Bureau of Economic Self Sufficiency
Community Action Agency
Training Guide

Contents

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

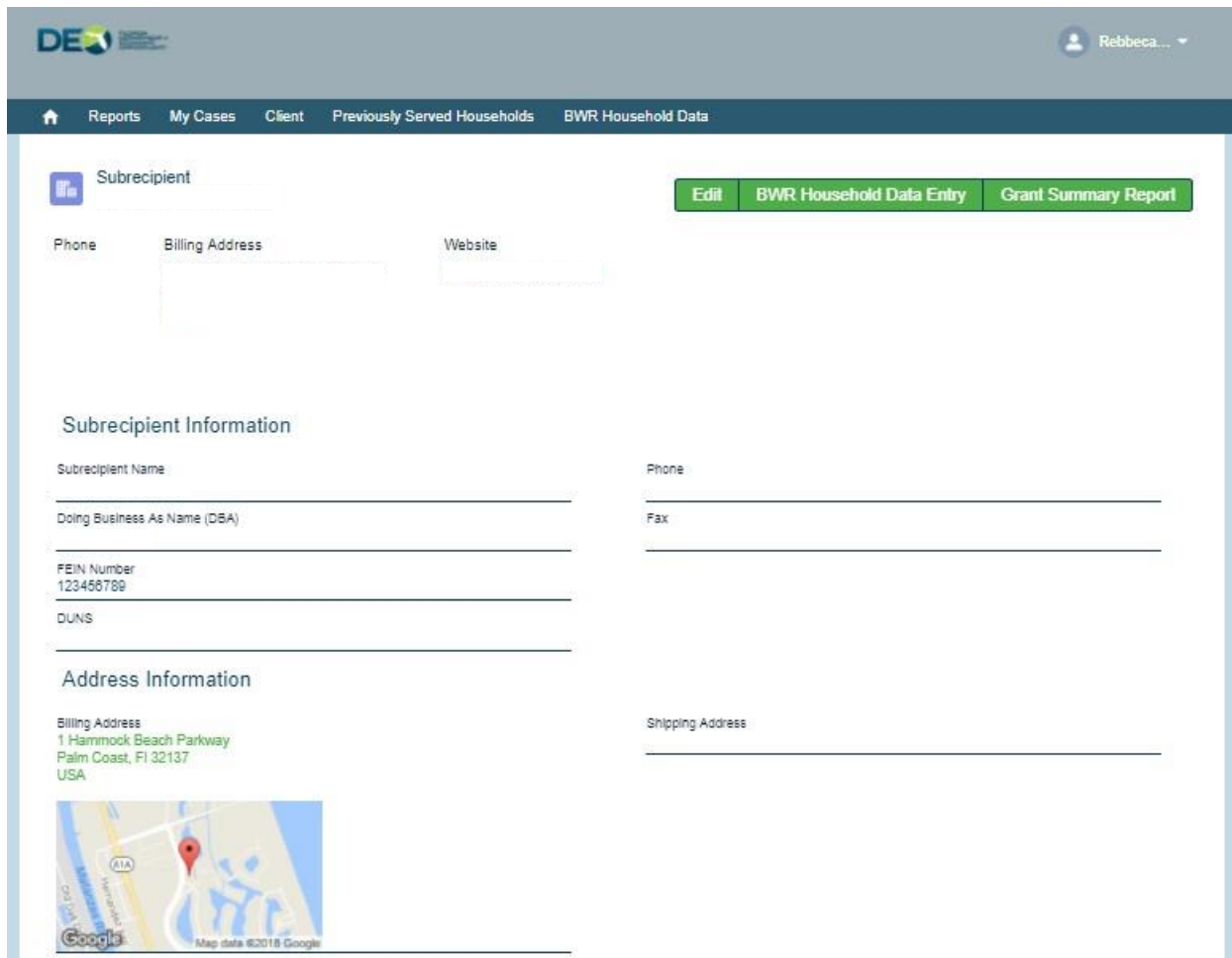   - Program Income

        - Interest Income

2. Subrecipient (Account Information)

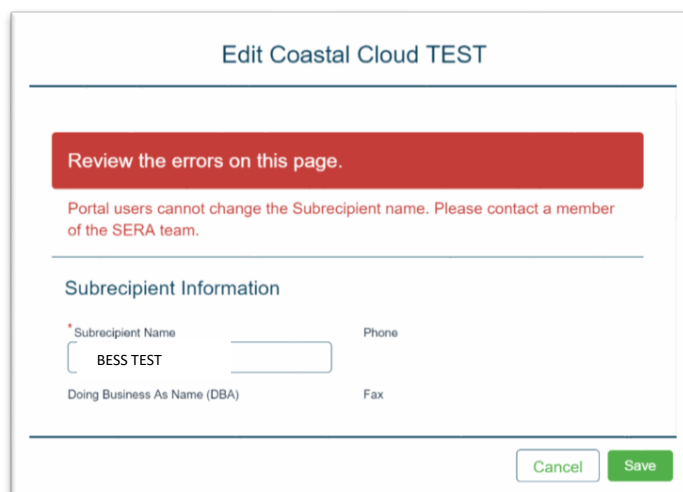1. To view account details, click on the account name. (Note: All clickable links are displayed in green)

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.

