# SF MOHCD / OEWD

## GRANTS MANAGEMENT SYSTEM GUIDE

San Francisco Mayor’s Office of Housing and Community Development

San Francisco Office of Economic and Workforce Development

# Table of Contents

# 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


To login to GMS:

1. Go to gms.sfmohcd.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

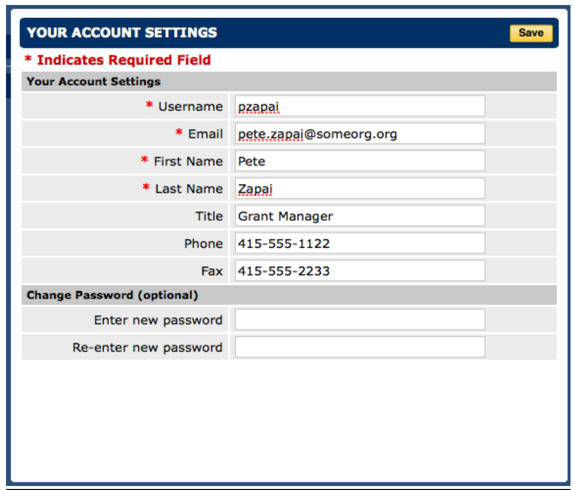
To logout, click **Logout** in the upper right corner.

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

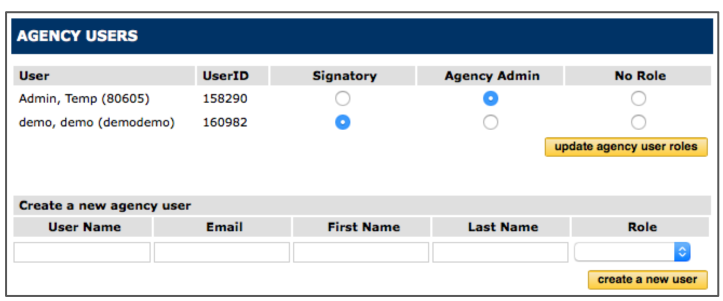



To administer your own account:

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.




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

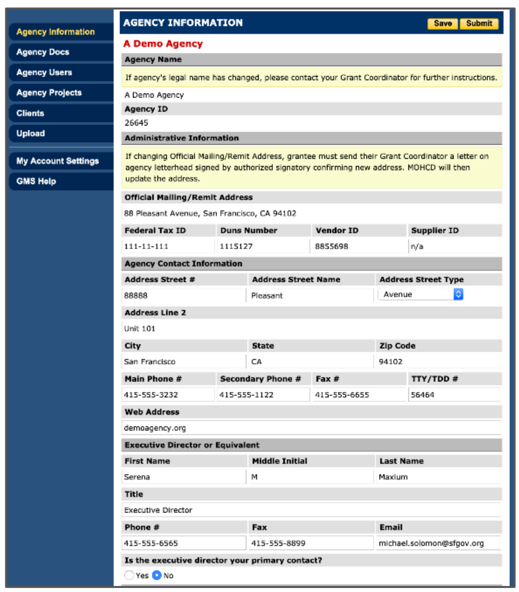
   To change a user’s level, find that user in the user list, then click the radio button under the new level and, finally, click ‘update agency user roles’

   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




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

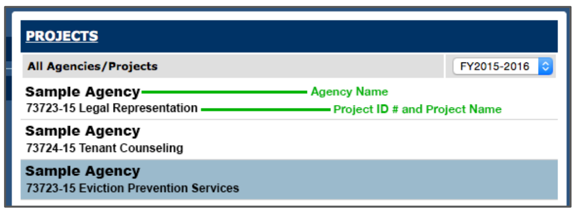
   Fields in the “Vendor Compliance” section are editable only by the City.

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

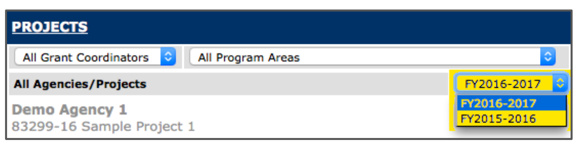
All users are able to view information regarding your agency's projects with MOHCD/OEWD. Fiscal Admin and Fiscal Viewer level users do not have access to the Activities and Outcomes, as well as Unduplicated Clients and Neighborhoods Served forms. Program Admin and Program Viewer do not have access to 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




To view project information:

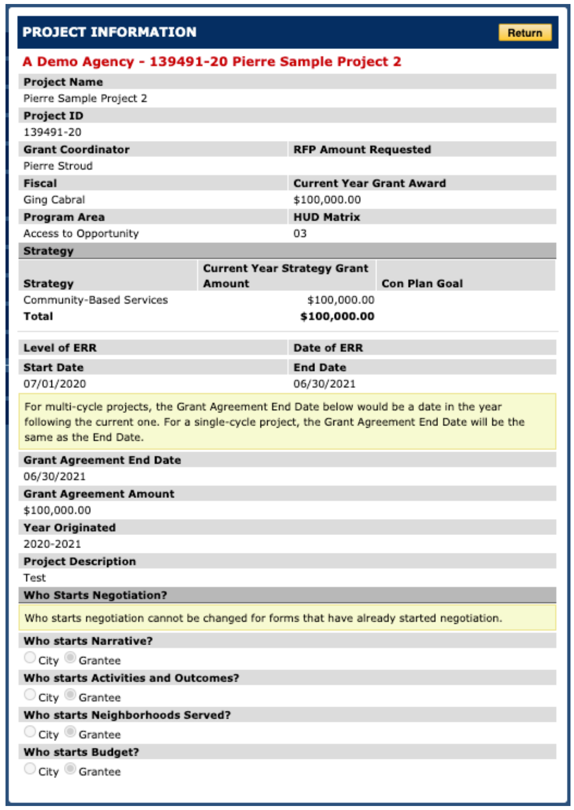
1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency's projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list




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 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** | **RFP Amount Requested** |
|---|---|
| Pierre Stroud | |
| **Fiscal** | **Current Year Grant Award** |
| Ging Cabral | $100,000.00 |
| **Program Area** | **HUD Matrix** |
| Access to Opportunity | 03 |

**Strategy**

| **Strategy** | **Current Year Strategy Grant Amount** | **Con Plan Goal** |
|---|---|---|
| Community-Based Services | $100,000.00 | |
| **Total** | **$100,000.00** | |

| **Level of ERR** | **Date of ERR** |
|---|---|
| **Start Date** | **End Date** |
| 07/01/2020 | 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

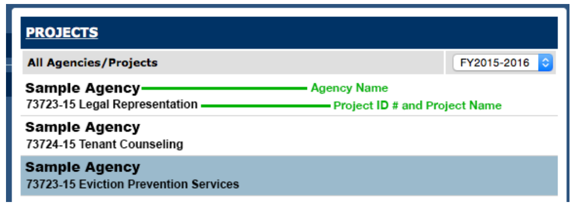
**Who starts Neighborhoods Served?**
City Grantee

**Who starts Budget?**
City Grantee

# Funding Sources Information

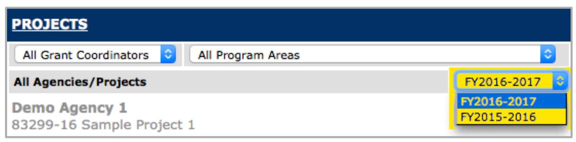
All users are able to view information regarding a project's fund sources on the Project Documents screen. Only MOHCD and OEWD can edit fund source information. If you find an error or need an update, please contact your Grant Coordinator.

# View Funding Sources Information

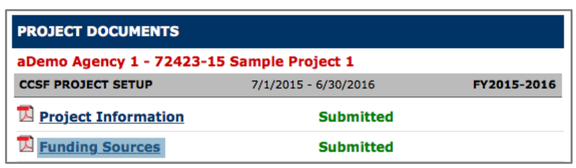



To view funding sources information:

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

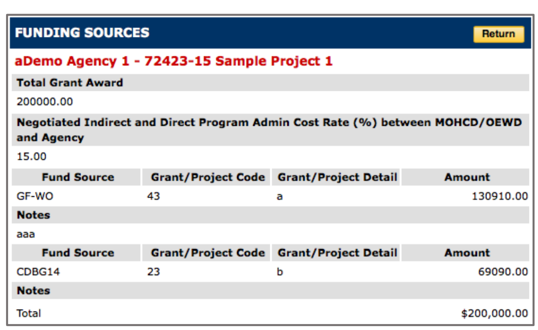



3. Click on the project you want to view; you will be taken to the Project Documents screen




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.

