icon).

At the top right of the record, there are two buttons: "Edit" and "Submit for Approval". The "Submit for Approval" button is highlighted with a red rectangle.

6. A comments screen will appear where additional details can be added. Click “Submit”.
7. Once submitted there will be a message at the top of the screen in green, indicating that the Financial Activity has been submitted.



4.3 Program Income

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



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

New Financial Activity

- Select Record Type
- Expenditure Report
 - Interest Income
 - Program Income
 - Reimbursement



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

New Financial Activity

NFA Name - 36641 - Community Service Block Grant (CSBG) - 2017
 Start Date - October 1, 2016 Total Award - \$541,487.20

*Reporting Time Period Start

*Reporting Time Period End

*Amount of Program Income Earned:



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

Home Reports My Cases Client BWR Household Data Previously Served Households

Financial Activity
FA-281680 Edit Submit for Approval

Financial Activity Type: Program Income
 Notice of Fund Availability: [36641 - Community Service Block Grant \(CSBG\) - 2017](#)
 Reporting Time Period Start: 4/16/2018
 Reporting Time Period End: 4/23/2018

Financial Activity Name: FA-281680
 Notice of Fund Availability: [36641 - Community Service Block Grant \(CSBG\) - 2017](#)
 NFA ID: 36641
 Total Award Amount: \$541,487.20
 Funds Available to Draw: \$204,417.15
 Long Contract Number: 17SB-0D-01-27-04-108

Program Income Earned
\$10.00

Status: New
 Reporting Time Period Start: 4/16/2018
 Reporting Time Period End: 4/23/2018
 Requested Date:
 Approved Date:

Program Income Spent: \$0.00
 Program Income Balance on Hand: \$10.00

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 | Inte |
|---------------|------------------------------|--|-----------|--------|----------------------|------|
| FACC - 513682 | Administrative Expensesfalse | Recipient Administrative Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> | |
| FACC - 513683 | Administrative Expensesfalse | Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> | |
| FACC - 513684 | Program Expensesfalse | Recipient Direct Client Assistance Expenses | | ✓ | <input type="text"/> | |
| FACC - 513685 | Program Expensesfalse | Recipient Other Program Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> | |
| FACC - 513688 | Program Expensesfalse | Secondary Administrative Expense | | ✓ | <input type="text"/> | |
| FACC - 513686 | Program Expensesfalse | Sub-Recipient Direct Client Assistance Expenses | | ✓ | <input type="text"/> | |
| FACC - 513687 | Program Expensesfalse | Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other) | | ✓ | <input type="text"/> | |

G

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

Home Reports My Cases Client BWR Household Data Previously Served Households

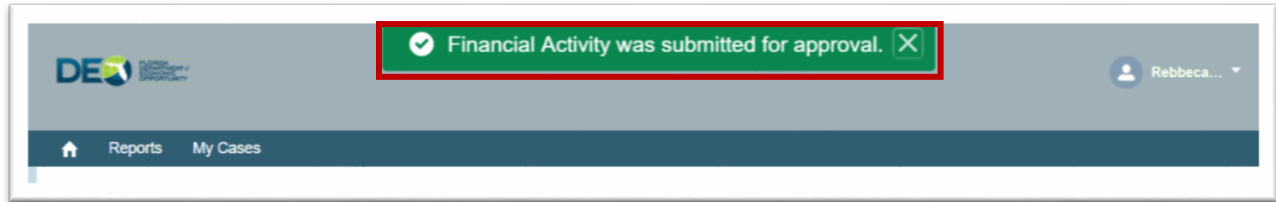
Financial Activity
FA-281690 Edit **Submit for Approval**

Financial Activity Type: Program Income
 Notice of Fund Availability: [36474 - Community Service Block Grant \(CSBG\) - 2017](#)
 Reporting Time Period Start: 4/7/2017
 Reporting Time Period End: 4/13/2018

Financial Activity Name: FA-281690
 Notice of Fund Availability: [36474 - Community Service Block Grant \(CSBG\) - 2017](#)
 NFA ID: 36474

Program Income Earned: \$25.00
 Status: New
 Reporting Time Period Start: 4/7/2017

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



4.4 Reimbursement

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



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



- Complete the fields:

- Reporting Time Period Start Year
- Reporting Time Period Start Month
- Click Next.

New Financial Activity

NFA Name - 36062 - Low Income Home Energy Assistance (LIHEAP) - 2017
 Start Date - April 1, 2017 Total Award - \$903,533.00

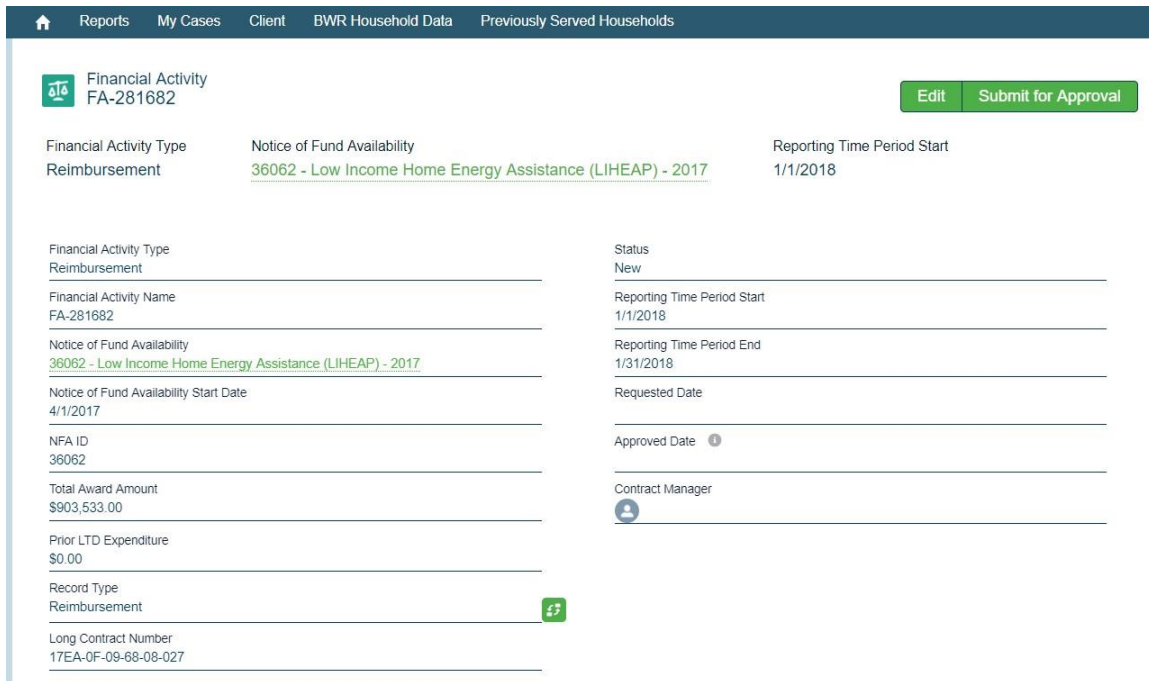
* Reporting Time Period Start Year

* Reporting Time Period Start Month

The selected NFA (36062 - Low Income Home Energy Assistance (LIHEAP) - 2017) currently has \$-112,697.47 funds available to draw from.

[Previous](#) [Next](#)



4. The new Reimbursement record will display.



Home Reports My Cases Client BWR Household Data Previously Served Households

Financial Activity
FA-281682 [Edit](#) [Submit for Approval](#)

| | | |
|-------------------------|---|-----------------------------|
| Financial Activity Type | Notice of Fund Availability | Reporting Time Period Start |
| Reimbursement | 36062 - Low Income Home Energy Assistance (LIHEAP) - 2017 | 1/1/2018 |

| | |
|---|---|
| Financial Activity Type | Status |
| Reimbursement | New |
| Financial Activity Name | Reporting Time Period Start |
| FA-281682 | 1/1/2018 |
| Notice of Fund Availability | Reporting Time Period End |
| 36062 - Low Income Home Energy Assistance (LIHEAP) - 2017 | 1/31/2018 |
| Notice of Fund Availability Start Date | Requested Date |
| 4/1/2017 | |
| NFA ID | Approved Date ⓘ |
| 36062 | |
| Total Award Amount | Contract Manager |
| \$903,533.00 |  |
| Prior LTD Expenditure | |
| \$0.00 | |
| Record Type | |
| Reimbursement  | |
| Long Contract Number | |
| 17EA-0F-09-68-08-027 | |

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

| Activity | Cost Code | Dir Client Svcs | Category Total Budget | Budget Remaining | Funds Requested |
|---|-----------|-----------------|-----------------------|------------------|-----------------------------------|
| Crsls Benefit Payments | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Home Energy Assistance Payments | | ✓ | \$2,000.00 | \$2,000.00 | <input type="text" value="0.00"/> |
| Weather Related/Supply Shortage | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Salaries Including Fringe, Rent, Utilities, Travel, Other | | ✓ | \$20,000.00 | \$20,000.00 | <input type="text" value="0.00"/> |
| Crsls Assistance | | ✓ | \$0.00 | \$0.00 | <input type="text" value="0.00"/> |
| Home Energy Assistance | | ✓ | \$2,000.00 | \$2,000.00 | <input type="text" value="0.00"/> |
| Salaries Including Fringe, Rent, Utilities, Travel, Other | | ✓ | \$2,000.00 | \$2,000.00 | <input type="text" value="0.00"/> |

Grand Total: \$0.00

I hereby certify that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the budget. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

I am certifying that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the budget. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

operating during its normal business hours for the month of March, as described in Attachment F, Warranties and Representations, of the FY2018 LIHEAP Agreement.

