

SF MOHCD / OEWD

GRANTS MANAGEMENT SYSTEM GUIDE

Account Setup and Administration

Agency Information

Project Negotiation

Upload Agency Documents

Grant Agreement

Budget Fund Source Allocation

Reporting and Invoicing

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Client Setup

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Introduction

Welcome to Grants Management System (GMS), which you will use in partnership with the San Francisco Mayor's Office of Housing and Community Development and/or Office of Economic and Workforce Development to propose, set up, and report on grants provided to you by those City departments.

Grants Management System Access

Your Grants Management System (GMS) user account information is sent to you via a Welcome email. To obtain access, please contact one of your organization's *Signatory* level users (a user at your agency with access to all screens and ability to submit all forms).

User Levels

User levels determine to which screens, forms, and functionality each user may access. There are 7 levels:

Signatory – this is the highest-level user at an organization; this user has access to all screens and records and ability to edit, save and submit all forms; this level should be assigned only to those with sign-off authority, as they can sign-off on proposal submissions, as well as reporting and reimbursement requests. An agency can create multiple *Signatory* users, who are the only users with permission to create, modify, and delete agency user accounts.

Agency Admin – this level has access to all screens and records and ability to edit and save all forms; this level cannot submit forms that require authorized sign-off (i.e., proposal submissions, reporting/reimbursement requests).

Fiscal Admin – this level has access to view, edit, and save all screens and records with fiscal information including the fiscal forms for negotiation and monthly reporting.

Program Admin – this level has access to view, edit, and save all screens and records with program information including the program forms for negotiation, clients and activities, and monthly reporting.

Agency Viewer – this level has **read-only** access to all screens and records.

Fiscal Viewer – this level has **read-only** access to fiscal screens and records only, including the fiscal forms for negotiation and monthly reporting.

Program Viewer – this level has **read-only** access to program screens and records only, including the program forms for negotiation, clients and activities, and monthly reporting.

Logging In

The screenshot shows the login interface for the San Francisco Mayor's Office of Housing and Community Development Grants Management System. The page has a dark blue header with the organization's name. Below the header, the page is divided into two main sections. The left section is titled 'GRANTS MANAGEMENT SYSTEM' and contains a 'LOGIN' section with fields for 'Username:' and 'Password:'. Below these fields is a link for 'forgot password' and a button labeled 'ENTER SYSTEM'. At the bottom of this section, there is contact information for the Help Desk: 'For assistance, call the Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time'. The right section is titled 'NOTICES:' and is currently empty.

To login to GMS:

1. Go to gms.sfmoxcd.org
2. Enter your Username and Password or the Username and temporary Password sent to you by email (if you do not yet have a Username, please contact one of your organization's *Signatory* level users to set you up with access to the system; if no one at your agency is set up with an account, please contact your MOHCD program officer and provide the name and email of a *Signatory* level user)

If you forget your password, click '[forgot password](#)' and follow the instructions

3. Click **Enter System**
4. The first time you log in, the system will prompt you to enter a new password; passwords must be at least eight characters in length.

Logging Out and Timing Out

To logout, click **Logout** in the upper right corner.

For security, GMS will timeout after 90 minutes of inactivity. If you time out, then you will be logged out automatically. Before auto-logout, the system displays a warning message letting you know what time auto-logout will occur if there is no further activity.

GMS Account Administration

You may change your own username, password, email address, and other account information.

View/Update Your Own Account Information

YOUR ACCOUNT SETTINGS Save

* Indicates Required Field

Your Account Settings

* Username	<input type="text" value="pzapal"/>
* Email	<input type="text" value="pete.zapal@someorg.org"/>
* First Name	<input type="text" value="Pete"/>
* Last Name	<input type="text" value="Zapal"/>
Title	<input type="text" value="Grant Manager"/>
Phone	<input type="text" value="415-555-1122"/>
Fax	<input type="text" value="415-555-2233"/>

Change Password (optional)

Enter new password	<input type="text"/>
Re-enter new password	<input type="text"/>

To administer your own account:

1. After logging in, click **My Account Settings** in the left side menu
2. Enter updated information and then click **Save**

Administer Users at Your Agency

All users may view the list of their own agency's users; however, only a *Signatory* level user may make any changes, including add/edit/delete.

AGENCY USERS

User	UserID	Signatory	Agency Admin	No Role
Admin, Temp (80605)	158290	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
demo, demo (demodemo)	160982	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

update agency user roles

Create a new agency user

User Name	Email	First Name	Last Name	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

create a new user

To view all user accounts at your agency:

1. Click **Agency Users** in the left side menu
2. View the list

To administer user accounts at your agency (*Signatory* level users only):

1. Click **Agency Users** in the left side menu
2. To create a new user, enter all information under “Create a new agency user,” then click ‘create a new user’ – the system will send an email to the new user’s email address with their login information

To change a user’s level, find that user in the user list, then click the radio button under the new level and, finally, click ‘update agency user roles’

To deactivate a user, find that user in the user list, then click the radio button in the “Inactive” column and, finally, click ‘update agency user roles’

Agency Information

All users may view the Agency Information screen, including contact info. Only *Signatory* and *Agency Admin* level users may edit, save, and submit changes.

View/Update Your Agency Information

AGENCY INFORMATION			
A Demo Agency			
Agency Name			
If agency's legal name has changed, please contact your Grant Coordinator for further instructions.			
A Demo Agency			
Agency ID			
20645			
Administrative Information			
If changing Official Mailing/Remit Address, grantee must send their Grant Coordinator a letter on agency letterhead signed by authorized signatory confirming new address. MOHCD will then update the address.			
Official Mailing/Remit Address			
88 Pleasant Avenue, San Francisco, CA 94102			
Federal Tax ID	Duns Number	Vendor ID	Supplier ID
111-11-111	1115127	8855688	n/a
Agency Contact Information			
Address Street #	Address Street Name	Address Street Type	
88888	Pleasant	Avenue	
Address Line 2			
Unit 101			
City	State	Zip Code	
San Francisco	CA	94102	
Main Phone #	Secondary Phone #	Fax #	TTY/TDD #
415-555-3232	415-555-1122	415-555-6655	56464
Web Address			
demoagency.org			
Executive Director or Equivalent			
First Name	Middle Initial	Last Name	
Serena	M	Maxium	
Title			
Executive Director			
Phone #	Fax	Email	
415-555-6965	415-555-8899	michael.solomon@sf.gov.org	
Is the executive director your primary contact?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

To view/update Agency information:

1. After logging in, click **Agency Information** in the left side menu
 2. Review/update information in the available fields
 3. If you select No to “Is the Executive Director your primary contact?” then a section for “Primary Contact” information will appear – complete the fields
- Fields in the “Vendor Compliance” section are editable only by the City.

4. Click **Save** to save your entries; click **Submit** once the form is complete
5. If you need to make edits after submitting, click the **Unlock** button

Project Information

All users are able to view information regarding your agency's projects with MOHCD/OEWD. Fiscal Admin and Fiscal Viewer level users do not have access to the Activities and Outcomes, as well as Unduplicated Clients and Neighborhoods Served forms. Program Admin and Program Viewer do not have access to the Budget form. There are two sections: "CCSF Project Setup" and "Work Plan." Only MOHCD and OEWD can edit project setup information in the "CCSF Project Setup" section. If you find an error or need an update in this section, please contact your Grant Coordinator.

View Project Information

The screenshot shows a web interface titled "PROJECTS". Below the title is a filter bar with "All Agencies/Projects" and a dropdown menu set to "FY2015-2016". The main content area lists three items, each with a green line indicating a link to more details:

- Sample Agency** (Agency Name) - 73723-15 Legal Representation (Project ID # and Project Name)
- Sample Agency** - 73724-15 Tenant Counseling
- Sample Agency** - 73723-15 Eviction Prevention Services

To view project information:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

The screenshot shows the "PROJECTS" screen with two filter dropdowns at the top: "All Grant Coordinators" and "All Program Areas". Below these is a section titled "All Agencies/Projects" with a dropdown menu showing "FY2016-2017", "FY2016-2017", and "FY2015-2016". The main content area lists two items:

- Demo Agency 1**
- 83299-16 Sample Project 1**

3. Click on the project you want to view
 - If the project is in negotiation, the Project Documents Screen will appear
 - If the project is completely set up, the Project's Report and Reimbursement screen will appear; click **Original Project Docs** in the left side menu

The screenshot shows a web interface titled "PROJECT DOCUMENTS". Below the title is a section titled "Sample Agency - Eviction Prevention Services". Underneath is a filter bar with "CCSF PROJECT SETUP" and a dropdown menu set to "FY2015-2016". The main content area has two links, each with a red status indicator:

- Project Information** (Not Submitted)
- Funding Sources** (Not Submitted)

Note: Only MOHCD and OEWD can update the items in the section titled “CCSF Project Setup,” which include Project Information and Fund Sources. You may view this information at any time; if you find an error or need an update, please contact your Grant Coordinator.

4. Click **Project Information**

PROJECT INFORMATION

Return

A Demo Agency - 139491-20 Pierre Sample Project 2

Project Name

Pierre Sample Project 2

Project ID

139491-20

Grant Coordinator

Pierre Stroud

RFP Amount Requested

Fiscal

Ging Cabral

Current Year Grant Award

\$100,000.00

Program Area

Access to Opportunity

HUD Matrix

03

Strategy

Strategy

Community-Based Services

Current Year Strategy Grant Amount

\$100,000.00

Con Plan Goal

Total

\$100,000.00

Level of ERR

Date of ERR

Start Date

07/01/2020

End Date

06/30/2021

For multi-cycle projects, the Grant Agreement End Date below would be a date in the year following the current one. For a single-cycle project, the Grant Agreement End Date will be the same as the End Date.

Grant Agreement End Date

06/30/2021

Grant Agreement Amount

\$100,000.00

Year Originated

2020-2021

Project Description

Test

Who Starts Negotiation?

Who starts negotiation cannot be changed for forms that have already started negotiation.

Who starts Narrative?

☐ City
☒ Grantee

Who starts Activities and Outcomes?

☐ City
☒ Grantee

Who starts Neighborhoods Served?

☐ City
☒ Grantee

Who starts Budget?

☐ City
☒ Grantee

Funding Sources Information

All users are able to view information regarding a project’s fund sources on the Project Documents screen. Only MOHCD and OEWD can edit fund source information. If you find an error or need an update, please contact your Grant Coordinator.

View Funding Sources Information

PROJECTS

All Agencies/Projects FY2015-2016

Sample Agency 73723-15 Legal Representation Agency Name Project ID # and Project Name

Sample Agency 73724-15 Tenant Counseling

Sample Agency 73723-15 Eviction Prevention Services

To view funding sources information:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

PROJECTS

All Grant Coordinators All Program Areas

All Agencies/Projects FY2016-2017

Demo Agency 1 FY2016-2017

83299-16 Sample Project 1 FY2015-2016

3. Click on the project you want to view; you will be taken to the Project Documents screen

PROJECT DOCUMENTS

aDemo Agency 1 - 72423-15 Sample Project 1

CCSF PROJECT SETUP 7/1/2015 - 6/30/2016 **FY2015-2016**

Project Information Submitted

Funding Sources Submitted

Note: Only MOHCD and OEWD can update the items in the section titled “CCSF Project Setup,” which include Project Information and Fund Sources. You may view this information at any time; if you find an error or need an update, please contact your Grant Coordinator.

4. Click 'Funding Sources'

FUNDING SOURCES Return

aDemo Agency 1 - 72423-15 Sample Project 1

Total Grant Award

200000.00

Negotiated Indirect and Direct Program Admin Cost Rate (%) between MOHCD/OEWD and Agency

15.00

Fund Source	Grant/Project Code	Grant/Project Detail	Amount
GF-WO	43	a	130910.00

Notes

aaa

Fund Source	Grant/Project Code	Grant/Project Detail	Amount
CDBG14	23	b	69090.00

Notes

Total \$200,000.00

Project Contact Information

View/Edit Project Contact Information

For each of your agency's projects, you may view and edit the project's contact information. **Whoever is the Project Contact will receive communications regarding that project's negotiations, status updates, etc.** – you may designate someone else as a Negotiation Contact if necessary (see instructions below).

PROJECT CONTACT INFORMATION Return Save Save and Return Submit

Sample Agency - Eviction Prevention Services

Project Contact

First Name	Last Name
Bella	Peppers
Email	Phone #
bella.peppers@someorg.org	415-555-5656

Is Negotiation Contact a different person than Project Contact?

☒ Yes - different people ☐ No - same person

Negotiation Contact

First Name	Last Name
Artie	Tchokes
Email	Phone #
artie.tchokes@someorg.org	415-555-2525

Project Address

Street Address

99 Success Way

City	ZIP Code
San Francisco	94132

To view project contact information:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

PROJECTS

All Grant Coordinators All Program Areas

All Agencies/Projects	FY2016-2017
Demo Agency 1	FY2016-2017
83299-16 Sample Project 1	FY2015-2016

3. Click on the project you want to view
 - If the project is in negotiation, the Project Documents Screen will appear
 - If the project is completely set up, the Project's Report and Reimbursement screen will appear; click **Original Project Docs** in the left side menu

Note: Only MOHCD and OEWD can update the items in the section titled "CCSF Project Setup," which include Project Information and Fund Sources. You may view this information at any time; if you find an error or need an update, please contact your Grant Coordinator.

4. Click **Project Contact Information**

To edit project contact information:

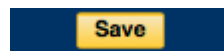
1. After logging in, click **Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list



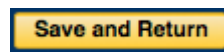
3. Click on the project you want to view
4. Click **Project Contact Information**
5. If this information has already been submitted, first click the **Unlock** button
6. Enter information

If the Project Contact you entered will not be involved with negotiation, then click the "Yes – different people" radio button under "Is Negotiation Contact a different person than Project Contact?" and enter the Negotiation Contact's information (this person will receive all negotiation emails)

7. Click a button at the top of the screen, as follows:



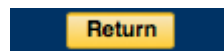
saves your work and allows you to come back later to complete



saves your work, allows you to come back later to complete, and returns you to the previous screen



submits the completed item and locks you from further changes unless you click **Unlock**



returns you to the previous screen *without saving any changes*

Negotiation

Negotiation is where project details are agreed upon by the grantee (you) and the City (MOHCD or OEWD) and then finalized before going live. Agreed-upon negotiated items will appear in the Grant Agreement.

All users have access to all negotiation screens, except Program Admin and Program Viewer level users cannot see Budget and Grant Agreement.

Negotiation Overview

Negotiated items include each project's:

1. Narrative
2. Activities & Outcomes
3. Clients and Neighborhoods
4. Budget

You will update or accept entries for each of these items in a back-and-forth fashion with your Grant Coordinator until you both agree on all details.

Your agency's Negotiation Contact will receive an email whenever a negotiated item within a project is ready for your agency's review. Your Negotiation Contact is either the Project Contact or Negotiation Contact set up within Project Information. See [Project Contact Information](#) in this document.

Only those at your agency assigned user level *Signatory* or *Agency Admin* are able to perform project negotiations for all four forms in negotiation. Fiscal Admin are able to negotiate the Budget Form. Program Admin are able to negotiate Narrative, Activities and Outcomes, and Unduplicated Clients and Neighborhoods Served.

Only Signatory and Agency Admin are able to Submit these forms once they have been completed.

For user account and access level needs, please contact one of your agency's *Signatory* level users, who can set up and edit accounts at your agency. See [Administering Users at Your Organization](#) in this document.

During project negotiation, only one side may work on each of the negotiated items at a time. You can see who's turn it is by selecting one of your agency's projects and then looking to the right of each negotiated item, where the system will show the status, "**Held By:**" followed by either "**Grantee**" or "**City**" – if it says "**Held By: Grantee**," then it is your turn to take action; if it says "**Held By: City**," then your Grant Coordinator must take action.

Once both you and your Grant Coordinator agree on all details for all items (you both submitted all items with no further changes), the project will undergo MOHCD/OEWD Fiscal review. If the proposed budget is not approved, Fiscal will provide a reason and send it back to your Grant Coordinator who will work with you to resolve any issues. Once Fiscal approves, the project will undergo MOHCD/OEWD Manager final review. If the proposed project is not approved, the Manager will provide a reason and send it back to your Grant Coordinator who will work with you to resolve any issues. Once the Manager approves, you will be able to print and sign the Grant Agreement and the project setup may be finalized by your Grant Coordinator to go live.

First Things First: Who Goes First?

In most cases, you will start the negotiation for each item. There are certain situations, however, the City needs to start. You can tell who starts by looking at the Project Information screen under the “Who Starts Negotiation” section.