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.

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.

Click on "View All"

6. 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.
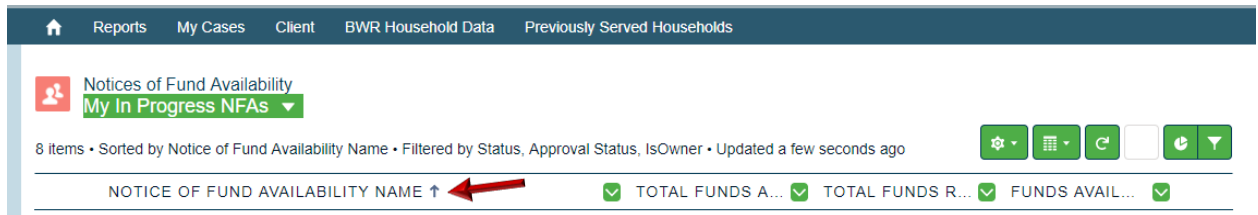
7. To change to a different list view, click on the drop-down arrow (see screenshot below) and change the list view by selecting one of the options that is displayed. Available list views can also be viewed by returning to the Home screen.

8. Click on the NFA record name link to access the record details.
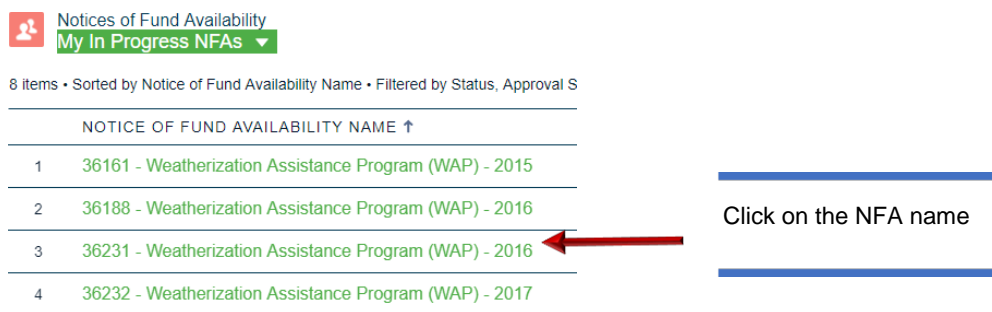
9. Related Financial Activities and Files can be viewed by scrolling to the end of the screen.

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:

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.

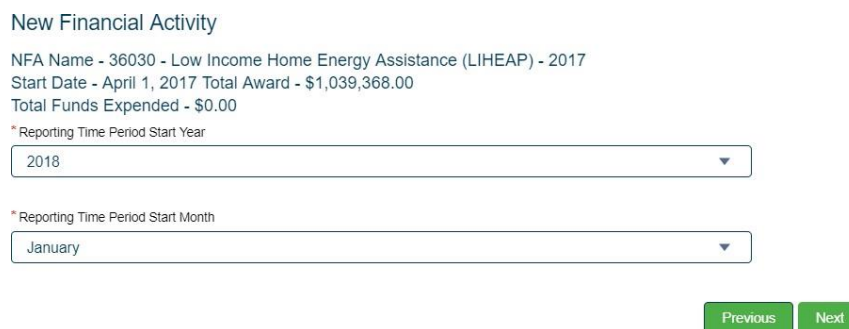### 4.1 Expenditure Report

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.

4. 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.

5. When creating a New Financial Activity record the status is automatically set to "New".
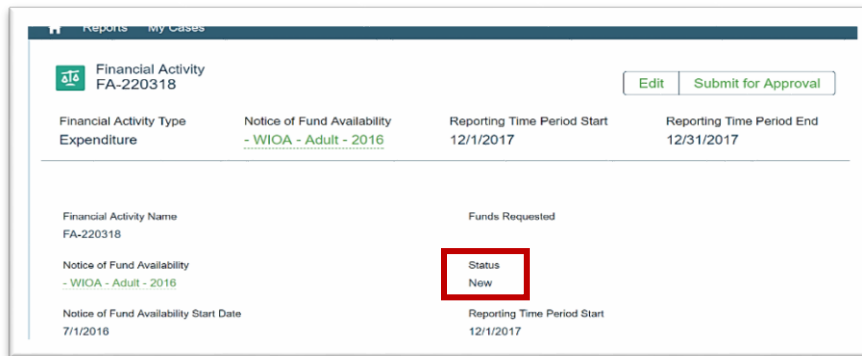
6. Scroll down to the Cost Categories section to enter the amounts for the Expenditure.

| Activity	Cost Code	Dir Client Srvcs	Category Total Budget	Budget Remaining	Funds Requested
Recipient Administrative Expenses (Salaries, Rent Utilites, Other)		✓	$0.00	$0.00	0.00
Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)		✓	$0.00	$0.00	0.00
Recipient Direct Client Assistance Expenses		✓	$0.00	$0.00	0.00
Recipient Other Program Expenses (Salaries, Rent Utilites, Other)		✓	$50.00	$5.00	0.00
Secondary Administrative Expense		✓	$0.00	$0.00	0.00
Sub-Recipient Direct Client Assistance Expenses		✓	$0.00	$0.00	0.00
Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)		✓	$0.00	$0.00	0.00