County Expenditures

| Fin Activity County Expenditure Name | SR County Name | County Funds Expenditure | County Expenditure |
|--------------------------------------|----------------|--------------------------|-----------------------------------|
| FA CTY ALLO - 000027 | Flagler | \$2,000.00 | <input type="text" value="0.00"/> |
| FA CTY ALLO - 000028 | Volusia | \$2,000.00 | <input type="text" value="0.00"/> |
| FA CTY ALLO - 000029 | St. Johns | \$4,000.00 | <input type="text" value="0.00"/> |

Grand Total: \$0.00

Files (0)

Or drop files

7. Select Submit for Approval.

Home
Reports
My Cases
Client
BWR Household Data
Previously Served Households

Financial Activity
FA-281682

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

Submit for Approval

Comments

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



The screenshot shows a confirmation message at the top: "Financial Activity was submitted for approval." Below this, the user's name "Gregg B..." is visible. A navigation bar includes "Reports", "My Cases", "Client", "BWR Household Data", and "Previously Served Households". The main content area displays details for Financial Activity FA-281682, including the type "Reimbursement", the notice "36062 - Low Income Home Energy Assistance (LIHEAP) - 2017", and the reporting period start date "1/1/2018". A table below shows the activity name, funds requested (\$0.00), and the status "Submitted", which is highlighted with a red box.

5. Pending Closeout NFAs

- When an NFA is ready for closeout, the Community Action Agency will get an email from DEO that the NFA is Pending Closeout.
- If there are still funds available to draw, there are three options available to the Agency:
 - Cash adjustment
 - Edit Expenditures
 - Submit a Refund to DEO

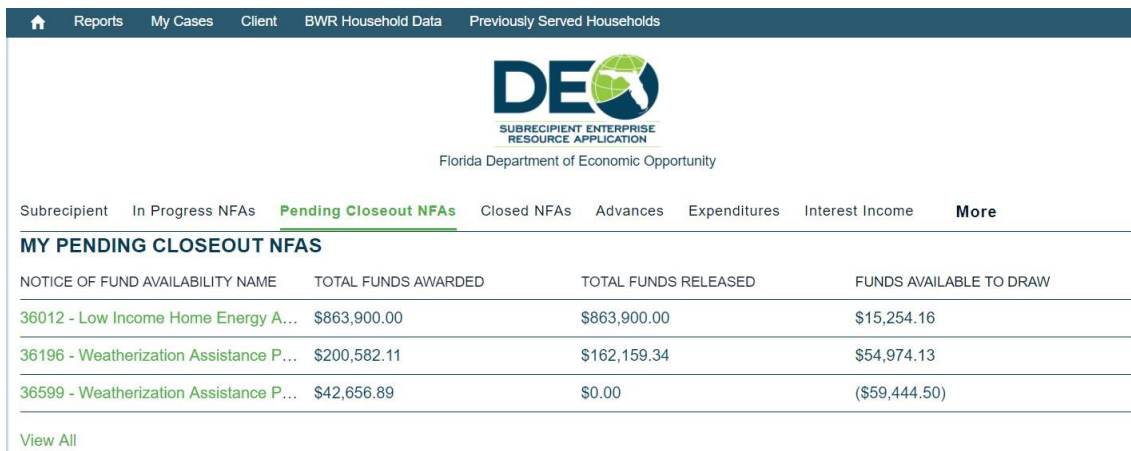
5.1 Cash Adjustments for Pending Closeout NFAs

- View the Pending Closeout NFAs list.



The screenshot shows the DEO system interface for the "SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION". The navigation bar includes "Reports", "My Cases", "Client", "BWR Household Data", and "Previously Served Households". The main content area displays the "Pending Closeout NFAs" list, which is highlighted with a red box. Other options in the list include "Subrecipient", "In Progress NFAs", "Closed NFAs", "Advances", "Expenditures", "Interest Income", and "More".

2. Click on the link to open the NFA.



Subrecipient In Progress NFAs **Pending Closeout NFAs** Closed NFAs Advances Expenditures Interest Income More

MY PENDING CLOSEOUT NFAS

| NOTICE OF FUND AVAILABILITY NAME | TOTAL FUNDS AWARDED | TOTAL FUNDS RELEASED | FUNDS AVAILABLE TO DRAW |
|--|---------------------|----------------------|-------------------------|
| 36012 - Low Income Home Energy A... | \$863,900.00 | \$863,900.00 | \$15,254.16 |
| 36196 - Weatherization Assistance P... | \$200,582.11 | \$162,159.34 | \$54,974.13 |
| 36599 - Weatherization Assistance P... | \$42,656.89 | \$0.00 | (\$59,444.50) |

[View All](#)

3. From the NFA record, click the “Closeout NFA button.”



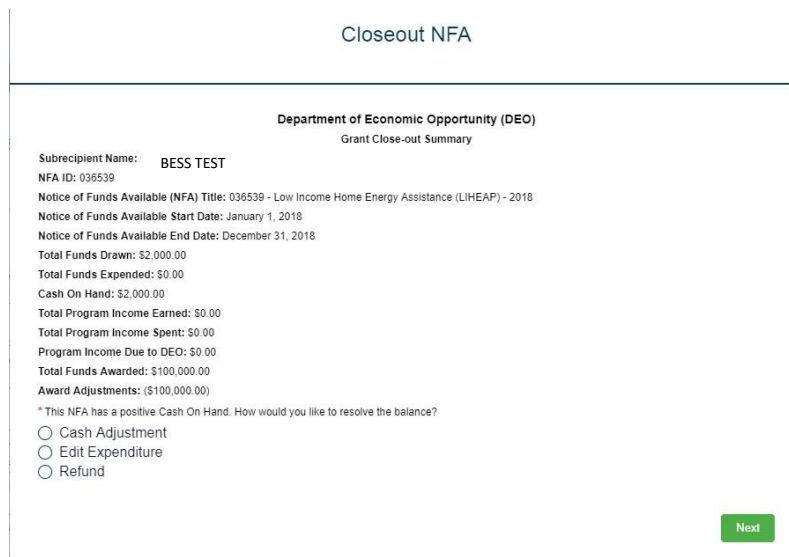
Notice of Fund Availability (NFA)
36012 - Low Income Home Energy Assistance (LIHEAP) - 2017

[New Financial Activity](#) **Closeout NFA**

| Subrecipient | Status | Grant | Start Date | End Date |
|---|------------------|-----------------------|------------|-----------|
| OSCEOLA COUNTY COUNCIL ON AGING, INC. | Pending Closeout | LEA17 | 4/1/2017 | 3/31/2019 |

Notice of Fund Availability Name: 36012 - Low Income Home Energy Assistance (LIHEAP) - 2017
 Program Name: Low Income Home Energy Assistance (LIHEAP)
 Subrecipient: [OSCEOLA COUNTY COUNCIL ON AGING, INC.](#)
 Program Year: 2017

4. Select the “Cash Adjustment” button and click “Next”.



Closeout NFA

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Subrecipient Name: **BESS TEST**
 NFA ID: 036539
 Notice of Funds Available (NFA) Title: 036539 - Low Income Home Energy Assistance (LIHEAP) - 2018
 Notice of Funds Available Start Date: January 1, 2018
 Notice of Funds Available End Date: December 31, 2018

Total Funds Drawn: \$2,000.00
 Total Funds Expended: \$0.00
 Cash On Hand: \$2,000.00
 Total Program Income Earned: \$0.00
 Total Program Income Spent: \$0.00
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$100,000.00
 Award Adjustments: (\$100,000.00)

* This NFA has a positive Cash On Hand. How would you like to resolve the balance?