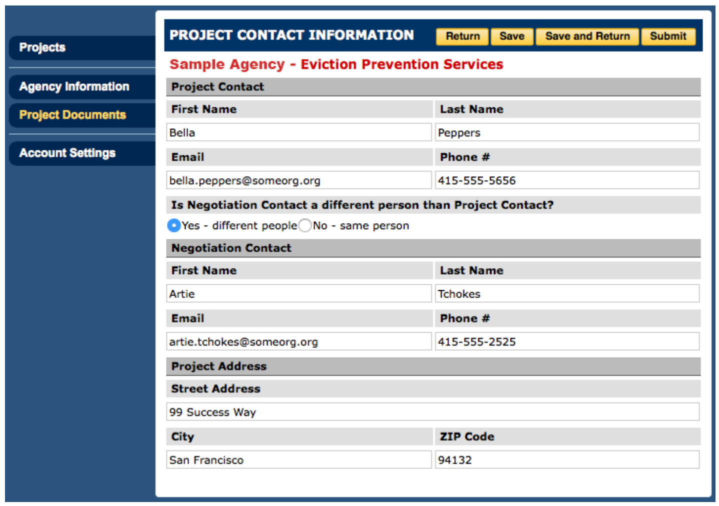
4. Click '**Funding Sources**'



# Project Contact Information

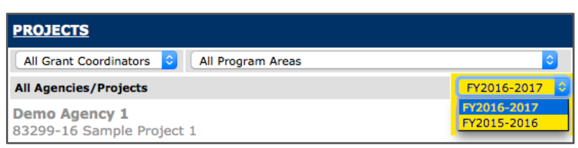
## View/Edit Project Contact Information

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).




<u>To view project contact information:</u>

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



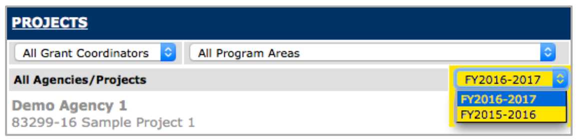

3. Click on the project you want to view
   - If the project is in negotiation, the Project Documents Screen will appear
   - If the project is completely set up, the Project's Report and Reimbursement screen will appear; click **Original Project Docs** in the left side menu

   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:

| | |
|---|---|
| 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 unless you click Unlock |
| Return | 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.

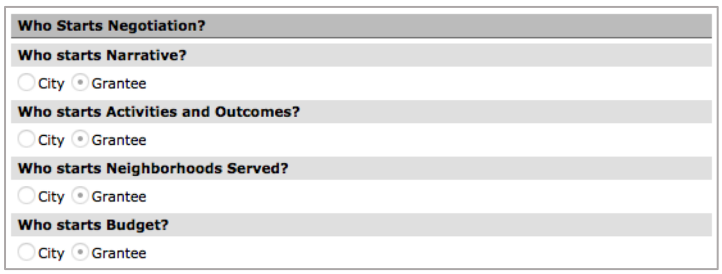
For user account and access level needs, please contact one of your agency's *Signatory* level users, who can set up and edit accounts at your agency. See Administering Users at Your Organization in this document.

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.

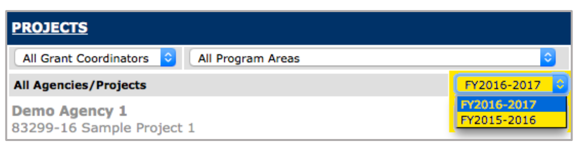
## First Things First: Who Goes First?

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.




<u>To view settings on Who Starts Negotiation for a project:</u>

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 **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.

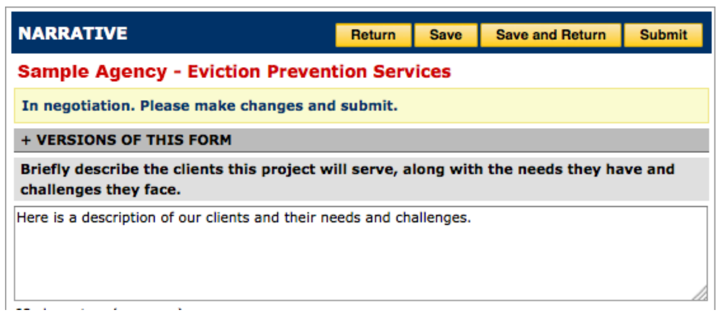
When you are in edit mode for any of your negotiation items, you will have access to four buttons, each of which has a different result, as follows:

| | |
|---|---|
| **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 |


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

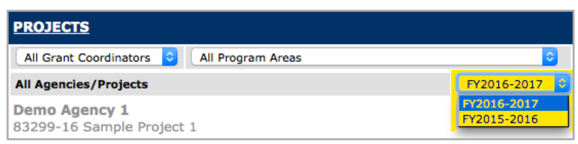

returns you to the previous screen *without saving* any changes; the item remains held by **you**

## Negotiating Narrative

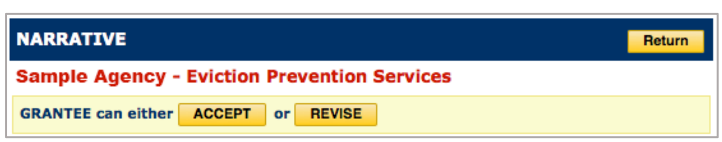



To review and respond to Narrative:

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**

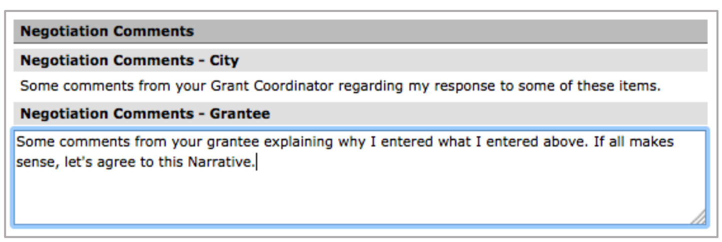


Click **Revise** to make changes to the responses and continue negotiation
Click **Accept** if you agree with all responses (this will lock Narrative from further negotiation; in case of error, your Grant Coordinator can unlock)

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:

| | |
|---|---|
| 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** |

<u>Negotiation Comments for Narrative:</u>
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.



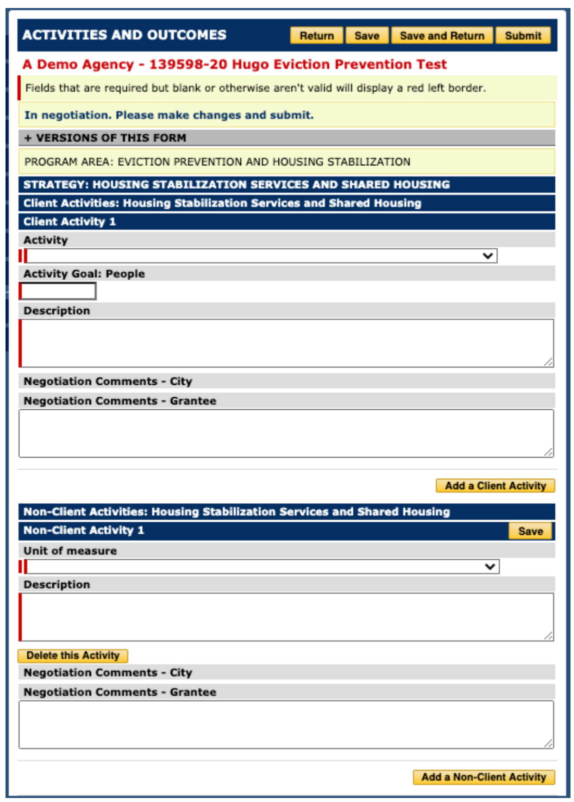

Your comments will be saved or submitted with the rest of your responses when you click the **Save** or **Submit** button.

<u>Viewing Previous Versions of the Narrative Negotiation:</u>
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 | |
| **Previous Versions** | | |
| **Owner** | **Submission Time/Date** | **Submitted By** |
| CITY | 2:05 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 2:04 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 1:55 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| 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.