Grand Total: $.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 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 administ 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,

Save

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.
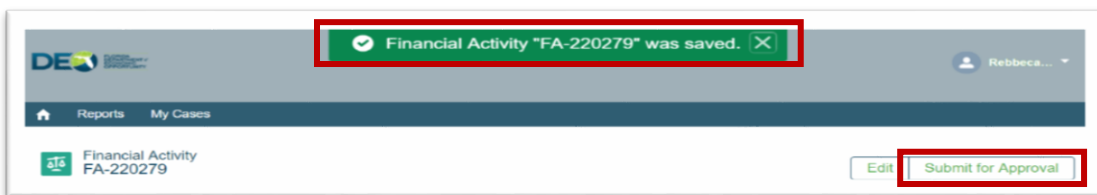
11. After editing, the status will remain "New" until the record has been submitted for approval.

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".

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:

[   ]

[Previous] [Next]

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)		✔	[ ]
FACC - 513662	Administrative Expensesfalse	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)		✔	[ ]
FACC - 513663	Program Expensesfalse	Recipient Direct Client Assistance Expenses		✔	[ ]
FACC - 513664	Program Expensesfalse	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)		✔	[ ]
FACC - 513667	Program Expensesfalse	Secondary Administrative Expense		✔	[ ]
FACC - 513665	Program Expensesfalse	Sub-Recipient Direct Client Assistance Expenses		✔	[ ]
FACC - 513666	Program Expensesfalse	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)		✔	[ ]

Grand Total: $.00

[Save]

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

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".

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

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

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)		✓		
FACC - 513683	Administrative Expensesfalse	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)		✓		
FACC - 513684	Program Expensesfalse	Recipient Direct Client Assistance Expenses		✓		
FACC - 513685	Program Expensesfalse	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)		✓		
FACC - 513688	Program Expensesfalse	Secondary Administrative Expense		✓		
FACC - 513686	Program Expensesfalse	Sub-Recipient Direct Client Assistance Expenses		✓		
FACC - 513687	Program Expensesfalse	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)		✓		

Save

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

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

4.4 Reimbursement

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

2. A small screen will appear – select "Reimbursement" and click on "Next".

3. Complete the fields:
   a. Reporting Time Period Start Year
   b. Reporting Time Period Start Month
   c. 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

2018	▼

* Reporting Time Period Start Month

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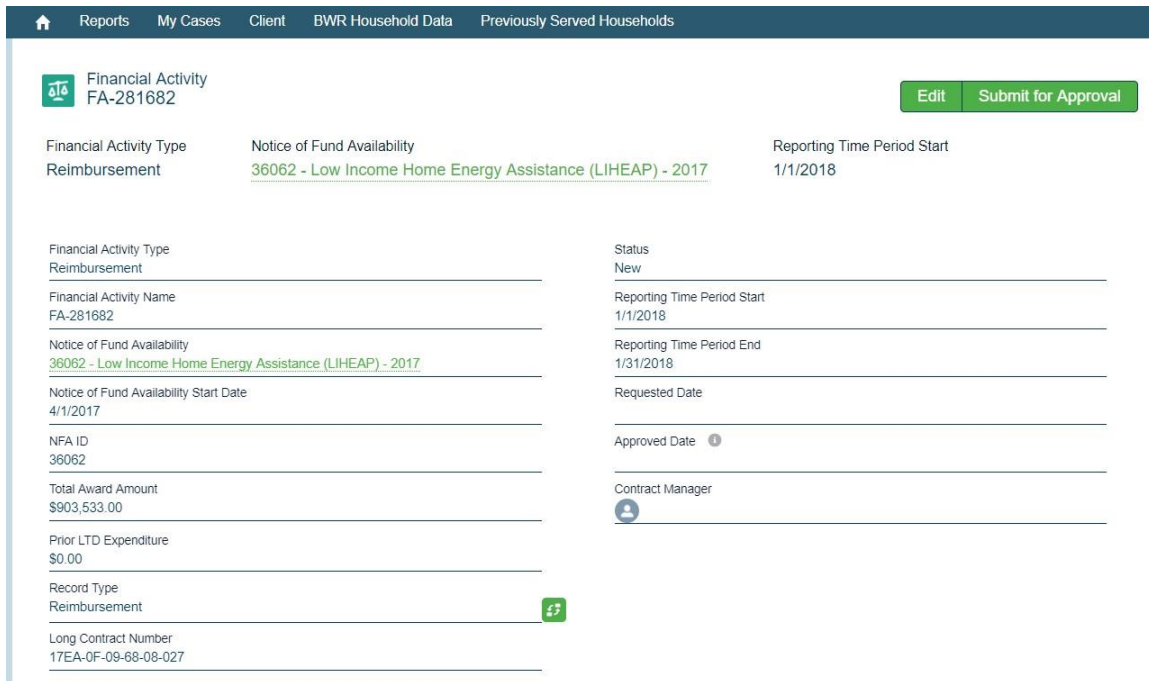
The selected NFA (36062 - Low Income Home Energy Assistance (LIHEAP) - 2017) currently has $-112,697.47 funds available to draw from.