Who Starts Negotiation?	
Who starts Narrative?	
<input type="radio"/> City	<input checked="" type="radio"/> Grantee
Who starts Activities and Outcomes?	
<input type="radio"/> City	<input checked="" type="radio"/> Grantee
Who starts Neighborhoods Served?	
<input type="radio"/> City	<input checked="" type="radio"/> Grantee
Who starts Budget?	
<input type="radio"/> City	<input checked="" type="radio"/> Grantee

To view settings on Who Starts Negotiation for a project:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

PROJECTS		
All Grant Coordinators	All Program Areas	
All Agencies/Projects		FY2016-2017
Demo Agency 1		FY2016-2017
83299-16 Sample Project 1		FY2015-2016


3. Click on the project you want to view
4. Click **Project Information**
5. Review the “Who Starts Negotiation” section, where you will see an indication of who will start negotiation for each item (if you need any of these to be changed, please contact your Grant Coordinator)

Negotiation Basics

The negotiation process may begin once your Grant Coordinator finalizes and submits Project Information. When that occurs, a status of “Submitted” will appear next to ‘Project Information’ on the Project Documents screen. The Negotiation Contact at your agency will receive an email when negotiations may begin.

CCSF PROJECT SETUP	7/1/2015 - 6/30/2016	FY2015-2016
Project Information	Submitted	



Once the Project Information is submitted, all the negotiation items (Narrative, Activities & Outcomes, Unduplicated Clients and Neighborhoods Served, Budget) are ready for review and responses. To the right of each item, you will see a status that tells whose turn it is to review (you or the City – whoever is noted after “Held By:”).

WORK PLAN	
Project Contact Information	Not Submitted
Narrative	Held By: GRANTEE
Activities and Outcomes	Held By: GRANTEE
Neighborhoods Served	Held By: CITY
Budget	Held By: CITY
 Summary of Latest Version	

You may review and respond only to those items that say “Held by: GRANTEE”

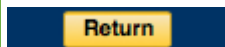
If at any time during the negotiation process, you would like to see an overview of all the latest details for the project and all negotiation items in one place, you may click the link ‘[Summary of Latest Version](#)’ which will open a PDF with those details.

When you are in edit mode for any of your negotiation items, you will have access to four buttons, each of which has a different result, as follows:

	saves your work and allows you to come back later to complete; the item remains held by you
	saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by you



submits the completed item and locks you from further changes until the City takes action; the item transfers to the **City**



returns you to the previous screen *without saving* any changes; the item remains held by **you**

Negotiating Narrative

To review and respond to Narrative:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

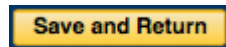
3. Click on the project you want to view
4. Click '**Narrative**'
5. If you are reviewing a response from the City, you will see two buttons:
Revise and **Accept**

Click **Revise** to make changes to the responses and continue negotiation
Click **Accept** if you agree with all responses (this will lock Narrative from further negotiation; in case of error, your Grant Coordinator can unlock)

6. If you are starting the negotiation or if you clicked **Revise** as noted in step 5, then you will be back in edit mode to enter/update responses to each item; answers should be brief – there are character limits noted under each text box
7. Click a button at the top of the screen, as follows:



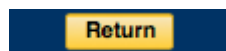
saves your work and allows you to come back later to complete; the item remains held by **you**



saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by **you**



submits the completed item and locks you from further changes until the City takes action; the item transfers to the **City**



returns you to the previous screen *without saving* any changes; the item remains held by **you**

Negotiation Comments for Narrative:

With each response, you may include comments in the “Negotiation Comments” section of Narrative. These comments can be viewed by your Grant Coordinator. You may also review comments entered by your Grant Coordinator. All comments will remain throughout the negotiation, but will not appear anywhere else in the system or in your final Grant Agreement.

A screenshot of a web application interface showing the "Negotiation Comments" section. It has a header "Negotiation Comments" and two sub-sections: "Negotiation Comments - City" and "Negotiation Comments - Grantee". The "City" section contains the text "Some comments from your Grant Coordinator regarding my response to some of these items." The "Grantee" section contains the text "Some comments from your grantee explaining why I entered what I entered above. If all makes sense, let's agree to this Narrative." and has a text input area below it.

Your comments will be saved or submitted with the rest of your responses when you click the **Save** or **Submit** button.

Viewing Previous Versions of the Narrative Negotiation:

During negotiations, as you go back and forth with your Grant Coordinator, you may find it helpful to view an earlier submitted version of Narrative. To do so, click the header “+ **Versions of this Form**” which will cause that section to expand.

- VERSIONS OF THIS FORM		
Current Version		
Owner	Submission Time/Date	Submitted By
GRANTEE (currently viewing)	not yet submitted	
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Owner	Submission Time/Date	Submitted By
CITY	2:05 P.M. on 6/3/2015	Tom Atose
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GRANTEE	1:54 P.M. on 6/3/2015	Artie Tchokes

You may click on any of the listed versions to view its information (you will be able to view only, not edit). The note “currently viewing” will appear after the item you have selected. To get back to the current version you are negotiating, you may click the one item listed under the “Current Version” section.

Negotiating Activities and Outcomes

ACTIVITIES AND OUTCOMES
Return Save Save and Return Submit

A Demo Agency - 139598-20 Hugo Eviction Prevention Test

Fields that are required but blank or otherwise aren't valid will display a red left border.

In negotiation. Please make changes and submit.

+ VERSIONS OF THIS FORM

PROGRAM AREA: EVICTION PREVENTION AND HOUSING STABILIZATION

STRATEGY: HOUSING STABILIZATION SERVICES AND SHARED HOUSING

Client Activities: Housing Stabilization Services and Shared Housing

Client Activity 1

Activity

Activity Goal: People

Description

Negotiation Comments - City

Negotiation Comments - Grantee

Add a Client Activity

Non-Client Activities: Housing Stabilization Services and Shared Housing

Non-Client Activity 1 Save

Unit of measure

Description

Delete this Activity

Negotiation Comments - City

Negotiation Comments - Grantee

Add a Non-Client Activity

To review and respond to Activities and Outcomes:

1. After logging in, click **Projects** in the left side menu

-
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

The screenshot shows a web interface titled "PROJECTS". It has two dropdown menus at the top: "All Grant Coordinators" and "All Program Areas". Below these is a table with the header "All Agencies/Projects". The table contains one row: "Demo Agency 1" with the subtext "83299-16 Sample Project 1". To the right of the table is a dropdown menu for fiscal years, currently showing "FY2016-2017" with other options "FY2016-2017" and "FY2015-2016" visible.





-
-
3. Click on the project you want to view
4. Click '**Activities and Outcomes**'
5. If you are reviewing a response from the City, you will see two buttons:
Revise and **Accept**
Click **Revise** to make changes to the responses and continue negotiation
Click **Accept** if you agree with all responses (this will lock Activities and Outcomes from further negotiation; in case of error, your Grant Coordinator can unlock)

The screenshot shows a web interface titled "ACTIVITIES AND OUTCOMES". It has a "Return" button in the top right corner. Below the title is the text "Sample Agency - Eviction Prevention Services". At the bottom, there is a yellow box containing the text "GRANTEE can either" followed by two buttons: "ACCEPT" and "REVISE", separated by the word "or".

-
-
-
-
-
6. If you are starting the negotiation or if you clicked **Revise** as noted in step 5, then you will be back in edit mode to enter/update Activity and Outcome details. Depending on which Activity you select, you may also see fields for "Activity Sub Category" or "Outcomes" – please complete as appropriate (if you need help in regards to what to enter, please contact your Grant Coordinator)
7. To add a new Client Activity, under the Client Activities section, click **Add a Client Activity**. You will then select the Activity you are adding from the drop down menu. You will put in the Activity Goal, which is the annual goal for unduplicated clients that will receive this service. You will also include a detailed description of the service being provided. Most Activities also have one or more required Outcomes. These will automatically populate below the Activity. You will enter an Outcome Goal, which is the annual goal for unduplicated clients that will achieve this outcome. You will also enter an Outcome Description, providing more detail on the nature of this outcome and how it is measured.
8. To delete a Client Activity, click **Delete this Activity** under the Client Activity to be deleted
9. Non-Client Activities are ones that individual clients are not registered for. These can be deliverables such as meetings or events held, number of individuals attending meetings or events, outreach materials distributed, etc. To add a new Non-Client Activity, under the Non-Client Activities section, click **Add a Non-Client**

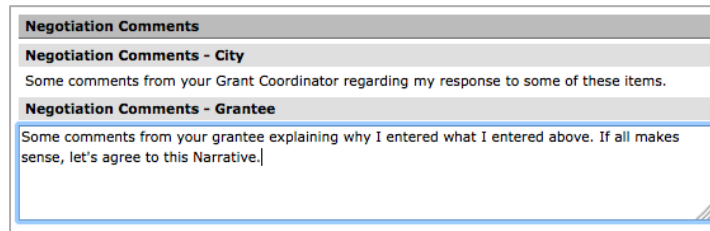
Activity or to delete an Non-Client Activity, click **Delete this Activity** under the Non-Client Activity to be deleted.

10. Click a button at the top of the screen, as follows:

	saves your work and allows you to come back later to complete; the item remains held by you
	saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by you
	submits the completed item and locks you from further changes until the City takes action; the item transfers to the City
	returns you to the previous screen <i>without saving any</i> changes; the item remains held by you

Negotiation Comments for Activities and Outcomes:

With each response, you may include comments in the “Negotiation Comments” sections that appear under each individual Activity (Client and Non-Client). These comments can be viewed by your Grant Coordinator. You may also review comments entered by your Grant Coordinator. All comments will remain throughout the negotiation, but will not appear anywhere else in the system or in your final Grant Agreement.



Your comments will be saved or submitted with the rest of your responses when you click the **Save** or **Submit** button.

Viewing Previous Versions of the Narrative Activities and Outcomes:

During negotiations, as you go back and forth with your Grant Coordinator, you may find it helpful to view an earlier submitted version of Activities and Outcomes. To do so, click the header “+ **Version of this Form**” which will cause that section to expand.

- VERSIONS OF THIS FORM		
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You may click on any of the listed versions to view its information (you will be able to view only, not edit). The note “currently viewing” will appear after the item you have selected. To get back to the current version you are negotiating, you may click the one item listed under the “Current Version” section.

Negotiating Clients and Neighborhoods

CLIENTS AND NEIGHBORHOODS
Return Save Save and Return Submit

A Demo Agency - 139598-20 Hugo Eviction Prevention Test

Fields that are required but blank or otherwise aren't valid will display a red left border.

In negotiation. Please make changes and submit.

+ VERSIONS OF THIS FORM

Data entered within the Activities and Outcomes form will be validated against the entered Total Number of Unduplicated Clients for this Project on this form. Please review any messages that appear on this form and make necessary adjustments to the Clients and Neighborhoods form or Activities and Outcomes form.

Total Number of Unduplicated Clients for this Project

Projected # of Unduplicated Client by Strategy

STRATEGY	Number of Unduplicated Clients in this Strategy
Housing Stabilization Services and Shared Housing	
Tenant and Landlord Assistance	
Tenant Counseling and Education	
Tenant-Based Rental Subsidies	

Sum of Unduplicated Clients by Strategy 0

Neighborhoods Served

Neighborhood	Number of Unduplicated Clients in this Neighborhood

Sum of Unduplicated Clients in Neighborhoods 0

Add a Neighborhood

Negotiation Comments

Negotiation Comments - City

Negotiation Comments - Grantee

To review and respond to Clients and Neighborhoods:

1. After logging in, click **Agency Projects** in the left side menu

- You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

- Click on the project you want to view
- Click '**Clients and Neighborhoods**'
- If you are reviewing a response from the City, you will see two buttons:
Revise and **Accept**

Click **Revise** to make changes to the responses and continue negotiation

Click **Accept** if you agree with all responses (this will lock Unduplicated Clients and Neighborhoods Served from further negotiation; in case of error, your Grant Coordinator can unlock)

- If you are starting the negotiation or if you clicked **Revise** as noted in step 5, then you will be back in edit mode to enter/update Unduplicated Clients and Neighborhoods Served
- The Neighborhoods Served section of the work plan first requires a single figure reflecting the Total Number of Unduplicated Clients for this Project. This number cannot be less than the largest number of clients served by a single activity, or more than the sum of all the activity numbers. It will usually be somewhere in the middle, depending on how many clients are served by multiple activities.

- Next, for each Strategy funded through this project the agency will provide the Projected # of Unduplicated Clients by Strategy. If there is only one Strategy in the project, then this number will be the same as the Total Number of Unduplicated Clients. If the project includes multiple Strategies, then the sum of

these numbers must be greater than or equal to the Total Unduplicated Clients for the Project.

Projected # of Unduplicated Client by Strategy	
STRATEGY	Number of Unduplicated Clients in this Strategy
Housing Stabilization Services and Shared Housing	<input type="text"/>
STRATEGY	Number of Unduplicated Clients in this Strategy
Tenant and Landlord Assistance	<input type="text"/>
STRATEGY	Number of Unduplicated Clients in this Strategy
Tenant Counseling and Education	<input type="text"/>
STRATEGY	Number of Unduplicated Clients in this Strategy
Tenant-Based Rental Subsidies	<input type="text"/>
Sum of Unduplicated Clients by Strategy	
0	

- Finally, the total number of unduplicated clients then needs to be broken down into numbers per neighborhood (for example, how many clients are projected to be from Bayview Hunters Point or the Mission). The sum of the neighborhood numbers must equal the Total Number of Unduplicated Clients.

Neighborhoods Served	
Neighborhood	Number of Unduplicated Clients in this Neighborhood
<input type="text"/>	<input type="text"/>
Sum of Unduplicated Clients in Neighborhoods	
0	
Add a Neighborhood	

- To add a new Neighborhood, click **Add a Neighborhood** or to delete a Neighborhood, click Delete this Neighborhood under the Neighborhood to be deleted.
- Click a button at the top of the screen, as follows:

Save

saves your work and allows you to come back later to complete; the item remains held by **you**

Save and Return

saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by **you**

Submit

submits the completed item and locks you from further changes until the City takes action; the item transfers to the **City**

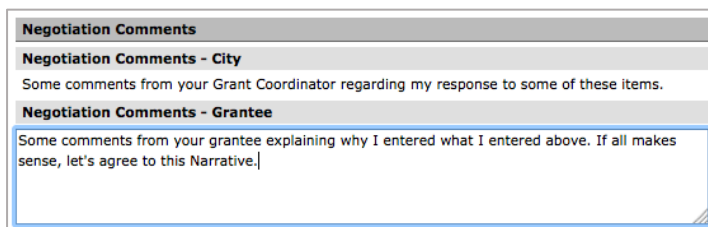
Return

returns you to the previous screen *without saving any* changes; the item remains held by **you**

Each of the totals is validated on GMS. If after saving or submitting the form, errors appear, please review the validation messages and make necessary adjustments to the information entered into the Clients and Neighborhoods form (or the Activities and Outcomes form if there is a cross-form validation issue).

Negotiation Comments for Unduplicated Clients and Neighborhoods Served:

With each response, you may include comments in the “Negotiation Comments” section of Unduplicated Clients and Neighborhoods Served. These comments can be viewed by your Grant Coordinator. You may also review comments entered by your Grant Coordinator. All comments will remain throughout the negotiation, but will not appear anywhere else in the system or in your final Grant Agreement.



Your comments will be saved or submitted with the rest of your responses when you click the **Save** or **Submit** button.

Viewing Previous Versions of the Unduplicated Clients and Neighborhoods Served Negotiation:

During negotiations, as you go back and forth with your Grant Coordinator, you may find it helpful to view an earlier submitted version of Unduplicated Clients and Neighborhoods Served. To do so, click the header “+ **Version of this Form**” which will cause that section to expand.

- VERSIONS OF THIS FORM		
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Negotiating Budget

To review and respond to Budget:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

3. Click on the project you want to view
4. Click '**Budget**'
5. If you are reviewing a response from the City, you will see two buttons:
Revise and **Accept**

Click **Revise** to make changes to the responses and continue negotiation

Click **Accept** if you agree with all responses (this will lock Budget from further negotiation; in case of error, your Grant Coordinator can unlock)

6. If you are starting the negotiation or if you clicked **Revise** as noted in step 5, then you will be back in edit mode to enter/update Budget information
7. Select which line items you are budgeting by clicking next to the ones you will use in the "Setup: Select line items" section; as you check the boxes, the sections and fields for those line items will appear below (to remove a line item, unselect it from this list)

Setup: Select line items

- ☒ Salary
- ☒ Fringe
- ☒ Subcontractors
- ☒ Equipment
- ☒ Other
- ☒ Indirect Costs

If you include the **Other** line item in your budget, you will be presented with an expanded text box where you can enter a more detailed explanation regarding what this includes

Other

Complete other detail with name, explanation of applicability to program and amount.