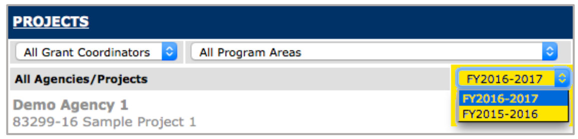
## Negotiating Activities and Outcomes



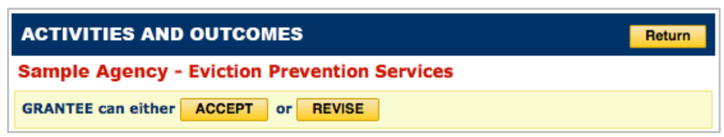

<u>To review and respond to Activities and Outcomes:</u>

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 '**<u>Activities and Outcomes</u>**'
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)



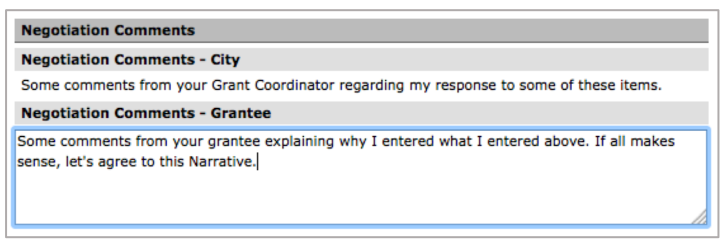

6. If you are starting the negotiation or if you clicked **Revise** as noted in step 5, then you will be back in edit mode to enter/update Activity and Outcome details. Depending on which Activity you select, you may also see fields for "Activity Sub Category" or "Outcomes" – please complete as appropriate (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:

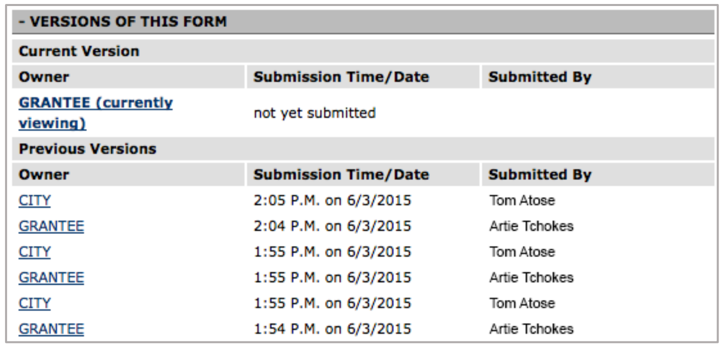
| | |
|---|---|
| Save | saves your work and allows you to come back later to complete; the item remains held by **you** |
| Save and Return | saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by **you** |
| Submit | submits the 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** |

<u>Negotiation Comments for Activities and Outcomes:</u>
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.


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.

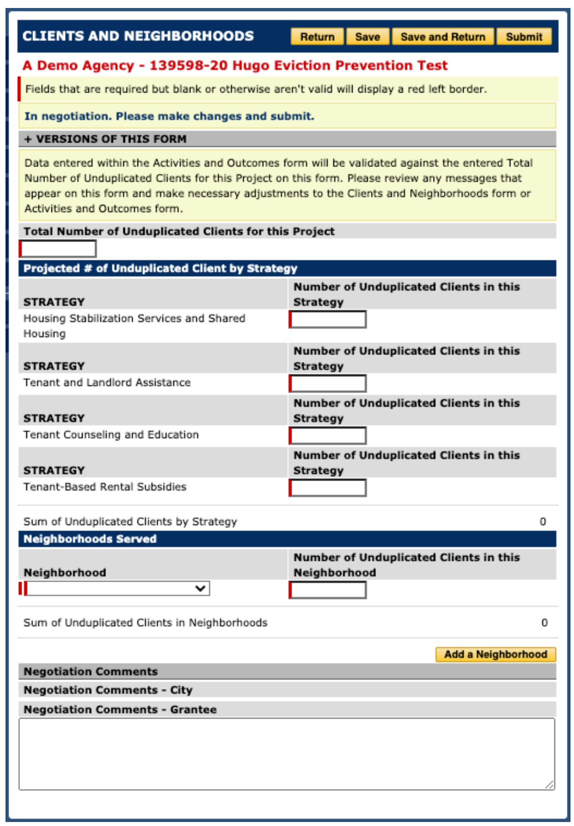
<u>Viewing Previous Versions of the Narrative Activities and Outcomes:</u>
During negotiations, as you go back and forth with your Grant Coordinator, you may find it helpful to view an earlier submitted version of Activities and Outcomes. To do so, click the header "**+ Version of this Form**" which will cause that section to expand.



| - VERSIONS OF THIS FORM | | |
|---|---|---|
| **Current Version** | | |
| **Owner** | **Submission Time/Date** | **Submitted By** |
| GRANTEE (currently viewing) | not yet submitted | |
| **Previous Versions** | | |
| **Owner** | **Submission Time/Date** | **Submitted By** |
| CITY | 2:05 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 2:04 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 1:55 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| 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 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

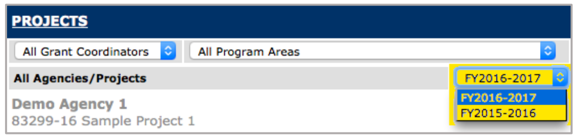
Negotiation Comments - City

Negotiation Comments - Grantee

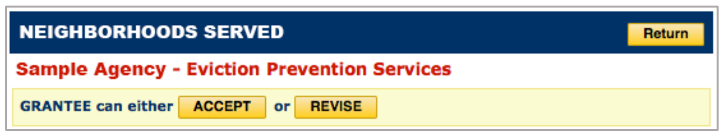
<u>To review and respond to Clients and Neighborhoods:</u>

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

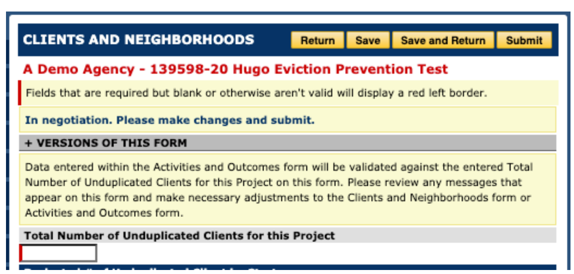



3. Click on the project you want to view
4. Click '**Clients and Neighborhoods**'
5. If you are reviewing a response from the City, you will see two buttons: **Revise** and **Accept**



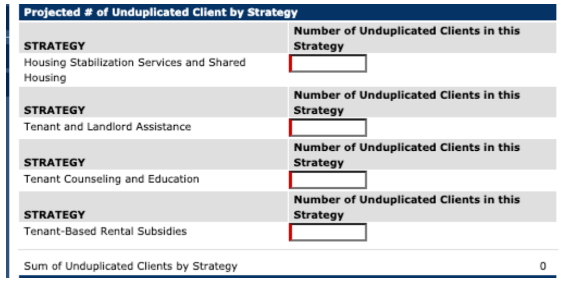

Click **Revise** to make changes to the responses and continue negotiation
Click **Accept** if you agree with all responses (this will lock Unduplicated Clients and Neighborhoods Served from further negotiation; in case of error, your Grant Coordinator can unlock)

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 Unduplicated Clients and Neighborhoods Served
7. 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.



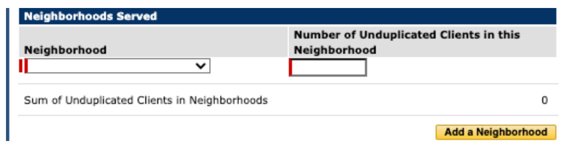

8. Next, for each Strategy funded through this project the agency will provide the Projected # of Unduplicated Clients by Strategy. If there is only one Strategy in the project, then this number will be the same as the Total Number of Unduplicated Clients. If the project includes multiple Strategies, 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 | |
| STRATEGY | Number of Unduplicated Clients in this Strategy |
| Tenant and Landlord Assistance | |
| STRATEGY | Number of Unduplicated Clients in this Strategy |
| Tenant Counseling and Education | |
| STRATEGY | Number of Unduplicated Clients in this Strategy |
| Tenant-Based Rental Subsidies | |
| Sum of Unduplicated Clients by Strategy | 0 |

9. 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 |
| | |
| Sum of Unduplicated Clients in Neighborhoods | 0 |
| | Add a Neighborhood |

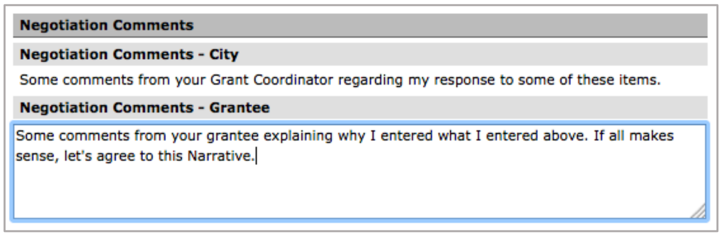
10. To add a new Neighborhood, click **Add a Neighborhood** or to delete a Neighborhood, click Delete this Neighborhood under the Neighborhood to be deleted.
11. Click a button at the top of the screen, as follows:

| | |
|---|---|
|   | 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** |

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.


**Negotiation Comments**

**Negotiation Comments - City**

Some comments from your Grant Coordinator regarding my response to some of these items.

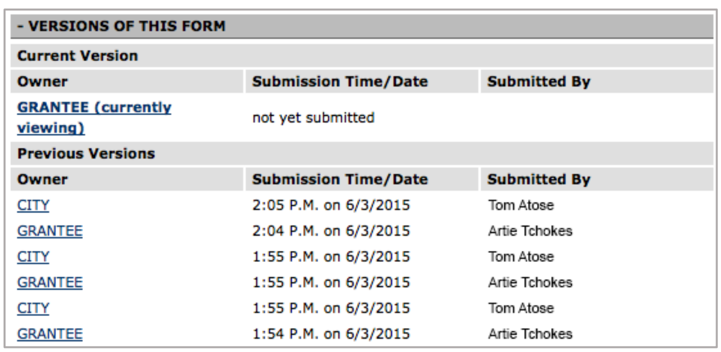
**Negotiation Comments - Grantee**

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.