Cash Adjustment
 Edit Expenditure
 Refund

[Next](#)

- Select the NFAs to which the adjusted funds will be applied and click “Next”. Please note: Up to 3 NFAs can be chosen.

Closeout NFA

Subrecipient Name: BESS TEST
 NFA ID: 036539
 Notice of Funds Available (NFA) Title: 036539 - Low Income Home Energy Assistance (LIHEAP) - 2018
 Notice of Funds Available Start Date: January 1, 2018
 Notice of Funds Available End Date: December 31, 2018
 Total Funds Drawn: \$2,000.00
 Total Funds Expended: \$0.00
 Cash On Hand: \$2,000.00
 Total Program Income Earned: \$0.00
 Total Program Income Spent: \$0.00
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$100,000.00
 Award Adjustments: (\$100,000.00)

Which Notice of Fund Availability(s) would you like to add the cash adjustment to?
 (You can ONLY select up to 3 Notice of Fund Availabilities)

036540 - Weatherization Assistance Program (WAP) - 2016; Status = In Progress; Funds Available To Draw \$25000

036541 - Community Service Block Grant (CSBG) - 2018; Status = In Progress; Funds Available To Draw \$50000

036542 - Community Service Block Grant (CSBG) - 2017; Status = In Progress; Funds Available To Draw \$10000

036543 - Low Income Home Energy Assistance (LIHEAP) - 2018; Status = In Progress; Funds Available To Draw \$8000

036544 - Weatherization Assistance Program (WAP) - 2016; Status = In Progress; Funds Available To Draw \$800000

- Enter the amounts adjusted to the selected NFAs from the previous screen. Click “Next”.

Closeout NFA

Notice of Fund Availability Name: 36012 - Low Income Home Energy Assistance (LIHEAP) - 2017
 End Date: March 31, 2019
 Total Funds Drawn: \$848,645.84
 Total Funds Expended: \$0.00
 Cash On Hand: \$848,645.84

*How much funding would you like to move to 036859 - Weatherization Assistance Program (WAP) - 2013?

\$200,000

- A pop-up screen will appear indicating that the cash adjustment has been submitted to DEO for approval. Click “Next”.
- The status for the Cash Adjustment Financial Activity is set to Submitted. Once DEO has approved the Cash Adjustment request, the status will update to Approved.

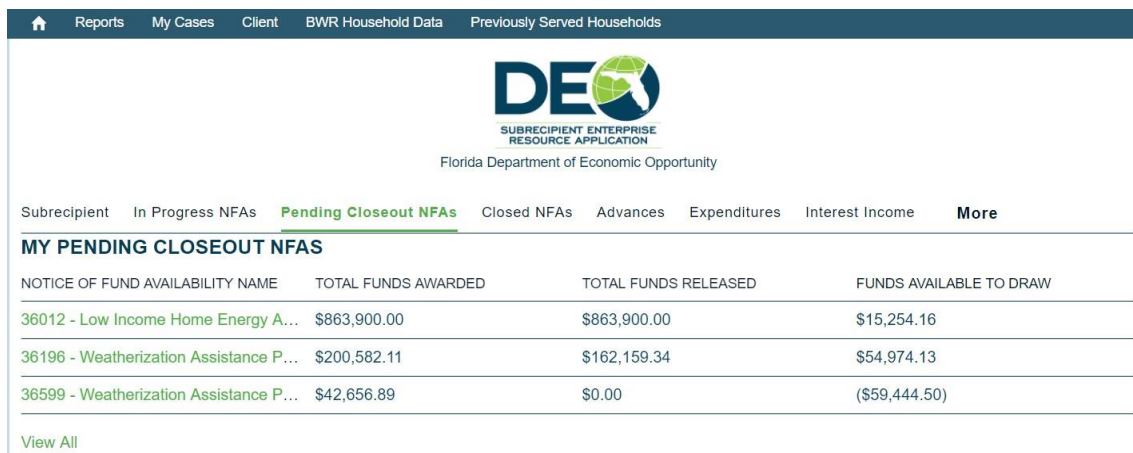
5.2 Edit Expenditures for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.



Subrecipient In Progress NFAs **Pending Closeout NFAs** Closed NFAs Advances Expenditures Interest Income More

2. Click the link to select the NFA.



| NOTICE OF FUND AVAILABILITY NAME | TOTAL FUNDS AWARDED | TOTAL FUNDS RELEASED | FUNDS AVAILABLE TO DRAW |
|--|---------------------|----------------------|-------------------------|
| 36012 - Low Income Home Energy A... | \$863,900.00 | \$863,900.00 | \$15,254.16 |
| 36196 - Weatherization Assistance P... | \$200,582.11 | \$162,159.34 | \$54,974.13 |
| 36599 - Weatherization Assistance P... | \$42,656.89 | \$0.00 | (\$59,444.50) |

[View All](#)

3. From the NFA record, click the “Closeout NFA button.”



Notice of Fund Availability (NFA)
36012 - Low Income Home Energy Assistance (LIHEAP) - 2017

New Financial Activity **Closeout NFA**

| Subrecipient | Status | Grant | Start Date | End Date |
|---------------------------------------|------------------|-------|------------|-----------|
| OSCEOLA COUNTY COUNCIL ON AGING, INC. | Pending Closeout | LEA17 | 4/1/2017 | 3/31/2019 |

Notice of Fund Availability Name: 36012 - Low Income Home Energy Assistance (LIHEAP) - 2017
 Program Name: Low Income Home Energy Assistance (LIHEAP)
 Subrecipient: OSCEOLA COUNTY COUNCIL ON AGING, INC.
 Program Year: 2017

4. Select the “Edit Expenditures” button and click “Next”. As submitted Expenditures cannot be edited in SERA, a message will advise to contact DEO to edit submitted Expenditures.



Closeout Agreement

Thank you, your cash adjustment request has been submitted for approval.

[Next](#)

Closeout NFA

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Subrecipient Name:
NFA ID: 036539
 Notice of Funds Available (NFA) Title: 036539 - Low Income Home Energy Assistance (LIHEAP) - 2018
 Notice of Funds Available Start Date: January 1, 2018
 Notice of Funds Available End Date: December 31, 2018
 Total Funds Drawn: \$2,000.00
 Total Funds Expended: \$0.00
 Cash On Hand: \$2,000.00
 Total Program Income Earned: \$0.00
 Total Program Income Spent: \$0.00
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$100,000.00
 Award Adjustments: (\$100,000.00)

* This NFA has a positive Cash On Hand. How would you like to resolve the balance?
 Cash Adjustment
 Edit Expenditure
 Refund

[Next](#)

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

BESS TEST

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Subrecipient Name: Coastal Cloud TEST
NFA ID: 036539
 Notice of Funds Available (NFA) Title: 036539 - Low Income Home Energy Assistance (LIHEAP) - 2018
 Notice of Funds Available Start Date: January 1, 2018
 Notice of Funds Available End Date: December 31, 2018
 Total Funds Drawn: \$2,000.00
 Total Funds Expended: \$0.00
 Cash On Hand: \$2,000.00
 Total Program Income Earned: \$0.00
 Total Program Income Spent: \$0.00
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$100,000.00
 Award Adjustments: (\$100,000.00)

Because this NFA has a positive Cash On Hand you must Notify DEO that a change to existing expenditure/s is required. 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.

