



SFB BRG eCivis User Guide

POST-AWARD MANUAL

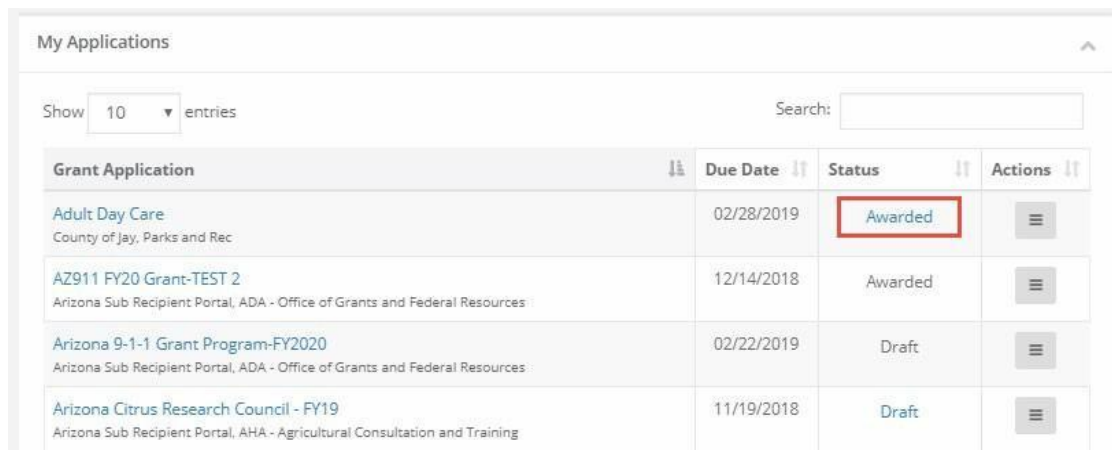
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1. Award Notification and Acceptance

1.1 Locating your Award

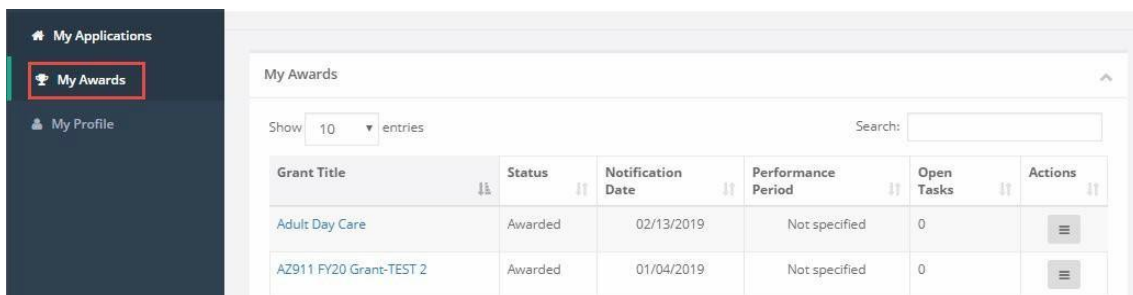
- a. After an award has been made, your application status will change to Awarded on your Portal homepage:



The screenshot shows the 'My Applications' tab with a search bar and a table of applications. The 'Status' column for the first application, 'Adult Day Care', is highlighted with a red box and labeled 'Awarded'.

Grant Application	Due Date	Status	Actions
Adult Day Care County of Jay, Parks and Rec	02/28/2019	Awarded	⋮
AZ911 FY20 Grant-TEST 2 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources	12/14/2018	Awarded	⋮
Arizona 9-1-1 Grant Program-FY2020 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources	02/22/2019	Draft	⋮
Arizona Citrus Research Council - FY19 Arizona Sub Recipient Portal, AHA - Agricultural Consultation and Training	11/19/2018	Draft	⋮

- b. Your awards can also be viewed in the *My Awards* tab:



The screenshot shows the 'My Awards' tab with a search bar and a table of awarded grants. The 'My Awards' tab is highlighted in the left sidebar.

Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	⋮
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	0	⋮

1.2 Award Notification and Accepting Your Award

- a. If you have been selected to receive an award, you will be notified by email. The email will also have a PDF version of the award notification for your records:



The screenshot shows an email notification letter with the following content:

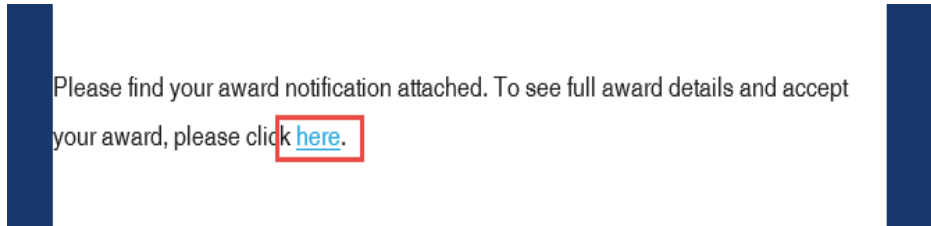
Award Notification Letter

Dear Ulysses Grant,

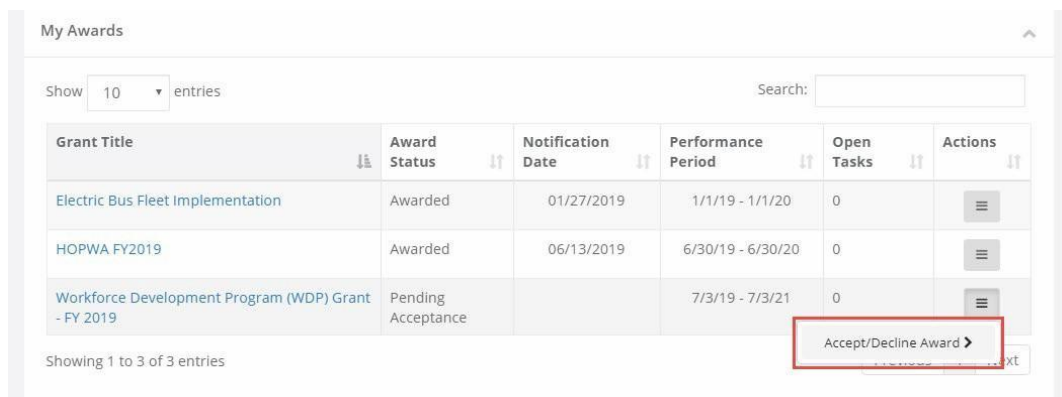
Congratulations! This is to inform you that your application is now awarded.

Project: HIV Testing Project
Program: HOPWA FY2019
Approval Date: 06/13/2019
Approved Amount: \$800,000.00
Federal Awards: ORG001? HOPWA FY19: \$78? 000.00

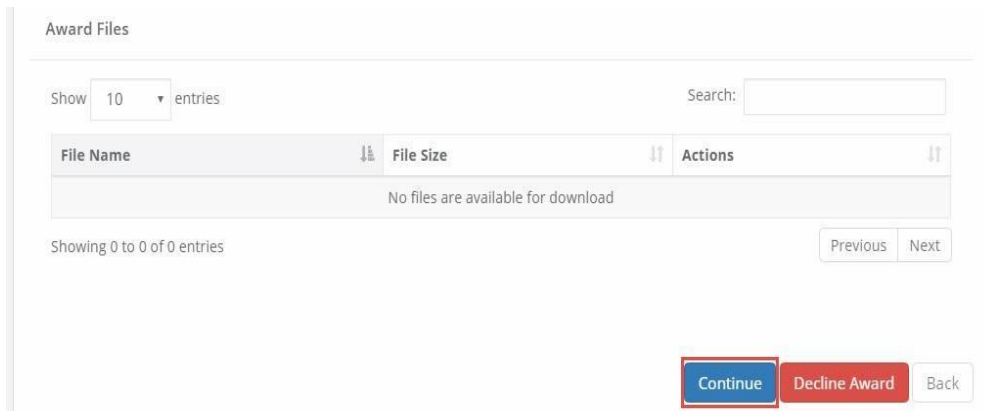
- b. To accept the award, click on the link at the bottom of the email notification, which will take you to the Portal:



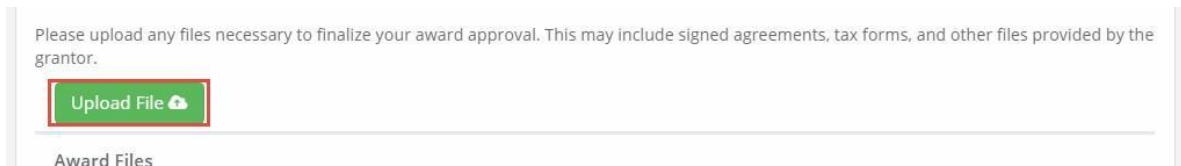
- c. Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:



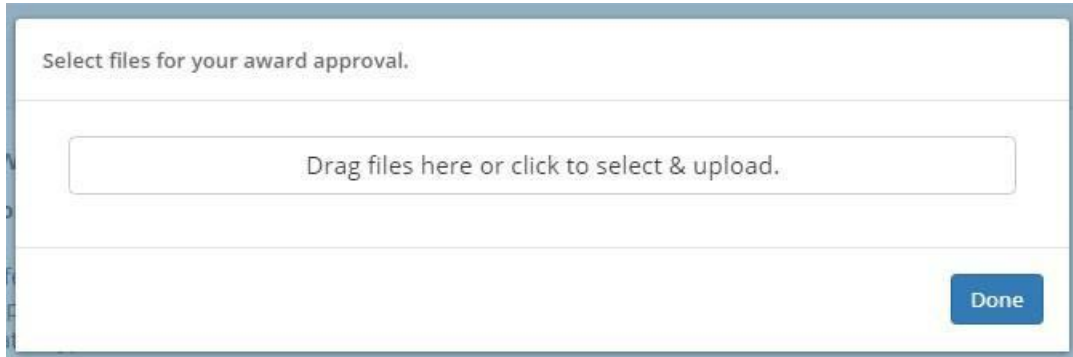
- d. From the following page, download any files from the Actions column. Then click *Continue*:



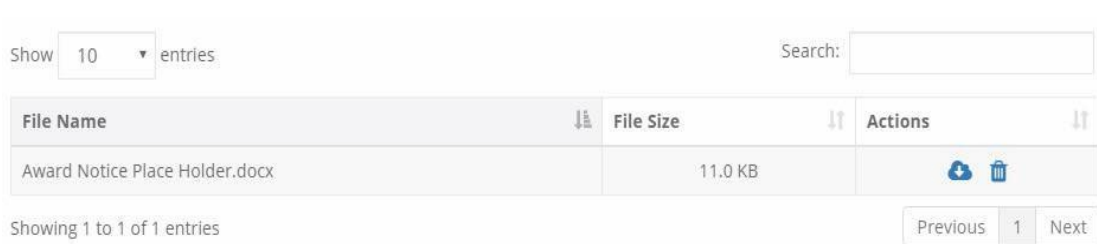
- e. The **SFB BRG Terms and Conditions** must be downloaded, signed, and uploaded in order to accept the award; select *Upload File* on the following page:



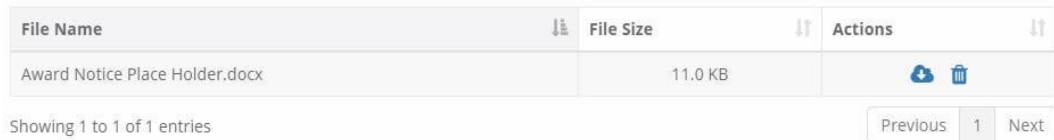
- f. Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:



- g. Any uploaded file can be downloaded again, or deleted using the trash icon:



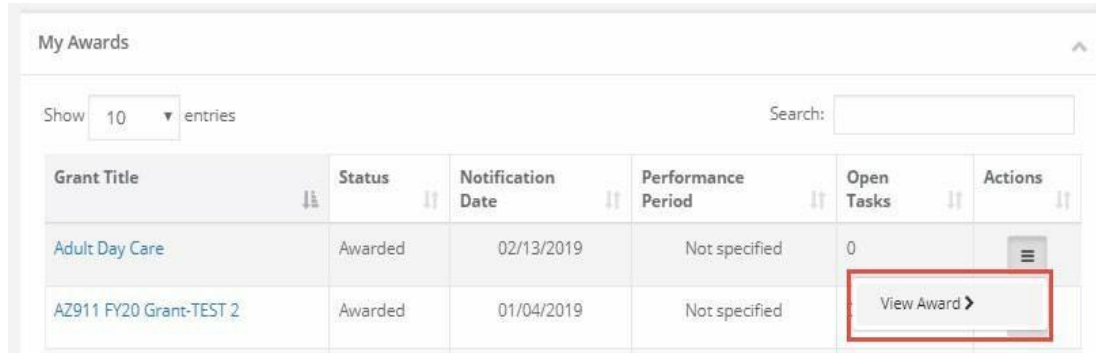
- h. Select *Finalize and Submit* to notify the grantor that you have accepted the award. You can also leave an optional note to the grantor:




The award is finalized when the grantor approves your signed Terms and Conditions.

1.3 Viewing Your Award and the Award Dashboard

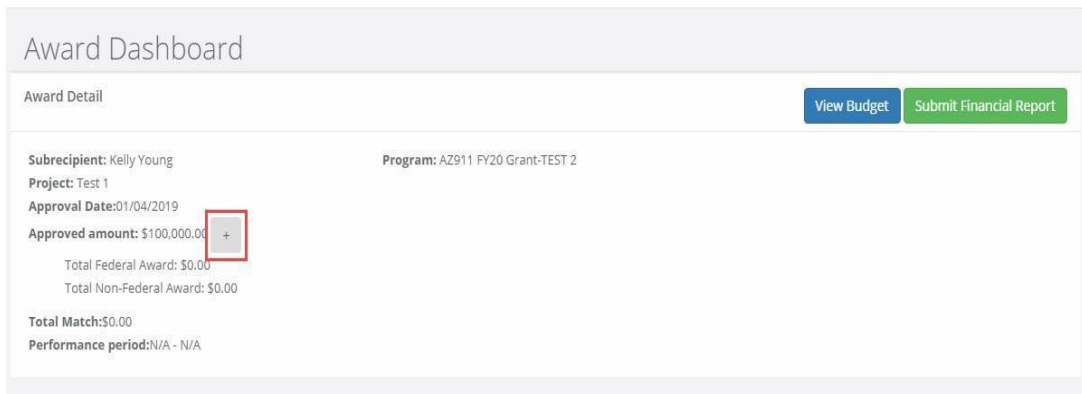
- a. To view the award details, go to the My Awards tab and click on the button underneath the Actions column. Select View Award:



The screenshot shows a table titled "My Awards" with the following columns: Grant Title, Status, Notification Date, Performance Period, Open Tasks, and Actions. The "View Award" button in the Actions column for the "AZ911 FY20 Grant-TEST 2" row is highlighted with a red box.

Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified		View Award >

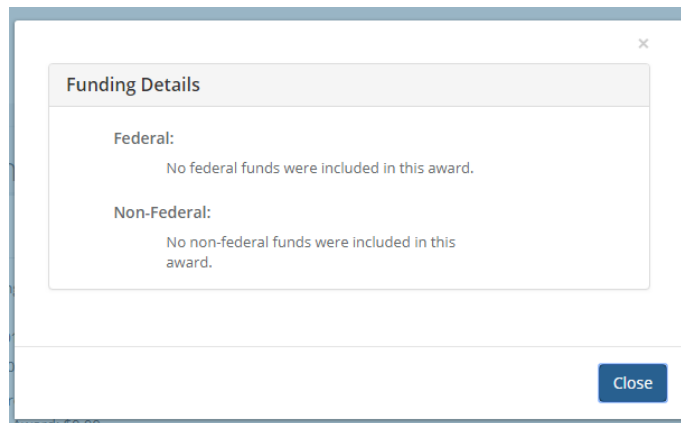
- b. On the Award Dashboard, select the button next to the approved amount:



The screenshot shows the "Award Dashboard" for "AZ911 FY20 Grant-TEST 2". It includes buttons for "View Budget" and "Submit Financial Report". The "Approved amount" is listed as "\$100,000.00" with a "+" button next to it, which is highlighted with a red box.