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**

**Current Version**

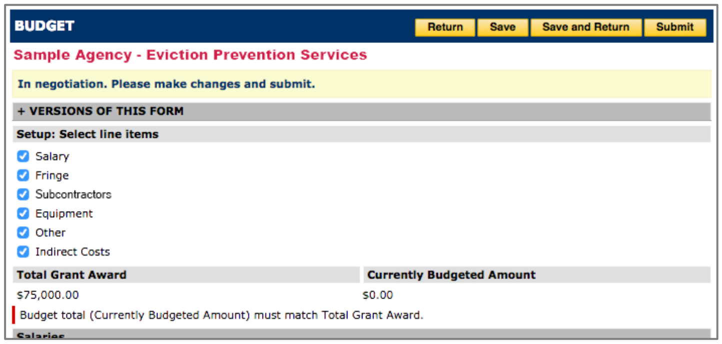
| Owner | Submission Time/Date | Submitted By |
|---|---|---|
| GRANTEE (currently viewing) | not yet submitted | |

**Previous Versions**

| Owner | Submission Time/Date | Submitted By |
|---|---|---|
| CITY | 2:05 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 2:04 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 1:55 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 1:54 P.M. on 6/3/2015 | Artie Tchokes |

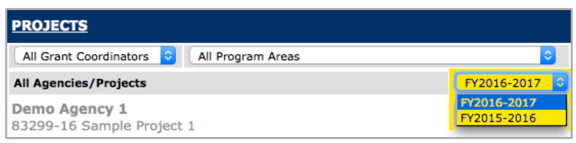
You may click on any of the listed versions to view its information (you will be able to view only, not edit). The note "currently viewing" will appear after the item you have selected. To get back to the current version you are negotiating, you may click the one item listed under the "Current Version"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

# Negotiating Budget

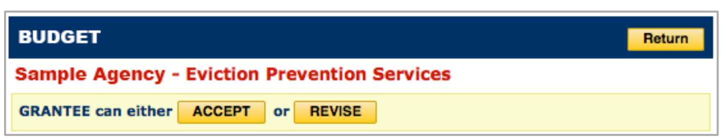



To review and respond to Budget:

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

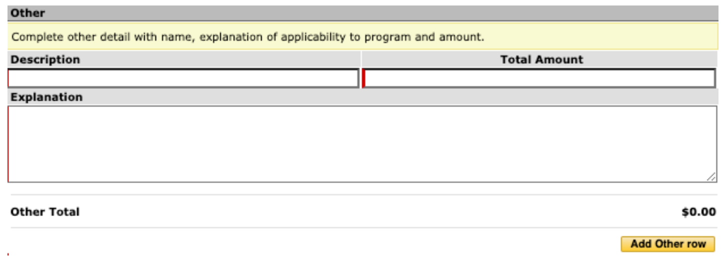



3. Click on the project you want to view
4. Click '**Budget**'
5. If you are reviewing a response from the City, you will see two buttons: **Revise** and **Accept**




   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)


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



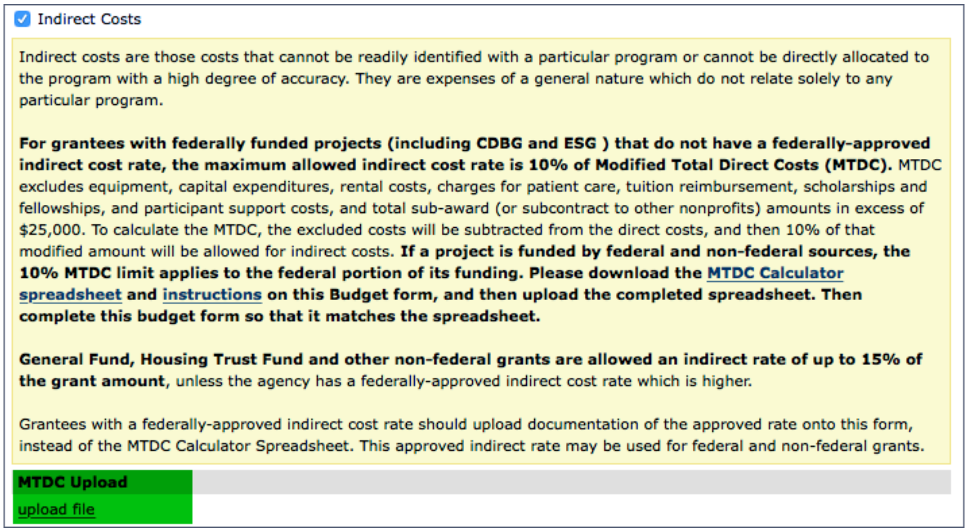

## About Using the **Other** Line Item

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).

**<u>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).</u>** 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 **<u>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.</u>**

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.**

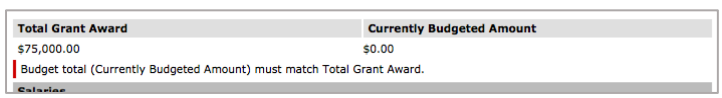
**General Fund, Housing Trust Fund and other non-federal grants are allowed an indirect rate of up to 15% of the grant amount,** unless the agency has a federally-approved indirect cost rate which is higher.

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

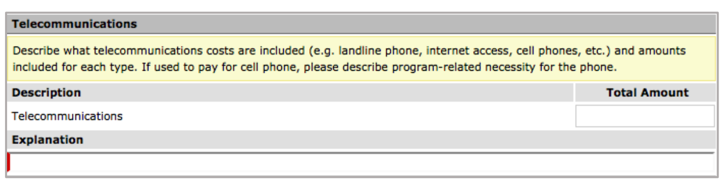
8. Note the Total Grant Award and Currently Budgeted Amount entries; you may **save** interim budgets that do not yet balance, but the two numbers must match in order for you to **submit** the budget.



| Total Grant Award | Currently Budgeted Amount |
|---|---|
| $75,000.00 | $0.00 |

Budget total (Currently Budgeted Amount) must match Total Grant Award.

9. 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:



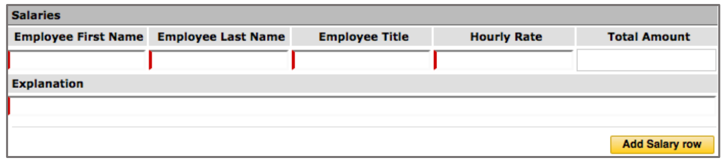
**Telecommunications**

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**

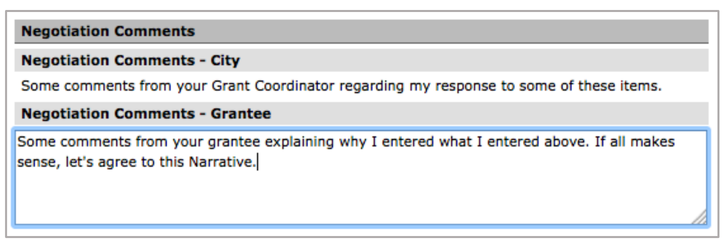
For line items that may have multiple entries (Salaries, Subcontractors, Equipment, and Other), you may provide additional entries by clicking the **Add…row** button that appears below the line item (for example, to add more employees into the Salaries line item, you would click **Add Salary Row**




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

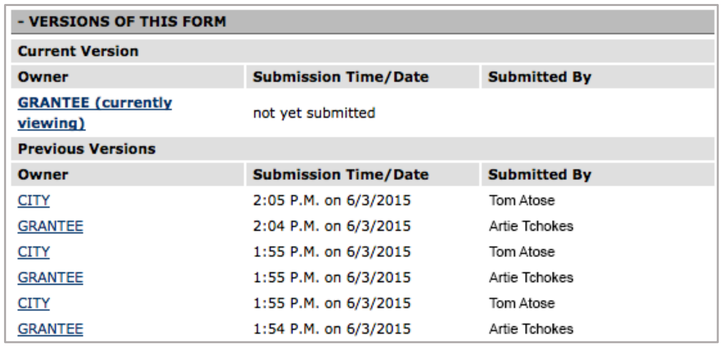
| | |
|---|---|
|   | saves your work and allows you to come back later to complete; the item remains held by **you** |
|   | saves your work, allows you to come back later to complete, and returns you to the previous screen; the item remains held by **you** |
|   | submits the completed item and locks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

<u>Negotiation Comments for Budget:</u>
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.




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.

<u>Viewing Previous Versions of the Budget Negotiation:</u>
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.