[Previous](#) [Next](#)

6. Contact DEO to discuss editing a previously submitted Expenditure.

5.3 Refund for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.

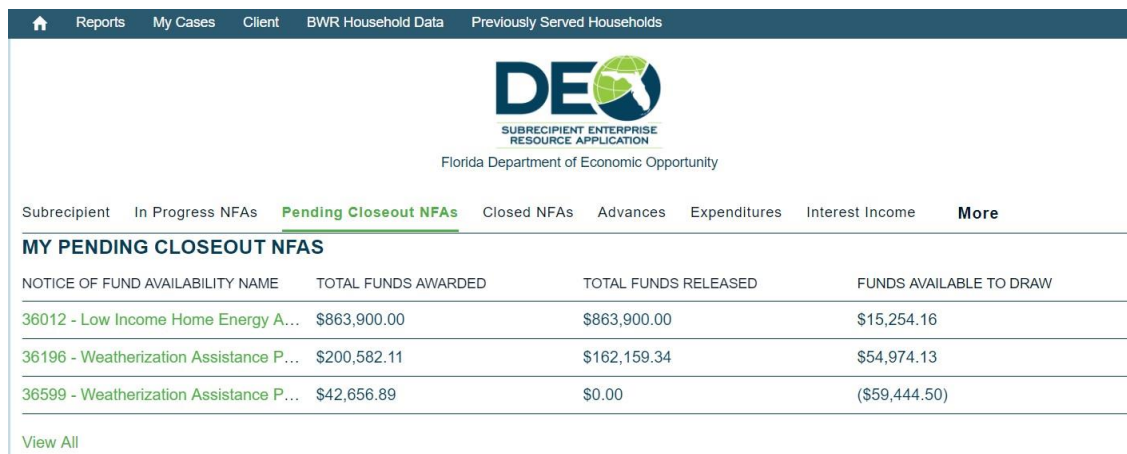


Home Reports My Cases Client BWR Household Data Previously Served Households

DEO SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION
Florida Department of Economic Opportunity

Subrecipient In Progress NFAs **Pending Closeout NFAs** Closed NFAs Advances Expenditures Interest Income More

2. Click the link to select the NFA.



Home Reports My Cases Client BWR Household Data Previously Served Households

DEO SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION
Florida Department of Economic Opportunity

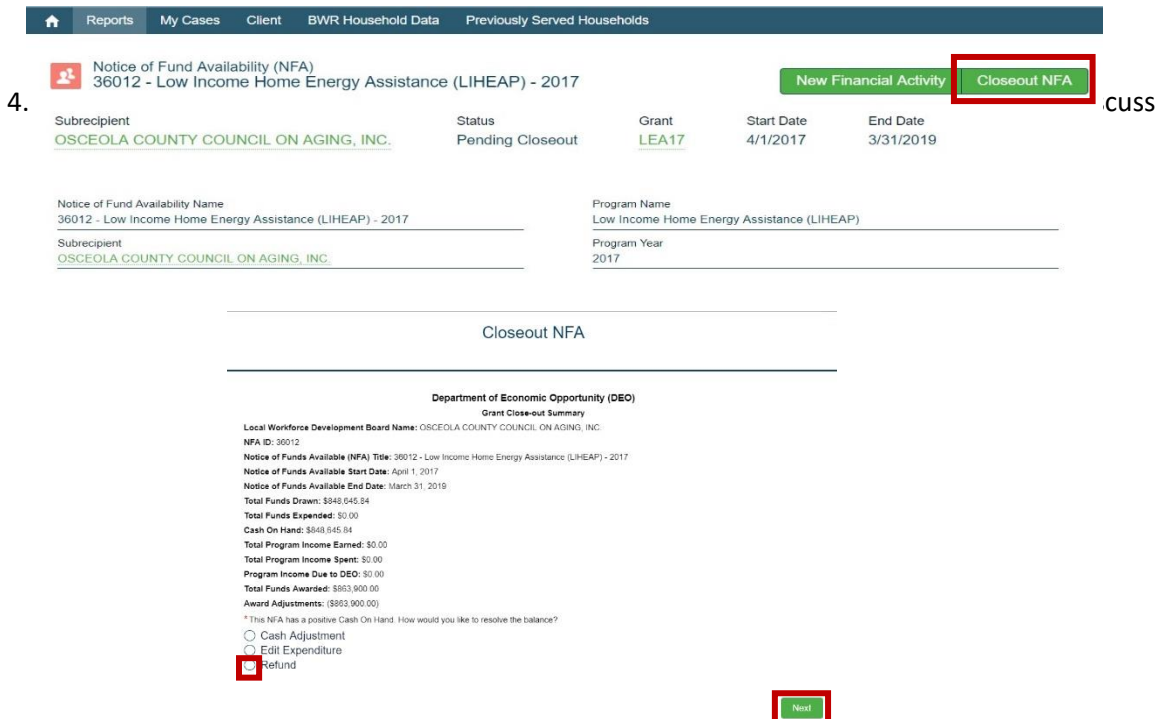
Subrecipient In Progress NFAs **Pending Closeout NFAs** Closed NFAs Advances Expenditures Interest Income More

MY PENDING CLOSEOUT NFAS

| NOTICE OF FUND AVAILABILITY NAME | TOTAL FUNDS AWARDED | TOTAL FUNDS RELEASED | FUNDS AVAILABLE TO DRAW |
|--|---------------------|----------------------|-------------------------|
| 36012 - Low Income Home Energy A... | \$863,900.00 | \$863,900.00 | \$15,254.16 |
| 36196 - Weatherization Assistance P... | \$200,582.11 | \$162,159.34 | \$54,974.13 |
| 36599 - Weatherization Assistance P... | \$42,656.89 | \$0.00 | (\$59,444.50) |

[View All](#)

3. From the NFA record, click the "Closeout NFA button."



Home Reports My Cases Client BWR Household Data Previously Served Households

4. **Notice of Fund Availability (NFA)**
36012 - Low Income Home Energy Assistance (LIHEAP) - 2017

[New Financial Activity](#) **Closeout NFA** CUSS

| Subrecipient | Status | Grant | Start Date | End Date |
|---|------------------|-----------------------|------------|-----------|
| OSCEOLA COUNTY COUNCIL ON AGING, INC. | Pending Closeout | LEA17 | 4/1/2017 | 3/31/2019 |

Notice of Fund Availability Name: 36012 - Low Income Home Energy Assistance (LIHEAP) - 2017
 Program Name: Low Income Home Energy Assistance (LIHEAP)
 Subrecipient: [OSCEOLA COUNTY COUNCIL ON AGING, INC.](#)
 Program Year: 2017

Closeout NFA

Department of Economic Opportunity (DEO)
Grant Closeout Summary

Local Workforce Development Board Name: OSCEOLA COUNTY COUNCIL ON AGING, INC.
 NFA ID: 36012
 Notice of Funds Available (NFA) Title: 36012 - Low Income Home Energy Assistance (LIHEAP) - 2017
 Notice of Funds Available Start Date: April 1, 2017
 Notice of Funds Available End Date: March 31, 2019
 Total Funds Drawn: \$848,045.84
 Total Funds Expended: \$0.00
 Cash On Hand: \$848,045.84
 Total Program Income Earned: \$0.00
 Total Program Income Spent: \$0.00
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$863,900.00
 Award Adjustments: (\$863,900.00)

* This NFA has a positive Cash On Hand. How would you like to resolve the balance?
 Cash Adjustment
 Edit Expenditure
 Refund

[Next](#)

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

Closeout NFA

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Local Workforce Development Board Name: OSCEOLA COUNTY COUNCIL ON AGING, INC.
NFA ID: 36196
Notice of Funds Available (NFA) Title: 36196 - Weatherization Assistance Program (WAP) - 2017
Notice of Funds Available Start Date: April 1, 2017
Notice of Funds Available End Date: March 31, 2019
Total Funds Drawn: \$107,185.21
Total Funds Expended: \$5,000.00
Cash On Hand: \$102,185.21
Total Program Income Earned: \$0.00
Total Program Income Spent: \$0.00
Program Income Due to DEO: \$0.00
Total Funds Awarded: \$200,582.11
Award Adjustments: (\$195,582.11)

Because this NFA has a positive Cash On Hand you must Notify DEO that you will issue a refund to DEO. 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.

Previous
Next

7. Contact DEO to discuss submitting a Refund to DEO.

6. Searching Previously Served Households

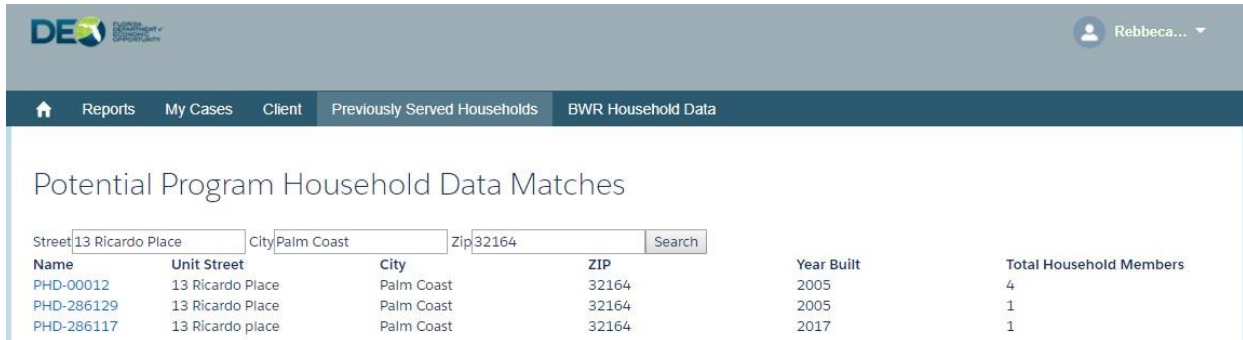
For WAP programs preparing to work on new households, you can search the system for previously serviced households.