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

- c. You can view information such as funding sources:



The screenshot shows a "Funding Details" dialog box with the following text:

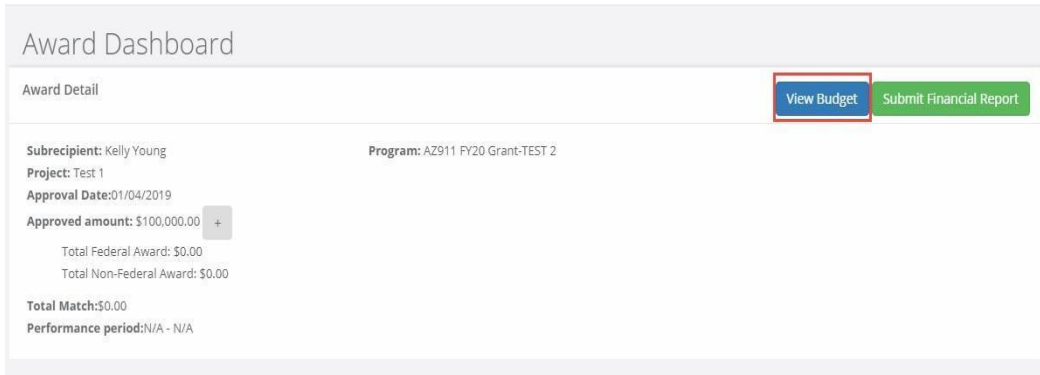
Federal:
No federal funds were included in this award.

Non-Federal:
No non-federal funds were included in this award.

A "Close" button is located at the bottom right of the dialog box.

1.4 Viewing Your Budget

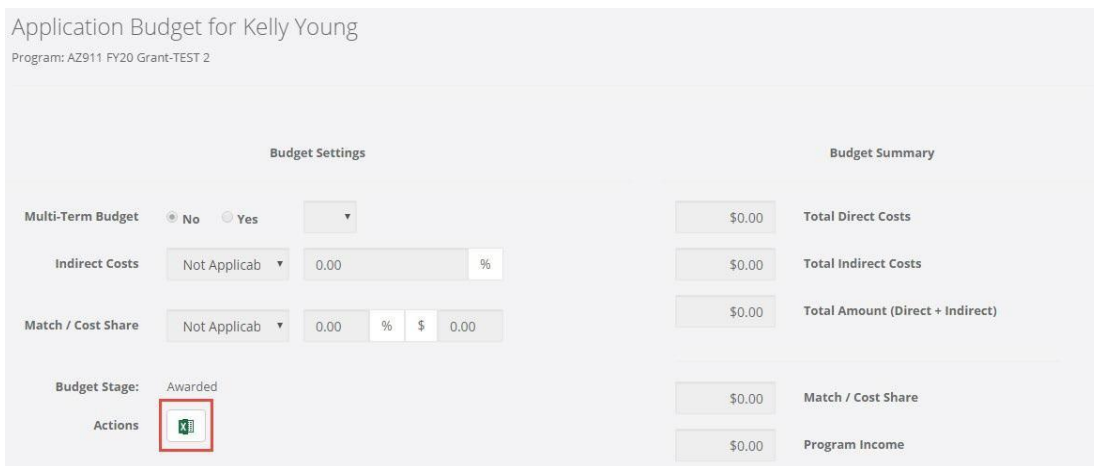
- a. If you submitted a budget with your application, it will be attached to the award. Click on *View Budget* to view your submitted budget:




The screenshot shows the 'Award Dashboard' for 'Award Detail'. It includes a 'View Budget' button highlighted with a red box. The dashboard displays the following information:

- 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

- b. You can export the budget form to Excel:



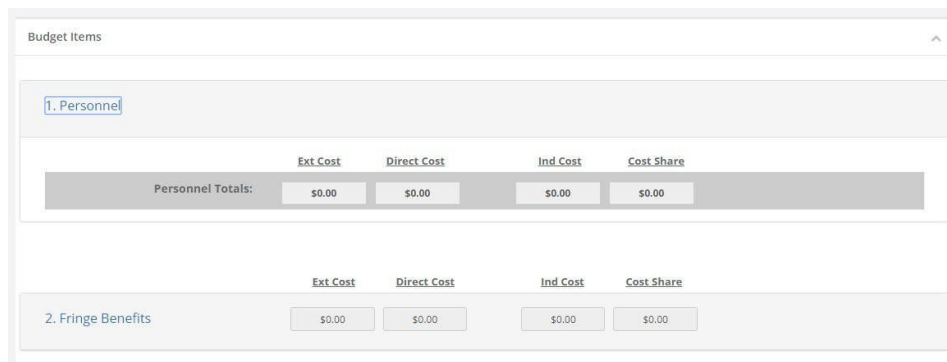
The screenshot shows the 'Application Budget for Kelly Young' for 'Program: AZ911 FY20 Grant-TEST 2'. It is divided into 'Budget Settings' and 'Budget Summary' sections. The 'Budget Settings' section includes:

- Multi-Term Budget: No Yes
- Indirect Costs: Not Applicab, 0.00 %
- Match / Cost Share: Not Applicab, 0.00 % \$ 0.00
- Budget Stage: Awarded
- Actions:  (highlighted with a red box)

The 'Budget Summary' section shows the following totals:

Category	Amount
Total Direct Costs	\$0.00
Total Indirect Costs	\$0.00
Total Amount (Direct + Indirect)	\$0.00
Match / Cost Share	\$0.00
Program Income	\$0.00

- c. Click on the Budget Items to view a more detailed budget and the total cost per category:



The screenshot shows the 'Budget Items' section with a search bar containing '1. Personnel'. Below the search bar is a table with columns: Ext Cost, Direct Cost, Ind Cost, and Cost Share. The table shows the following data:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Below this table, there is another section for '2. Fringe Benefits' with the following data:

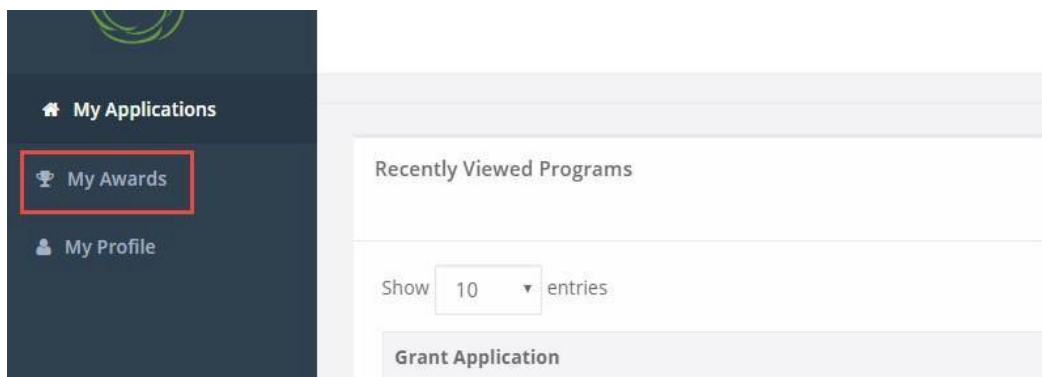
	Ext Cost	Direct Cost	Ind Cost	Cost Share
2. Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

- d. You can enter budget information and details at the bottom of the page, under Budget Narrative. Click *Save* when you have completed this information.

2. Project Team Members

2.1 Adding a Team Member to Your Grant Award

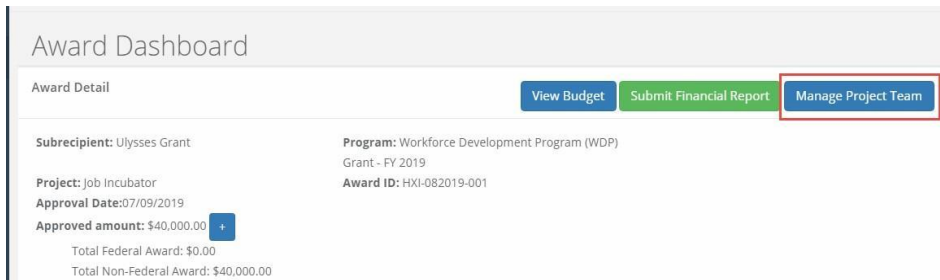
- a. The project official (the individual who submitted the grant) may add team members to their awarded grant in eCivis. All team members will have the same level of access to view and submit reports to the Grantor.
- b. Sign into Portal and click on *My Awards*:



- c. Click on the project:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	Owner	[Menu]
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	Owner	[Menu]
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	[Menu]

d. Select *Manage Project Team*:



Award Dashboard

Award Detail

[View Budget](#) [Submit Financial Report](#) [Manage Project Team](#)

Subrecipient: Ulysses Grant **Program:** Workforce Development Program (WDP)
Grant - FY 2019