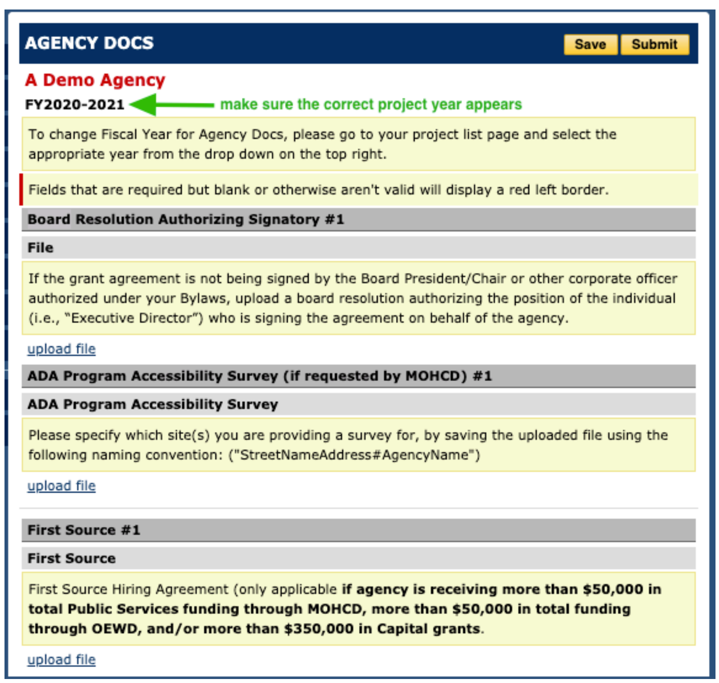
| - VERSIONS OF THIS FORM | | |
|---|---|---|
| **Current Version** | | |
| **Owner** | **Submission Time/Date** | **Submitted By** |
| GRANTEE (currently viewing) | not yet submitted | |
| **Previous Versions** | | |
| **Owner** | **Submission Time/Date** | **Submitted By** |
| CITY | 2:05 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 2:04 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| GRANTEE | 1:55 P.M. on 6/3/2015 | Artie Tchokes |
| CITY | 1:55 P.M. on 6/3/2015 | Tom Atose |
| 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.

# 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?")

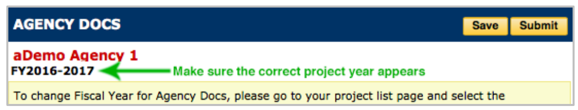
**Audit**
You will select Audit document type – OMB A-133, Standard, Financial Review, or No Audit. If this is not an OMB A-133 audit, you will also upload an Audit Exemption Letter. You will also input the last day of the fiscal year audited as the "Audit Date."

**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

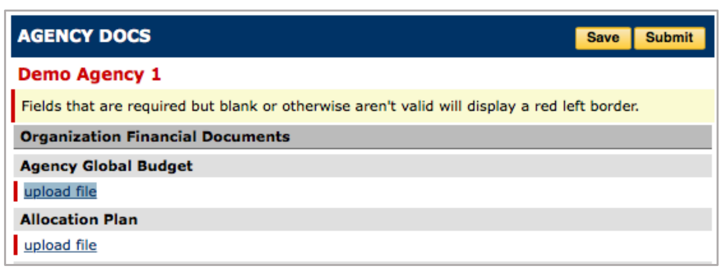
Before uploading or deleting documents, make sure your Agency Docs screen indicates the correct project year:



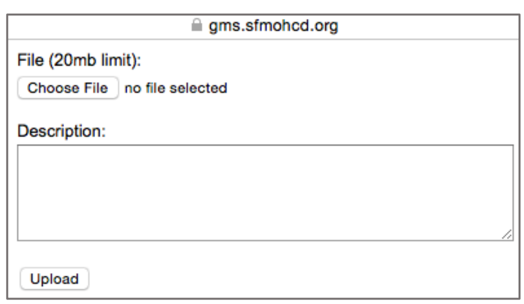

If you are not seeing the correct project year, then go to your projects list, select the year you want in the Project Year dropdown, then select Agency Docs.

To upload a document:

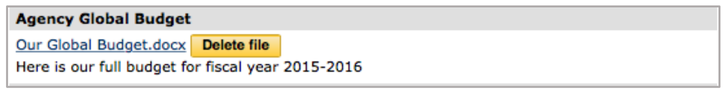
1. After logging in, click **Agency Docs** in the left side menu
2. You will see the Agency Docs screen organized as described above
3. Click 'upload file' within the section your document is related (for example, if you are uploading your Total Project Budget, then click 'upload file' underneath the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



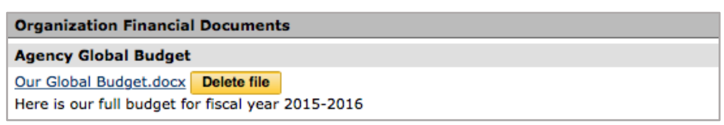

9. If there is a date field, then enter the date of the document being uploaded (for Insurance documents, you will enter the Expiration Date for each; for an Audit, you will enter the fiscal year-end date for the audit)

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) |

<u>To delete or replace a document:</u>

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



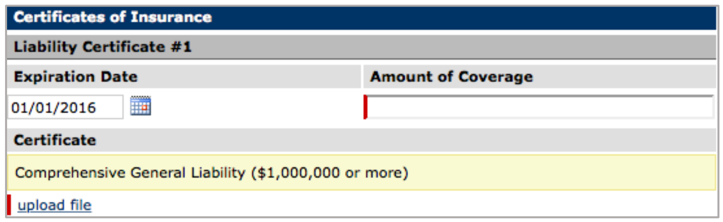

4. In a popup window, you are asked if you are sure you want to delete the file:
5. if yes, click **OK**
6. if you do not want to delete the file, click **Cancel**

<u>Audit Documents</u>

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 ‘<u>upload file</u>’ 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?"

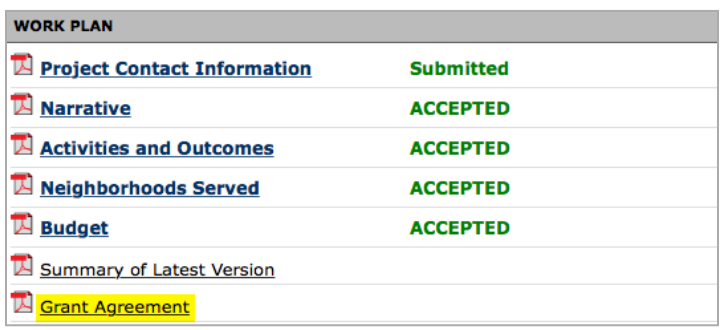
Certificates of Insurance
In addition to uploading insurance certificates in this section, you will also enter the Expiration Date and Coverage Amount for each insurance type.




# Printing and Signing Your Grant Agreement

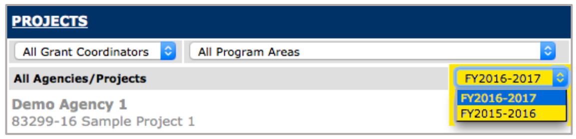
Once Project Negotiation is complete and approved by a MOHCD Grant Coordinator, Fiscal Reviewer, and Manager, you may print and sign your Grant Agreement. You will receive an email with instructions to do so.

## View/Print Your Grant Agreement




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



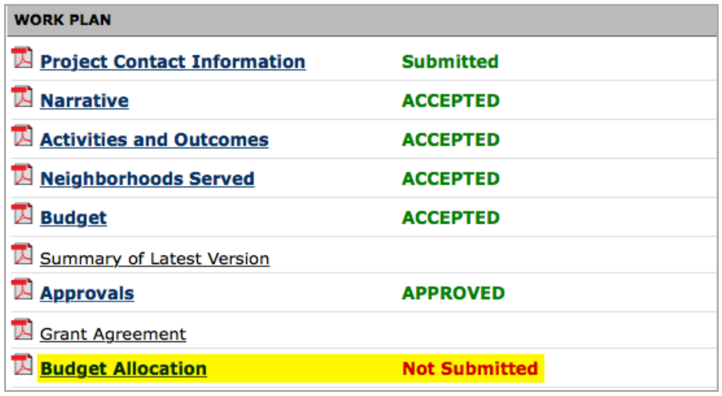

3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click '**Grant Agreement**'
5. A PDF version of your Grant Agreement will appear or download, depending on your system settings.
6. The Grant Agreement will not be available if your Agency Information is not 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.