From the home page, click the Previously Served Households link in the Navigation menu.



The screenshot shows the DEO web application interface. At the top left is the DEO logo. At the top right is a user profile icon labeled 'Rebecca...'. Below the header is a navigation menu with the following items: Home, Reports, My Cases, Client, **Previously Served Households** (highlighted with a red box), and BWR Household Data. Below the navigation menu is the DEO logo and the text 'SUBRECIPIENT ENTERPRISE RESOURCE APPLICATION' and 'Florida Department of Economic Opportunity'. Below this is a horizontal menu with the following items: Subrecipient, In Progress NFAs, Pending Closeout NFAs, Closed NFAs, Advances, Expenditures, Interest Income, and More. Below the horizontal menu is the 'MY ACCOUNT' section, which displays the following information: BESS TEST, 123 Main Street, Anywhere, FL 32318, USA, and www.xxxxxx.com.

On the following screen, enter the street address, City and Zip code for the household. Click Search.



| Name | Unit Street | City | ZIP | Year Built | Total Household Members |
|------------|------------------|------------|-------|------------|-------------------------|
| PHD-00012 | 13 Ricardo Place | Palm Coast | 32164 | 2005 | 4 |
| PHD-286129 | 13 Ricardo Place | Palm Coast | 32164 | 2005 | 1 |
| PHD-286117 | 13 Ricardo place | Palm Coast | 32164 | 2017 | 1 |

If there are any potential matches, they will display in the window below.

NOTE: This is an exact match search on the fields shown, if the data exists in the system with variations, it may not show in the match list.

**Hint: If just the zip code is entered, it will display a list of all potential matches for that zip code. The browser search (in Chrome, CTRL+F) will allow a search within that page for criteria. For example, if “Oak” is entered in the search, it will highlight all examples of the word “Oak” within the page. This can help to identify Households with the same street.

7. BWR Household Data

To create Building Work Reports (BWR), Household and Client Data, go to the Tab in the Blue Bar on the Home Page.



Subrecipient | In Progress NFAs | Pending Closeout NFAs | Closed NFAs | Advances | Expenditures | Interest Income | **More**

MY ACCOUNT

BESS TEST
 123 Main Street
 Anywhere, FL 32318
 USA
 www.xxxxxx.xxxxx.com

This will open a screen that allows entry of Household and Client data, as well as the entry of BWR Items for that Household. Note that Fields in **Red** are required.

BWR Household

Required Fields are in Red.

| | | | | | |
|---------------------|------------------------------------|-----------------------|------------------------------------|----------------------|------------------------------------|
| Job# | <input type="text"/> | Fuel Source | --None-- ▾ | Landlord Agreement | No ▾ |
| Street | <input type="text"/> | Unit | <input type="text"/> | City | <input type="text"/> |
| State | FL | Zip | <input type="text"/> | County | Select County |
| | | Proof of Ownership | <input type="text"/> | Client Energy | --None-- |
| Sq Foot | <input type="text"/> | Property Type | --None-- ▾ | Year Built | <input type="text"/> |
| Pre Reading Date | <input type="text"/> [10/4/2018] | Post Reading Date | <input type="text"/> [10/4/2018] | Final Reading Date | <input type="text"/> [10/4/2018] |
| Pre Blower Reading | <input type="text"/> | Post Blower Reading | <input type="text"/> | Final Blower Reading | <input type="text"/> |
| Pre Monoxor Reading | <input type="text"/> | Final Monoxor Reading | <input type="text"/> | | |
| Inspected Date | <input type="text"/> [10/4/2018] | Inspector | <input type="text"/> | Comments | <input type="text"/> |

Save

Household Members

Required Fields are in Red.

| | | | | | |
|-----------------|-------------------------------------|---------------------|----------------------|-------------------|--------------------------|
| Applicant | <input checked="" type="checkbox"/> | First Name | <input type="text"/> | Last Name | <input type="text"/> |
| Last 4 of SSN | <input type="text"/> | Age | <input type="text"/> | Disabled | <input type="checkbox"/> |
| Proof of Income | <input type="text"/> | Employment Income | <input type="text"/> | Unemployment Comp | <input type="text"/> |
| Social Security | <input type="text"/> | Supplemental Income | <input type="text"/> | Retirement Income | <input type="text"/> |
| Other Income | <input type="text"/> | | | | |

Add Another Member Save

Add BWR Items

Required Fields are in Red.

Add Item

Create BWR

Related NFAs

You MUST select at least one NFA.

Batch Total

| | | | |
|-----------------------------|------------------------------------|---------------------------|------------------------------------|
| Reporting Time Period Start | <input type="text"/> [10/4/2018] | Reporting Time Period End | <input type="text"/> [10/4/2018] |
| Batch NFA 1 | Select NFA ▾ | NFA1 Amount | <input type="text"/> |
| Batch NFA 2 | Select NFA ▾ | NFA2 Amount | <input type="text"/> |

BWR Households in Batch

| Job Number | Address | Total BWR Amount |
|------------|---------|------------------|
|------------|---------|------------------|

1. After entering one client, click the Add Member button to add additional household members to the same BWR OR click the save button to finish later.

NOTE: The “SAVE” button doesn’t need to be clicked after the first household/member/item has been entered. This SAVE option is only if you do not have time to finish adding additional items, etc...

2. The first member added is auto selected as the Applicant.
3. After entering the first BWR item, click Add Item to add additional BWR items for this BWR.
4. When you have completed adding the members and items for this BWR, enter reporting period start/end and select at least one NFA in the NFA 1 drop down.
5. When you have completed step 4, click Create BWR to create another “new” BWR.
6. You do not need to click the “Create BWR” after each household and item entry unless the household entries need to be an individual batch.

Locating a “saved” job that needs to be completed. Go to the “BWR Batches” Tab in the Blue Bar on the Home Page.



Open the new BWR, click the “complete financial transactions” button and scroll all the way to the bottom and click on the job #.

BWR Households in Batch

| Job Number | Address | Total BWR Amount |
|------------------------------|--------------------------|------------------|
| test_Oct 3rd | test street test FL test | \$0.00 |

1. After clicking on the job number this will allow you to add additional members and items to current batch and then save.

BWR Batches

Each time the Create BWR button is selected, that BWR data is added to a BWR Batch. The BWR Batch is how the BWRs are grouped together for payment.

At the bottom of the BWR entry screen, you can see the BWRs included in the BWR Batch.

BWR Households in Batch

| Job Number | Address | Total BWR Amount |
|--------------------------|--|------------------|
| WXB12345 | 13 Ricardo Place Palm Coast FL Florida | \$12.00 |

Editing BWRs

The BWR, Household Members and BWR Items can be edited through this Job Number link in the list above. Clicking on this link will take the users to the BWR with the existing data, and they can add, delete and edit any of the existing data.

BWR Household

Required Fields are In Red.

| | | | | | |
|---------------------|--|-----------------------|--|----------------------|--|
| Job# | <input type="text" value="WXB12345"/> | Fuel Source | <input type="text" value="Natural Gas"/> | Landlord Agreement | <input type="text" value="Yes"/> |
| Street | <input type="text" value="13 Ricardo Place"/> | City | <input type="text" value="Palm Coast"/> | Zip | <input type="text" value="Florida"/> |
| State | <input type="text" value="FL"/> | Proof of Ownership | <input type="text" value="32164"/> | Client Energy | <input type="text" value="Household w/tn High Energy Burc"/> |
| Sq Foot | <input type="text" value="1,000"/> | Property Type | <input type="text" value="Owner Mobile Home"/> | Year Built | <input type="text" value="2002"/> |
| Pre Reading Date | <input type="text" value="5/16/2018"/> [5/16/2018] | Post Reading Date | <input type="text" value="5/16/2018"/> [5/16/2018] | Final Reading Date | <input type="text" value="5/16/2018"/> [5/16/2018] |
| Pre Blower Reading | <input type="text"/> | Post Blower Reading | <input type="text"/> | Final Blower Reading | <input type="text"/> |
| Pre Monoxor Reading | <input type="text"/> | Final Monoxor Reading | <input type="text"/> | | |
| Inspected Date | <input type="text"/> [5/16/2018] | Inspector | <input type="text"/> | Comments | <input type="text"/> |

Household Members

Required Fields are In Red.

| | | | | | |
|------------------|--|---------------------|-------------------------------------|-------------------|------------------------------------|
| Delete Applicant | <input checked="" type="checkbox"/> | First Name | <input type="text" value="Keltin"/> | Last Name | <input type="text" value="Beers"/> |
| Last 4 of SSN | <input type="text" value="****-5555"/> | Age | <input type="text" value="58"/> | Disabled | <input type="checkbox"/> |
| Proof of Income | <input type="text" value="W2"/> | Employment Income | <input type="text"/> | Unemployment Comp | <input type="text"/> |
| Social Security | <input type="text"/> | Supplemental Income | <input type="text"/> | Retirement Income | <input type="text"/> |
| Other Income | <input type="text"/> | | | | |

Add BWR Items

Required Fields are In Red.

| | | | | | | |
|--------|-----------------------|---|-----------|---|-----------------|-----------------------------------|
| Delete | Type of Measure | <input type="text" value="Envelope/Insulation Measures"/> | Measure | <input type="text" value="Blower door assisted air sealing"/> | Unit of Measure | <input type="text" value="CFM"/> |
| | Unit of Measure Value | <input type="text" value="3.00"/> | Unit Cost | <input type="text" value="3.0000"/> | Labor Cost | <input type="text" value="3.00"/> |

Upon saving the changes to the BWR, the user will be returned to the BWR entry screen to complete the financial transactions.