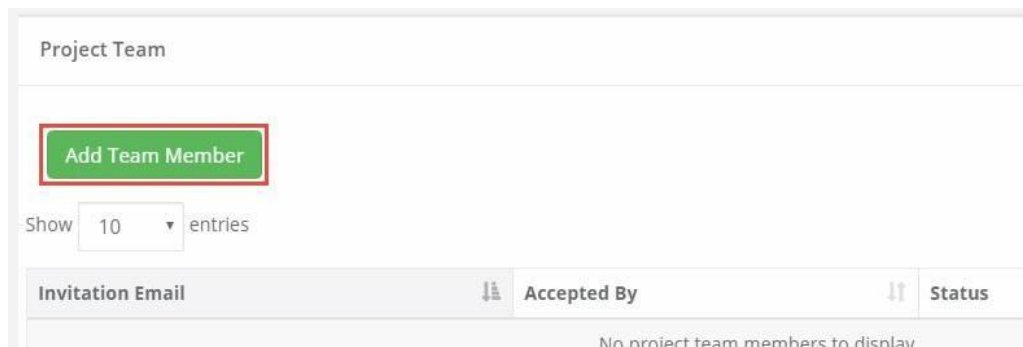
Project: Job Incubator **Award ID:** HXI-082019-001

Approval Date: 07/09/2019

Approved amount: \$40,000.00 +

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

e. Click on *Add Team Member*:



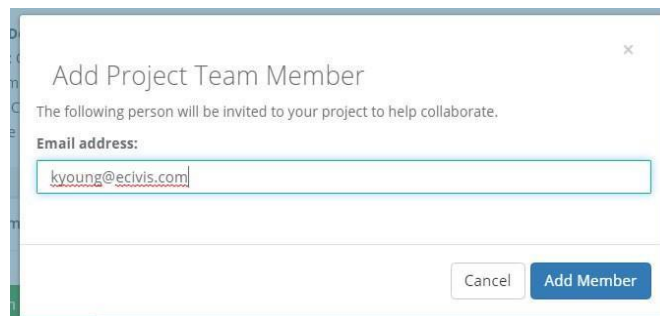
Project Team

[Add Team Member](#)

Show 10 entries

Invitation Email	Accepted By	Status
No project team members to display		

f. Enter the team member's email address, then click *Add Member*. One team member can be added at a time:



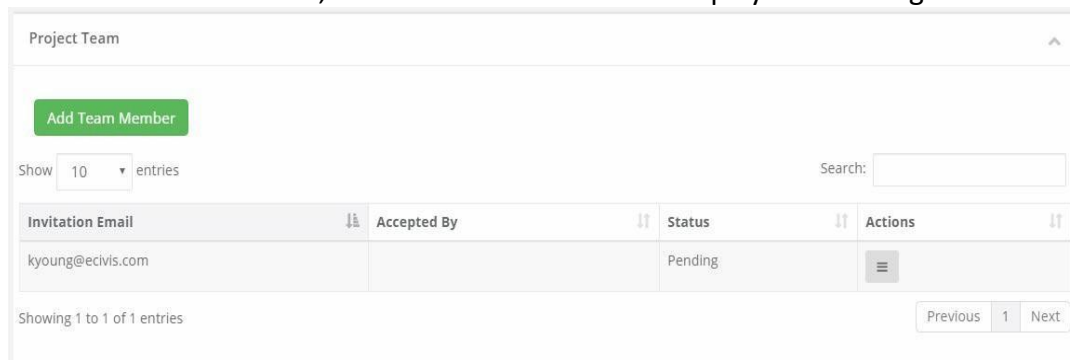
Add Project Team Member

The following person will be invited to your project to help collaborate.

Email address:

[Cancel](#) [Add Member](#)

g. Once the email is sent, the individual's status will display as "Pending":



Project Team

[Add Team Member](#)

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
kyoung@ecivis.com		Pending	⋮

Showing 1 to 1 of 1 entries [Previous](#) 1 [Next](#)

- h. You can resend the invitation, or remove their access to the award from the Actions column:

Add Team Member

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
kyoung@ecivis.com		Pending	<ul style="list-style-type: none"> Resend Invitation Delete Invitation

Showing 1 to 1 of 1 entries

Previous 1 Next

- i. Once the individual accepts the invitation, the team member's status will display as "Accepted":

Project Team

Award Detail

Arizona Project Safe Neighborhoods **Awarded**
 Awarded by: Arizona Demo
 Approved amount: \$300,000.00
 Match type: Cash
 Cash match: \$0.00
 Performance period: 06/13/2019 - 06/30/2020

Project Team

Add Team Member

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
dean.johnson@azdoa.gov	dean.johnson@azdoa.gov(Dean Johnson)	Accepted	

Showing 1 to 1 of 1 entries

2.2 Joining a Grant Award as a Team Member

- a. If you have been invited to a grant project team to manage an award, you will receive an email. Click on the link in the email:



Ulysses Grant has invited you to join their grant project team on the eCivis Portal

Project Name: Job Incubator

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal:

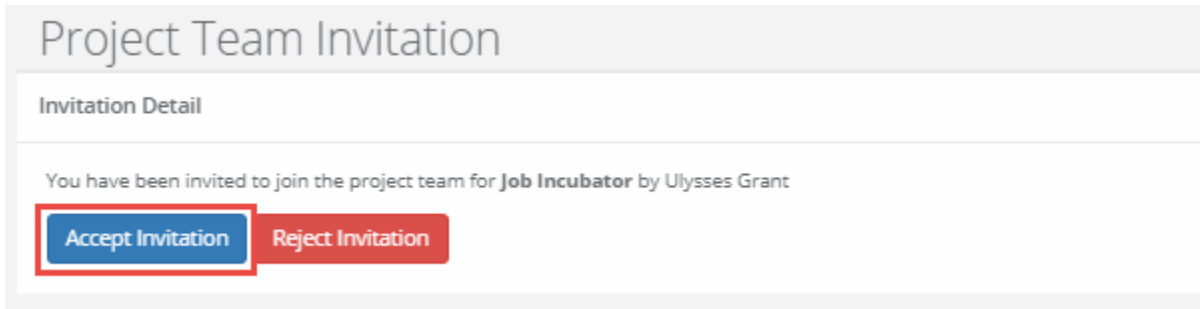
[Review Invitation on the eCivis Portal](#)

Sincerely

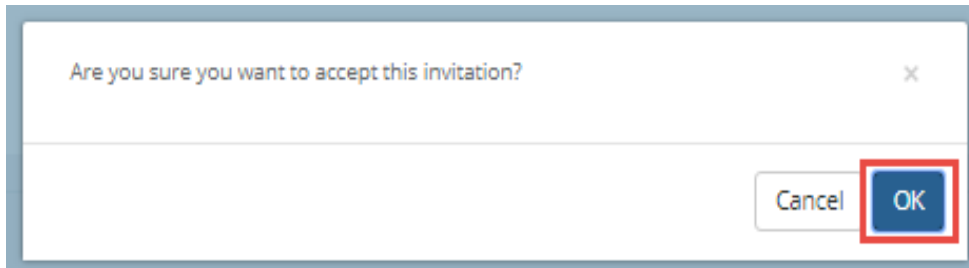
- b. If you did not receive the email, notify the person overseeing the award. They can resend an invitation and verify that the email was spelled correctly.

***NOTE:** If you *HAVE NOT* previously set up an eCivis Portal account, you *MUST* click on the link, create an account, verify your account, and then go back to this link within the email. Otherwise, you will not be able to join as a team member.

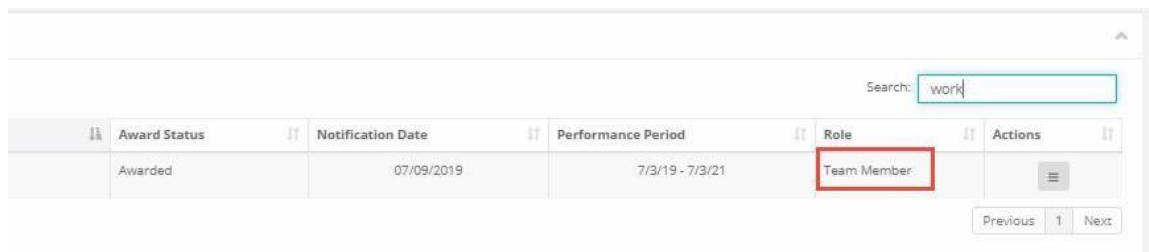
- c. Log into Portal and click “Accept Invitation”:



- d. Click “OK”:



- e. You will be taken back to the My Awards page. In the Role column, you should be listed as a team member:



The screenshot shows a table with the following columns: Award Status, Notification Date, Performance Period, Role, and Actions. A search bar at the top right contains the text "work". The "Role" column in the first row is highlighted with a red box and contains the text "Team Member".