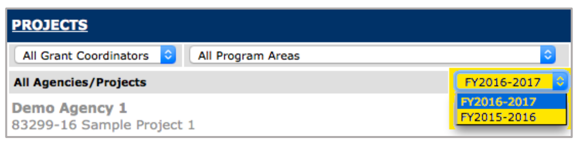
If your project is funded by only one fund source, then the allocation is done automatically by the system. If your project is funded by more than one fund source, the system will allocate each line item amount proportionally among the fund sources. You may keep this proportionate or make changes, as 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




<u>To view your project's Budget Allocation:</u>

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

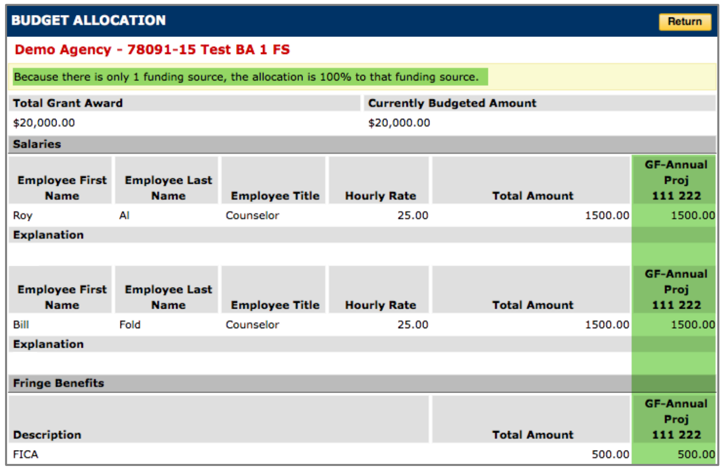



3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click '**<u>Budget Allocation</u>**' (this will appear only after Project Negotiation is complete and fully approved)

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)

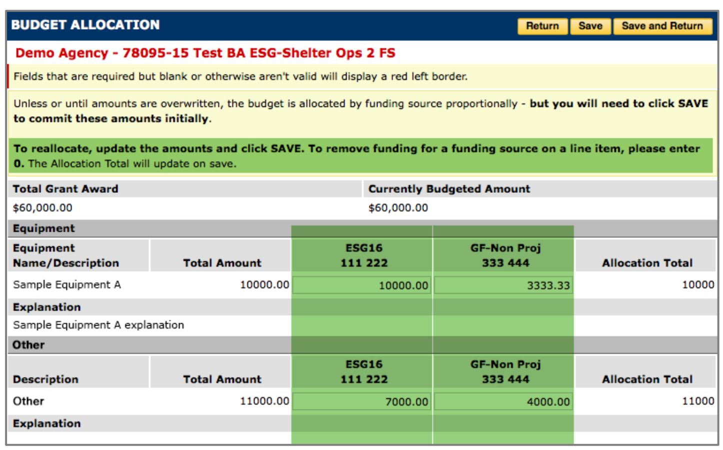
If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

## For Projects Funded By Only One Fund Source




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.

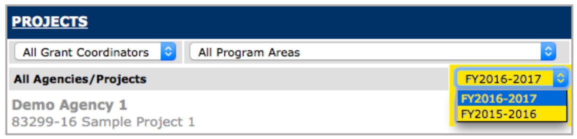
## For Projects With More Than One Fund Source



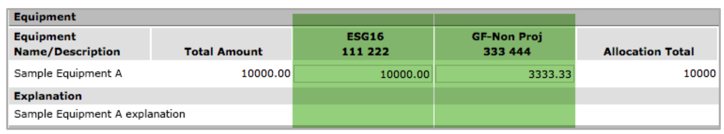

If your project is funded by more than one fund source, the system will initially allocate each line item amount proportionally among the fund sources. You may keep this as-is or make changes as long as each line item and fund source remains in balance. You may make and save changes to your budget allocation,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

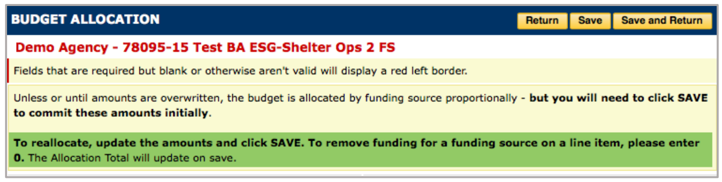



3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click '**Budget Allocation**'
5. You will see a screen showing each line item and line item detail set up and approved in negotiation; you will also see the addition of one column for each fund source used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

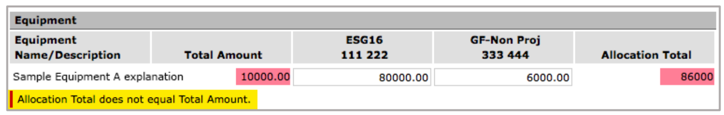



6. Initially, when you view your project's multi-fund source budget allocation, the system will have automatically entered amounts for each fund source for each line item proportional to the total fund source amount assigned to the project.
7. The first time you enter the Budget Allocation form, the 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.

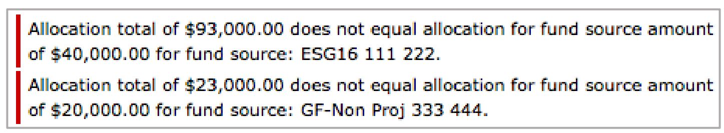



The sum of amounts allocated to each line item fund source (Allocation Total) must equal that line item's Total Amount. If not, you will see an error, "Allocation Total does not equal Total Amount" as shown below:



| 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:




9. 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


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.

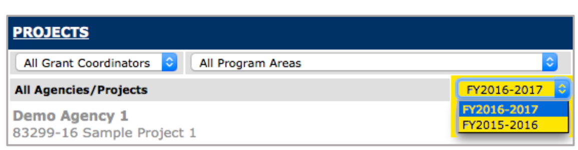
While you may edit and submit Executive Summary and Activities and Outcomes forms in any month order, Invoices may be submitted in month order only (for each month, the Invoice has to be submitted and the entire month's report has to be approved by a Signatory level user at your agency before the next 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.

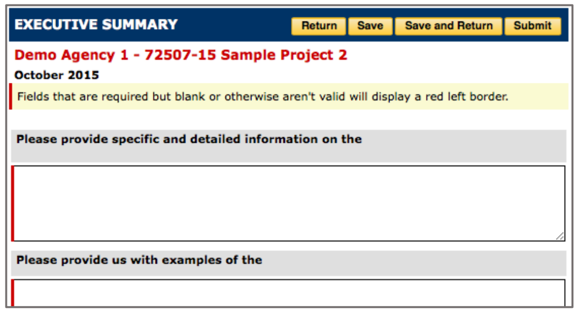
## Executive Summary

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 ‘**<u>Executive Summary</u>**’
7. Executive Summary questions will appear.



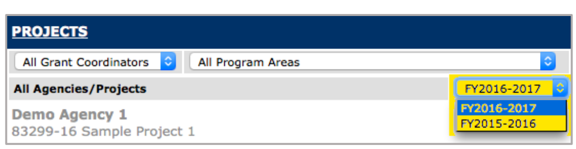

8. Answer each item (those with a red left border are required)
9. Click a button at the top of the screen, as follows:

| | |
|---|---|
|   | 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

<u>To view or report your Activities and Outcomes:</u>

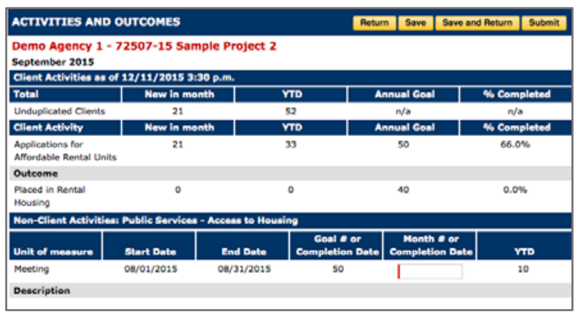
1. After logging in, click **Agency Projects** in the left side menu
2. You will see a list of your agency’s projects for the current grant year – to see projects from a different grant year, select the year from the fiscal year list



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.




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:

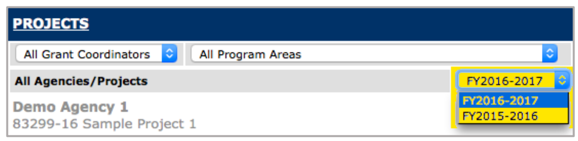
| | |
|---|---|
|  | saves your work and allows you to come back later to complete |
|  | saves your work, allows you to come back later to complete, and returns you to the previous screen |
|  | submits the completed item and locks you from further changes (your Grant Coordinator may unlock if you need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


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

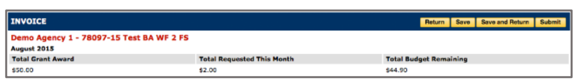
## Invoicing (Non-Capital Projects)

<u>To view or report your NON-CAPITAL PROJECT Invoice:</u>

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

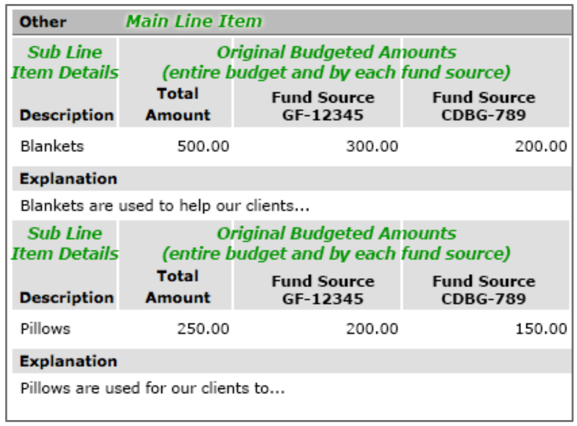



3. Click on the project you want to view; you will be taken to Project Documents
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to report, click '**<u>Invoice</u>**'
7. The Invoice grid will appear. You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