Previous   Next

4. The new Reimbursement record will display.

🏠	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
Reimbursement

Financial Activity Name
FA-281682

Notice of Fund Availability
36062 - Low Income Home Energy Assistance (LIHEAP) - 2017

Notice of Fund Availability Start Date
4/1/2017

NFA ID
36062

Total Award Amount
$903,533.00

Prior LTD Expenditure
$0.00

Record Type
Reimbursement

Long Contract Number
17EA-0F-09-68-08-027

Status
New

Reporting Time Period Start
1/1/2018

Reporting Time Period End
1/31/2018

Requested Date

Approved Date ⓘ

Contract Manager
👤

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 Srvcs	Category Total Budget	Budget Remaining	Funds Requested
Crisis Benefit Payments		✓	$0.00	$0.00	0.00
Home Energy Assistance Payments		✓	$2,000.00	$2,000.00	0.00
Weather Related/Supply Shortage		✓	$0.00	$0.00	0.00
Salaries Including Fringe, Rent, Utilities, Travel, Other		✓	$20,000.00	$20,000.00	0.00
Crisis Assistance		✓	$0.00	$0.00	0.00
Home Energy Assistance		✓	$2,000.00	$2,000.00	0.00
Salaries Including Fringe, Rent, Utilities, Travel, Other		✓	$2,000.00	$2,000.00	0.00

Grand Total: $.00

ledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in
ware 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
18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

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

Save

County Expenditures

Save

Fin Activity County Expenditure Name	SR County Name	County Funds Expenditure	County Expenditure
FA CTY ALLO - 000027	Flagler	$2,000.00	0.00
FA CTY ALLO - 000028	Volusia	$2,000.00	0.00
FA CTY ALLO - 000029	St. Johns	$4,000.00	0.00

Grand Total: $.00

Files (0)   Add Files

⬆ Upload Files
Or drop files

7. Select Submit for Approval.

🏠 Reports   My Cases   Client   BWR Household Data   Previously Served Households

⚖ Financial Activity
FA-281682   Edit   Submit for Approval

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

Submit for Approval

Comments

Cancel   Submit

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

5. Pending Closeout NFAs

1. When an NFA is ready for closeout, the Community Action Agency will get an email from DEO that the NFA is Pending Closeout.

2. 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
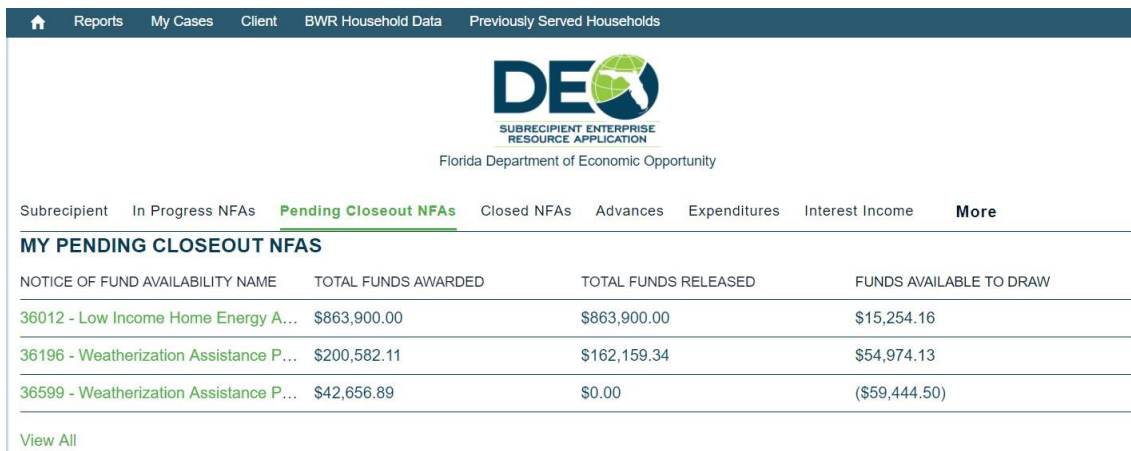
5.1 Cash Adjustments for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.