Award Status	Notification Date	Performance Period	Role	Actions
Awarded	07/09/2019	7/3/19 - 7/3/21	Team Member	

- f. Select *Manage Award* from the Actions column to get started:

tion Date	Performance Period	Role	Actions
07/09/2019	7/3/19 - 7/3/21	Team Member	<div style="border: 1px solid gray; padding: 2px;"> ☰ </div> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> Manage Award > </div> Next

3. Financial Reports

3.1 When to submit a Financial Report

- a. A Financial Report is a request for reimbursement. They are due at least quarterly, but can be submitted more frequently. If you are ready to submit a *FINAL* Financial Report, please see [page 21 \(section 6. Award Closeout Process\)](#), for instructions on how to begin the grant closeout process.
- b. If the invoice being submitted for reimbursement requires the use of Contingency Funds, a [SFB Change Order](#) form and a *Grant Amendment* (see Section 4) will need to be completed and approved **prior** to the submission of a Financial Report.
- c. If the invoice exceeds the total Award amount, a [SFB Change Order](#) form and a *Grant Amendment* (see Section 4) will need to be completed and approved **prior** to the submission of a Financial Report.

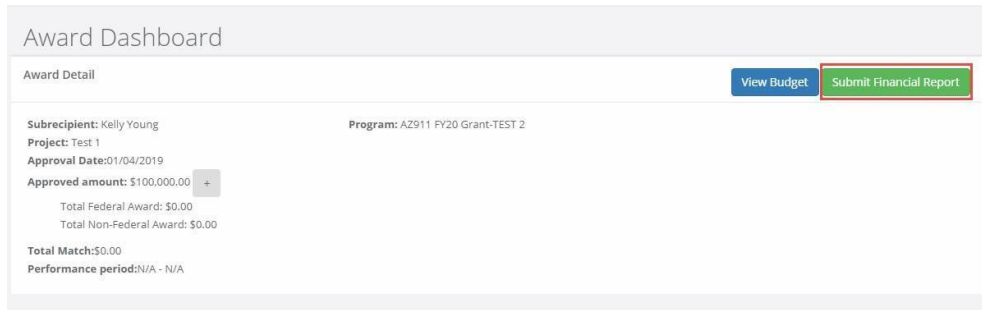
3.2 How to submit a Financial Report

- a. Prepare **updated** SFB Budget Worksheet. This worksheet will calculate the SFB portion (Direct Cost) and District portion (Cost Share).

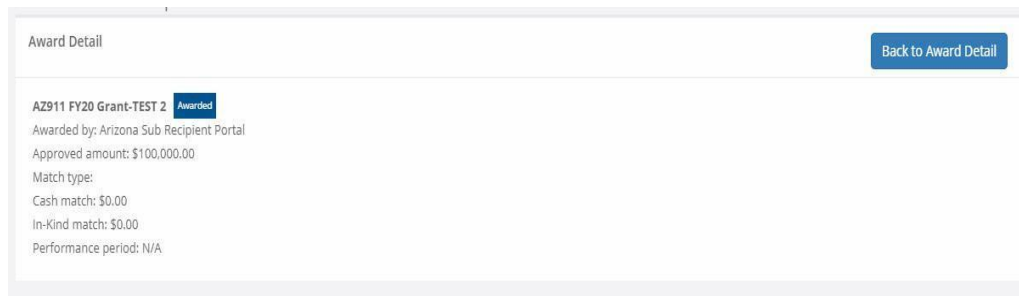
Below is an example of a district with 35% Cost Share and a payment request for \$16,722.47 for Construction and \$1,600 for Construction administration.

Application Instructions: Complete this worksheet prior to submitting your BRG application as this document will need to be uploaded into the eCivis application and will assist in determining the actual funding request as a result of the District's percentage of cost contribution for the project.				
Grant Amendment Instructions: Complete this worksheet prior to submitting a Grant Amendment with a request for a budget change as this document will need to be uploaded into eCivis in order to process the amendment.				
Step 1: Enter the District's cost split/contribution percentage associated for this project (e.g. 25%, 50%, etc.) in the blue highlighted cell		35.00%	Step 3: Go to your eCivis Application Budget and enter only the dollar amounts in the green highlighted cells (Direct Cost and Cost Share) below into the	
Step 2: Enter the actual amounts in each of Category/Line items below in the blue highlighted cells only:			Direct Cost <small>(Amount of SFB requested funds for each Category)</small>	Cost Share <small>(District is responsible for paying these costs)</small>
Category	Construction	\$16,722.47	\$10,869.61	\$5,852.86
Category	Remediation	\$0.00	\$0.00	\$0.00
Category	Temporary repairs / rentals	\$0.00	\$0.00	\$0.00
Category	Construction administration	\$1,600.00	\$1,040.00	\$560.00
Category	QA/QC	\$0.00	\$0.00	\$0.00
Category	Remediation oversight	\$0.00	\$0.00	\$0.00
Category	Other	\$0.00	\$0.00	\$0.00

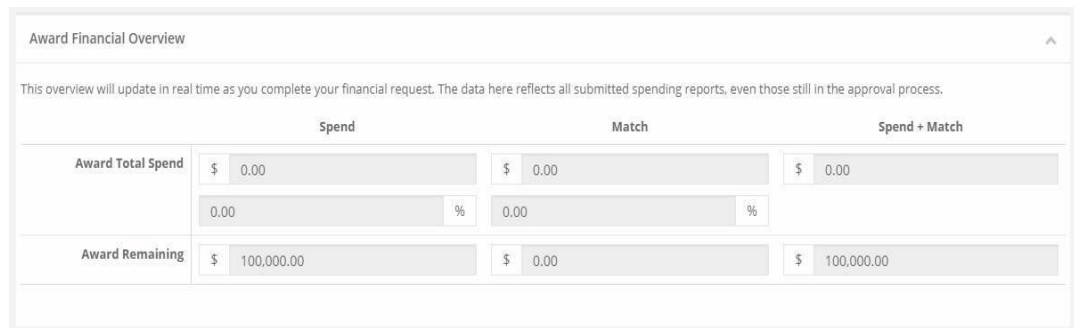
- b. From the Award Dashboard in your eCivis portal, click on *Submit Financial Report*:



- c. The Award Detail provides a summary of the award information:



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



- e. In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click *Apply*:



- f. In the Spend column for the appropriate category, enter the amount of grant funds requested (this number comes from the Direct Cost column on the SFB Budget Worksheet). Subrecipients can only request from categories in which they have been awarded funds. If a category is grayed out, and you would like to request reimbursement in that category, a *Grant Amendment* will be needed (see Section 4).

Financial Report Details

Reporting Period: *
10/05/2020 - 10/05/2020

Category	Spend	Match	Spend + Match	Award Remaining
1. Equipment Repair/Replacement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Contingency (10%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,032.00
Report Total	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

Reimbursement Request

This is my final report

***NOTE:** Only input amounts in the Spend column; do **NOT** input amounts in the Match column as this is not the same as Cost Share. The Budget Narrative section can be used to notate the amount of Cost Share contributed.

- g. The Award Remaining column will automatically update when you enter the Spend amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:

Category	Spend	Match	Spend + Match	Award Remaining
1. Equipment Repair/Replacement	\$ 10,320.00	\$ 0.00	\$ 10,320.00	\$ -10,320.00
2. Contingency (10%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,032.00
Report Total	\$ 10,320.00	\$ 0.00	\$ 10,320.00	
	100.00 %	0.00 %		

Reimbursement Request*

\$ 10,320.00

- h. Once all amounts have been entered, check Reimbursement Request. 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. Equipment Repair/Replacement	\$ 10,320.00	\$ 0.00	\$ 10,320.00	\$ -10,320.00
2. Contingency (10%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,032.00
Report Total	\$ 10,320.00	\$ 0.00	\$ 10,320.00	
	100.00 %	0.00 %		

Reimbursement Request*
\$ 10,320.00

- i. 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.

