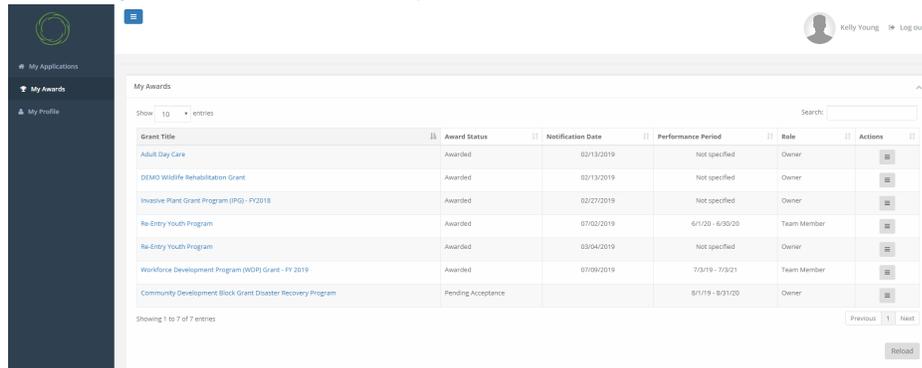


## 4. Submitting Reports to your Grantor

### 4.1 Submitting Financial Reports

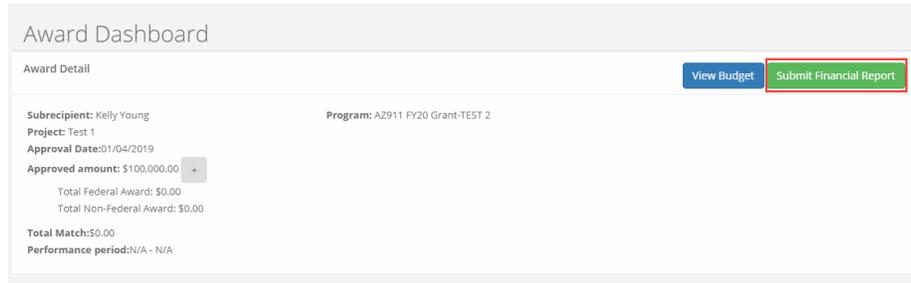
From the Award Dashboard, you can submit a Financial Report directly to the Program Officer.

- 1) Select “My Awards” from the navigation bar:



Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	Owner	[Action]
DEMO Wildlife Rehabilitation Grant	Awarded	02/13/2019	Not specified	Owner	[Action]
Invasive Plant Grant Program (IPG) - FY2018	Awarded	02/27/2019	Not specified	Owner	[Action]
Re-Entry Youth Program	Awarded	07/02/2019	6/1/20 - 6/30/20	Team Member	[Action]
Re-Entry Youth Program	Awarded	03/04/2019	Not specified	Owner	[Action]
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/31/19 - 7/31/21	Team Member	[Action]
Community Development Block Grant Disaster Recovery Program	Pending Acceptance		8/1/19 - 8/31/20	Owner	[Action]

- 2) Click on “Submit Financial Report”:



**Award Dashboard**

**Award Detail** [View Budget](#) [Submit Financial Report](#)

Subrecipient: Kelly Young **Program:** AZ911 FY20 Grant-TEST 2

Project: Test 1

Approval Date: 01/04/2019

Approved amount: \$100,000.00

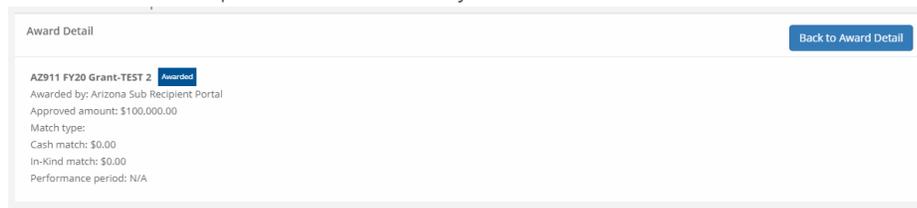
Total Federal Award: \$0.00

Total Non-Federal Award: \$0.00

Total Match: \$0.00

Performance period: N/A - N/A

- 3) The Award Detail provides a summary of the award information:



**Award Detail** [Back to Award Detail](#)

**AZ911 FY20 Grant-TEST 2** Awarded

Awarded by: Arizona Sub Recipient Portal

Approved amount: \$100,000.00

Match type:

Cash match: \$0.00

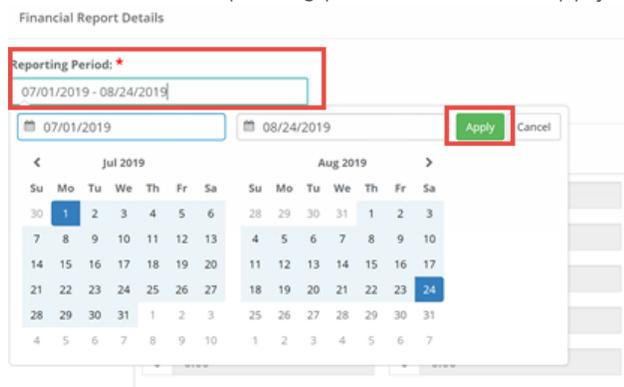
In-Kind match: \$0.00

Performance period: N/A

The Award Financial Overview is not editable, but will update itself depending on the amounts that are submitted in the Financial Report Details. This area is a summary of the total award spent and the total award amount remaining:

Award Financial Overview			
This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.			
	Spend	Match	Spend + Match
Award Total Spend	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining	\$ 100,000.00	\$ 0.00	\$ 100,000.00

- 4) In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click "Apply":



Financial Report Details

Reporting Period: \*  
07/01/2019 - 08/24/2019

07/01/2019 08/24/2019 Apply Cancel

Jul 2019							Aug 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

- 5) Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent.

Match is the amount of match funds spent. Applicants can only report in categories they are awarded in:

Financial Report Details

Reporting Period: 07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

NOTE: If a category is grayed out, and you would like to request reimbursement in that category, a budget modification is needed.

- 6) The "Spend + Match" and "Award Remaining" columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:

Reporting Period: 07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

- 7) Once complete, check *Reimbursement Requests*. The box will auto populate with the amount from the spend column. If different, define the amount you are requesting for reimbursement:

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

**Reimbursement Request\***  
 \$ 55,000.00

This is my final report

- 8) When this is the final report and the final request for reimbursement, check the “This is my final report” box. The grant closeout process will automatically begin once this box is checked and submitted.

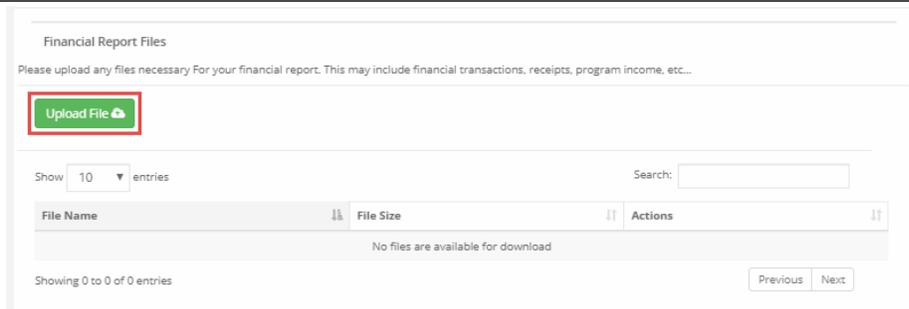
Include any spending details and a brief description about the reporting period’s expense in the Financial Report Narrative:

**Financial Report Narrative \***

Please develop your narrative below including key metrics, spending details, and other pertinent details.

- 9) You can also upload any documents, including PDFs and scanned images, to the Financial Report. Click on “Upload File” to attach a document:





Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

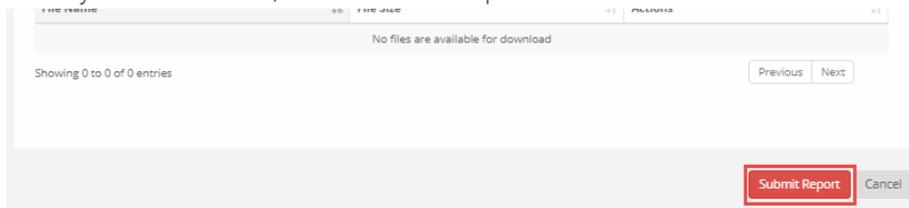
**Upload File**

Show 10 entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

10) When you are finished, click "Submit Report":