Description	Total Amount
<div> <div>Explanation</div> <div></div> </div>	

Other Total

\$0.00

Add Other row

About Using the **Other** Line Item

Costs other than Salary, Fringe, Contractual Services, Equipment, and Indirect should be included in the Other category in the GMS budget, along with a detailed explanation (including cost allocation methodology).

The costs that must be separated out as individual line items under Other are food, stipends, barrier removal costs, and direct financial assistance (rental, utilities, move-in, etc). The remaining costs under Other may be included as one line item, as long as an itemized and detailed list of all the costs included (and the cost allocation methodology for any shared costs) is included in the expanded text box under the Other line item.

When completing the Budget Allocation in GMS, grantees must also ensure **that no ineligible costs are allocated to CDBG funds. This includes: food, stipends or subsistence-type grant payments, and any non-emergency payments (defined as more than 3 consecutive months) to individuals for their food, clothing, rent, utilities or other income payments.**

If you include **Indirect Costs** in your budget, you will be presented with the following set of instructions and Modified Total Direct Costs (MTDC) spreadsheet upload link (please carefully read and follow the instructions):

☒ Indirect Costs

Indirect costs are those costs that cannot be readily identified with a particular program or cannot be directly allocated to the program with a high degree of accuracy. They are expenses of a general nature which do not relate solely to any particular program.

For grantees with federally funded projects (including CDBG and ESG) that do not have a federally-approved indirect cost rate, the maximum allowed indirect cost rate is 10% of Modified Total Direct Costs (MTDC). MTDC excludes equipment, capital expenditures, rental costs, charges for patient care, tuition reimbursement, scholarships and fellowships, and participant support costs, and total sub-award (or subcontract to other nonprofits) amounts in excess of \$25,000. To calculate the MTDC, the excluded costs will be subtracted from the direct costs, and then 10% of that modified amount will be allowed for indirect costs. **If a project is funded by federal and non-federal sources, the 10% MTDC limit applies to the federal portion of its funding. Please download the [MTDC Calculator spreadsheet](#) and [instructions](#) on this Budget form, and then upload the completed spreadsheet. Then complete this budget form so that it matches the spreadsheet.**

General Fund, Housing Trust Fund and other non-federal grants are allowed an indirect rate of up to 15% of the grant amount, unless the agency has a federally-approved indirect cost rate which is higher.

Grantees with a federally-approved indirect cost rate should upload documentation of the approved rate onto this form, instead of the MTDC Calculator Spreadsheet. This approved indirect rate may be used for federal and non-federal grants.

MTDC Upload
[upload file](#)

- Note the Total Grant Award and Currently Budgeted Amount entries; you may **save** interim budgets that do not yet balance, but the two numbers must match in order for you to **submit** the budget.

Total Grant Award	Currently Budgeted Amount
\$75,000.00	\$0.00
Budget total (Currently Budgeted Amount) must match Total Grant Award.	
Calculate	

- For each line item, complete the fields in that line item's section; each line item requires an explanation – see the yellow highlighted instructions at the top of the line item explaining what you should enter into the "Explanation" field. Using Telecommunications as an example:

Telecommunications	
Describe what telecommunications costs are included (e.g. landline phone, internet access, cell phones, etc.) and amounts included for each type. If used to pay for cell phone, please describe program-related necessity for the phone.	
Description	Total Amount
Telecommunications	
Explanation	

For line items that may have multiple entries (Salaries, Subcontractors, Equipment, and Other), you may provide additional entries by clicking the **Add...row** button that appears below the line item (for example, to add more employees into the Salaries line item, you would click **Add Salary Row**

Salaries				
Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount
Explanation				
Add Salary row				

10. Click a button at the top of the screen, as follows:

Save	saves your work and allows you to come back later to complete; the item remains held by you
Save and Return	saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by you
Submit	submits the completed item and locks you from further changes until the City takes action; the item transfers to the City
Return	returns you to the previous screen <i>without saving any</i> changes; the item remains held by you

Negotiation Comments for Budget:

With each response, you may include comments in the “Negotiation Comments” section of Budget. These comments can be viewed by your Grant Coordinator. You may also review comments entered by your Grant Coordinator. All comments will remain throughout the negotiation, but will not appear anywhere else in the system or in your final Grant Agreement.

Negotiation Comments
Negotiation Comments - City Some comments from your Grant Coordinator regarding my response to some of these items.
Negotiation Comments - Grantee Some comments from your grantee explaining why I entered what I entered above. If all makes sense, let's agree to this Narrative.

Your comments will be saved or submitted with the rest of your responses when you click the **Save** or **Submit** button. Remember, Total Grant Award and Currently Budgeted Amount entries must balance in order for you to **submit** the budget to the City for review.

Viewing Previous Versions of the Budget Negotiation:

During negotiations, as you go back and forth with your Grant Coordinator, you may find it helpful to view an earlier submitted version of Budget. To do so, click the header “+ **Version of this Form**” which will cause that section to expand.

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You may click on any of the listed versions to view its information (you will be able to view only, not edit). The note “currently viewing” will appear after the item you have selected. To get back to the current version you are negotiating, you may click the one item listed under the “Current Version” section.

Agency Docs

You may upload your required Agency documents on the Agency Docs screen. For most of the types of documents, you may upload more than one version throughout the grant.

The Agency Docs Screen

AGENCY DOCS

Save Submit

A Demo Agency

FY2020-2021

←

make sure the correct project year appears

To change Fiscal Year for Agency Docs, please go to your project list page and select the appropriate year from the drop down on the top right.

Fields that are required but blank or otherwise aren't valid will display a red left border.

Board Resolution Authorizing Signatory #1

File

If the grant agreement is not being signed by the Board President/Chair or other corporate officer authorized under your Bylaws, upload a board resolution authorizing the position of the individual (i.e., "Executive Director") who is signing the agreement on behalf of the agency.

upload file

ADA Program Accessibility Survey (if requested by MOHCD) #1

ADA Program Accessibility Survey

Please specify which site(s) you are providing a survey for, by saving the uploaded file using the following naming convention: ("StreetNameAddress#AgencyName")

upload file

First Source #1

First Source

First Source Hiring Agreement (only applicable if agency is receiving more than \$50,000 in total Public Services funding through MOHCD, more than \$50,000 in total funding through OEWD, and/or more than \$350,000 in Capital grants.

upload file

If you are not seeing the correct project year underneath your Agency Name, then go to your projects list, select the year you want in the Project Year dropdown, then select Agency Docs.

The Document types are organized on the screen as follows:

Board Resolution Authorizing Signatory

If the grant agreement is not being signed by the Board President/Chair or other corporate officer authorized under your Bylaws, upload a board resolution authorizing the position of the individual (i.e., “Executive Director”) who is signing the agreement on behalf of the agency.

ADA Program Accessibility Survey

(if requested by MOHCD)

Surveys by site

First Source

If agency is receiving more than \$50,000 in total Public Services funding through MOHCD, more than \$50,000 in total funding through OEWD, and/or more than \$350,000 in Capital grants.

Total Project Budget

Lease

(if ‘Yes’ to “Does one or more of your projects have space rental costs?”)

Audit

You will select Audit document type – OMB A-133, Standard, Financial Review, or No Audit. If this is not an OMB A-133 audit, you will also upload an Audit Exemption Letter. You will also input the last day of the fiscal year audited as the “Audit Date.”

Certificates of Insurance

Liability Certificate

Auto Certificate

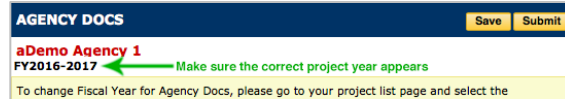
Workers Comp Certificate

Property Certificate (only for Capital projects)

Specific instructions for various document types are presented in yellow boxes just below the document type name.

Uploading and Deleting Documents

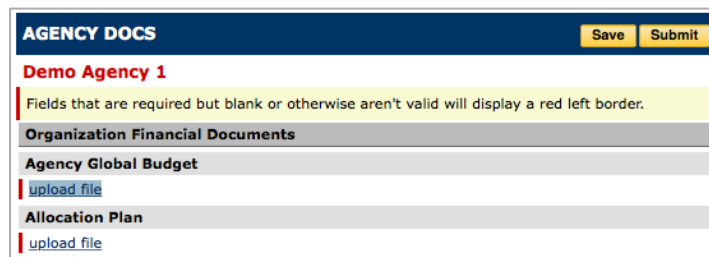
Before uploading or deleting documents, make sure your Agency Docs screen indicates the correct project year:



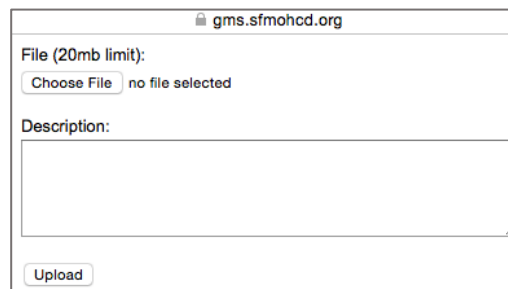
If you are not seeing the correct project year, then go to your projects list, select the year you want in the Project Year dropdown, then select Agency Docs.

To upload a document:

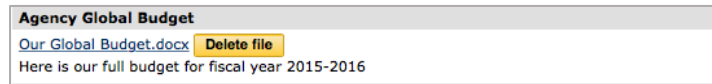
1. After logging in, click **Agency Docs** in the left side menu
2. You will see the Agency Docs screen organized as described above
3. Click 'upload file' within the section your document is related (for example, if you are uploading your Total Project Budget, then click 'upload file' underneath the section titled "Total Project Budget")



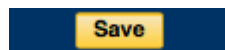
4. The following popup window will appear:



5. Click **Choose File** then navigate to the file you want to upload and then select that file (files may not be larger than 20 MB).
6. Optionally, you may enter a description of the file.
7. When done, click **Upload**
8. Your file will appear (you will see the file name) along with a description if you entered one.



9. If there is a date field, then enter the date of the document being uploaded (for Insurance documents, you will enter the Expiration Date for each; for an Audit, you will enter the fiscal year-end date for the audit)
10. Click a button at the top of the screen, as follows:



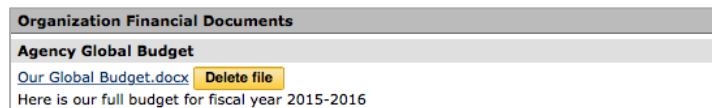
saves your work and allows you to come back later to upload more documents



submits the completed set of Agency Docs (all required items must be included)

To delete or replace a document:

1. After logging in, click **Agency Docs** in the left side menu
2. You will see the Agency Docs screen
3. Click the **Delete File** button next to the file you want to delete or replace



4. In a popup window, you are asked if you are sure you want to delete the file:
5. if yes, click **OK**
6. if you do not want to delete the file, click **Cancel**

Audit Documents


For Audit documents, you must first select the type of Audit document you are uploading: OMB A-133, Standard Audit, Financial Review, No Audit Letter. Once you make your selection, the 'upload file' link will appear. If this is not an OMB A-133 audit, you will also upload an Audit Exemption Letter. You will also input the last day of the fiscal year audited as the "Audit Date."

Lease Documents

The '[upload file](#)' link within the "Lease" section will appear only if you answer 'Yes' to "Does one or more of your projects have space rental costs?"

Certificates of Insurance








In addition to uploading insurance certificates in this section, you will also enter the Expiration Date and Coverage Amount for each insurance type.

Certificates of Insurance	
Liability Certificate #1	
Expiration Date	Amount of Coverage
01/01/2016 	<input type="text"/>
Certificate	
Comprehensive General Liability (\$1,000,000 or more)	
upload file	

Printing and Signing Your Grant Agreement

Once Project Negotiation is complete and approved by a MOHCD Grant Coordinator, Fiscal Reviewer, and Manager, you may print and sign your Grant Agreement. You will receive an email with instructions to do so.

View/Print Your Grant Agreement

WORK PLAN	
 Project Contact Information	Submitted
 Narrative	ACCEPTED
 Activities and Outcomes	ACCEPTED
 Neighborhoods Served	ACCEPTED
 Budget	ACCEPTED
 Summary of Latest Version	
 Grant Agreement	

To view and print your Grant Agreement:

1. Click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

The screenshot shows a web interface titled "PROJECTS". It has two dropdown menus at the top: "All Grant Coordinators" and "All Program Areas". Below these is a section titled "All Agencies/Projects" which contains a list of agencies. The first agency listed is "Demo Agency 1" with the project "83299-16 Sample Project 1". To the right of the agency list, there are three yellow buttons labeled "FY2016-2017", "FY2016-2017", and "FY2015-2016".










3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click 'Grant Agreement'
5. A PDF version of your Grant Agreement will appear or download, depending on your system settings.
6. The Grant Agreement will not be available if your Agency Information is not submitted. You will receive an error message if this is the case. Please ensure that the Agency Information is accurate and up-to-date, and that the form is submitted.
7. You will receive instructions from MOHCD regarding how to sign the grant agreement using DocuSign.

Budget Fund Source Allocation

After Project Negotiation is complete and approved by a MOHCD Grant Coordinator, Fiscal Reviewer, and Manager, the Budget Allocation tool will become available. Budget Allocation is where budgeted line item amounts get allocated among your project's fund sources. You may make and save changes to your budget allocation, but only Grant Coordinators may submit the final version.

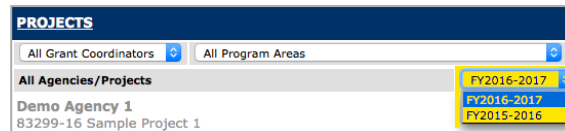
If your project is funded by only one fund source, then the allocation is done automatically by the system. If your project is funded by more than one fund source, the system will allocate each line item amount proportionally among the fund sources. You may keep this proportionate or make changes, as long as each line item and fund source remains in balance. We recommend leaving proportionate, unless a project is funded by both federal and non-federal sources, in which case **we will need to ensure that federal funds are not being allocated to ineligible expenses (such as food or stipends) and that the federal indirect rate of 10% Modified Total Direct Cost is not exceeded for federal fund sources.** When ready, Grant Coordinators will submit complete Budget Allocations.

View Your Project's Budget Allocation

WORK PLAN	
 Project Contact Information	Submitted
 Narrative	ACCEPTED
 Activities and Outcomes	ACCEPTED
 Neighborhoods Served	ACCEPTED
 Budget	ACCEPTED
 Summary of Latest Version	
 Approvals	APPROVED
 Grant Agreement	
 Budget Allocation	Not Submitted

To view your project's Budget Allocation:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list



The screenshot shows the 'PROJECTS' interface. At the top, there are two dropdown menus: 'All Grant Coordinators' and 'All Program Areas'. Below these is a section titled 'All Agencies/Projects' which lists 'Demo Agency 1' and '83299-16 Sample Project 1'. To the right of this list is a dropdown menu for fiscal years, currently showing 'FY2016-2017' with other options like 'FY2015-2016' visible.

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click '**Budget Allocation**' (this will appear only after Project Negotiation is complete and fully approved)

If you ever have any technical questions using this Grants Management System, please call Cityspan's Help Desk toll-free at:

866-469-6884

(Monday through Friday, 8:00 AM – 5:00 PM, Pacific Time)

If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

For Projects Funded By Only One Fund Source

BUDGET ALLOCATION						Return
Demo Agency - 78091-15 Test BA 1 FS						
Because there is only 1 funding source, the allocation is 100% to that funding source.						
Total Grant Award			Currently Budgeted Amount			
\$20,000.00			\$20,000.00			
Salaries						
Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount	GF-Annual Proj 111 222	
Roy	Al	Counselor	25.00	1500.00	1500.00	
Explanation						
Employee First Name	Employee Last Name	Employee Title	Hourly Rate	Total Amount	GF-Annual Proj 111 222	
Bill	Fold	Counselor	25.00	1500.00	1500.00	
Explanation						
Fringe Benefits						
Description				Total Amount	GF-Annual Proj 111 222	
FICA				500.00	500.00	

If your project is funded by only one fund source, then the allocation is done automatically by the system. Your Grant Coordinator will submit the allocation, so you may Report and Invoice. Clicking **Return** at the top returns you to the previous screen.