2. Click on the link to open the NFA.

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

4. Select the "Cash Adjustment" button and click "Next".

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

6. Enter the amounts adjusted to the selected NFAs from the previous screen. Click "Next".

7. A pop-up screen will appear indicating that the cash adjustment has been submitted to DEO for approval. Click "Next".

8. 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.
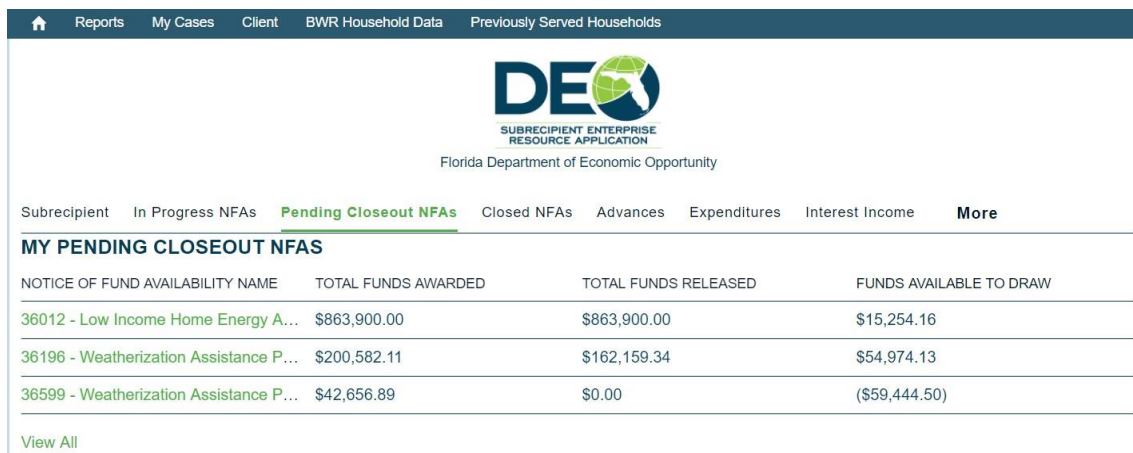
5.2 Edit Expenditures for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.

2. Click the link to select the NFA.

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

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 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

Closeout NFA

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
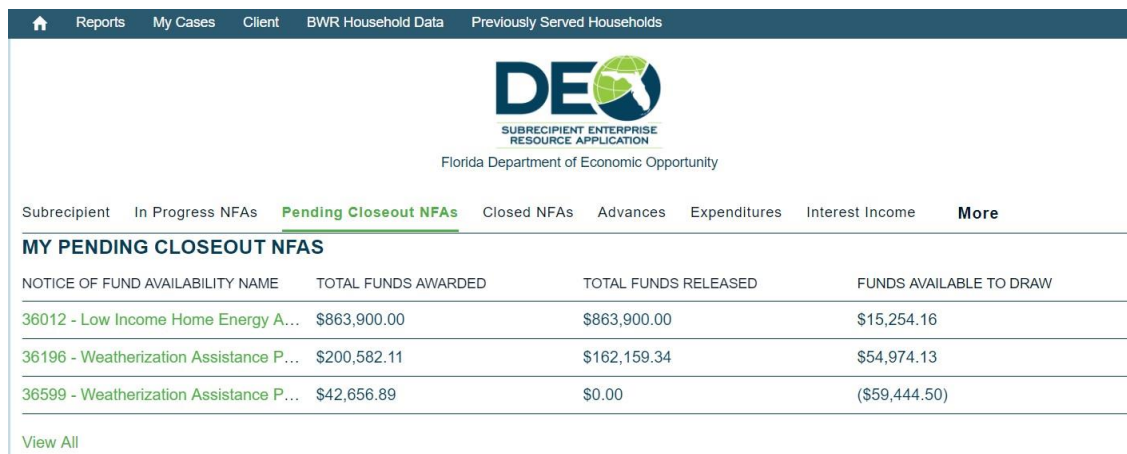
1. View the Pending Closeout NFAs list.

2. Click the link to select the NFA.

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

4.

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.

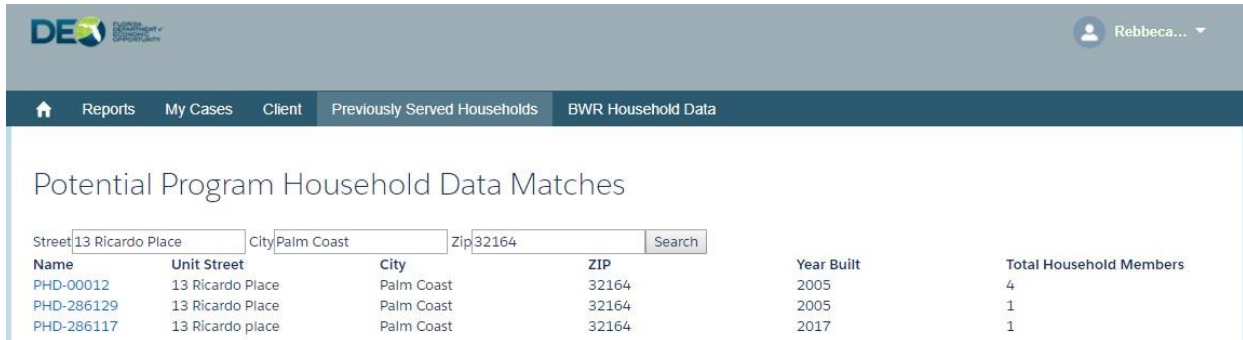## 6. Searching Previously Served Households

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.

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

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.