****BWRs can be edited or updated UNTIL they have been assigned to NFAs. Once the Batch BWRs are assigned to an NFA and Financial Activities are created, the Batch and its related BWRs are no longer editable.****

Related NFAs

You MUST select at least one NFA.

Batch Total \$12.00

| | | | |
|-----------------------------|--|---------------------------|--|
| Reporting Time Period Start | <input type="text" value="5/16/2018"/> | Reporting Time Period End | <input type="text" value="5/16/2018"/> |
| Batch NFA 1 | Select NFA ▼ | NFA1 Amount | <input type="text"/> |
| Batch NFA 2 | Select NFA ▼ | NFA2 Amount | <input type="text"/> |

BWR Households in Batch

| Job Number | Address | Total BWR Amount |
|------------|--|------------------|
| WXB12345 | 13 Ricardo Place Palm Coast FL Florida | \$12.00 |

Assigning BWRs to NFAs

Once you have completed entering the BWR, Household and Client Data, and are ready to create Financial Activities for those BWRs, you will choose the NFA to which you want to assign the BWRs.

Related NFAs

You MUST select at least one NFA.

Batch Total \$12.00

| | | | |
|-----------------------------|--|---------------------------|--|
| Reporting Time Period Start | <input type="text" value="5/16/2018"/> | Reporting Time Period End | <input type="text" value="5/16/2018"/> |
| Batch NFA 1 | Select NFA ▼ | NFA1 Amount | <input type="text"/> |
| Batch NFA 2 | Select NFA ▼ | NFA2 Amount | <input type="text"/> |

BWR Households in Batch

| Job Number | Address | Total BWR Amount |
|------------|--|------------------|
| WXB12345 | 13 Ricardo Place Palm Coast FL Florida | \$12.00 |

1. In the related NFA section, you will chose at least one, but up to two NFAs.
2. Select the Reporting Time Period Start and End Dates.
3. Click the Select NFA drop down to see a list of applicable NFAs for this program.
4. Chose the NFA you want to use.
5. Click Finish to complete the BWR assignment to the NFA.

Financial Activities and Cost Categories

On the next screen, you will have the ability to enter the amounts in the applicable Cost Categories for the Reimbursement Request.

BWR Information

| | | | | | |
|-------------------|------------|-----------------------|------------|-------------------|------------|
| NFA 1 Amount | \$1,092.00 | NFA 2 Amount | \$0.00 | | |
| Total Batch Labor | \$3.00 | Total Batch Materials | \$1,089.00 | Batch Grand Total | \$1,092.00 |

NFA 1


| Name | Cost Category Name | Activity | Cost Code | Add Up | Category Total Budget | Budget Remaining | Funds |
|-------------|--------------------------|---|-----------|-------------------------------------|-----------------------|------------------|----------------------|
| FACC 512632 | Administrative Expenses | Administrative - Only Documented Costs | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512634 | Production Expenses | Labor | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512633 | Production Expenses | Material | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512631 | Production Expenses | Materials/Labor/Program Support | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512643 | Production Expenses | Materials/Labor/Program Support - Fee For Service | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512644 | Production Expenses | Materials/Labor/Program Support - Labor | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512645 | Production Expenses | Materials/Labor/Program Support - Materials | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| FACC 512637 | Program Expenses | Annual Financial Audit | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512639 | Program Expenses | Equipment | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512636 | Program Expenses | Health and Safety | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512640 | Program Expenses | Liability Insurance | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512638 | Program Expenses | Training and Technical Assistance | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512642 | Program Expenses | Training and Technical Assistance - Equipment | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512641 | Program Expenses | Training and Technical Assistance - Tech Training | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |
| FACC 512635 | Program Support Expenses | METS | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of , as described in Attachment F, Warranties and Representations, of the F Agreement.

The following page will show you the Batch of BWR information and links to the Financial Activities to submit each Reimbursement request for approval.

[Home](#) [Reports](#) [My Cases](#) [Client](#) [Previously Served Households](#)


 **BWR Batch**
 BWRB-0899

BWR Batch Name: BWRB-0899
 Owner: Rebecca BeersTEST

NFA 1: 036864 - Weatherization Assistance Program (WAP) - 2016
 NFA 2: 036863 - Weatherization Assistance Program (WAP) - 2016

Financial Activity 1: FA-281732
 Financial Activity 2: FA-281733

Batch ID: Rebecca BeersTEST 2018-04-16 14:38:49
 Created By: Rebecca BeersTEST, 4/16/2018 10:38 AM
 Last Modified By: Rebecca BeersTEST, 4/16/2018 10:38 AM


 **BWR Financial Activities (2)** [New](#)

| BWR FINANCIAL ACTIVITY NAME | FINANCIAL ACTIVITY | LEGACY CONTRACT NUMBER | BWR LABOR |
|-----------------------------|---------------------------|------------------------|-----------|
| BWRFA-7238 | FA-281732 | | \$0.00 |
| BWRFA-7239 | FA-281733 | | \$0.00 |

[View All](#)

To select a Financial Activity, click the link in the related list – the FA number.

****Hint:** if you right click on the FA number, you can open in a new window. If you do this, you will be able to come back to this window to complete the next Financial Activity easily.

 **BWR Financial Activities (2)**

| BWR FINANCIAL ACTIVITY NAME | FINANCIAL ACTIVITY | LEGACY CONTRACT NUMBER | BWR LABOR |
|-----------------------------|---------------------------|------------------------|-----------|
| BWRFA-7238 | FA-281732 | | \$0.00 |
| BWRFA-7239 | FA-281733 | | \$0.00 |

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- ColumnCopy
- Inspect Ctrl+Shift+I

In the new window that opens, review the Financial Activity for completion. When complete, submit the Financial Activity for approval.

[Home](#) | [Reports](#) | [My Cases](#) | [Client](#) | [Previously Served Households](#) | [BWR Household Data](#)

Financial Activity

FA-269236 [Edit](#) [Submit for Approval](#)

Financial Activity Type: Reimbursement
 Notice of Fund Availability: 036544 - Weatherization Assistance Program (WAP) - 2016
 Reporting Time Period Start:

Financial Activity Name: FA-269236
 Status: Requested

Notice of Fund Availability: 036544 - Weatherization Assistance Program (WAP) - 2016
 Reporting Time Period Start:

Notice of Fund Availability Start Date: 4/1/2016
 Reporting Time Period End:

NFA ID: 036544
 Requested Date:

Total Award Amount: \$1,000,000.00
 Approved Date:

Prior LTD Expenditure: \$0.00

Long Contract Number: 17WV-09-01-27-04-010

Non-Workforce Object Code:

Activity Cost Categories

| Cost Category Name | Activity | Cost Code | Dir Client Svcs | Category Total Budget | Budget Remaining | Funds Requested |
|-------------------------|---|-----------|-------------------------------------|-----------------------|------------------|----------------------|
| Administrative Expenses | Administrative - Only Documented Costs | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Labor | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Material | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Materials/Labor/Program Support | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Materials/Labor/Program Support - Fee For Service | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Materials/Labor/Program Support - Labor | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Materials/Labor/Program Support - Materials | | <input checked="" type="checkbox"/> | \$10,000.00 | \$10,000.00 | <input type="text"/> |
| Production Expenses | Special Requested Funds | | <input checked="" type="checkbox"/> | \$0.00 | \$0.00 | <input type="text"/> |