For Projects With More Than One Fund Source

BUDGET ALLOCATION						Return	Save	Save and Return
Demo Agency - 78095-15 Test BA ESG-Shelter Ops 2 FS								
Fields that are required but blank or otherwise aren't valid will display a red left border.								
Unless or until amounts are overwritten, the budget is allocated by funding source proportionally - but you will need to click SAVE to commit these amounts initially.								
To reallocate, update the amounts and click SAVE. To remove funding for a funding source on a line item, please enter 0. The Allocation Total will update on save.								
Total Grant Award			Currently Budgeted Amount					
\$60,000.00			\$60,000.00					
Equipment								
Equipment Name/Description	Total Amount	ESG16 111 222	GF-Non Proj 333 444	Allocation Total				
Sample Equipment A	10000.00	10000.00	3333.33	10000				
Explanation								
Sample Equipment A explanation								
Other								
Description	Total Amount	ESG16 111 222	GF-Non Proj 333 444	Allocation Total				
Other	11000.00	7000.00	4000.00	11000				
Explanation								

If your project is funded by more than one fund source, the system will initially allocate each line item amount proportionally among the fund sources. You may keep this as-is or make changes as long as each line item and fund source remains in balance. You may make and save changes to your budget allocation, but only Grant Coordinators may submit the final version.

To change your project's multi-fund source Budget Allocation:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

The screenshot shows a web interface titled 'PROJECTS'. It has several filter buttons: 'All Grant Coordinators', 'All Program Areas', 'All Agencies/Projects', and a fiscal year dropdown menu. The dropdown menu is open, showing options for 'FY2016-2017', 'FY2016-2017', and 'FY2015-2016'. Below the filters, there is a list of projects, with 'Demo Agency 1' and '83299-16 Sample Project 1' visible.

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click '**Budget Allocation**'
5. You will see a screen showing each line item and line item detail set up and approved in negotiation; you will also see the addition of one column for each fund source used to fund the project.

Equipment		ESG16	GF-Non Proj	
Equipment Name/Description	Total Amount	111 222	333 444	Allocation Total
Sample Equipment A	10000.00	10000.00	3333.33	10000
Explanation				
Sample Equipment A explanation				

6. Initially, when you view your project's multi-fund source budget allocation, the system will have automatically entered amounts for each fund source for each line item proportional to the total fund source amount assigned to the project.
7. The first time you enter the Budget Allocation form, the Allocation Total (right-most column) will appear as 0 for each line item; click **Save** to update to the latest totals.
8. You may change the auto-calculated amounts by entering new amounts in the line item funds source fields you want to change. When doing so, upon saving, you must make sure all items remain in balance and all fields have a value - no blanks (if you are allocating no money in any of the fields, enter 0):

No fields may be left blank – if you intend to zero out an amount within a particular line item fund source, then enter 0. If you leave a line item fund source field blank, then upon save, it will revert to its original value.

BUDGET ALLOCATION

Return Save Save and Return

Demo Agency - 78095-15 Test BA ESG-Shelter Ops 2 FS

Fields that are required but blank or otherwise aren't valid will display a red left border.

Unless or until amounts are overwritten, the budget is allocated by funding source proportionally - **but you will need to click SAVE to commit these amounts initially.**

To reallocate, update the amounts and click SAVE. To remove funding for a funding source on a line item, please enter 0. The Allocation Total will update on save.

The sum of amounts allocated to each line item fund source (Allocation Total) must equal that line item’s Total Amount. If not, you will see an error, “Allocation Total does not equal Total Amount” as shown below:

Equipment				
Equipment Name/Description	Total Amount	ESG16 111 222	GF-Non Proj 333 444	Allocation Total
Sample Equipment A explanation	10000.00	80000.00	6000.00	86000
Allocation Total does not equal Total Amount.				

The total amount assigned to each fund source may not exceed the total amount budgeted for that fund source for that project. If you over-budget a fund source, you will see an error similar to the following at the bottom of the screen:

Allocation total of \$93,000.00 does not equal allocation for fund source amount of \$40,000.00 for fund source: ESG16 111 222.

Allocation total of \$23,000.00 does not equal allocation for fund source amount of \$20,000.00 for fund source: GF-Non Proj 333 444.

- If when you click **Save** there are no errors, then your allocation is in balance, and your Grant Coordinator will submit the complete budget.

The Occasional Auto-Proportion Rounding Anomaly:

When the system auto-calculates proportionally among more than one fund source, on occasion, the total fund source amounts may be off by a penny or two. This is due to rounding. To solve, simply move 0.01 or 0.02 (or the total amount of the imbalance) from the over-balance fund source(s) to the under-balance fund source(s) within the same line item(s), then click **Save**.

Reporting and Invoicing

Once projects are completely set up and approved, including fund source allocations and final fiscal entries, you may submit your periodic reports and invoices. These include:

Executive Summary

Activities and Outcomes

Invoice

July 2015	
Executive Summary	Not Submitted
Activities and Outcomes	Not Submitted
Invoice	Not Submitted
Report & Invoice Details	
Approval	Not Submitted

Fiscal Admin and Fiscal Viewer users have access to the 'Invoice' form only. Project Admin and Project Viewer users have access to the 'Executive Summary' and 'Activities and Outcomes' forms only.

All three forms must be submitted (not just saved) in order for the month's report to become ready for Signatory level approval. A Signatory level user must approve before your Grant Coordinator can review.

Forms only in months that are current and prior and that have been approved are available for edit and submission (i.e., you will not have access to future months until they arrive or current/past months until they are approved). The only exception is Executive Summary which is accessible in any project month.

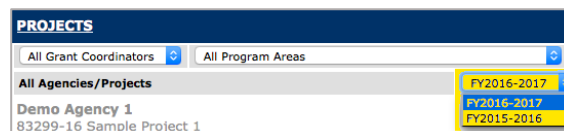
While you may edit and submit Executive Summary and Activities and Outcomes forms in any month order, Invoices may be submitted in month order only (for each month, the Invoice has to be submitted and the entire month's report has to be approved by a Signatory level user at your agency before the next month's Invoice and entire report may be submitted and approved). The reason for these rules is to make sure balances always remain accurate.

If you have nothing to report for a particular month (i.e., you report quarterly instead of monthly) the system still requires each month to be submitted and approved – you may submit with a \$0 invoice.

Executive Summary

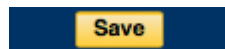
To view or report your Executive Summary:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

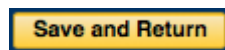


3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to report, click '**Executive Summary**'
7. Executive Summary questions will appear.

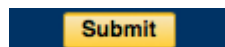
8. Answer each item (those with a red left border are required)
9. Click a button at the top of the screen, as follows:



saves your work and allows you to come back later to complete



saves your work, allows you to come back later to complete, and returns you to the previous screen



submits the completed item and locks you from further changes (your Grant Coordinator may unlock if you need to make corrections)



returns you to the previous screen *without saving* any changes

Activities and Outcomes

To view or report your Activities and Outcomes:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to report, click '**Activities and Outcomes**'
7. The Activities and Outcomes form will appear. Client Activities are listed at the top of this form. Client Activities are read-only and are based on the clients you have enrolled for activities and outcomes through the Client Activities tab.

The first section under Client Activities shows a year-to-date snapshot at the time of submission. Just beneath that, the live updated numbers appear for each Activity and Outcome.

Please review this information for accuracy. If it does not appear that all clients enrolled have been counted, please return to the Client Activities left menu tab and review the enrollment information for each activity and add any missing clients before submitting this form.

ACTIVITIES AND OUTCOMES					
<div> Return Save Save and Return Submit </div>					
Demo Agency 1 - 72507-15 Sample Project 2					
September 2015					
Client Activities as of 12/11/2015 3:30 p.m.					
Total	New In month	YTD	Annual Goal	% Completed	
Unduplicated Clients	21	52	n/a	n/a	
Client Activity	New In month	YTD	Annual Goal	% Completed	
Applications for Affordable Rental Units	21	33	50	66.0%	
Outcome					
Placed in Rental Housing	0	0	40	0.0%	
Non-Client Activities: Public Services - Access to Housing					
Unit of measure	Start Date	End Date	Goal # or Completion Date	Month # or Completion Date	YTD
Meeting	08/01/2015	08/31/2015	50		10
Description					

8. For Non-Client Activities, you will use this form to report your monthly deliverables. Each month in the "Month # or Completion Date" field please enter either a) the number achieved during the reporting month, if the Non-Client Activity has a number goal, or b) the completion date if the Non-Client Activity has a date goal.
9. Click a button at the top of the screen, as follows:

Save	saves your work and allows you to come back later to complete
Save and Return	saves your work, allows you to come back later to complete, and returns you to the previous screen
Submit	submits the completed item and locks you from further changes (your Grant Coordinator may unlock if you need to make corrections)

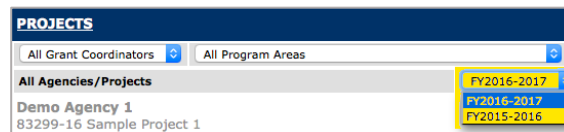
Return

returns you to the previous screen *without saving* any changes

Invoicing (Non-Capital Projects)

To view or report your NON-CAPITAL PROJECT Invoice:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list



The screenshot shows the 'PROJECTS' interface. At the top, there are two dropdown menus: 'All Grant Coordinators' and 'All Program Areas'. Below these is a section titled 'All Agencies/Projects'. It lists 'Demo Agency 1' with the identifier '83299-16 Sample Project 1'. To the right of the list is a dropdown menu for the fiscal year, currently set to 'FY2016-2017', with other options 'FY2016-2017' and 'FY2015-2016' visible.

3. Click on the project you want to view; you will be taken to Project Documents
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to report, click '**Invoice**'
7. The Invoice grid will appear. You will see total balances at the top followed by each line item with a line for each detail (i.e., the Salary line item has a line for each employee). You will also see entry fields under each fund source used for your project – this is where you will enter your request amounts.



The screenshot shows the top of the 'INVOICE' form. It includes a header with 'INVOICE' and navigation buttons: 'Return', 'Save', 'Save and Return', and 'Submit'. Below the header, it specifies 'Demo Agency 1 - 78097-15 Test BA WF 2 FS' and the date 'August 2018'. A table shows summary totals:

Total Grant Award	Total Requested This Month	Total Budget Remaining
\$50.00	\$2.00	\$44.90

The top of the invoice form shows current totals



The screenshot shows the 'YTD Year-to-Date Summary' table. It is divided into two main sections: 'YTD Summary - Total by Fund Source' and 'YTD Line Item Summary by Fund Source'.

Fund Source	Budget	YTD (excluding current)	Current	Balance
CDBG14 789 012	\$38.00	\$1.05	\$0.00	\$36.95
CDBG15 123 456	\$38.00	\$1.30	\$0.00	\$36.70
CF-Non Proj	\$1,424.00	\$8.80	\$0.00	\$1,415.20

Fund Source	Budget	YTD (excluding current)	Current	Balance
Salary				
CDBG14 789 012	\$2.00	\$0.25	\$0.00	\$1.75
CDBG15 123 456	\$2.00	\$0.30	\$0.00	\$1.70

Below the current totals, the year-to-date summaries appear for fund sources and for each line item by fund source.

Other		Main Line Item	
Sub Line Item Details		Original Budgeted Amounts (entire budget and by each fund source)	
Description	Total Amount	Fund Source GF-12345	Fund Source CDBG-789
Blankets	500.00	300.00	200.00
Explanation			
Blankets are used to help our clients...			
Sub Line Item Details		Original Budgeted Amounts (entire budget and by each fund source)	
Description	Total Amount	Fund Source GF-12345	Fund Source CDBG-789
Pillows	250.00	200.00	150.00
Explanation			
Pillows are used for our clients to...			

For each main line item, the system shows each sub item description and total original budget for the project and for each fund source

Fund Source GF-12345	YTD Fund Source GF-12345	Fund Source CDBG-789	YTD Fund Source CDBG-789
	75.00		55.00
Request Amount for this fund source for each sub line item	Year to Date Amount Requested for this fund source for each sub line item	Request Amount for this fund source for each sub line item	Year to Date Amount Requested for this fund source for each sub line item
Fund Source GF-12345	YTD Fund Source GF-12345	Fund Source CDBG-789	YTD Fund Source CDBG-789
	65.00		45.00

For each main line item, the system provides fields for you to enter request amounts by fund source; also shown are year-to-date request amounts for each fund source

- Enter reimbursement request amounts in fields in the fund source column(s). For Salaries, first enter the "Invoice Total" for each employee, then, in the "Salary Total" section, enter how much of the Salaries total should be applied to each fund source.

Month Invoice						
Salaries						
Employee First Name	Employee Last Name	Employee Title	Hourly Rate			Invoice Total
Pete	Zappi	Pie Maker	15			300
Explanation						
Some explanation						
Add Salary (person)						

Enter the selected month's Invoice Total for each employee listed under Salaries (if 0, enter 0)

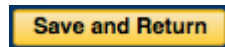
Salary Total				
Salary Total	YTD (excluding current)	GF-Non Proj	CDBG15	CDBG14
SALARY TOTAL	8.850000000000001		123 456	789 012
Invoice Total				
				0.00
Explanation				

After completing Invoice Total for each employee, enter the total amount to be deducted from each fund source listed in the Salary Total section

- Click a button at the top of the screen, as follows:



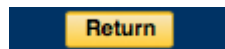
saves your work and allows you to come back later to complete



saves your work, allows you to come back later to complete, and returns you to the previous screen



submits the completed item and locks you from further changes (your Grant Coordinator may unlock if you need to make corrections)



returns you to the previous screen *without saving* any changes

To Add Employees to the Salary Line Item Details (on Un-Submitted Invoices Only):

- Click **Add Salary (person)**
- Complete all the fields (Employee First Name, Employee Last Name, Employee Title, Hourly Rate, Explanation, and the Invoice Total for the selected month)
- To add more employees, click the **Add Salary (person)** button again for each
- Save your entries by clicking the **Save**, **Save and Return**, or **Submit** button (remember to complete the rest of your invoice entries before you submit)

To Delete Employees from Salary Line Item Details (on Un-Submitted Invoices Only):

- Click **Add Salary (person)**
- Click the **Delete** button that appears next to the employee(s) you want to delete
- A message will appear asking if you are sure you want to delete – if so, click **OK**; if not, click **Cancel** (once you click **OK**, the deletion will be immediate, so be careful)

To Edit Employee Information (on Un-Submitted Invoices Only):

- Click right in to the field you want to edit
- Enter the new information
- Save your entries by clicking the **Save**, **Save and Return**, or **Submit** button (remember to complete the rest of your invoice entries before you submit)

Invoicing (Capital Projects)

To view or report your CAPITAL PROJECT Invoice:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

PROJECTS	
All Grant Coordinators	All Program Areas
All Agencies/Projects	
Demo Agency 1	FY2016-2017
83299-16 Sample Project 1	FY2015-2016

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to report, click '**Invoice**'
7. The Invoice grid will appear. You will see total balances at the top followed by Benefiting Programs information as originally set up. Lastly, you will see each reimbursement item you set up for your capital project. You will also see entry fields under each fund source used for your project – this is where you will enter your request amounts.