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#		Fuel Source	--None-- ▼	Landlord Agreement	No ▼
Street		Unit		City	
State	FL	Zip		County	Select County
		Proof of Ownership		Client Energy	--None--
Sq Foot		Property Type	--None-- ▼	Year Built	
Pre Reading Date	[10/4/2018]	Post Reading Date	[10/4/2018]	Final Reading Date	[10/4/2018]
Pre Blower Reading		Post Blower Reading		Final Blower Reading	
Pre Monoxor Reading		Final Monoxor Reading			
Inspected Date	[10/4/2018]	Inspector		Comments	

Save

Household Members

Required Fields are in Red.

Applicant	✓	First Name		Last Name	
Last 4 of SSN		Age		Disabled	☐
Proof of Income		Employment Income		Unemployment Comp	
Social Security		Supplemental Income		Retirement Income	
Other Income					

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	[10/4/2018]	Reporting Time Period End	[10/4/2018]
Batch NFA 1	Select NFA ▼	NFA1 Amount	
Batch NFA 2	Select NFA ▼	NFA2 Amount	

BWR Households in Batch

Job Number	Address	Total BWR Amount

1. After entering one client, click the <u>Add Member button</u> 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 <u>Add Item</u> 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 #.

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.

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.

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.

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	$.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		✔	$10,000.00	$10,000.00	
FACC 512634	Production Expenses	Labor		✔	$10,000.00	$10,000.00	
FACC 512633	Production Expenses	Material		✔	$10,000.00	$10,000.00	
FACC 512631	Production Expenses	Materials/Labor/Program Support		✔	$10,000.00	$10,000.00	
FACC 512643	Production Expenses	Materials/Labor/Program Support - Fee For Service		✔	$10,000.00	$10,000.00	
FACC 512644	Production Expenses	Materials/Labor/Program Support - Labor		✔	$10,000.00	$10,000.00	
FACC 512645	Production Expenses	Materials/Labor/Program Support - Materials		✔	$10,000.00	$10,000.00	
FACC 512637	Program Expenses	Annual Financial Audit		✔	$0.00	$0.00	
FACC 512639	Program Expenses	Equipment		✔	$0.00	$0.00	
FACC 512636	Program Expenses	Health and Safety		✔	$0.00	$0.00	
FACC 512640	Program Expenses	Liability Insurance		✔	$0.00	$0.00	
FACC 512638	Program Expenses	Training and Technical Assistance		✔	$0.00	$0.00	
FACC 512642	Program Expenses	Training and Technical Assistance - Equipment		✔	$0.00	$0.00	
FACC 512641	Program Expenses	Training and Technical Assistance - Tech Training		✔	$0.00	$0.00	
FACC 512635	Program Support Expenses	METS		✔	$0.00	$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 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 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 Agreement.

Save

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

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.

In the new window that opens, review the Financial Activity for completion. When complete, submit the Financial Activity for approval.
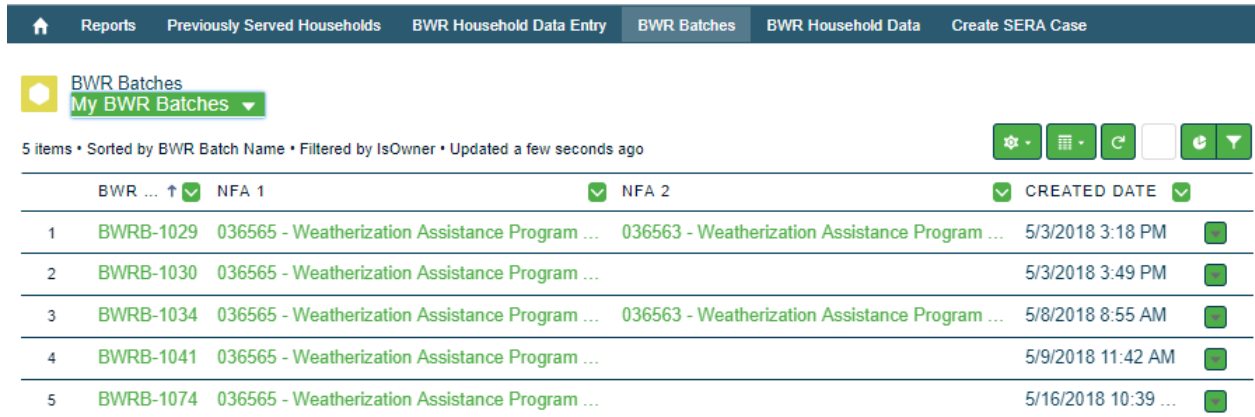
When you have submitted for approval, close the page to return to the BWR Batch record.

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.

