




Bureau of Economic Self Sufficiency  
Community Action Agency  
Weatherization Assistance Program (WAP)  
Building Work Report (BWR)  
Job Aide

---

## 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.

🏠
Reports
Previously Served Households
BWR Household Data Entry
BWR Batches
BWR Household Data
Create SERA Case



**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 ACCOUNT

BESS Test  
 123 Main Street  
 Palm Coast, FL 32137  
 United States  
 · WWW: xxxxxx.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"/> [ 5/16/2018 ]	Post Reading Date	<input type="text"/> [ 5/16/2018 ]	Final Reading Date	<input type="text"/> [ 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.

Applicant	✓	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](#)

### Add BWR Items

Required Fields are In Red.

[Add Item](#)

[Create BWR](#)

1. After entering one client, click the Add Member button to add additional household members.
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, click Create BWR to create another BWR.

### 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
<a href="#">WXB12345</a>	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="22164"/>	Client Energy	<input type="text" value="Household with 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 Another Member](#)

#### 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"/>	

[Add Item](#)

[Save](#)

[Cancel](#)

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	<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"/>
<input type="button" value="Finish"/>			

## 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	<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"/>
<input type="button" value="Finish"/>			

## 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 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
<a href="#">BWRFA-7238</a>	<a href="#">FA-281732</a>		\$0.00
<a href="#">BWRFA-7239</a>	<a href="#">FA-281733</a>		\$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
<a href="#">BWRFA-7238</a>	<a href="#">FA-281732</a>		\$0.00
<a href="#">BWRFA-7239</a>	<a href="#">FA-281733</a>		\$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		✓	\$10,000.00	\$10,000.00	
Production Expenses	Labor		✓	\$10,000.00	\$10,000.00	
Production Expenses	Material		✓	\$10,000.00	\$10,000.00	
Production Expenses	Materials/Labor/Program Support		✓	\$10,000.00	\$10,000.00	
Production Expenses	Materials/Labor/Program Support - Fee For Service		✓	\$10,000.00	\$10,000.00	
Production Expenses	Materials/Labor/Program Support - Labor		✓	\$10,000.00	\$10,000.00	
Production Expenses	Materials/Labor/Program Support - Materials		✓	\$10,000.00	\$10,000.00	
Production Expenses	Material - Program Support		✓	\$10,000.00	\$10,000.00	

---

### 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

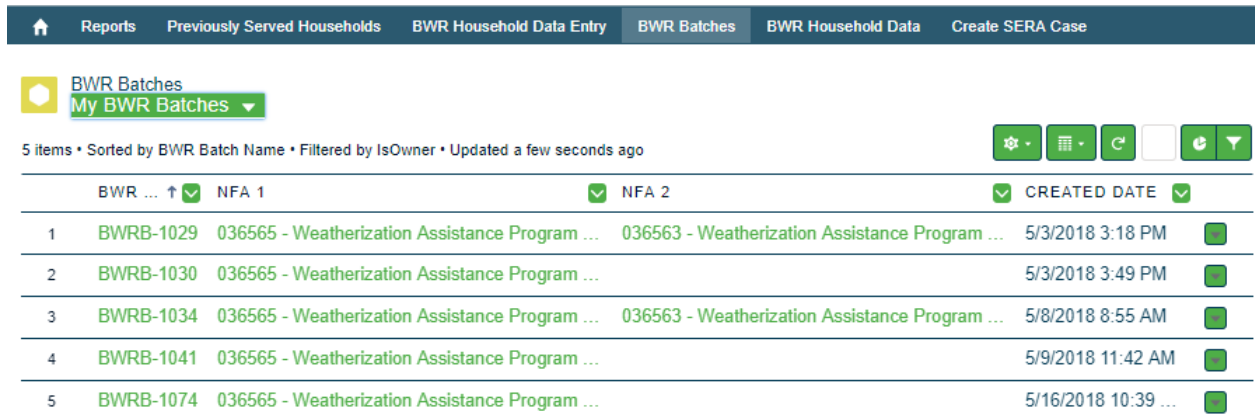
When you have submitted for approval, close the page to return to the BWR Batch record.

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.



Reports Previously Served Households BWR Household Data Entry **BWR Batches** BWR Household Data Create SERA Case

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	<input type="checkbox"/>
2	BWRB-1030	036565 - Weatherization Assistance Program ...		5/3/2018 3:49 PM	<input type="checkbox"/>
3	BWRB-1034	036565 - Weatherization Assistance Program ...	036563 - Weatherization Assistance Program ...	5/8/2018 8:55 AM	<input type="checkbox"/>
4	BWRB-1041	036565 - Weatherization Assistance Program ...		5/9/2018 11:42 AM	<input type="checkbox"/>
5	BWRB-1074	036565 - Weatherization Assistance Program ...		5/16/2018 10:39 ...	<input type="checkbox"/>

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