INVOICE		
Demo Agency 1 - 78098-15 Test BA Capital		
August 2015		
Fields that are required but blank or otherwise aren't valid will display a red left border.		
Total Grant Award	Total Requested This Month	Total Budget Remaining
\$150,000.00	\$0.00	\$147,308.00

The top of the invoice form shows current totals

Benefiting Programs		
Program Name	# of People	Eligibility Category
Cap Prog 1	50	LMA
Program Name	# of People	Eligibility Category
Cap Prog 2	50	LHC - Determined
		Est Low/Mod % of Program Clientele
		33.00
Program Name	# of People	Eligibility Category
Cap Prog 3	50	LHC - Presumed - Persons with Disabilities

Below invoice current totals, Benefiting Programs information appears exactly as they were originally set up

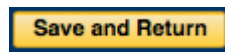
Capital Budget					
Item	Standard Classification	Total Amount	Benefiting Program(s)	CDBG16 898 789	CDBG15 565 656
Item 1	Foundations	70000.00	<input checked="" type="checkbox"/> Cap Prog 1 <input type="checkbox"/> Cap Prog 2 <input type="checkbox"/> Cap Prog 3		0.00
Item 2	Electrical	50000.00	<input type="checkbox"/> Cap Prog 1 <input checked="" type="checkbox"/> Cap Prog 2 <input type="checkbox"/> Cap Prog 3		0.00
Item 3	Roofing	30000.00	<input type="checkbox"/> Cap Prog 1 <input type="checkbox"/> Cap Prog 2 <input checked="" type="checkbox"/> Cap Prog 3		0.00

For each reimbursement item, the system provides fields for you to enter request amounts by fund source; also shown are the item total request amount for each invoice

8. Enter reimbursement request amounts in fields in the fund source column(s)
9. Click a button at the top of the screen, as follows:



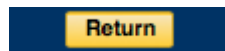
saves your work and allows you to come back later to complete



saves your work, allows you to come back later to complete, and returns you to the previous screen



submits the completed item and locks you from further changes (your Grant Coordinator may unlock if you need to make corrections)



returns you to the previous screen *without saving* any changes

Reviewing Your Entries

To view all saved or submitted entries in one place:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list

PROJECTS	
All Grant Coordinators	All Program Areas
All Agencies/Projects	
Demo Agency 1	FY2016-2017
83299-16 Sample Project 1	FY2016-2017
	FY2015-2016

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to view information, click 'Report & Invoice Totals'

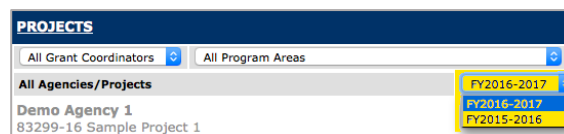
7. A pdf showing all current entries for all reporting items (Executive Summary, Activities and Outcomes, and Invoice) will appear

Approving and Submitting

When all information has been entered into your report and all the forms (Executive Summary, Activities and Outcomes, and Invoice) have been submitted, a *Signatory* level user at your agency must provide final approval for the whole submission before your reimbursement request can be processed.

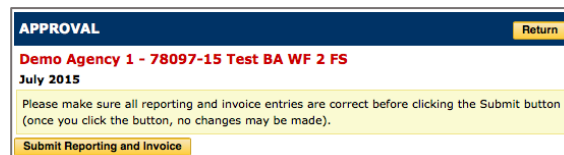
To provide final approval and submit a month's reporting and invoice:

1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list



The screenshot shows a web interface titled "PROJECTS". It has two dropdown menus at the top: "All Grant Coordinators" and "All Program Areas". Below these is a table with the heading "All Agencies/Projects". The table lists "Demo Agency 1" and "83299-16 Sample Project 1". To the right of the table is a dropdown menu for fiscal years, currently showing "FY2016-2017" with other options "FY2016-2017" and "FY2015-2016" visible.

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term only for those months that have already arrived
6. Within the month you want to review and approve, review items one by one by clicking on each item to see what was submitted, or review all at once by clicking 'Report & Invoice Details' (if corrections are needed, your Grant Coordinator may unlock the form(s) for you)
7. Within the month you want to report, click '**Approval**' (this must be done in month order)
8. Click **Submit Reporting and Invoice**



The screenshot shows a web interface titled "APPROVAL". It has a "Return" button in the top right corner. Below the title is the text "Demo Agency 1 - 78097-15 Test BA WF 2 FS" and "July 2015". A yellow warning box contains the text: "Please make sure all reporting and invoice entries are correct before clicking the Submit button (once you click the button, no changes may be made)." Below the warning box is a button labeled "Submit Reporting and Invoice".

9. Your Grant Coordinator will receive notification of your submission and process accordingly

Budget Revisions

Budget Revisions are adjustments to the remaining balances in your budget line items among your budget's line items. They are subject to policy and regulations.

Before any Budget Revision, Keep Aware:

No other budget revisions or administrative adjustments may be pending (not yet final approved by City fiscal team members). No monthly report that has one or more submitted forms may be pending (not yet final approved by a MOHCD or OEWD manager)

Once a budget revision is initiated, all users will be locked out from viewing and updating monthly reporting forms. Monthly reporting will remain inaccessible until the budget revision gets final City fiscal approval or is cancelled.

Invoices for all reporting months up to the budget revision month must be submitted (for months for which there are no reimbursements, be sure the invoice is completely zeroed out). This must be done to keep balances accurate.

Initiating a Budget Revision

Only City personnel may initiate a budget revision in GMS. Please make your budget revision request directly to your Grant Coordinator.

Once a budget revision is initiated, all Signatory level users at your agency will receive email notification.

The Budget Revision GMS Form Layout

You may view past and pending budget revisions by clicking **Revisions and Project Docs** in the left side menu. After a budget revision is initiated, a new budget revision section is added to the page. You will see 5 forms listed:

- Funding Sources
- Fiscal Setup
- Budget

Budget Allocation
Revision Approval

Also shown is the Budget Revision Effective Date.

REVISIONS AND PROJECT DOCS	
Demo Agency - 78169-18 Budget Revision Sample	
Budget Revision	delete Effective Date: 01/01/2020
Funding Sources	Submitted
Fiscal Setup	Submitted
Budget	Not Submitted
Budget Allocation	Not Submitted
Preceding forms must be submitted before this form can be accessed.	
Revision Approval	Not Submitted
Preceding forms must be submitted before this form can be accessed.	
Fiscal Setup & Modifications - FSP	

Funding Sources and Fiscal Setup are accessible for viewing information only, but as indicated by the green **Submitted** status, they are not editable. These items are never changed for budget revisions.

You and your GC will work on Budget, followed by Budget Allocation, followed by Revision Approval.

You may cancel and undo all settings for a budget revision by clicking the **Delete** button above the forms. This will remove all entries made into the deleted set of forms and make your normal monthly reporting once again accessible.

In addition, you will see a full set of Project forms under 'Original Project Docs' in a read-only state on the revisions screen. These forms show the initial setup for your reference.

Budget Revision: The Budget Form

To assist with more complicated revisions such as those for which each line item has more than one fund source, there is a pre-set "Budget Revision Worksheet" you may download by scrolling to the bottom of any budget revision **Budget Allocation** form which becomes available after the **Budget** form is submitted.

Entering budget revision changes on the Budget form:

1. After logging in, select the project for which you requested a budget revision
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Doc screen, which shows the original project documents, previous revisions, and the current revision.
4. Click **Budget**

5. The editable Budget form appears with several sections: Explanation for all proposed changes, Revision Effective Date, Line Item Selection, Total Amounts, Year-to-Date Summary, and each line item available for budget revision changes
6. Enter the explanation for all changes taking place in this budget revision and save your work by clicking **Save**

7. Notice the effective date of the revision

8. Line items existing in your current budget will appear with a checked box; you may uncheck (no longer use) a line item by clicking the checked box – this is possible only for those line items for which no reimbursement request has yet been made; you may add line items by clicking empty boxes (the new line items will appear below)

9. Notice the total grant and currently budgeted amounts. The currently budgeted amount will change according to your line item amount entries (upon clicking **Save**); in order to submit your changes, the two numbers must match

10. The Year-to-Date summary shows budget and balance information for each line item of the revised budget

(c) Year-to-Date Summary					
YTD Line Item Summary					
Line Item	Previous Budget	YTD Balance	Proposed Change	Revised Balance	Revised Budget
Salary	\$40,000.00	\$36,750.00	\$0.00	\$36,750.00	\$40,000.00
Fringe	\$20,000.00	\$19,400.00	\$0.00	\$19,400.00	\$20,000.00

11. The line items appear next

If changing Salaries: enter new values in the “Total Amount” fields for each employee. The Salary Total will update when you Save or Submit. You may delete or add employees by clicking the corresponding **Delete** or **Add Salary Row** button.

If changing Fringe Benefits: enter new values in the “Total Amount” field for each benefit type being changed.

If changing any other line item: enter new values in the “Total Amount” fields. For line items that have a breakdown of sub line items (i.e., Equipment, etc.), you must enter values for each sub item. Further, you may delete or add new sub line items by clicking the corresponding **Delete** or **Add Row** button (you may not delete any item that has past invoicing against it).

12. When you have completed the budget revision changes, click **Save** and check that the “Total Grant Award” and “Currently Budgeted Amount” are the same – if they are not, then adjust your values until they are (you will not be able to submit the budget revision if these two numbers are out of balance)

13. When your revisions are complete and in balance, click **Submit** then click **OK** in the popup window (click **Cancel** to go back to make changes).

14. You will be taken back to the Budget Revisions forms page, where the **Budget** form will show a status of **Submitted**

15. Next, you will work on the **Budget Allocation** form

Budget Revision: The Budget Allocation Form

If your budget uses only one fund source, then the budget allocation will be handled automatically – you need only submit the form. If, however, your budget uses more than one fund source, each line item amount has to be allocated among each fund source.

Entering budget revision changes on the Budget Allocation form:

1. After logging in, select the project for which you requested a budget revision
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Doc screen, which shows the original project documents, previous revisions, and the current revision.
4. Click **Budget Allocation**
5. The editable Budget Allocation form appears with the following sections:
Revision Effective Date, Total Amounts, Year-to-Date Summary by Line Item, each line item detail for which to enter values by fund source, Year-to-Date Summary for each Fund Source for each Line Item, downloadable “Budget Revision Worksheet” and “Export to Excel” Spreadsheets, and Balances for each Fund Source by Line Item

6. For all line item details, except those under Subcontractors, the actual allocation among fund sources is flexible – the only rules are the detailed fund source amounts must sum up to the new line item amount you entered on the Budget form and no fund source amount may go lower or higher than its current balance.
7. If the budget uses only one fund source, click **Submit** and you are done with the budget allocation
8. If the budget uses more than one fund source, the easiest way to figure out the values for each fund source is to download and complete the “Budget Revision Worksheet” using the link at the lower part of the page. There is also an “Export to Excel” link which provides a spreadsheet of pre-revision line items and YTD Balances for each of the budget’s fund sources

(-) Year-to-Date Summary					
YTD Summary - Total by Fund Source					
Fund Source	Previous Budget	Previous YTD Balance	Proposed Change	Revised YTD Balance	Revised Budget
CDBG09	\$10,000.00	\$7,760.00	\$0.00	\$7,760.00	\$10,000.00
YTD Line Item Summary by Fund Source					
Fund Source	Previous Budget	Previous YTD Balance	Proposed Change	Revised YTD Balance	Revised Budget
Salary					
CDBG09	\$10,000.00	\$7,760.00	-\$1,000.00	\$6,760.00	\$9,000.00
Space Rental					
CDBG09	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
Budget Revision Worksheet Export to Excel					
Fund Source: CDBG09		Previous Budget		YTD Balance	
Salary		\$10,000.00		\$7,760.00	
Fringe		\$0.00		\$0.00	

9. By fund source, copy the currency values for each line item (both Previous Budget and YTD Balance); then, paste the values in the “Budget Revision Worksheet” under the “Original Annual Budget” and “Balance as of” columns (be sure to select the correct Budget Revision Worksheet tab to match the number of fund sources used in the budget).
10. Next, on the Budget Revision Worksheet, enter the Proposed Change for the fund source for each line item (you may not enter more than the original total fund source amount or subtract more than the line item balance). If the Proposed Change amount within a fund source for a line item covers the entire line item value change, then you are done with that fund source. If not, continue with the Proposed Change balance on the next fund source. In other words, if you are able to make all proposed changes within one fund source, that will make the process much simpler.
11. Once your entries are complete, you may use the Proposed Change amounts for each fund source / line item to enter into the GMS Budget Allocation form. Your goal is to get the “Target Allocation Amount” and “Current Allocation Total” for each line item detail to match.
12. When done with the Budget Allocation form, click **Submit**

Budget Revision: Revision Approval

After the **Budget** and **Budget Allocation** forms are submitted, the last set of steps are for grantee and City approvals. When the approvals are all done, the budget revision is complete, and all monthly reporting forms become viewable showing the new balances for each line item.

Approving a Budget Revision:

1. Once all budget revision forms are submitted, a Signatory level user may click **Revision Approval**
2. Under “Agency Signatory,” click **Approve** (if corrections need to be made, before clicking **Approve**, you may re-open Budget Allocation and Budget by clicking **Unlock** at the top of each form – if only the Budget Allocation form needs corrections, then you need unlock only that form; if, however, the Budget form needs correction, then you must unlock both forms)
3. After your Signatory approval, MOHCD or OEWD staff will review and approve the budget revision (if any corrections are needed, staff may reject the budget revision, which unlocks all forms)

Project Amendments

Project Amendments are adjustments to the workplan and budget items of your project (Project End Date and funded amount, Narratives, Activities and Outcomes, Unduplicated Clients and Neighborhoods Served, Budgets, and Budget Allocations).

You may view past and pending project amendments by clicking **Revisions and Project Docs** in the left side menu. After a project amendment is initiated, a new Amendment section is added to the page. You will see 8 forms listed:

Project Information

Narrative

Activities and Outcomes

Unduplicated Clients and Neighborhoods Served

Funding Sources

Budget

Budget Allocation

Revision Approval

Initiating a Project Amendment

Only City personnel may initiate a project amendment in GMS. Please make your project amendment request directly to your Grant Coordinator.

Once a project amendment is initiated, you can view it and make your entries by clicking on the Project and then clicking Revisions and Project Docs in the left side menu.

REVISIONS AND PROJECT DOCS	
A Demo Agency - 129846-19 WF Test Access Points	
Amendment	
<u>Project Information</u>	Not Submitted
<u>Narrative</u>	Not Submitted
<u>Activities and Outcomes</u>	Not Submitted
<u>Neighborhoods Served</u>	Not Submitted
<u>Funding Sources</u>	Not Submitted
Budget	Not Submitted
<small>Preceding forms must be submitted before this form can be accessed.</small>	
Budget Allocation	Not Submitted
<small>Preceding forms must be submitted before this form can be accessed.</small>	
Revision Approval	Not Submitted
<small>Preceding forms must be submitted before this form can be accessed.</small>	

Project Information and Funding Sources are accessible to you for viewing information only. City staff may change the End Date, Current Year Grant Award, and Grant Agreement Amount entries in Project Information. City staff may also change the Fund Source and Amount entries in Funding Sources.

After Project Information, Narrative, Activities and Outcomes, Unduplicated Clients and Neighborhoods Served, and Funding Sources have all been **Submitted**, you and your GC will work on Budget, followed by Budget Allocation, followed by Revision Approval.

In addition, you will see a full set of Project forms under 'Original Project Docs' in a read-only state on the revisions screen. These forms show the initial setup for your reference.

If you ever have any technical questions using this Grants Management System, please call Cityspan's Help Desk toll-free at:
866-469-6884
(Monday through Friday, 8:00 AM – 5:00 PM, Pacific Time)

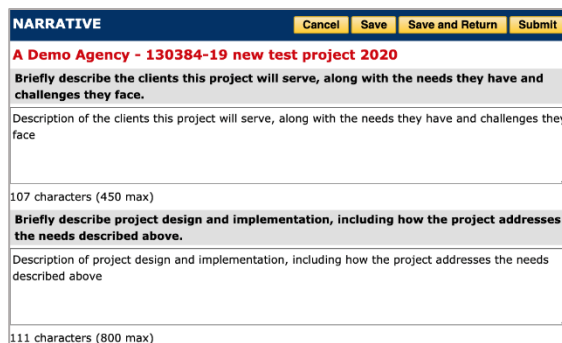
If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

Project Amendment: The Narrative, Activities and Outcomes, and Unduplicated Clients and Neighborhoods Served Forms

For Project Amendments, both you and your Grant Coordinator may make changes to the Narrative, Activities and Outcomes, and Unduplicated Clients and Neighborhoods Served forms.

Entering project amendment changes on the Narrative, Activities and Outcomes, and Unduplicated Clients and Neighborhoods Served forms:

1. After logging in, select the project for which there is a project amendment
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Docs screen, which shows the original project documents, previous revisions, and the current amendment.
4. Click **Narrative**
5. The editable Narrative form appears - enter your changes and save your work by clicking **Save** or, when complete, click **Submit**

The screenshot shows a web form titled "NARRATIVE" with a blue header bar. In the top right of the header are four buttons: "Cancel", "Save", "Save and Return", and "Submit". Below the header, the text "A Demo Agency - 130384-19 new test project 2020" is displayed. The form contains two main sections. The first section is titled "Briefly describe the clients this project will serve, along with the needs they have and challenges they face." and contains a text area with the placeholder text "Description of the clients this project will serve, along with the needs they have and challenges they face". Below this text area is a character count: "107 characters (450 max)". The second section is titled "Briefly describe project design and implementation, including how the project addresses the needs described above." and contains a text area with the placeholder text "Description of project design and implementation, including how the project addresses the needs described above". Below this text area is a character count: "111 characters (800 max)".