County Expenditures

[Save](#)

| Fin Activity County Expenditure Name | SR County Name | County Funds Expenditure | County Expenditure |
|--------------------------------------|----------------|--------------------------|-----------------------------------|
| FA CTY ALLO - 000021 | Flagler | \$200,000.00 | <input type="text" value="0.00"/> |
| FA CTY ALLO - 000022 | Volusia | \$200,000.00 | <input type="text" value="0.00"/> |
| FA CTY ALLO - 000023 | St. Johns | \$400,000.00 | <input type="text" value="0.00"/> |
| Grand Total: | | | \$5.00 |

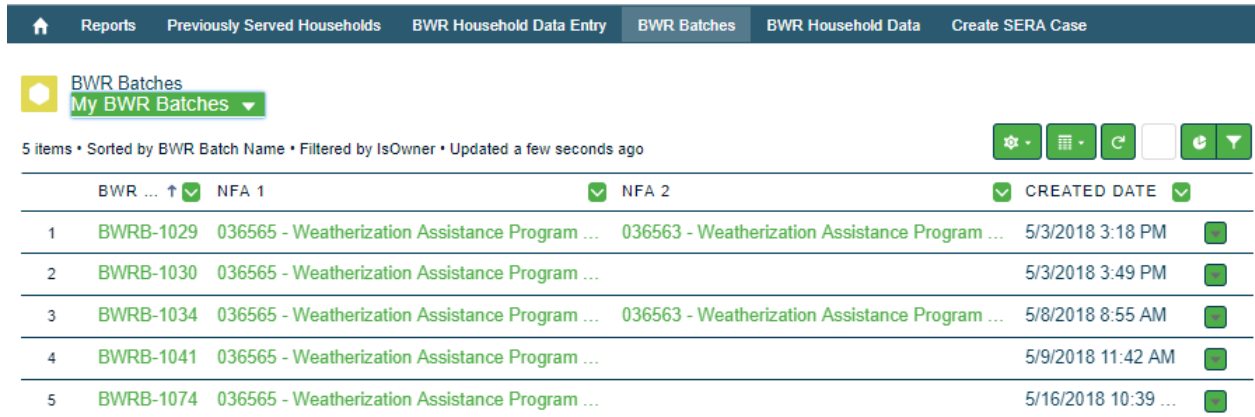
When you have submitted for approval, close the page to return to the BWR Batch record.

If you have a second Financial Activity in the Batch, follow last step again to submit the Financial Activity records for the BWRs.

Returning to a BWR to edit, update or complete Financial Transactions.

If you are unable to complete a BWR, need to edit it, or have left before completing reimbursement requests, you can do so through the BWR Batch.

Go to the BWR Batches Tab, and select the Batch you would like to work with.



BWR Batches
My BWR Batches ▾

5 items • Sorted by BWR Batch Name • Filtered by IsOwner • Updated a few seconds ago

| | BWR ... ↑ ▾ | NFA 1 | NFA 2 | CREATED DATE | |
|---|-------------|--|--|---------------------|---|
| 1 | BWRB-1029 | 036565 - Weatherization Assistance Program ... | 036563 - Weatherization Assistance Program ... | 5/3/2018 3:18 PM | ▾ |
| 2 | BWRB-1030 | 036565 - Weatherization Assistance Program ... | | 5/3/2018 3:49 PM | ▾ |
| 3 | BWRB-1034 | 036565 - Weatherization Assistance Program ... | 036563 - Weatherization Assistance Program ... | 5/8/2018 8:55 AM | ▾ |
| 4 | BWRB-1041 | 036565 - Weatherization Assistance Program ... | | 5/9/2018 11:42 AM | ▾ |
| 5 | BWRB-1074 | 036565 - Weatherization Assistance Program ... | | 5/16/2018 10:39 ... | ▾ |

Once in the BWR Batch Screen, if you have not yet completed the Financial Transactions, the green “Complete Financial Transactions” Button will be available.



BWR Batch
BWRB-1029

Complete Financial Transactions

Click the button to go back to the BWR entry screen where the included batches are listed.

Follow the instructions from above in this guide to edit, add or delete BWR information and complete Financial Transactions (Assign NFA, create Reimbursement and submit for approval).

Related NFAs

You MUST select at least one NFA.

Batch Total \$12.00

Reporting Time Period Start [5/16/2018] Reporting Time Period End [5/16/2018]

| | | | |
|-------------|---|-------------|----------------------|
| Batch NFA 1 | <input type="text" value="Select NFA"/> | NFA1 Amount | <input type="text"/> |
| Batch NFA 2 | <input type="text" value="Select NFA"/> | NFA2 Amount | <input type="text"/> |

Finish

BWR Households in Batch

| Job Number | Address | Total BWR Amount |
|------------|--|------------------|
| WXB12345 | 13 Ricardo Place Palm Coast FL Florida | \$12.00 |

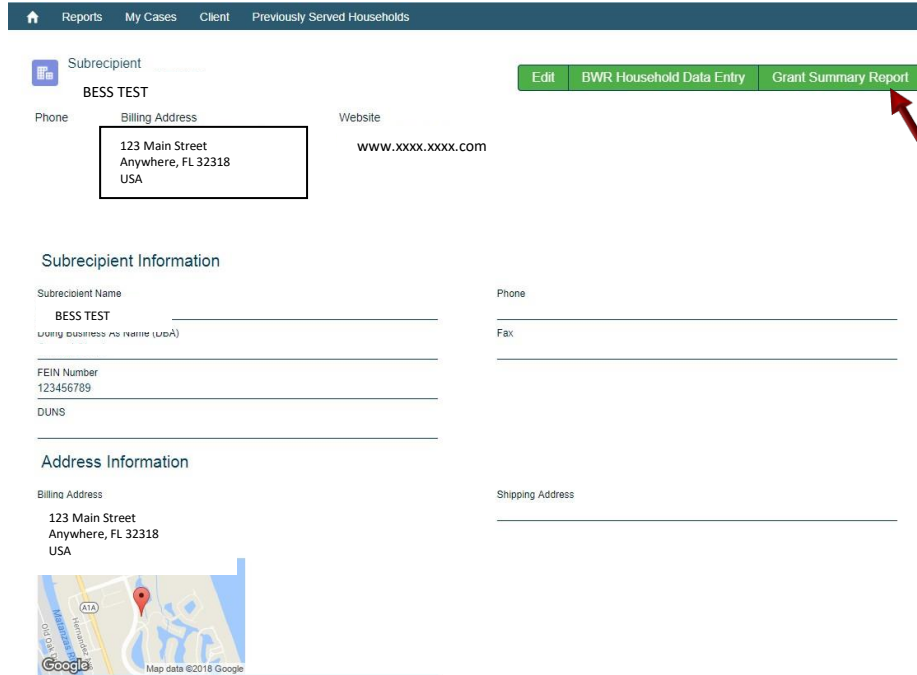
8. Reporting

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

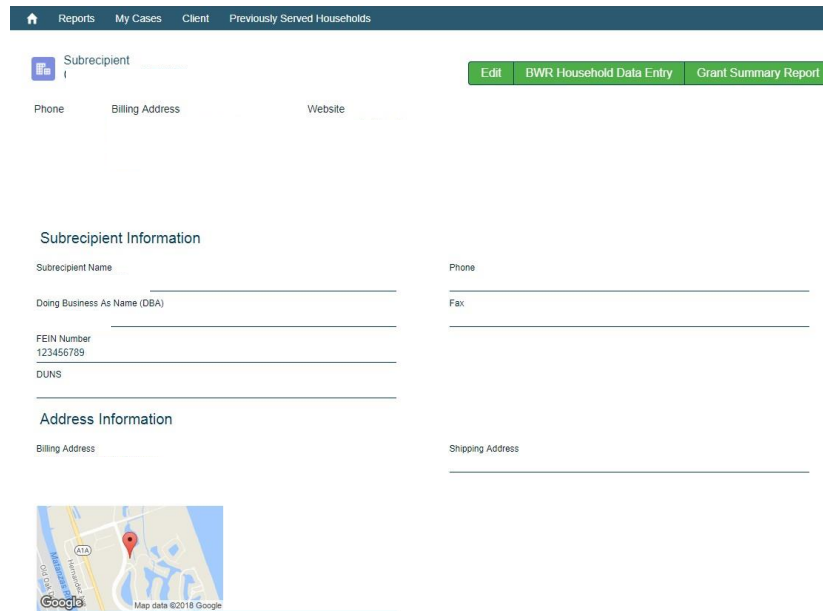
- Grant Summary Report

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.