<> H1 H2 H3 B I U ☰ ☷ ☶ ☸ 🔗

- j. You **MUST** upload the following documents:
1. An **updated** SFB BRG Budget Worksheet, which reflects the actual invoice amount in the appropriate budget line item(s).
 2. Purchase Order
 3. Invoice(s)

- k. Click on *Upload File* to attach documents

Financial Report Files

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

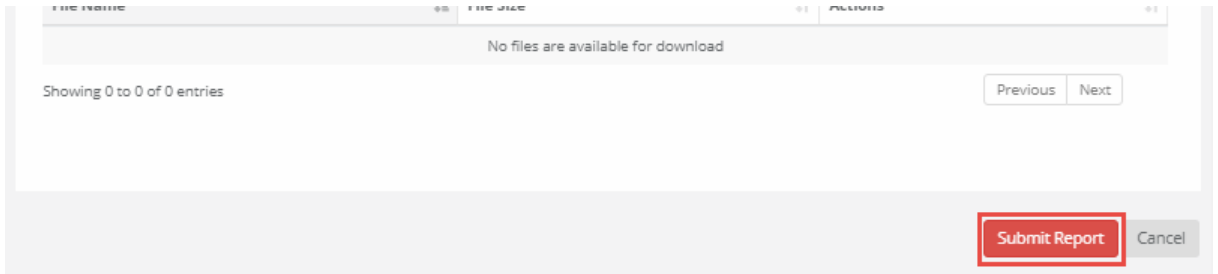
Upload File

Show 10 entries Search:

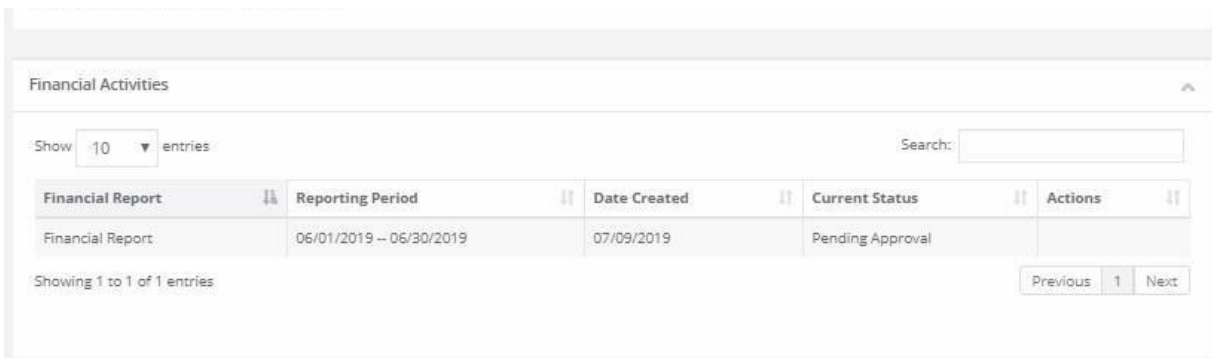
File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

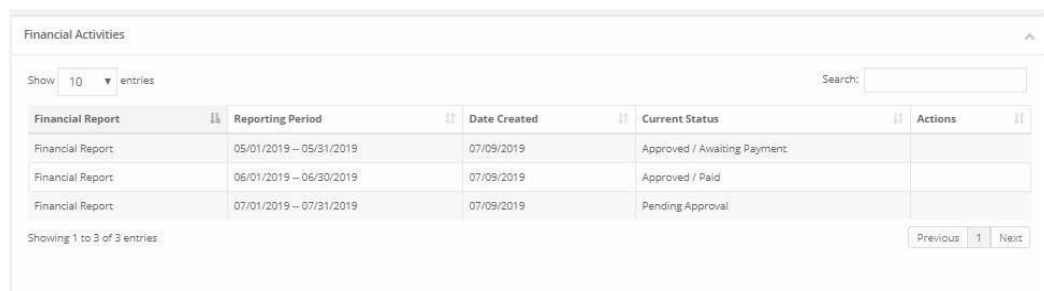
l. When you are finished, click *Submit Report*:



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



- n. The Financial Report status will change, depending on the approver's actions:
- o **Pending Approval:** The Financial Report has not been reviewed
 - o **Approved/Awaiting Payment:** The Financial Report has been reviewed and is waiting for payment
 - o **Approved/Paid:** The reimbursement is complete



4. Grant Amendments

4.1 When to submit a Grant Amendment

Grant Amendments need to be submitted when any of the following occur:

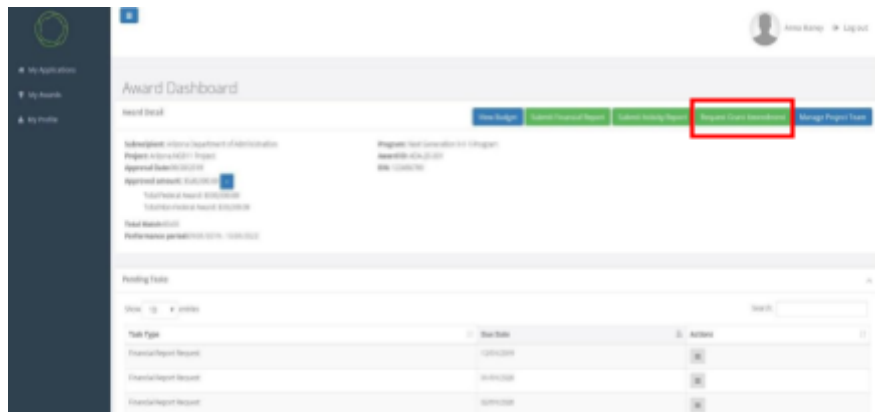
- Change orders for change in scope of work, costs, and/or schedule
- Additional funds are needed in any budget category
- Movement of funds between budget categories
- Movement of Contingency funds to another category
- If the amount needed exceeds the total Award amount
- If the project will not be completed by the Award Performance Period end date of the grant

***NOTE:** An approved Grant Amendment is required prior to the District issuing a Purchase Order for the additional work.

4.2 How to submit a Grant Amendment

Grant amendments must be submitted for financial or programmatic changes. To complete a grant amendment:

- a. From your award dashboard, click on request grant amendment:



- b. There are three sections of the Grant Amendment:

- Award details
- Financial information
- Attach files

- c. In the Award Details, the data fields will auto-populate from the original fields. If you would like to change any of the fields on this page, simply click inside the box and edit the data. If there are no changes needed to these data fields, click *Save and Continue*:

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

Organization Name:* Arizona Department of Administration

Project Name:* Arizona NG911 Project

EIN:* 123456789

Performance Period End:* 10/01/2022

Save and Continue

- d. If the Grant Amendment includes a budget adjustment, check the box below titled *"This amendment includes a financial change."*

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Back Continue

- e. Once the box is checked, your grant award budget will appear. You can now open budget line items and request the budget adjustment.

Note: Do NOT change the approved contingency amount unless change has been approved by SFB liaison.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Budget Settings

Multi-Term Budget: No Yes

Indirect Costs: Not Applicable, 0.00 %

Match / Cost Share: Not Applicable, 0.00 % \$ 0.00

Budget Stage: Post-Award

Actions: [Print] [Refresh] [Close]

Budget Summary

\$530,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$530,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

- f. To move money between budget categories, click on the budget category, and add/delete rows from each budget category. Then scroll down and click the blue “Save Changes.”

***NOTE: Always be sure to first reduce the Contingency amount if/when funds are available in this category**

1. Equipment Repair/Replacement

		Ext Cost	Direct Cost	Ind Cost	Cost Share			
Equipment Repair/Replacement Totals:		\$0.00	\$1,200.00	\$0.00	\$0.00			
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Equipment Repair/Replacement	Equipment Repair/Replacement	0.00	\$0.00	\$0.00	\$1,200.00		\$0.00	Direct Cost
		0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost

⊞ Add Row

- g. Once completed, scroll down and provide a budget narrative of the amendment request. You can also upload files on the next screen. Click *Save Changes* and *Save Narrative*. Once you click save in both areas, click the blue *Continue* button to move onto the next section of the grant amendment, Attach Files.

- h. The last stage of the grant amendment is Attach Files. Here you can upload files and/or provide additional grant amendment narrative. When complete, click *Submit Amendment*. You must upload:
1. SFB Change Order Form ([click here](#) for the form download)
 2. Revised quote/proposal
 3. All other supporting documents, pictures, etc. to support the new budget request
 4. SFB Budget Worksheet.

***NOTE:** For Equipment Repair/Replace and Construction Awards the SFB Budget Worksheet will automatically calculate an increase to the Contingency. However, do **NOT** increase the Contingency amount from the originally approved eCivis budget worksheet. Instead be sure to always reduce this category line in the eCivis Budget worksheet until all Contingency funds are reallocated to other budget categories.