6. Click **Activities and Outcomes**
7. The editable Activities and Outcomes form appears – enter a detailed explanation for each proposed change and your changes, then save your work by clicking **Save** or, when complete, click **Submit**

ACTIVITIES AND OUTCOMES Cancel Save Save and Return Submit

A Demo Agency - 130384-19 new test project 2020

Detailed Explanation for Each Proposed Change. (If there are no changes, enter 'n/a').

Detailed explanation for each proposed change

Client Activities: Public Services - Access to Housing

Client Activity 1

Activity

Applications for Affordable Rental Units

Activity Goal: People (previously 100)

105

Description

Affordable rental app

Outcomes for Applications for Affordable Rental Units

Outcome	Outcome Goal: People
Placed in Rental Housing	50

Outcome Description +

Placement in rental

Add a Client Activity

Non-Client Activities: Public Services - Access to Housing

Non-Client Activity 1 Save

Unit of measure

Number of Individuals Attending Meeting

Description

Sample description

Goal #	Start Date	End Date
105	07/19/2019	06/21/2020

Delete this Activity

Add a Non-Client Activity

8. Click Unduplicated Clients and **Neighborhoods Served**
9. The editable Unduplicated Clients and Neighborhoods Served form appears – enter your changes and save your work by clicking **Save** or, when complete, click **Submit**

NEIGHBORHOODS SERVED Cancel Save Save and Return Submit

A Demo Agency - 130384- new test project 2020

Total Number of Unduplicated Clients for this Project	Sum of Unduplicated Clients in Neighborhoods
50	50

Neighborhoods Served

Neighborhood	Number of Unduplicated Clients in this Neighborhood
Bayview Hunters Point	50

Add a Neighborhood

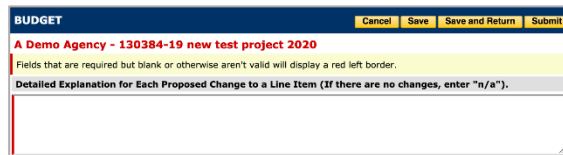
10. Next, you will work on the **Budget** form

Project Amendment: The Budget Form

For Project Amendments, both you and your Grant Coordinator may make changes to the Budget form.

Entering project amendment changes on the Budget form:

1. After logging in, select the project for which there is a project amendment
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Doc screen, which shows the original project documents, previous revisions, and the current revision.
4. Click **Budget**
5. The editable Budget form appears with several sections: Explanation for all proposed changes, Line Item Selection, Total Amounts, Previous and Revised Budget Summary, and each line item available for budget amendment changes
6. Enter the explanation for all changes taking place in this budget revision and save your work by clicking **Save**



7. Line items existing in your current budget will appear with a checked box; you may uncheck (no longer use) a line item by clicking the checked box – this is possible only for those line items for which no reimbursement request has yet been made; you may add line items by clicking empty boxes (the new line items will appear below)



8. Notice the total grant and currently budgeted amounts. The Total Grant Amount includes any changes made by the City in Fiscal Setup. The currently budgeted amount will change according to your line item amount entries (upon clicking **Save**); in order to submit your changes, the two numbers must match



Total Grant Award	Currently Budgeted Amount
\$100,000.00	\$100,000.00

9. The line items appear next
If changing Salaries: enter new values in the “Total Amount” fields for each employee. The Salary Total will update when you Save or Submit. You may delete or add employees by clicking the corresponding **Delete** or **Add Salary Row** button.
If changing Fringe Benefits: enter new values in the “Total Amount” field for each benefit type being changed.
If changing any other line item: enter new values in the “Total Amount” fields. For line items that have a breakdown of sub line items (i.e., Equipment, etc.), you must enter values for each sub item. Further, you may delete or add new sub line items by clicking the corresponding **Delete** or **Add Row** button (you may not delete any item that has past invoicing against it).
10. When you have completed the budget amendment changes, click **Save** and check that the “Total Grant Award” and “Currently Budgeted Amount” are the same – if they are not, then adjust your values until they are (you will not be able to submit the budget revision if these two numbers are out of balance)
11. When your amendments are complete and in balance, click **Submit** then click **OK** in the popup window (click **Cancel** to go back to make changes).
12. You will be taken back to the Project Amendment forms page, where the **Budget** form will show a status of **Submitted**
13. Next, you will work on the **Budget Allocation** form

Project Amendment: The Budget Allocation Form

If your budget uses only one fund source, then the budget allocation will be handled automatically – you need only submit the form. If, however, your budget uses more than one fund source, each line item amount has to be allocated among each fund source.

Entering project amendment changes on the Budget Allocation form:

1. After logging in, select the project for which there is a project amendment
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Doc screen, which shows the original project documents, previous revisions, and the current revision.
4. Click **Budget Allocation**
5. The editable Budget Allocation form appears with the following sections: Total Amounts, Previous and Revised Budget Allocation Summary by Line Item, Previous and Revised Budget Allocation Summary by Fund Source, each line item detail for which to enter values by fund source

6. For all line item details, except those under Subcontractors, the actual allocation among fund sources is flexible – the only rules are the detailed fund source amounts must sum up to the new line item amount you entered on the Budget form and no fund source amount may go lower or higher than its current balance.
7. If the budget uses only one fund source, then fund source allocation is calculated automatically - click **Submit** and you are done with the budget allocation
8. If your project is funded by more than one fund source, the system will initially allocate each line item amount proportionally among the fund sources. You may keep this as-is or make changes as long as each line item and fund source remains in balance.

Equipment			
Equipment Name/Description	Target Allocation Total	ESC16 111 222	GF-Non Proj 333 444
Sample Equipment A	10000.00	10000.00	3333.33
Explanation			
Sample Equipment A explanation			

9. You may change the auto-calculated amounts by entering new amounts in the line item funds source fields you want to change. When doing so, upon saving, you must make sure all items remain in balance and all fields have a value - no blanks (if you are allocating no money in any of the fields, enter 0)

No fields may be left blank – if you intend to zero out an amount within a particular line item fund source, then enter 0. If you leave a line item fund source field blank, then upon save, it will revert to its original value.

The sum of amounts allocated to each line item fund source (Target Allocation Total) must equal that line item's Total Amount. If not, you will see an error noting the difference between the allocation amounts and total.

10. If when you click **Save** there are no errors, then your allocation is in balance.

The Occasional Auto-Proportion Rounding Anomaly:

When the system auto-calculates proportionally among more than one fund source, on occasion, the total fund source amounts may be off by a penny or two. This is due to rounding. To solve, simply move 0.01 or 0.02 (or the total amount of the imbalance) from the over-balance fund source(s) to the under-balance fund source(s) within the same line item(s), then click **Save**.

11. When done with the Budget Allocation form, click **Submit**

Project Amendment: Revision Approval

After the **Budget** and **Budget Allocation** forms are submitted, the last set of steps are for grantee and City approvals. When the approvals are all done, the project amendment is complete.

Approving a Project Amendment:

1. Once all project amendment forms are submitted, a Signatory level user may click **Revision Approval**
2. Under “Agency Signatory,” click **Approve** (if corrections need to be made, before clicking **Approve**, you may re-open any form by clicking **Unlock** at the top of the form – if only the Budget Allocation form needs corrections, then you need unlock only that form; if, however, the Budget form needs correction, then you must unlock both forms)
3. After your Signatory approval, MOHCD or OEWD staff will review and approve the project amendment (if any corrections are needed, staff may reject the project amendment, which unlocks all forms)

Client Setup: One-by-One

Client information must be entered into the system in order for you to get credit towards serving those clients under one or more of your activities. Further, client information is required for reporting purposes.

There are two ways to enter clients into the system: 1) one-by-one using the “Clients” screens or 2) multiple clients at once using the upload feature. The one-by-one methods are described below for each client type (people clients, business clients, and non-profit clients). The upload method is described in its own section.

For one-by-one setup, you will use the appropriate tab(s) as shown in the screenshot below to set up each kind of client record which includes:

- People
- Non-Profits
- Non-Profit Attendees
- Businesses
- Business Principals
- Business Employees

View Clients	Add People	Add Non-Profit	Add Business	Add Principal	Add Employee
--------------	------------	----------------	--------------	---------------	--------------

CLIENTS
Demo Agency 1 - Sample Project

View by Type
View People
View Non-Profits
View Businesses
View Business Principals
View Business Employees

Search
First Name:

Last Name or Client ID:

View by Last Name Initial

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		

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(Monday through Friday, 8:00 AM – 5:00 PM, Pacific Time)

If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

Enter/Edit People Clients One-by-One

To enter people clients one-by-one:

1. After logging in, click **Clients** in the left side menu
2. You will see the main “Clients” screen with search functionality
3. To start entering a person client, click the ‘**Add People**’ tab.

The screenshot shows a web form titled "ADD RECORD" with a blue header bar containing "View Persons" and "Add Person" buttons. Below the header, there are "Cancel" and "Add Record" buttons. A yellow warning box states: "All fields with an asterisk are required. First name is required if you are not using an anonymous Client ID." The form is divided into several sections: 1. Basic Information: Fields for Last Name or Client ID (required), First Name (Optional), Street Address (required), Unit #, City (required), State (required, with "CA" selected), Zip (required), Phone Number, and Email Address. 2. DEMOGRAPHICS: Fields for Birthdate (required), Hispanic/Latino(a) - Ethnicity (radio buttons for Y and N), Race (checkboxes for American Indian/Alaskan Native, American Indian/Alaskan Native & Black/African American, American Indian/Alaskan Native & White, Asian, Asian & White, Black/African American, Black/African American & White, Native Hawaiian/Other Pacific Islander, and White), Gender (required, dropdown), How do you describe your sexual orientation or sexual identity? (required, dropdown), Primary Language (dropdown), and Secondary Language (dropdown). 3. FAMILY AND INCOME: Fields for Number in Family at Home Address (required, dropdown), Total Family Income (required, dropdown), and Head of Family (required, dropdown). 4. RECORD INFORMATION: Fields for Upload ID (required, with an "Auto Generate" button), If other, please specify: (text area), and State (required, with "CA" selected). At the bottom, there are "Cancel" and "Add Record" buttons.

4. Enter information; all fields with a red asterisk are required
5. The “Upload ID” field requires a unique ID number for each of your client records. This is used for the system to be able to match existing clients in case you ever use the upload feature to upload multiple clients at once. You may enter your

own unique number, or click **Auto Generate** for the system to generate a unique number for you.

6. Click a button at the top or bottom of the screen, as follows:

Add Record	saves the client record with the information you entered or updated
Cancel	cancels any changes made to the client record

Workforce Development Clients

If the client you are entering will be involved with any Workforce Development projects, then after adding the client record, please complete the information under the **'Workforce Development,' 'Training,'** and **'Placement'** tabs. Click **Save** to save your entries.

Enter/Edit Business Clients One-by-One

Business client records have three parts: 1) information about the business; 2) information about the businesses' principal(s); and 3) information about each employee. Once a business is added, you may add as many principals and employees to that business as needed.

To enter business clients one-by-one:

1. After logging in, click **Clients** in the left side menu

2. You will see the main “Clients” screen with search functionality
3. To start entering a business client, click the ‘Add Business’ tab.

4. Enter information; all fields with a red asterisk are required
5. The “Business Upload ID” field requires a unique ID number for each of your client records. This is used to match clients in case you ever use the upload feature to upload multiple clients at once. You may enter your own unique number, or click Auto Generate for the system to generate a unique number for you.
6. Click a button at the top or bottom of the screen, as follows:

Add Record	saves the client record with the information you entered or updated
Cancel	cancels any changes made to the client record

To enter business principals one-by-one:

The business with which principals are associated must be set up first.

1. After logging in, click **Clients** in the left side menu
2. You will see the main “Clients” screen with search functionality
3. To start entering a business principal, click the ‘Add Principal’ tab

4. Enter information; all fields with a red asterisk are required
5. Make sure you select the correct business name in the Business drop down field
6. The “Upload ID” field requires a unique ID number for each of your client records. This is used to match clients in case you ever use the upload feature to upload multiple clients at once. You may enter your own unique number, or click Auto Generate for the system to generate a unique number for you.
7. Click a button at the top or bottom of the screen, as follows:

Add Record	saves the client record with the information you entered or updated
Cancel	cancels any changes made to the client record

To enter business employees one-by-one:

The business with which employees are associated must be set up first.

1. After logging in, click **Clients** in the left side menu
2. You will see the main “Clients” screen with search functionality
3. To start entering a business employee, click the ‘**Add Employee**’ tab

4. Enter information; all fields with a red asterisk are required
5. Make sure you select the correct business name in the Business drop down field
6. The “Upload ID” field requires a unique ID number for each of your client records. This is used to match clients in case you ever use the upload feature to upload multiple clients at once. You may enter your own unique number, or click Auto Generate for the system to generate a unique number for you.
7. Click a button at the top or bottom of the screen, as follows:

Add Record	saves the client record with the information you entered or updated
Cancel	cancels any changes made to the client record

Enter/Edit Business Loan Information

Business clients may receive loans, and for each loan funded, must report:

- Loan Amount
- Lender Organization Type and Name
- Terms of Loan (interest rate, use of loan, term)
- Number of Jobs Created and/or Retained as a Result of the Loan
- Date Funded

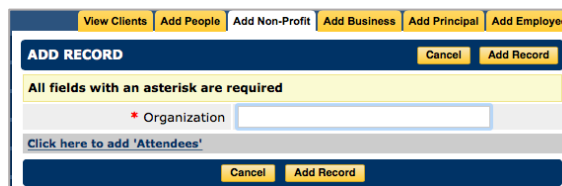
To enter funded loan information for a business:

1. After logging in, click **Clients** in the left side menu
2. You will see the main “Clients” screen with search functionality
3. Search for and click on the name of the business
4. Click the ‘**Loans**’ tab
5. Enter funded loan information in the fields provided
6. Click **Save**
7. If you need to enter information for more than one loan, click **Click here to add Loan** and repeat the above

Enter/Edit Non-Profit Clients One-by-One

To enter non-profit clients one-by-one:

1. After logging in, click **Clients** in the left side menu
2. You will see the main “Clients” screen with search functionality
3. To start entering a non-profit client, click the ‘**Add Non-Profit**’ tab



4. Enter the name of the Organization
5. Click a button at the top or bottom of the screen, as follows:

Add Record

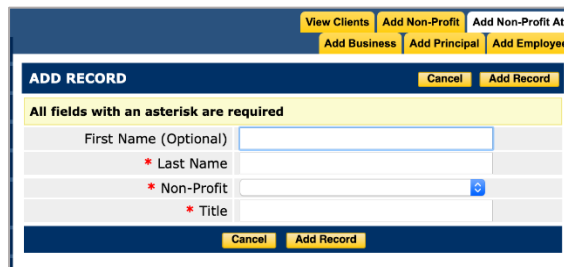
saves the client record with the information you entered or updated

Cancel

cancels any changes made to the client record

To enter non-profit organization attendee names:

1. After logging in, click **Clients** in the left side menu
2. You will see the main “Clients” screen with search functionality
3. To start entering a non-profit client, click the ‘**Add Non-Profit Att**’ tab



Enter Attendee name and title, and select their Non-Profit from the dropdown (if you do not see the name of the non-profit in the dropdown, then it has to be set up – see the section [To enter non-profit clients one-by-one](#) in this document.

4. Click **Add Record**

Search / View Clients

To search for and view client information:

1. After logging in, click Clients in the left side menu
2. You will see the main “Clients” screen with search functionality; you may view clients by client type, first initial of last name, or search by name

View Clients						
CLIENTS						
Demo Agency 1 - Sample Project						
View by Type				Search		
View People				First Name:		
View Non-Profits				<input type="text"/>		
View Businesses				Last Name or Client ID:		
View Business Principals				<input type="text"/>		
View Business Employees				<input type="button" value="Find Client"/>		
View by Last Name Initial						
A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		

To view a list of clients by type, select a type in the “View by Type” section. A list of clients within that type will appear. You may search by initial from this screen by clicking a letter at the top of the screen. Click **‘All’** to view the entire list.

View by Type

- View People
- View Non-Profits
- View Non-Profit Attendees
- View Businesses
- View Business Principals
- View Business Employees

To view a list of clients by last name initial, click the first letter of the last name in which you are interested in the “View by Last Name Initial” section. A list of clients whose last name begins with the selected letter will appear. You may select a different last name initial right from the top of the screen. Click **‘All’** to view the entire list.

View by Last Name Initial						
A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		

To find a client by name, within the “Search” section, enter all or part of the client’s first and/or last name or client ID, then click the **Find Client** button. If there is a record of any client whose name includes your search parameters, that client’s name will appear. For business and non-profit clients, use the “Last Name or Client ID” field. You may search by initial from this screen by clicking a letter at the top of the screen. Click [‘All’](#) to view the entire list.