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

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).
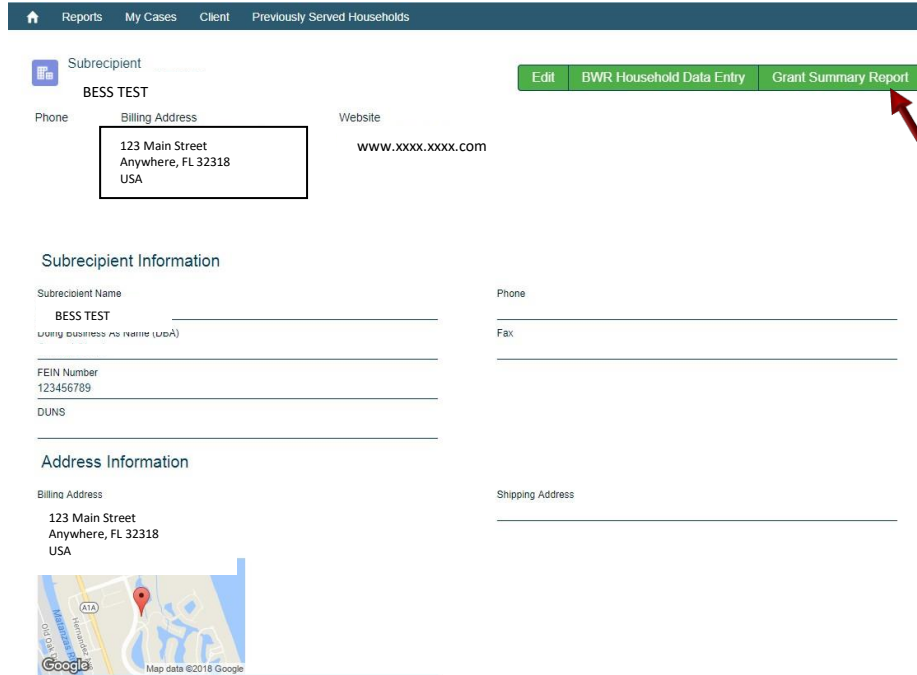
8. Reporting

There is one report that is generated from the Subrecipient record:
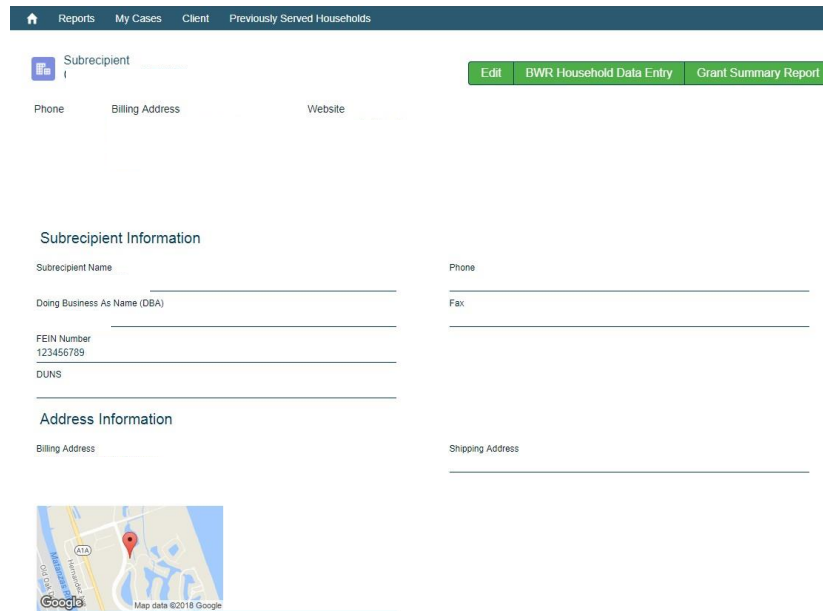
- Grant Summary Report

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.
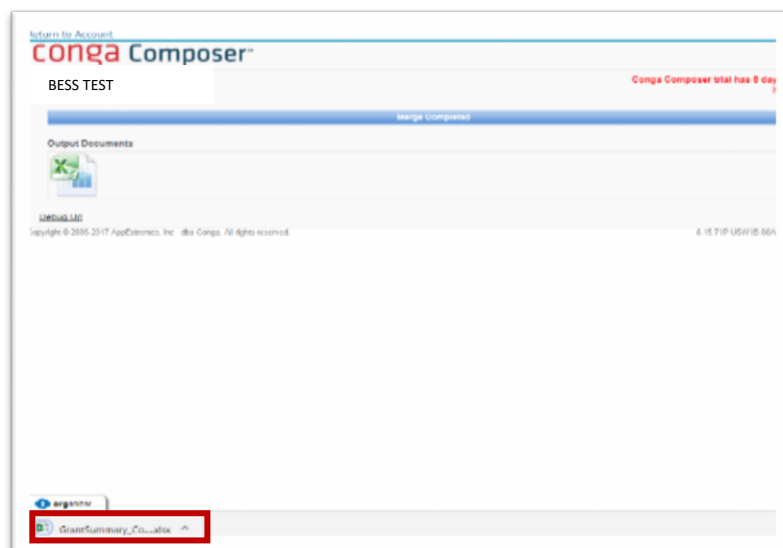
Grant Summary Report
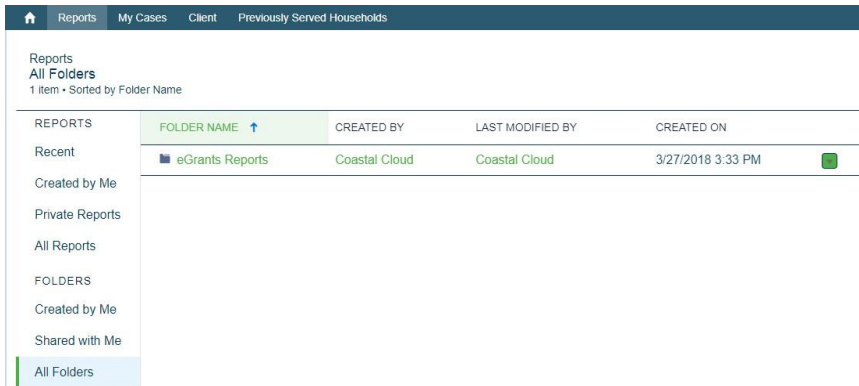
    a. Click on the button to run the report.

