Small Cities and Rural Communities
Local Government Training Guide
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1. **Homepage**

2) Navigate to https://deosera.force.com/grant

3) Enter the login details (which have been sent by email from Salesforce.com)

4) The first page accessed when logged in is the home screen 🏡, like the one below.

5) In the Navigation Bar are the following Tabs:
   - Reports
   - Contract Number
   - Status Reports

6) In the center window, are the following List Views:
   a. Notices of Fund Availability (NFA):
      - In Progress NFAs
      - Pending Closeout NFAs
      - Closed NFAs
   b. Financial Activities:
      - Reimbursements
      - Program Income
2. **Subrecipient (Account Information)**

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

![Account Details Image]

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.

![Account Information Table]
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.

![Error Message]

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.

![Screen View]

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.
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 are 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.
### Notice of Fund Availability (NFA)

**Program:** CDBG-TR - Commercial Revitalization - 2013

<table>
<thead>
<tr>
<th>CDBG TEST</th>
<th>Status</th>
<th>Grant</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In Progress</td>
<td>$149,000</td>
<td>1/1/2013</td>
<td>12/31/2010</td>
</tr>
</tbody>
</table>

**Eligible Activities**

<table>
<thead>
<tr>
<th>NFA Code</th>
<th>Activity</th>
<th>Cost Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-010</td>
<td>Street Improvement</td>
<td>$50,000</td>
</tr>
<tr>
<td>001-015</td>
<td>Sidewalks</td>
<td>$20,000</td>
</tr>
<tr>
<td>001-020</td>
<td>Fencing</td>
<td>$30,000</td>
</tr>
<tr>
<td>001-025</td>
<td>Lighting</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

**Funds**

- **Total Funds Authorized:** $149,000
- **Total Funds Available:** $149,000
- **Total Funds Set Aside:** $149,000
- **Total Funds Used:** $0
- **Total Funds Remaining:** $149,000

**Cash on Hand:** $0

**Match:**

- **Required:** $0
- **Provided:** $0
- **Match Percent:** 0%

**Budget vs. Spending**

- **Total Program Income Earned:** $0
- **Total Program Income Spent:** $0

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**Community Development Block Grant Training Guide**

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3.1 Viewing Beneficiary Information

From the NFA page, scroll to the bottom of the page to see the Beneficiary information for the NFA. This information is entered by the DEO Program Area team, and it not editable.

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

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

4.1 Program Income

1. To report any Program Income, scroll to the top right-hand side of the screen and select “New Financial Activity”
2. A small screen will appear – select “Program Income” and click on “Next”.

New Financial Activity

Select Record Type
☐ Program Income
☐ Reimbursement

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

New Financial Activity

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

*Reporting Time Period Start

*Reporting Time Period End

*Amount of Program Income Earned

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Cost Category Name</th>
<th>Activity</th>
<th>Cost Code</th>
<th>Add Up</th>
<th>Program Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACG - 501905</td>
<td>Acquisition</td>
<td>311w</td>
<td></td>
<td>✔</td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521998</td>
<td>Fire Hydrants</td>
<td>602J</td>
<td>✔</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521998</td>
<td>Flood &amp; Drainage</td>
<td>603I</td>
<td>✔</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Other Public Facilities</td>
<td>11</td>
<td>✔</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Parking facilities</td>
<td>010G</td>
<td>✔</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Program Administration</td>
<td>21A</td>
<td>✔</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Program Administration</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Public Facilities General</td>
<td>60</td>
<td>✔</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Public facilities-utilities renovation</td>
<td>11</td>
<td>✔</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>FACG - 521999</td>
<td>Sidewalks</td>
<td>Engineering for Sidewalks and Pedestrian</td>
<td>010I</td>
<td>✔</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.
4.2 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 Date
   b. Reporting Time Period End Date
   c. Click Next.
4. The new Reimbursement record will display.

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

<table>
<thead>
<tr>
<th>Cost Category Name</th>
<th>Activity</th>
<th>Cost Code</th>
<th>Category Total Budget</th>
<th>Budget Remaining</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>Site</td>
<td>03J</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fire Hydrants</td>
<td></td>
<td>03I</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Flood &amp; Drainage</td>
<td></td>
<td>03I</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Public Facilities</td>
<td>Relocation of Utilities</td>
<td>03I</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking Facilities, Spaces</td>
<td>Parking Spaces</td>
<td>03G</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Program Administration</td>
<td></td>
<td>21A</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Program Administration</td>
<td></td>
<td>03H</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Public Facilities General</td>
<td></td>
<td>03I</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Public Facilities-Utilities</td>
<td>Utilities Relocation</td>
<td>11</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sidewalks</td>
<td>Engineering for Sidewalks and Pedestrian</td>
<td>03L</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sidewalks</td>
<td>Sidewalks and Pedestrian Malls</td>
<td>03L</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

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

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

10. Print a PDF version of the Reimbursement Request. Click the Reimbursement PDF button on the Financial Activity to generate a PDF document with the Reimbursement Request information. The Conga window will open, and will download the PDF report to the user’s computer.
This document can be printed, saved and/or re-uploaded to the Financial Activity record. The ability to generate the PDF document requires a Conga License.

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

1. View the Pending Closeout NFAs list.

2. Click on the link to open the NFA.

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

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

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

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

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

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

To create a new status report, click the New button at the top right of the screen. A new screen will open to allow the choice of the type of Status Report to be created.
Select the type of Status Report to be created, and click Next. For ALL Status Reports, users will choose the Subrecipient, and the Contract Number – both are required fields.

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

Once the Subrecipient is chosen, the Contract number will be available and display any Contracts associated with the Subrecipient. Select the correct Contract Number by clicking the Number.
Complete the required information and click Save to complete the report.

**Section 3 Reporting**

![Image of the Status Report record]

The Status Report record will display.

![Image of the Related Tab]

Click the Related Tab to see the Files list and attach documentation as needed.
To complete submission of the Status Report, click the Submit for Approval button. The submission comments screen will appear. This is an optional place to enter relevant information for the contract manager.

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

**MBE Contractor Reporting**

To report MBE Contractors, select the MBE report from the Status Reports list. Create a new report, and complete the information. Click Save to continue.
On the record page, click the Related Tab to access MBE Contractors.

Click the New button to add contractors.
Complete the Contractor information and click Save.

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

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

Select the QSR report and click next.

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

Click on the Related Tab on the

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

Select the Fair Housing report and click next.

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

Click on the Related Tab on the record to see the files related list and upload documentation to the report. When complete, click the Submit for Approval button to submit the status report for approval.
7. Reporting
There is one report that is generated from the Subrecipient record:

- Grant Summary Report

Reporting from the Subrecipient record

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

2. Click on the “Edit” button in the top right-hand corner of the Subrecipient page. Scroll to the end of the screen to update the “Report from Date” and “Report to Date” fields. Click “Save”.

3. Please note: These fields determine the data that is pulled into reports based on the dates selected.
Grant Summary Report

a. Click on the button to run the report.

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

c. Click on the Excel file to open it. The spreadsheet with similar columns to this displayed.

d. The report can be filtered in the Excel sheet to view only the data needed.

e. It can also download and saved as an Excel file.

Reporting from the Reports Tab

1. Select the Reports tab and click on “All Folders” to view all folders.
2. Click the CDBG Reports folder to view the reports within the folder.
   a. As reports become available, they will be listed in this folder.
3. Select from the reports available to view.
4. The report will display like the one below. Please Note: clicking on the links within the report will direct access to the page.
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.

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