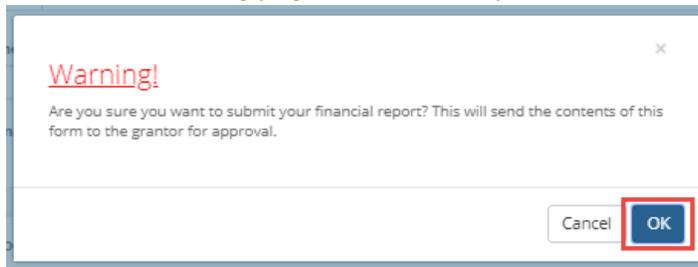


No files are available for download

Showing 0 to 0 of 0 entries Previous Next

**Submit Report** Cancel

11) Click on the warning page to send the report to the funding agency:



**Warning!**

Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval.

Cancel **OK**

12) You will be taken back to the Award Detail page, where the Financial Report will now be recorded under the Financial Activities:

Financial Activities

Show 10 entries Search:

Financial Report	Reporting Period	Date Created	Current Status	Actions
Financial Report	06/01/2019 – 06/30/2019	07/09/2019	Pending Approval	

Showing 1 to 1 of 1 entries Previous 1 Next

13) The Financial Report status will change, depending on the approver's actions:

Financial Activities

Show 10 entries Search:

Financial Report	Reporting Period	Date Created	Current Status	Actions
Financial Report	05/01/2019 – 05/31/2019	07/09/2019	Approved / Awaiting Payment	
Financial Report	06/01/2019 – 06/30/2019	07/09/2019	Approved / Paid	
Financial Report	07/01/2019 – 07/31/2019	07/09/2019	Pending Approval	

Showing 1 to 3 of 3 entries Previous 1 Next

- **Pending Approval:** The Financial Report has not been reviewed.

- **Approved/Awaiting Payment:** The Financial Report has been reviewed and is waiting for payment.

- **Approved/Paid:** The reimbursement is complete.

14) If this report fulfills an assigned *Financial Report* task in your *Pending Tasks* table, click on the Actions icon next to that task and click "Mark Task Complete":

Pending Tasks

Show 10 entries Search:

Task Type	Due Date	Actions
Financial Report Request	06/30/2020	
Financial Report Request	09/30/2020	<ul style="list-style-type: none"> <li>Create Financial Report</li> <li>Mark Task Complete</li> </ul>
Activity Report Request	09/30/2020	

## 4.2. Submitting Activity Reports

- 1) From "My Awards," select the Grant Title of the award:

My Awards

Show 10 entries Search: WDP

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

Reload

- 2) At the top right, click "Submit Activity Report":

Award Dashboard

Award Detail

View Budget Submit Financial Report **Submit Activity Report** Manage Project Te

Subrecipient: Ulysses Grant Program: Workforce Development Program (WDP)  
Grant - FY 2019  
Award ID: HXI-082019-001

Project: Job Incubator  
Approval Date: 07/09/2019  
Approved amount: \$40,000.00

Total Federal Award: \$0.00  
Total Non-Federal Award: \$40,000.00

- 3) Complete the following form and attach any pertinent files:

Activity Report

Reporting Period: \*

Please develop your narrative below including key metrics, and other pertinent details.

Report Narrative: \*

<> H1 H2 H3 B I U       %

- 4) Update any Goal/Activity Metrics

Activity Report Metrics

Please enter metrics to describe progress on your goals.

Businesses Trained and Implemented : 0.00 (5.00)

385 EAST COLORADO BLVD. #260  
PASADENA, CA 91101

Total Served Target: 0.00 (1000.00)

ecivis.com  
877-232-4847

5) Attach any Activity Report Files by clicking the green *Upload File* button

Activity Report Files

Please upload any files necessary for your activity report.

[Upload File](#)

Show 10 entries

File Name	File Size	Actions
No files are available for download		

6) Click "Submit Report":

Previous Next

[Submit Report](#) [Cancel](#)

7) If this report fulfills an assigned Activity Report task in your *Pending Tasks* table, click on the Actions icon next to that task and click "Mark Task Complete":

Task Type	Due Date	Actions
Activity Report Request	09/30/2020	
Activity Report Request	12/31/2020	

Showing 1 to 2 of 2 entries



Create Activity Report  
Mark Task Complete