    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.

4. 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 $10,018,660,985.25	$125,786.72	Total Labor Cost $19,042,918.81	Total Unit Cost $19,604,666.4395		

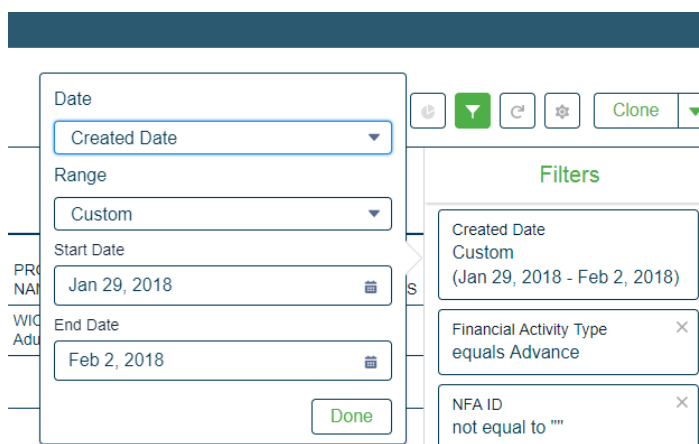| MEASURE ↑		TOTAL MATERIAL COST Sum		LABOR COST Sum	UNIT COST Sum	
Address Minor Mold Issues	3	$354.00	$118.00	$525.00	$282.9000	$94.3000
Air Filters - AC/Heat	4,677	$102,538.94	$21.92	$97,661.24	$101,987.5100	$21.8062
Attic ventilation	724	$327,503.40	$452.35	$334,512.88	$327,503.4000	$452.3528
Caulking	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

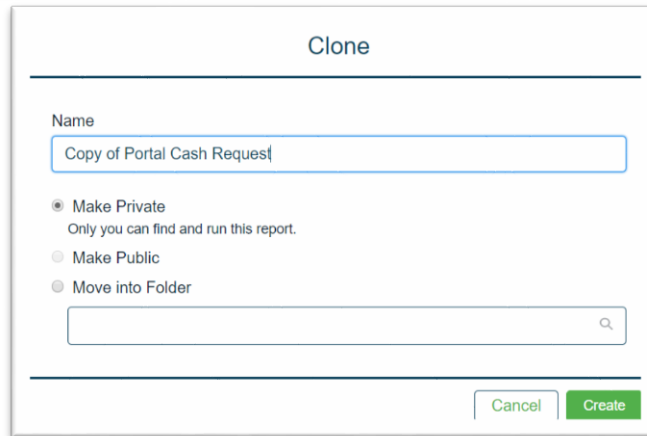1. To filter the data, select the filter icon and make the edits to the available filter selections. The example shown below, is changing the date filter for the records displayed. Steps to filter this report:

    a. Click on "Created Date."

    b. Change the date range by clicking in the Start Date and/or End Date boxes.

    c. Select "Done" in the window, and "Apply" to apply the changes.

Cloning Salesforce Reports

1. Select the "Clone" button.
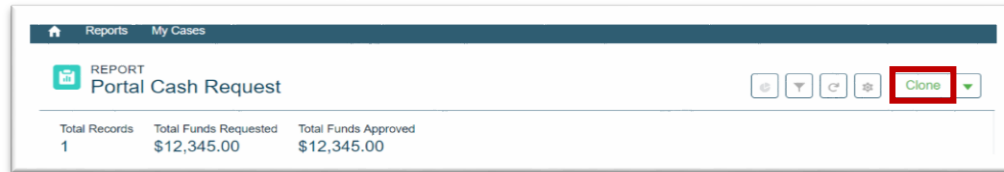
2. In the window that opens, rename the report and choose to make it private or public and select the Folder. Click "Create" to run the report.

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.
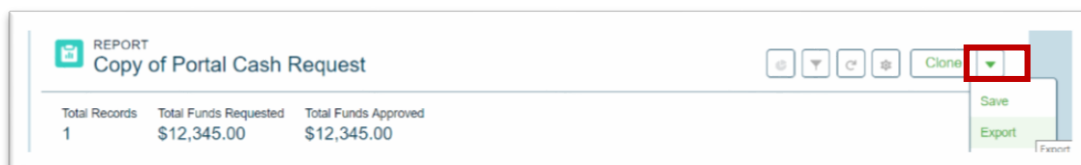
Glossary of Terms

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.

Salesforce	Workforce (OSMIS)	CDBG	BESS (eGrants)
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