***NOTE:** All Change Order Forms must be signed by the District's SFB Liaison

- i. Once submitted, the grant amendment will appear as pending on the homepage of your grant award dashboard:

Created Date	Status	Actions
10/07/2019	Approved	View Amendment
10/07/2019	Pending Approval	View Amendment
10/07/2019	Approved	View Amendment

***NOTE:** Grantees can only submit one grant amendment at a time. Once approved, grantees may submit an additional grant amendment.

5. Activity Reports

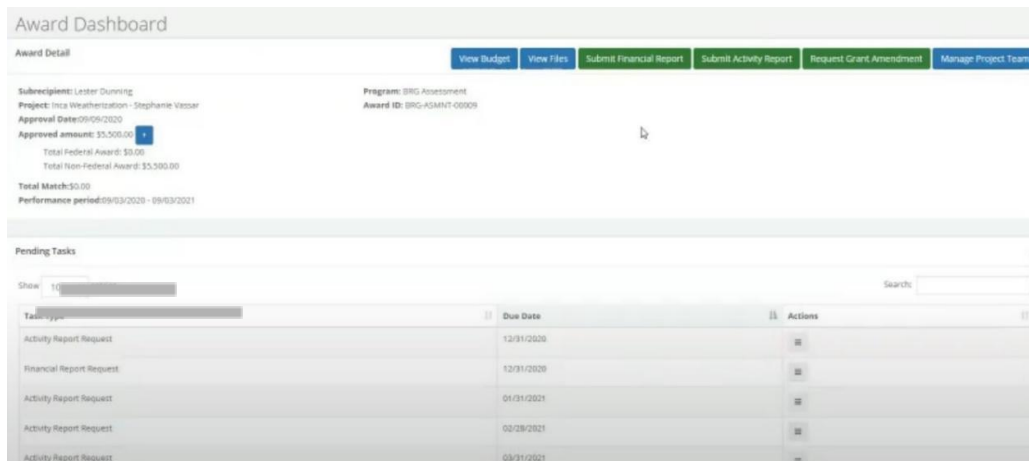
5.1 When to submit an Activity Report

- Activity reports are due at least quarterly, but can be submitted at any time.
- Activity Reports should provide a brief summary on the progress of the project.

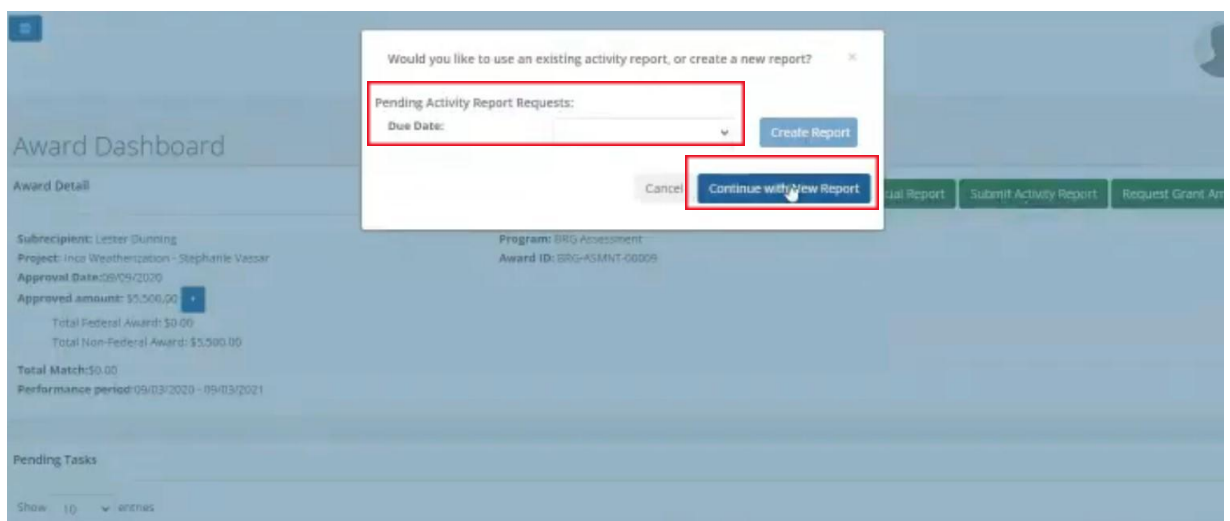
5.2 How to submit an Activity Report

Subrecipients (grantees) can submit an Activity Report through their eCivis portal. To complete an Activity Report:

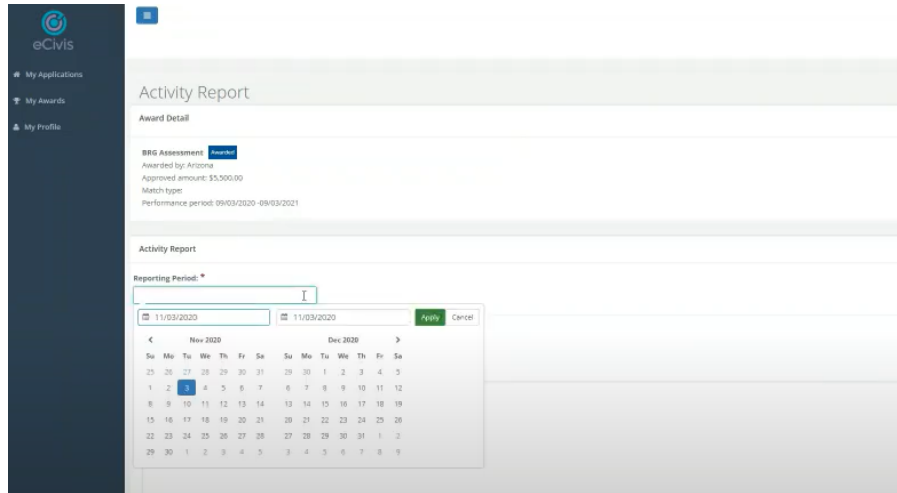
- From the Award Dashboard, click on *Submit Activity Report*:



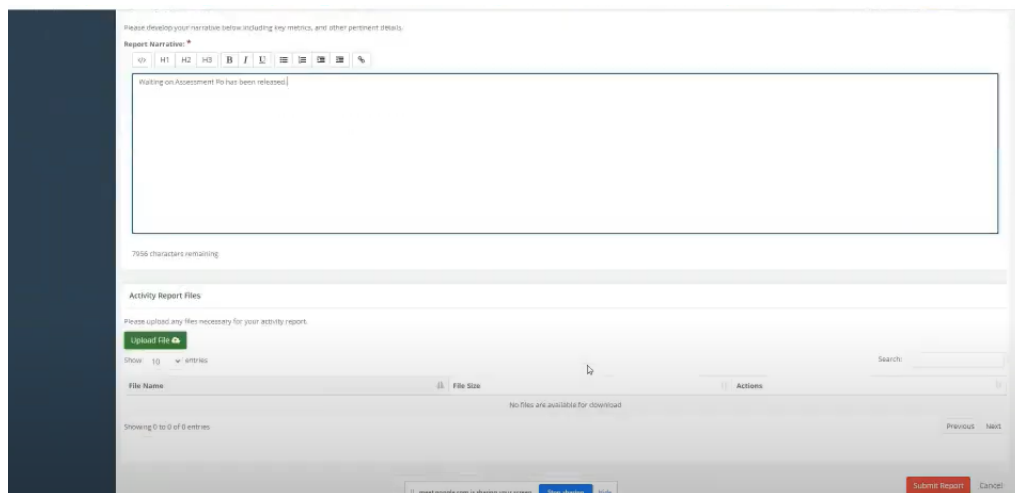
- You can choose to create a report for a Pending Activity Report request, or you can simply choose to create a new report by clicking *Continue with New Report*:



- d. Click inside the Reporting Period text box and provide the dates of the reporting period, then click *Apply*:



- e. Click in the Report Narrative text box and provide a brief summary of the current status of the BRG project. When you are finished click on *Submit Report*.