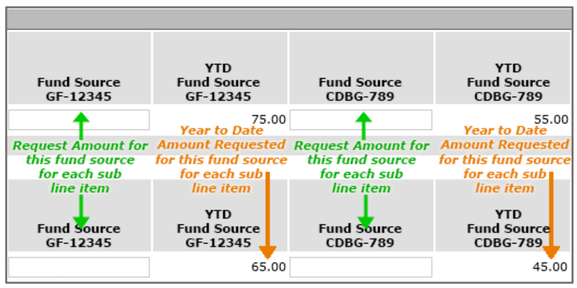



***The top of the invoice form shows current totals***


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

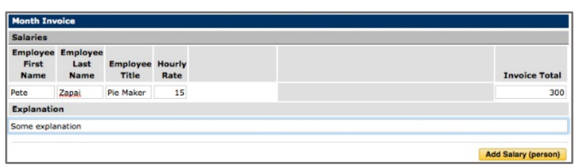



***For each main line item, the system shows each sub item description and total original budget for the project and for each fund source***

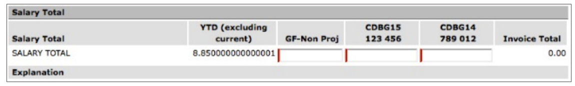



***For each main line item, the system provides fields for you to enter request amounts by fund source; also shown are year-to-date request amounts for each fund source***

8. 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.




***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 123 456 | CDBG14 789 012 | Invoice Total |
| SALARY TOTAL | 8.850000000000001 | | | | 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***

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 |

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

1. Click **Add Salary (person)**
2. Complete all the fields (Employee First Name, Employee Last Name, Employee Title, Hourly Rate, Explanation, and the Invoice Total for the selected month
3. To add more employees, click the **Add Salary (person)** button again for each
4. 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)

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

1. Click **Add Salary (person)**
2. Click the **Delete** button that appears next to the employee(s) you want to delete
3. 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)

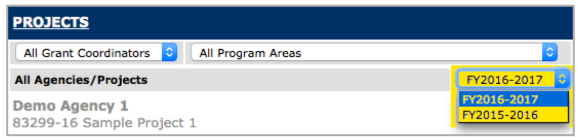
<u>To Edit Employee Information (on Un-Submitted Invoices Only):</u>

1. Click right in to the field you want to edit
2. Enter the new information
3. 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)

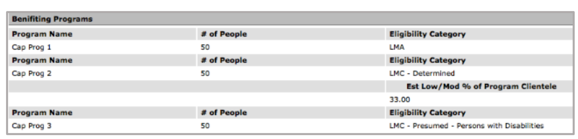
<u>To view or report your CAPITAL PROJECT Invoice:</u>

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

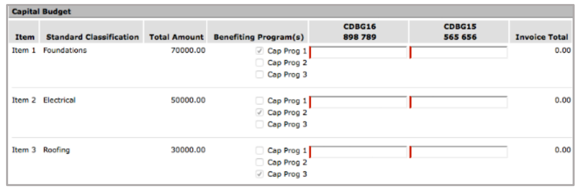



3. Click on the project you want to view; you will be taken to the Project Documents screen
4. Click **Reporting** in the left side menu
5. You will see sets of reporting items for each month of your grant term
6. Within the month you want to report, click '**<u>Invoice</u>**'
7. The Invoice grid will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


***The top of the invoice form shows current totals***




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




***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***

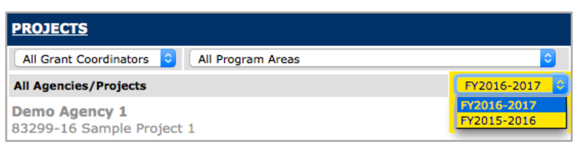
8. Enter reimbursement request amounts in fields in the fund source column(s)
9. Click a button at the top of the screen, as follows:

| | |
|---|---|
| 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 |

## 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




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'

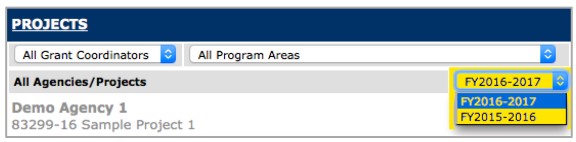
7. A pdf showing all current entries for all reporting items (Executive Summary, Activities and Outcomes, and Invoice) will appear

## Approving and Submitting

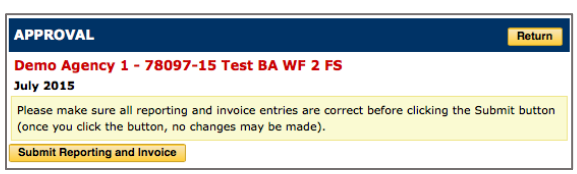
When all information has been entered into your report and all the forms (Executive Summary, Activities and Outcomes, and Invoice) have been submitted, a *Signatory* level user at your agency must provide final approval for the whole submission before your reimbursement request can be processed.

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




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**




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.

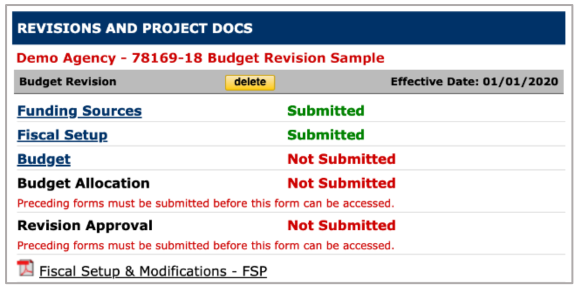
Once a budget revision is initiated, all Signatory level users at your agency will receive email notification.

## 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.




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.

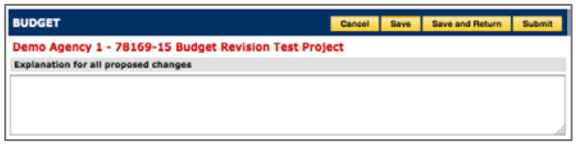
## Budget Revision: The Budget Form

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:

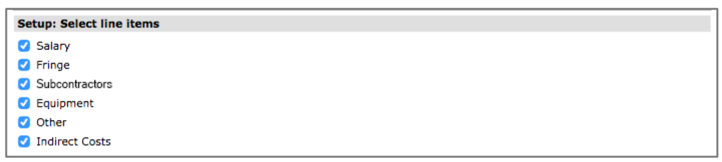
1. After logging in, select the project for which you requested a budget revision
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Doc screen, which shows the original project documents, previous revisions, and the current revision.
4. Click **Budget**

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**

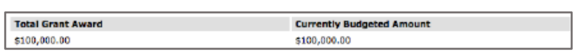



7. Notice the effective date of the revision

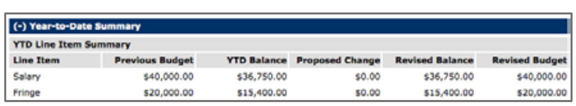

8. Line items existing in your current budget will appear with a checked box; you may uncheck (no longer use) a line item by clicking the checked box – this is possible only for those line items for which no reimbursement request has yet been made; you may add line items by clicking empty boxes (the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



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

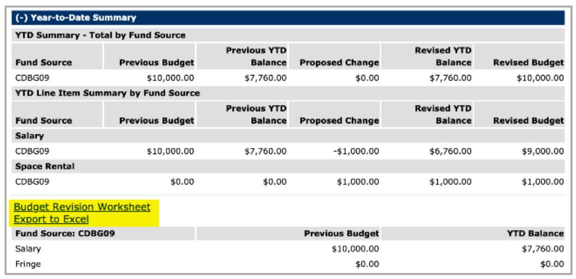
## Budget Revision: The Budget Allocation Form

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.

<u>Entering budget revision changes on the Budget Allocation form:</u>

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

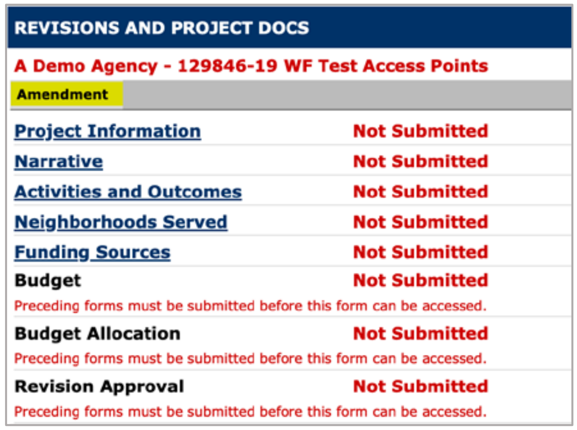
Project Amendments are adjustments to the workplan and budget items of your project (Project End Date and funded amount, Narratives, Activities and Outcomes, Unduplicated Clients and Neighborhoods Served, Budgets, and Budget Allocations).