Search

First Name:

Last Name or Client ID:

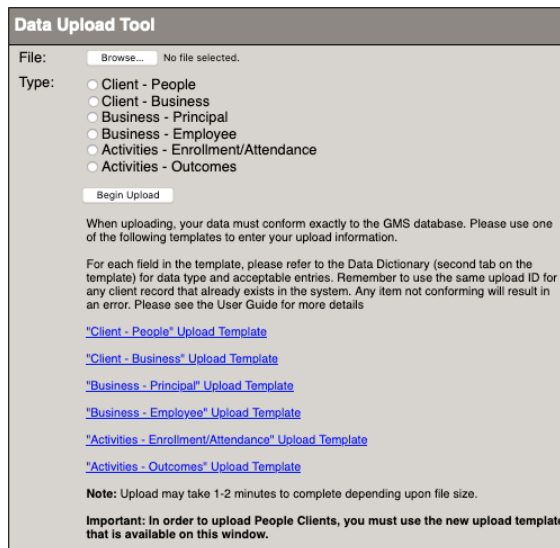
Find Client

- When you see the client name(s) appear, you may click on a name to view or edit that client’s details.

Client Setup: Upload Multiple Clients at Once

Using the system’s upload feature, you may upload records for multiple clients all at once. In order to do so, you must use the spreadsheet templates available from the GMS upload window.

Further, the type of data that gets entered into each cell must match the type of data that cell requires (for example, if the field is a date, then a date must be entered). If any records contain invalid or improperly formatted data, those records will not be uploaded (a message will indicate there were invalid records, and a downloadable spreadsheet will list these records for you).



There are four main steps to uploading multiple clients (see below for details):

- 1) Complete and save the records template
- 2) Select the saved template
- 3) Select the client type
- 4) Upload

Working with Record Upload Templates

A record upload template is a pre-made Excel spreadsheet that contains the necessary fields for your upload. In GMS, there are six templates – one for clients who are people, three for clients who are businesses (business info, principal info, and employee info), one for activity enrollments, and one for activity outcomes. You may obtain any of these templates from the Data Upload Tool window by clicking on the Upload Template name (underlined and in blue).

How to Use Record Upload Templates

The first sheet (tab) of the template, called “Clients,” contains the fields that apply to the type of client you are uploading along with a sample row (be sure to delete the sample row prior to uploading). Required items are **bold** and **highlighted yellow**.

The second sheet (tab) of the template, called “Data Dictionary,” describes what kind of data may be used in each field and whether or not the field is required. The information includes:

Field Required? (“Yes” indicates a required field)

Column Header (the system name for each field that appears on the upload sheet)

Label (the name of the field on GMS screens)

Field Type (what kind of data may be entered, i.e., date, numbers, etc.)

Value Options (for dropdown or radio button fields, only listed items may be used)

A unique characteristic of uploading multiple clients at once is the necessity for an **Upload ID** for each client record. You may use your own Upload ID made up of numbers and/or letters – each and every client record’s Upload ID must be unique.

If your upload list contains records that have previously been uploaded, those records must contain their original Upload ID’s or you will be at risk of creating duplicate client records. You may check a client record’s Upload ID by viewing the “Upload ID” field at the bottom of that client’s record screen.

People Client Upload Template Entries

The people client fields that appear as columns on the people client upload template are as follows (this includes what you may enter, an example, and whether or not the field is required):

Field / Column Name	What to Enter	Example	Required?
UploadID	Unique combination of letters and/or numbers, or the Upload ID already present in the client’s record if already existing	aa12345	Y
FirstName	Client’s first name	Pete	N
LastName	Client’s last name or ID (ID is used by some agencies who need to keep client identifications confidential)	Zapai or 551278	Y
StreetAddress	Client’s address number, street name, and street type	123 Main Street	Y
UnitNumber	Client’s unit number, if any	3D	N
City	Client’s city	San Francisco	Y
State	Client’s state	CA	Y
Zip	Client’s zip code	94123	Y
Phone	Client’s phone number	415-555-1212	N
Email	Client’s email address, if any	pete@email.com	N
Birthdate	Client’s birthdate	3/2/1965	Y

Gender	Must use a selection listed as a value option for “Gender” in the data dictionary	Male	Y
SexualOrientation	Must use a selection listed as a value option for “Sexual Orientation” in the data dictionary	Questioning/Unsure	Y
IsHispanic	Y or N (do not use “Yes” or “No”)	N	Y
Race	Must use a selection listed as a value option for “Race” in the data dictionary	American Indian/Alaskan Native	Y
CulturalAffiliation	Client’s cultural affiliation or nationality	Italian	N
PrimaryLanguage	Must use a selection listed as a value option for “Primary Language” in the data dictionary	Italian	N
SecondaryLanguage	Must use a selection listed as a value option for “Primary Language” in the data dictionary	English	N
FamilyMemberCount	Number (1 – 10) indicating how many client family members live at the client’s home address	3	Y
FamilyIncome	Total annual income of all family members at client’s home address (no \$)	32000	Y
FamilyHead	Must use a selection listed as a value option for “Family Head” in the data dictionary	Dual Headed Family	Y

Business Client Upload Template Entries

The business client fields that appear as columns on the business client upload template are as follows (this includes what you may enter, an example, and whether or not the field is required):

Field / Column Name	What to Enter	Example	Required?
BusinessUploadID	Unique combination of letters and/or numbers, or the Upload ID already present in the client’s record if already existing	aa12345	Y
BusinessName	Business name	ABC, Inc.	Y
StreetAddress	Business address number, street name, and street type	123 Main Street	Y
UnitNumber	Business unit number, if any	300	N

City	Business city	San Francisco	Y
State	Business state	CA	Y
Zip	Business zip code	94123	Y
Phone	Business phone number	415-555-1212	Y
YearInBusiness	First year in business (if Pre-Startup, enter 0)	2008	Y
BusinessStatus	Must use a selection listed as a value option for "Status" in the data dictionary	Existing - Expanding	Y
LegalStructure	Must use a selection listed as a value option for "Gender" in the data dictionary	Male	N
OfferHealthBenefits	Yes or No	Yes	N
DunsNumber	Business DUNS number	12-345-6789	N
HasLease	Yes or No	Yes	Y
MonthsRemaining	Number of months remaining on lease (required if the answer to Has Lease is Yes)	20	Y (if Has Lease? is Yes)

Business - Principal Upload Template Entries

The business-principal fields that appear as columns on the business-principal upload template are as follows (this includes what you may enter, an example, and whether or not the field is required):

Field / Column Name	What to Enter	Example	Required?
BusinessUploadID	Upload ID number of the business with which this principal is associated	a1236	Y
PrincipalID	Unique combination of letters and/or numbers, or the Principal ID already present in the client's record if already existing	aa12345	Y
FirstName	Principal's first name	Pete	N
LastName	Principal's last name	Zapai	Y
StreetAddress	Principal's address number, street name, and street type	123 Main Street	Y
UnitNumber	Principal's unit number, if any	3D	N
City	Principal's city	San Francisco	Y
State	Principal's state	CA	Y
Zip	Principal's zip code	94123	Y
Phone	Principal's phone number	415-555-1212	Y
Email	Principal's email address	pete@email.com	Y
IsHispanic	Yes or No	No	Y
Race	Must use a selection listed as a value option for "Race" in the data dictionary	American Indian/Alaskan Native	Y

CulturalAffiliation	Client's cultural affiliation or nationality	Italian	N
PrimaryLanguage	Must use a selection listed as a value option for "Primary Language" in the data dictionary	Italian	Y
SecondaryLanguage	Must use a selection listed as a value option for "Primary Language" in the data dictionary	English	N
FamilyMemberCount	Number (1 – 10) indicating how many client family members live at the client's home address	3	Y
FamilyIncome	Total annual income of all family members at client's home address (no \$)	32000	Y
FamilyHead	Must use a selection listed as a value option for "Family Head" in the data dictionary	Dual Headed Family	N

Business - Employee Upload Template Entries

The business-employee fields that appear as columns on the business-employee upload template are as follows (this includes what you may enter, an example, and whether or not the field is required):

Field / Column Name	What to Enter	Example	Required?
BusinessUploadID	Upload ID number of the business with which this employee is associated	a1236	Y
EmployeeID	Unique combination of letters and/or numbers, or the Employee ID already present in the client's record if already existing	aa12345	Y
FirstName	Employee's first name	Pete	N
LastName	Employee's last name	Zapai	Y
Title	Employee's job title	Admin Assistant	N
StreetAddress	Employee's address number, street name, and street type	123 Main Street	Y
UnitNumber	Employee's unit number, if any	3D	N
City	Employee's city	San Francisco	Y
State	Employee's state	CA	Y
Zip	Employee's zip code	94123	Y
Phone	Employee's phone number	415-555-1212	N
IsHispanic	Y or N	N	Y
Race	Must use a selection listed as a value option for "Race" in the data dictionary	American Indian/Alaskan Native	Y
CulturalAffiliation	Client's cultural affiliation or nationality	Italian	N

StartDate	Employee's start date	2/2/2014	Y
HourlyRate	Employee's hourly rate (no \$)	21.25	Y
HoursPerWeek	Employee's hours per week	35	Y
NewOrExistingPosition	Must use a selection listed as a value option for "New or Existing Position?" in the data dictionary	Existing Position	Y
JobType	Must use a selection listed as a value option for "Type of Job" in the data dictionary	Office and Clerical	Y
FamilyMemberCount	Number (1 – 10) indicating how many client family members live at the client's home address	3	Y
FamilyIncome	Total annual income of all family members at client's home address (no \$)	32000	Y
PreviouslyUnemployed	Y or N	Y	Y
HealthBenefits	Y or N	Y	Y

Activities Enrollment/Attendance Upload Template Entries

The activities enrollment/attendance fields that appear as columns on the activities enrollment/attendance upload template are as follows (this includes what you may enter, an example, and whether or not the field is required):

Field / Column Name	What to Enter	Example	Required?
Project ID	The project ID number under which the activity appears	123456-20	Y
Upload ID	Upload ID of the client being enrolled (this is the ID at the bottom of client forms)	8aceec0a	Y
Activity ID	Activity ID that appears on the 'Activities and Outcomes' report	3201234	Y
Start Date	The date the client started the activity	8/1/2020	Y
End Date (Optional)	The date the client ended participation in the activity	6/2/2021	N

Activities Outcomes Upload Template Entries

The activities outcomes fields that appear as columns on the activities outcomes upload template are as follows (this includes what you may enter, an example, and whether or not the field is required):

Field / Column Name	What to Enter	Example	Required?
Project ID	The project ID number under which the activity appears	123456-20	Y
Upload ID	Upload ID of the client being enrolled (this is the ID at the bottom of client forms)	8aceec0a	Y
Activity ID	Activity ID that appears on the 'Activities and Outcomes' report	3201234	Y
Outcome ID	Outcome ID that appears on the 'Activities and Outcomes' report	22553	Y
Outcome Date	The date the outcome was achieved	6/2/2021	Y

To obtain a Records Template:

1. After logging in, click **Upload** in the left side menu
2. The Data Upload Tool window will appear
3. At the bottom of the window, links to each kind of available template appear
4. Click the link of the type of template you want to use
5. Download and save the template, which is an Excel file

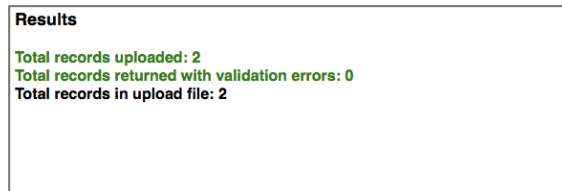
Uploading Multiple Clients at Once

To upload multiple clients all at once:

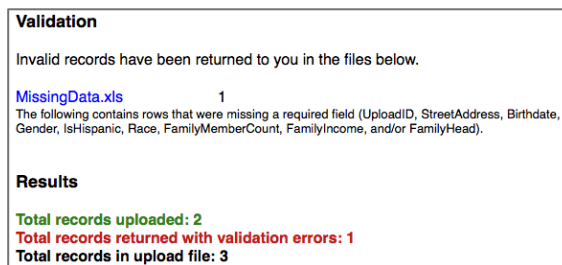
1. Follow the steps under "To obtain a Records Template" above to download and save the template
2. Open the template in Excel (you may see a warning message about the file name and extension not matching – select 'Yes' to open anyway)
3. Enter your client information into the spreadsheet using the column headers as your field names (see the above in this manual or the data dictionary included with the template for field name specifics); the first row has entries you may use as a sample (delete this row before uploading). Required columns are **bold** and **highlighted yellow**. Each row should be a separate and distinct client.
4. When done with your entries, delete the sample entry in the first row
5. Save your file in .csv format
6. In GMS, click **Upload** in the left side menu
7. The Data Upload Tool window will appear
8. Click **Choose File** or **Browse**
9. Find your upload file, select it, then click **Select** or **Choose**
10. Click the radio button next to the client type you are uploading (People, Businesses, Business Principals, Business Employees)

11. Click **Begin Upload**

12. When the upload is complete, you will be presented with a message indicating success and how many records were successfully uploaded



If there is an issue with any field in any record, a message will appear indicating there are invalid records, how many records have errors, and a downloadable Excel file that shows a list of those records with errors (those without errors have been uploaded)



If you ever have any technical questions using this Grants Management System, please call Cityspan's Help Desk toll-free at:
866-469-6884
(Monday through Friday, 8:00 AM – 5:00 PM, Pacific Time)

If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

Client Reports

GMS has multiple types of Client reports you may run. Information is based on the entries made into the system for your Agency's clients.

The types of reports you may run include:

Client Activities and Outcomes

Export of activities and outcomes for each client, with complete demographic information.

Activities and Outcomes Summary

Export of client activity totals.

Business Activities and Outcomes

Export of outcomes for each client.

Loans Information Export

Export of all loans within the given date range.

Business Employees Export

Export of business employees linked to business clients that are enrolled in an activity within the given date range.

HUD Income Limits Report

Export of HUD income designations by Client.

Unduplicated Clients by Agency

Export of all clients with complete demographic information.

To run a Client Report:

1. After logging in, click **Client Reports** in the left side menu
2. A list of available Client Reports will appear

REPORTS
A Demo Agency - Sample Project 1
Choose a Report
Client Reports
<u>Client Activities and Outcomes</u> Export of activities and outcomes for each client, with complete demographic information.
<u>Activities and Outcomes Summary</u> Export of client activity totals.
<u>Business Activities and Outcomes</u> Export of outcomes for each client.
<u>Loans Information Export</u> Export of all loans within the given date range.
<u>Business Employees Export</u> Export of business employees linked to business clients that are enrolled in an activity within the given date range.
<u>HUD Income Limits Report</u> Export of income ranges per client.
<u>Unduplicated Clients by Agency</u> Export of all clients with complete demographic information.

3. Click on the report you want to run, then follow the on-screen instructions

Activities and Outcomes: Client Activities

Your project's Activities and Outcomes were established during the negotiation period of the project set up process. In order to record client enrollment with activities and achievement of outcomes, please make sure your clients are set up in GMS first.

Clients are not linked to activities or outcomes until a date is entered and saved on the Enroll Client screen described in the instructions below.

Enrolling Clients in Activities

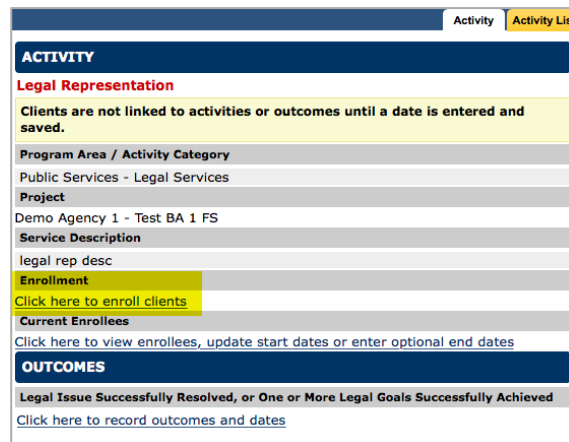
To enroll clients in activities:

4. After logging in, select the project which has the activities to which you want to enroll clients
5. Click **Client Activities** in the left side menu
6. A list of your selected project's activities will appear



The screenshot shows a web interface with a dark blue header bar containing the word "ACTIVITIES" in white. Below the header, there is a red text label "Demo Agency 1 - Test BA 1 FS" and a "Page 1" indicator. A table with a grey header row labeled "Name" contains two entries: "Legal Representation" with a sub-link "legal rep desc", and "Public Services - Legal Services / Legal Representation" with a sub-link "legal rep desc".