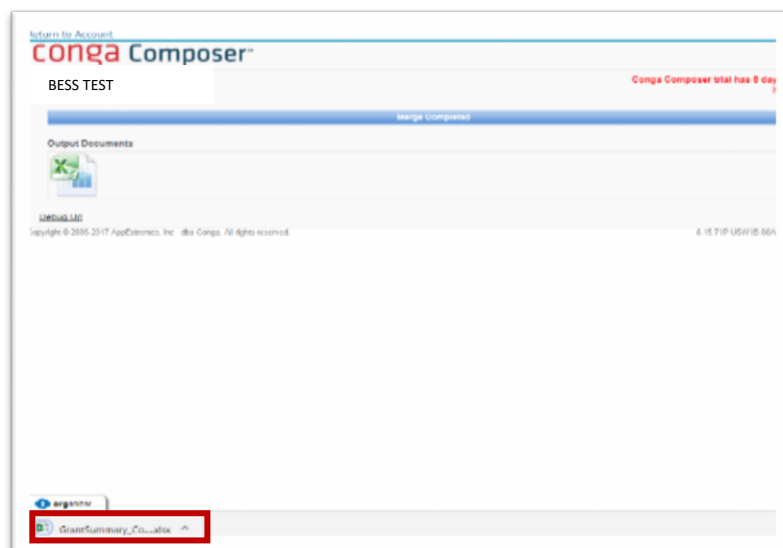


Grant Summary Report

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



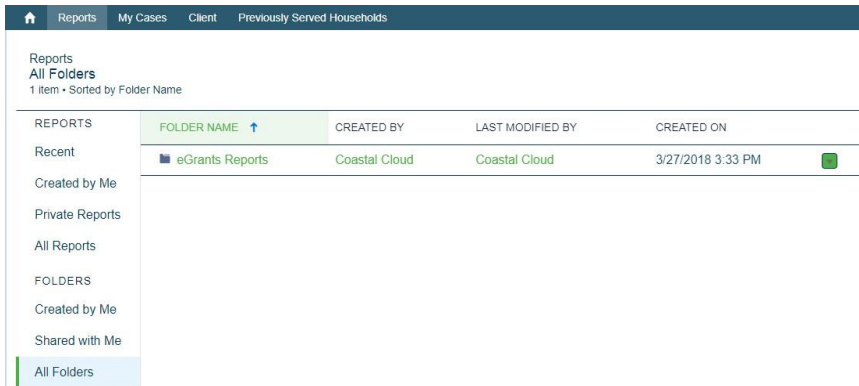
- b. A separate window will open with the Conga Composer screen. This is the tool used to generate these reports. After a few seconds an Excel file of the report chosen will download and the Excel file icon will appear at the bottom left side of the screen.



- 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 eGrants 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 | eGrants Reports | Coastal Cloud | Coastal Cloud | 3/27/2018 3:33 PM |

Created by Me

Private Reports

All Reports

FOLDERS

Created by Me

Shared with Me

All Folders



Reports
All Folders > eGrants Reports
3 items • Sorted by Report Name

| REPORTS | REPORT NAME ↑ | DESCRIPTION | FOLDER | LAST MODIFIED BY | SUBSCRIBED |
|-----------------|-------------------------|-------------|-----------------|-------------------|--|
| Recent | Expenditure Report D... | | eGrants Reports | Coastal Cloud | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Created by Me | Measures Report Draft | | eGrants Reports | Coastal Cloud | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Private Reports | Rebecca's Measures ... | | eGrants Reports | Rebecca BeersTEST | <input type="checkbox"/> <input checked="" type="checkbox"/> |

All Reports

FOLDERS

Created by Me

Shared with Me






All Folders

FAVORITES

All Favorites

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


REPORT
Measures Report Draft

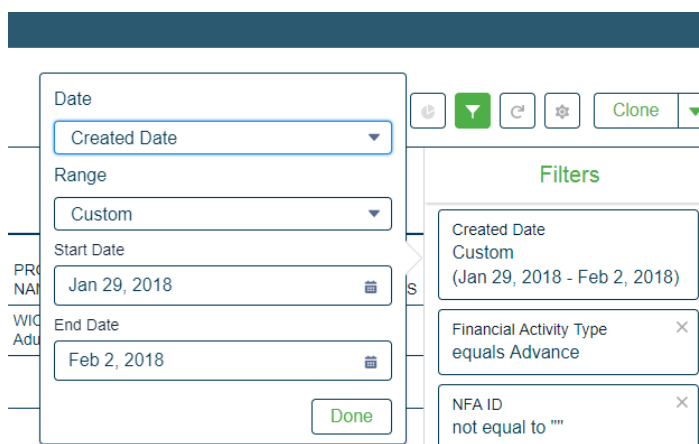






79,648 Total Total Material Cost \$125,786.72 Total Labor Cost Total Unit Cost
 \$10,018,660,985.25 \$19,042,918.81 \$19,604,666.4395

| MEASURE ↑ | | TOTAL MATERIAL COST Sum | | LABOR COST Sum | UNIT COST Sum | |
|---------------------------|-------|----------------------------|----------|-------------------|------------------|------------|
| Address Minor Mold Issues | 3 | \$354.00 | \$118.00 | \$525.00 | \$282.9000 | \$94.3000 |
| Air Filters - AC/Heat | 4,677 | \$102,538.94 | \$21.92 | \$97,661.24 | \$101,987.5100 | \$21.8062 |
| Attic ventilation | 724 | \$327,503.40 | \$452.35 | \$334,512.88 | \$327,503.4000 | \$452.3528 |
| Caulking | 3,002 | \$205,955.37 | \$68.61 | \$389,474.41 | \$205,521.6138 | \$68.4616 |
| Ceiling/attic insulation | 4,000 | \$1,751,471.90 | \$437.87 | \$2,011,780.67 | \$1,746,328.1200 | \$436.5820 |
| Ceiling Repairs - Minor | 1,813 | \$191,932.99 | \$105.86 | \$285,751.40 | \$191,932.9900 | \$105.8649 |
| Clean & Tune | 27 | \$10,393.13 | \$384.93 | \$500.00 | \$10,236.2650 | \$379.1209 |

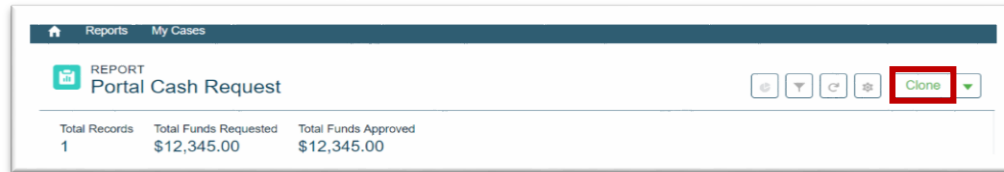
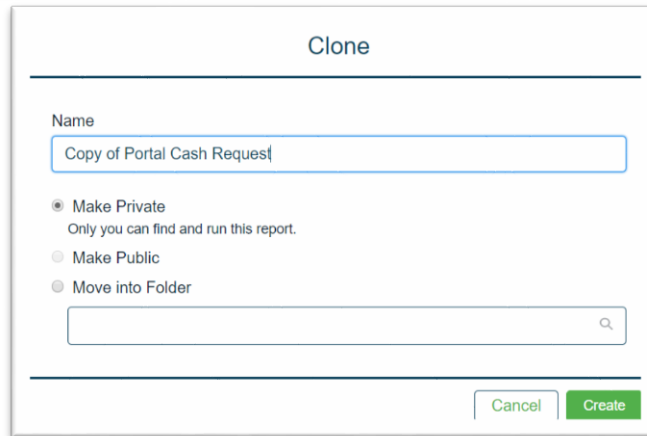
Filtering Salesforce Reports

- 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

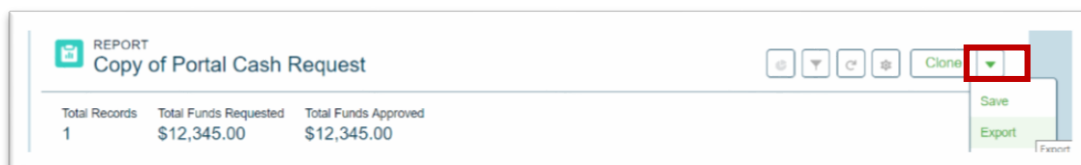
1. Select the “Clone” button.

The 'Clone' dialog box is shown with the following fields and options:

- Name:** A text input field containing 'Copy of Portal Cash Request'.
- Make Private:** A radio button that is selected, with the text 'Only you can find and run this report.'
- Make Public:** An unselected radio button.
- Move into Folder:** An unselected radio button with an associated search input field.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

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 | Agencies | 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 Allocations |
| Program Data | N/A | Program Data | Program Data |
| Client Level Data | N/A | Beneficiaries | Beneficiaries |