Activity Report Narrative Examples:

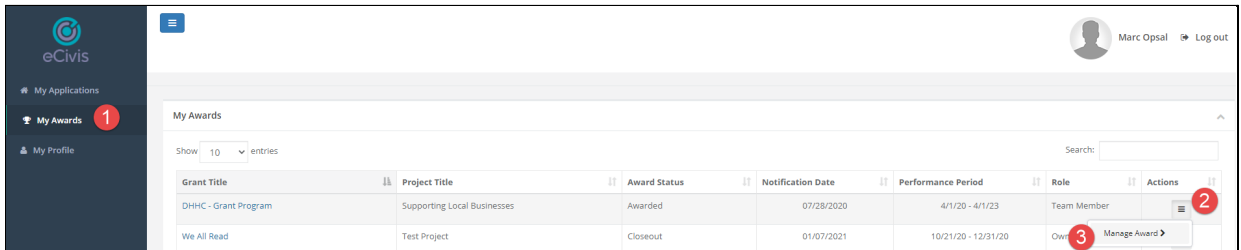
- *“The project has begun. Walls were torn out to expose metal supports in the building. Metal is being delivered and we are preparing for install within the next 2 weeks.”*
- *“The work has been completed and I will be submitting a financial report.”*
- *“Work was performed DD/MM/YYYY and the final financial report was submitted on DD/MM/YYYY.”*
- *“This District is waiting on signed terms and conditions to be approved.”*
- *“Released the PO to vendor, project should begin next week.”*

6. Award Closeout Process

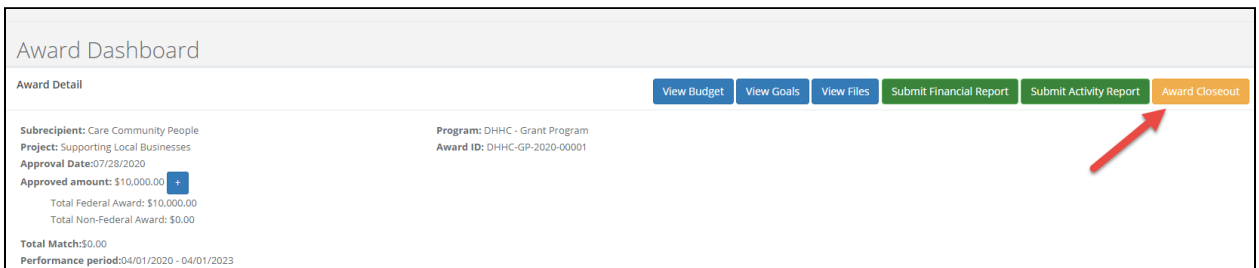
When you are finished with an award, you can officially close it out by following the steps below. Officially closing out an award will help keep your awards organized within Portal.

6.1 Submitting a Final Financial Report and Closing Out an award

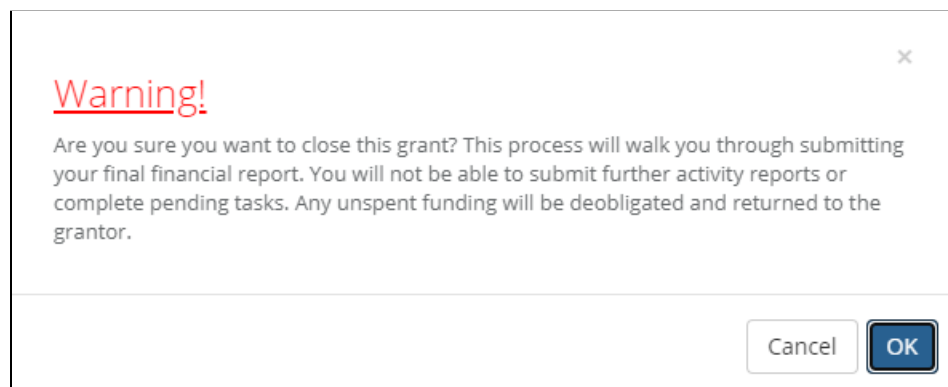
- a. Click “My Awards” in the left-side navigation menu within your Portal account, then click the Action button, and “Manage Award”:



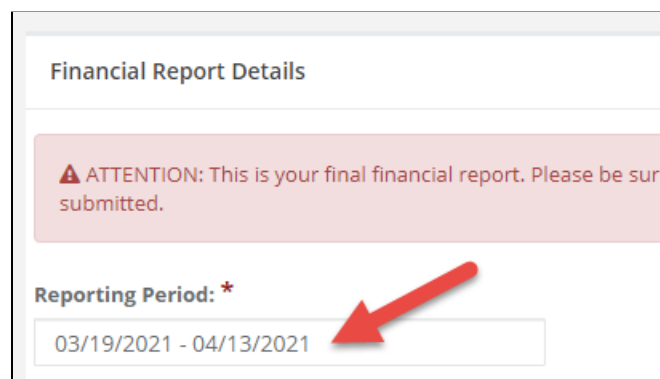
- b. On your Award Dashboard, click the orange Award Closeout button:



- c. Read through the warning that appears, and click OK if you accept:



- d. Enter the reporting period for this final financial report:



e. Enter any final financial information into the financial report:

Financial Report Details

▲ ATTENTION: This is your final financial report. Please be sure you have completed all necessary performance reporting and assigned tasks prior to submitting this report. Any unspent funding will be unavailable for reimbursement after this report has been submitted.

Reporting Period: *

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 8,000.00	\$ 0.00	\$ 8,000.00	\$ 0.00

f. Check the Reimbursement Request checkbox if this final financial report includes a reimbursement request:

Report Total

Reimbursement Request*

\$ 8,000.00

g. Enter your final financial report narrative:

Financial Report Narrative *

Please develop your narrative below including key metrics, spendi

</> H1 H2 H3 **B** *I* U ☰ ☷ ☹

This is the final financial report for the DHHC award...

h. Enter any final financial report files that you wish to add to the report:

Financial Report Files

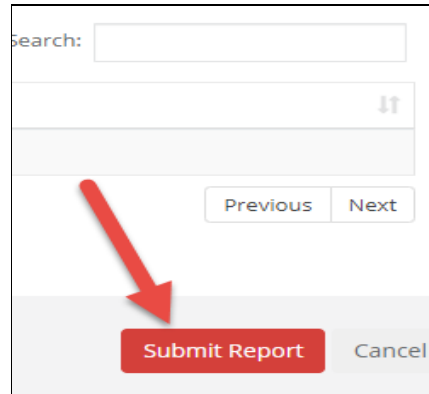
Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

Upload File

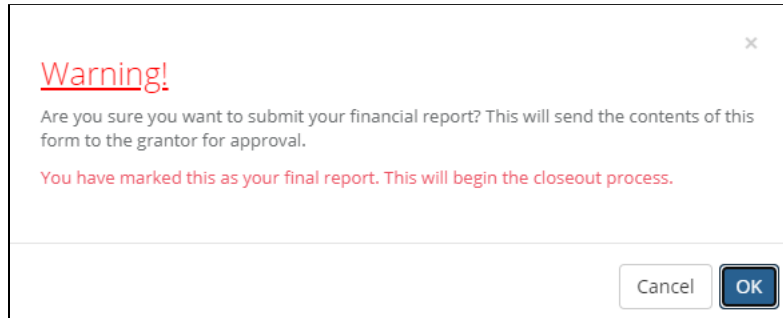
Show 10 entries

File Name	File Size
No files are available for download	

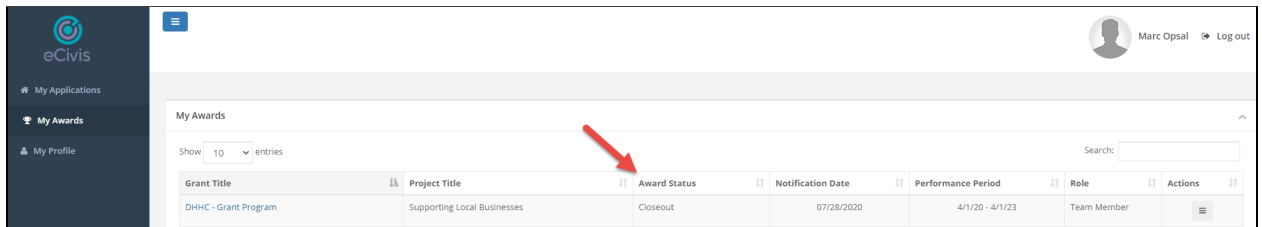
- i. Click “Submit Report”



- j. Read the warning that pops up, and click OK if you accept:



- k. Now you will see “closeout” as the status of that award in your Award Dashboard:



- l. Once the final report is approved, and any remaining reimbursement payment request is processed, the Award Status will change to Closed.