7. Click on the name of the activity to which you want to enroll clients
8. In the "Enrollment" section, click '[Click here to enroll clients](#)'
Clients must be set up in GMS before they can be enrolled.



The screenshot shows a detailed view of an activity. At the top, there are tabs for "Activity" and "Activity List". The main section is titled "ACTIVITY" and "Legal Representation". A yellow warning box states: "Clients are not linked to activities or outcomes until a date is entered and saved." Below this, fields for "Program Area / Activity Category" (Public Services - Legal Services), "Project" (Demo Agency 1 - Test BA 1 FS), "Service Description", and "legal rep desc" are visible. The "Enrollment" section is highlighted in yellow and contains a link "Click here to enroll clients". Below it is the "Current Enrollees" section with a link "Click here to view enrollees, update start dates or enter optional end dates". The "OUTCOMES" section at the bottom has a blue header and contains the text "Legal Issue Successfully Resolved, or One or More Legal Goals Successfully Achieved" and a link "Click here to record outcomes and dates".

9. Use the Find Clients tool to find the client or clients you want to enroll

ENROLL CLIENT Return

Legal Representation

STEP 1: FIND CLIENTS

Find by Last Name Initial **Find by Name**

A	B	C	D	E	ALL
F	G	H	I	J	K
L	M	N	O	P	Q
R	S	T	U	V	W
X	Y	Z	0	1	2
3	4	5	6	7	8
9					

First Name

Last Name or Client ID

Client Type

Find Client

10. Based on your search, one or more clients will be listed, each with an **Enroll** checkbox to its left (you will also see Date of Birth for people clients, which is included to help confirm identity such as when two people have the same name)
11. Click the box(es) to the left of the individual client(s) you want to enroll (if you want to enroll all listed clients at once, click the 'All' link at the top – you may uncheck all boxes at once by clicking the 'None' link at the top)

STEP 2: SELECT CLIENTS Next Step

Choose clients to enroll then click "Next Step". Select All / None

Enroll	Client Name	Client Type	Date of Birth
<input type="checkbox"/>	ABC	Non-Profits	
<input type="checkbox"/>	ABC Consulting	Businesses	
<input type="checkbox"/>	Abrams, Abel	Business Principals	
<input type="checkbox"/>	Abrams	Business Employees	
<input type="checkbox"/>	Alford, Kelley	People	5/11/1970
<input type="checkbox"/>	Alott, Karen	People	6/3/1989
<input type="checkbox"/>	Apple, Abe	People	4/8/1990

12. When done, click **Next Step**
13. On the next screen, "Step 3: Select Enroll Date(s)," enter the start date for each client (you may enter a date by typing into the field in mm/dd/yy format, or you may click the calendar icon to select a date) – a start date is required; you may automatically set the same date (either today's date or the date of the beginning of the activity) by clicking the corresponding link at the top

ENROLL CLIENT Cancel

Legal Representation

STEP 3: SELECT ENROLL DATE(S) Next Step

Client(s) will be enrolled according to the dates indicated. You may enter alternate dates, set all dates to **today's date** or set all dates to the **beginning of the service**.

Client Name	Activity Start Date
Alott, Karen	<input type="text"/>
DeHill, Jill	<input type="text"/>

Next Step

Clients are not linked to activities or outcomes until a date is entered and saved.

14. When done, click **Next Step**
15. Check the information on the confirmation page, and if all is correct, click **Done** (if there are any errors, you may view and edit a client's activities – see below)

Viewing / Editing Client Activity Enrollment

To view enrollees, update start dates, unenroll clients, or enter optional end dates:

1. Follow the steps in “Adding Clients to Activities” above
2. In the “Current Enrollees” section, click ‘Click here to view enrollees, update start dates, or enter optional end dates’

The screenshot shows a web interface for managing activities. At the top, there are tabs for 'Activity' and 'Activity List'. Below this is a section titled 'ACTIVITY' with a sub-header 'Legal Representation'. A message states: 'Clients are not linked to activities or outcomes until a date is entered and saved.' Below this, there are fields for 'Program Area / Activity Category' (Public Services - Legal Services), 'Project' (Demo Agency 1 - Test BA 1 FS), and 'Service Description' (legal rep desc). The 'Enrollment' section is highlighted in yellow and contains a link: 'Click here to enroll clients'. Below this, the 'Current Enrollees' section is also highlighted in yellow and contains a link: 'Click here to view enrollees, update start dates or enter optional end dates'. The 'OUTCOMES' section is below, with a sub-header 'Legal Issue Successfully Resolved, or One or More Legal Goals Successfully Achieved' and a link: 'Click here to record outcomes and dates'.

3. You will see a list of the clients you enrolled, as well as the start date you entered into the system – you may edit the start date; you may also click ‘Un-enroll’ to remove a client from the activity

The screenshot shows a web interface for managing clients. At the top, there are tabs for 'CLIENTS' and 'Save & Return'. Below this is a section titled 'Legal Representation' with a sub-header 'Page 1'. Below this is a table with the following columns: 'Client', 'Un-enroll', 'Start Date', and 'End Date (optional)'. The table contains four rows of data:

Client	Un-enroll	Start Date	End Date (optional)
Alott, Karen	Un-enroll	12/11/2015	
DeHill, Jill	Un-enroll	12/11/2015	
Laya, Jumbo	Un-enroll	10/15/2015	
Lopez, George	Un-enroll	10/23/2015	

4. You will also see a field for “End Date” – you may enter the date your client completed the activity
5. When done with your entries, click **Save**

Viewing / Editing Client Outcomes

To view enrollees, update start dates, or enter optional end dates:

1. Follow the steps in “Adding Clients to Activities” above
2. If the selected activity has outcomes associated with it, they will appear as the last set of items on the Activity screen

The screenshot shows a web interface for an activity. At the top, there are tabs for 'Activity' and 'Activity List'. The 'ACTIVITY' section is highlighted. Below it, the title 'Legal Representation' is shown in red. A yellow box contains the text: 'Clients are not linked to activities or outcomes until a date is entered and saved.' Below this, there are fields for 'Program Area / Activity Category' (Public Services - Legal Services), 'Project' (Demo Agency 1 - Test BA 1 FS), and 'Service Description' (legal rep desc). There is an 'Enrollment' section with a link 'Click here to enroll clients'. Below that is a 'Current Enrollees' section with a link 'Click here to view enrollees, update start dates or enter optional end dates'. The 'OUTCOMES' section is highlighted in green. It contains the text 'Legal Issue Successfully Resolved, or One or More Legal Goals Successfully Achieved' and a link 'Click here to record outcomes and dates'.

3. Find the outcome for which you want to record client achievement, then click 'Click here to record outcomes and dates'
4. You will see a list of clients you enrolled in the selected activity

The screenshot shows a web interface for clients. At the top, there are tabs for 'CLIENTS', 'Save', and 'Save & Return'. The 'CLIENTS' section is highlighted. Below it, the title 'Legal Representation' is shown in red. The 'Outcome Name' is 'Legal Issue Successfully Resolved, or One or More Legal Goals Successfully Achieved'. Below this, there is a table with the following data:

Client	Activity Start Date	Outcome Date
Alott, Karen	12/11/2015	<input type="text"/>
DeHill, Jill	12/11/2015	<input type="text"/>
Laya, Jumbo	10/15/2015	<input type="text"/>
Lopez, George	10/23/2015	<input type="text"/>

Clients are not linked to activities or outcomes until a date is entered and saved.

5. You may enter the date the client achieved the outcome into the “Outcome Date” field
6. When done with your entries, click **Save**

Viewing Client Activities / Outcomes Records

To view enrollees, update start dates, or enter optional end dates:

1. After logging in, click **Clients** in the left side menu
2. Use the search tools to find the client whose record you want to review
3. Select an individual client by clicking on the name
4. Click the '**Activities**' tab
5. You will be presented with a list of the activities for which the selected client is enrolled, as well as outcomes

Activities and Outcomes: Non-Client Activities

Your project's Activities and Outcomes were established during the negotiation period of the project set up process. Non-client activities are those that have as goals a number of services that a grantee provides (for example number of meals, number of meetings, number of rides).

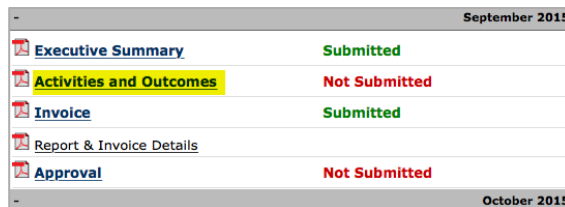
Non-client activities are recorded on the monthly Activities and Outcomes forms on the Report and Reimbursement screen.

Reporting Non-Client Activity Fulfillment

Non-client activity progress is reported by entering the number of a particular activity that occurred during the reporting month.

To report monthly non-client activity progress:

1. After logging in, select the project which has the non-client activities for which you want to report progress
2. Click **Reporting** in the left side menu
3. Within the report month you want to enter non-client activity progress, click '**Activities and Outcomes**'



September 2015	
Executive Summary	Submitted
Activities and Outcomes	Not Submitted
Invoice	Submitted
Report & Invoice Details	
Approval	Not Submitted
October 2015	

4. Find the non-client activity for which you would like to report progress (non-client activities appear after all client activities on this screen)

ACTIVITIES AND OUTCOMES Return Save Save and Return Submit

A Demo Agency - 120354-19 Sample Project 1

July 2019

Fields that are required but blank or otherwise aren't valid will display a red left border.

Client Activities as of 03/06/2020 2:41 p.m.

Total	New in month	YTD	Annual Goal	% Completed
4	4	4	100	4.0%

Unduplicated Clients

Client Activity	New in month	YTD	Annual Goal	% Completed
Leadership Development Training and Opportunities	4	4	25	16.0%

Description

Our leadership development will..

Outcomes

Complete 75% of Action Steps	1	1	18	5.6%
Complete Goal Setting and List of Action Steps	0	0	20	0.0%

Non-Client Activities: Public Services - Housing Place-Based Services

Unit of measure	Start Date	End Date	Goal #	Month #	YTD
Calls Received	08/01/2019	12/30/2019	50		0

Description

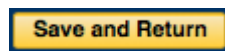
A non client activity will be tracking the number of calls received...

Narrative

5. In the "Month #" field, enter the number that occurred that month
6. Click a button at the top of the screen, as follows (you may save and return to view or edit as often as you want, but you must click **Submit** for your Activities and Outcomes to be reported for the selected month):



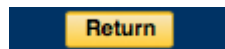
saves your work and allows you to come back later to complete



saves your work, allows you to come back later to complete, and returns you to the previous screen



submits the completed form and locks you from further changes



returns you to the previous screen *without saving any* changes

Activities and Outcomes: Upload Multiple Records at Once

Using the system's upload feature, you may upload records for multiple activity enrollments-attendance and outcomes all at once. In order to do so, you must use the spreadsheet templates available from the GMS upload window.

Further, the type of data that gets entered into each cell must match the type of data that cell requires (for example, if the field is a date, then a date must be entered). If any records contain invalid or improperly formatted data, those records will not be

uploaded (a message will indicate there were invalid records, and a downloadable spreadsheet will list these records for you).

The screenshot shows the 'Data Upload Tool' window. At the top, there's a 'File:' section with a 'Choose File' button and the text 'No file chosen'. Below that is a 'Type:' section with four radio button options: 'Client - People', 'Client - Business', 'Business - Principal', and 'Business - Employee'. A 'Begin Upload' button is positioned below these options. The main body of the window contains instructional text: 'When uploading, your data must conform exactly to the GMS database. Please use one of the following templates to enter your upload information.' This is followed by a paragraph stating: 'For each field in the template, please refer to the Data Dictionary (second tab on the template) for data type and acceptable entries. Remember to use the same upload ID for any client record that already exists in the system. Any item not conforming will result in an error. Please see the User Guide for more details'. Below this text are six underlined, blue links: '*Client - People* Upload Template', '*Client - Business* Upload Template', '*Business - Principal* Upload Template', '*Business - Employee* Upload Template', '*Activities - Enrollment/Attendance* Upload Template', and '*Activities - Outcomes* Upload Template'. At the bottom, there is a 'Note:' stating 'Upload may take 1-2 minutes to complete depending upon file size.' and an 'Important:' note stating 'In order to upload People Clients, you must use the new upload template that is available on this window.'

There are four main steps to uploading multiple records (see below for details):

- 1) Complete and save the records template
- 2) Select the saved template
- 3) Select the client type
- 4) Upload

Working with Record Upload Templates

A record upload template is a pre-made Excel spreadsheet that contains the necessary fields for your upload. In GMS, there are six templates – one for clients who are people, three for clients who are businesses (business info, principal info, and employee info), one for activity enrollments, and one for activity outcome attendance. You may obtain any of these templates from the Data Upload Tool window by clicking on the Upload Template name (underlined and in blue).

How to Use Activities Enrollment-Attendance and Activities-Outcomes Record Upload Templates

The Activities Enrollment-Attendance and Activities-Outcomes record upload templates contain the following fields, all of which are required:

Activities Enrollment-Attendance

Project ID
Client Upload ID
Activity ID
Start Date
End Date

Activities-Outcomes

Project ID

Client Upload ID

Activity ID

Outcome ID

Outcome Date

To obtain Project, Client Upload, Activity, and Outcome ID's:

1. After logging in, click **Client Reports** in the left side menu
2. Click on "Activities and Outcomes Summary"
3. Enter the date range of Activities and Outcomes for which you want to upload client enrollment-attendance and outcomes
4. Click 'Generate' to create the report in Excel format
5. Obtain ID's from the Project ID, Activity ID, and Outcome ID columns
6. Go back to the Client Reports page by clicking **Client Reports** in the left side menu
7. Click on "Unduplicated Clients by Agency"
8. Click 'Generate' to create the report in Excel format
9. Obtain Client ID's from the Client ID column

To obtain a Records Upload Template:

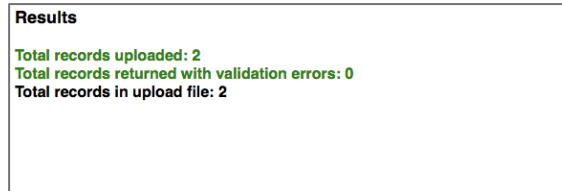
1. After logging in, click **Upload** in the left side menu
2. The Data Upload Tool window will appear
3. At the bottom of the window, links to each kind of available template appear
4. Click the link of the type of template you want to use
5. Download and save the template, which is an Excel file

Uploading Multiple Activities- Enrollment/Attendance and Activities-Outcomes Records at Once

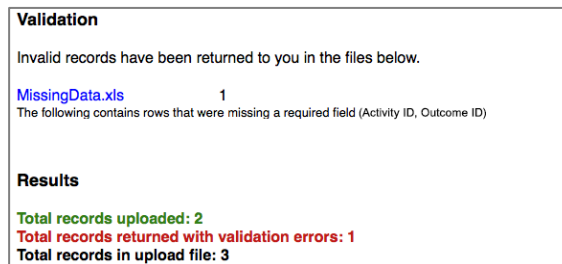
To upload Activities Enrollment-Attendance and Activities-Outcomes:

1. Follow the steps under "To obtain a Records Template" above to download and save the template
2. Open the template in Excel (you may see a warning message about the file name and extension not matching – select 'Yes' to open anyway)
3. Using the ID information obtained from the reports generated above by following the steps in "To obtain Project, Client Upload, Activity, and Outcome ID's", complete the Activities-Enrollment/Attendance and/or Activities-Outcomes templates with the IDs and dates you want to upload
4. Save the file(s) in .csv format

5. In GMS, click **Upload** in the left side menu
6. The Data Upload Tool window will appear
7. Click **Choose File** or **Browse**
8. Find your upload file, select it, then click **Select** or **Choose**
9. Click the radio button next to the report type you are uploading (Activities-Enrollment/Attendance or Activities-Outcomes)
10. Click **Begin Upload**
11. When the upload is complete, you will be presented with a message indicating success and how many records were successfully uploaded



12. If there is an issue with any field in any record, a message will appear indicating there are invalid records, how many records have errors, and a downloadable Excel file that shows a list of those records with errors (those without errors have been uploaded)



If you ever have any technical questions using this Grants Management System, please call Cityspan's Help Desk toll-free at:
866-469-6884
(Monday through Friday, 8:00 AM – 5:00 PM, Pacific Time)

If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