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.




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)

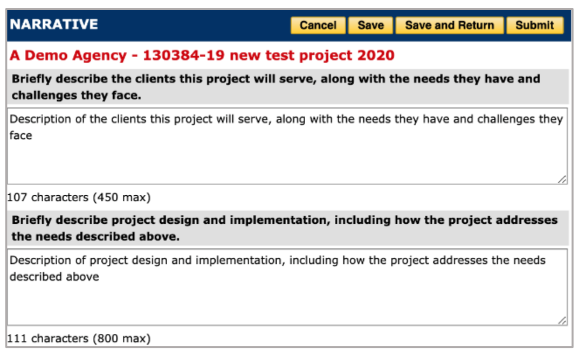
If you ever have any questions regarding project information, what to enter, submission deadlines, or any other administrative items, please contact your Grant Coordinator.

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

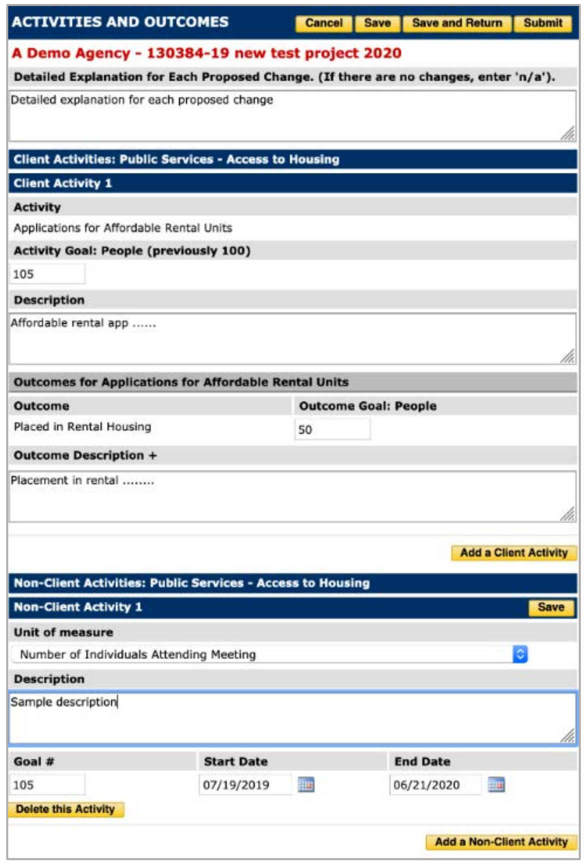
For Project Amendments, both you and your Grant Coordinator may make changes to the Narrative, Activities and Outcomes, and Unduplicated Clients and Neighborhoods Served forms.

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

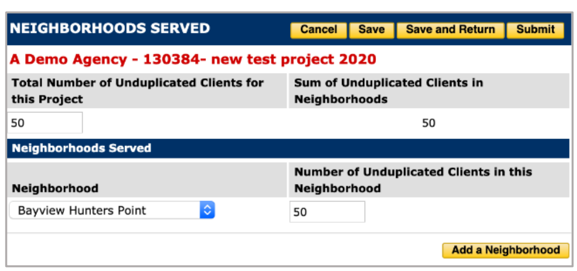
1. After logging in, select the project for which there is a project amendment
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Docs screen, which shows the original project documents, previous revisions, and the current amendment.
4. Click **Narrative**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




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**




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**



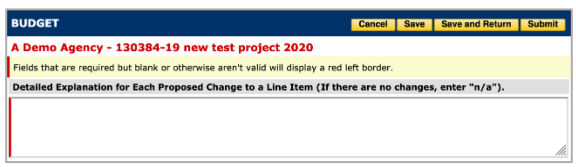

10. Next, you will work on the **Budget** form

## Project Amendment: The Budget Form

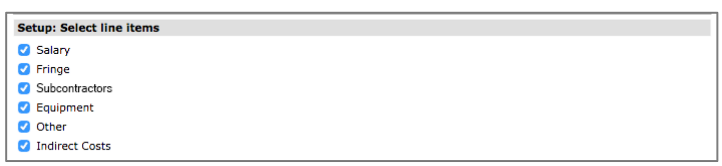
For Project Amendments, both you and your Grant Coordinator may make changes to the Budget form.

Entering project amendment changes on the Budget form:

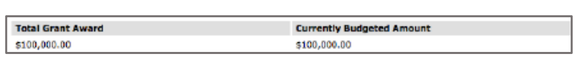
1. After logging in, select the project for which there is a project amendment
2. Click **Revision and Project Docs** in the left side menu
3. You will see the Revisions and Project Doc screen, which shows the original project documents, previous revisions, and the current revision.
4. Click **Budget**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



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** | **ESG16 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)

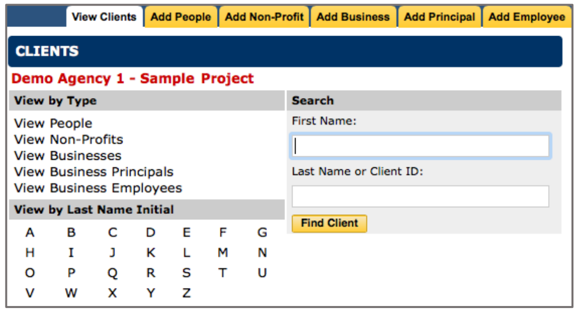
# Client Setup: One-by-One

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




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

866-469-6884

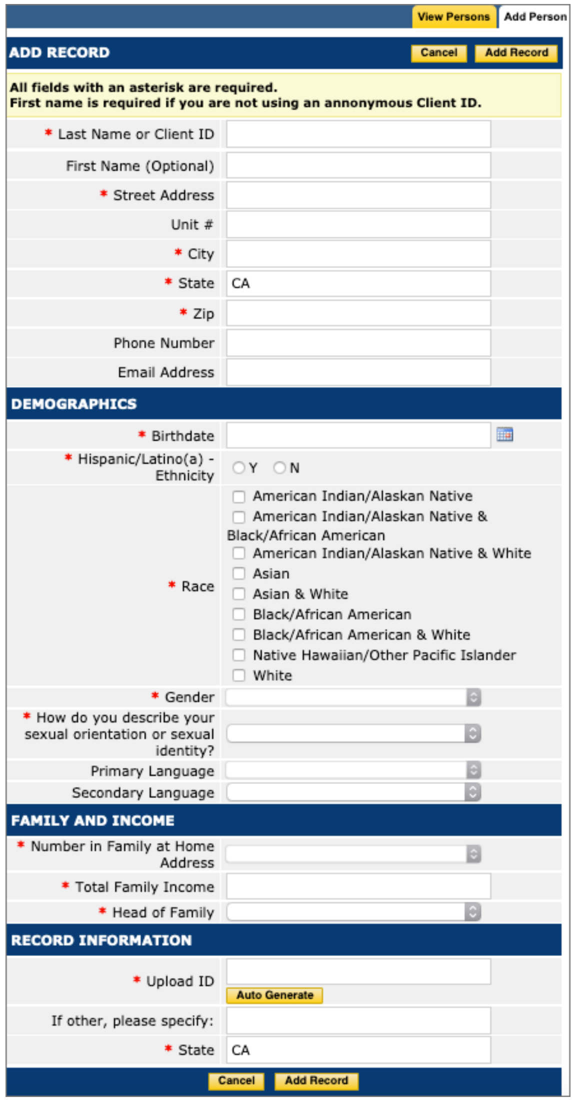
(Monday through Friday, 8:00 AM – 5:00 PM, Pacific Time)

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

# Enter/Edit People Clients One-by-One

<u>To enter people clients one-by-one:</u>

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.




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

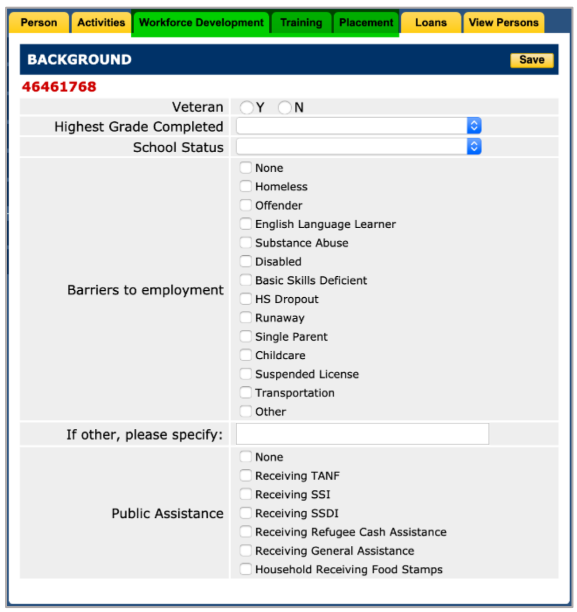
own unique number, or click **Auto Generate** for the system to generate a unique number for you.

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.



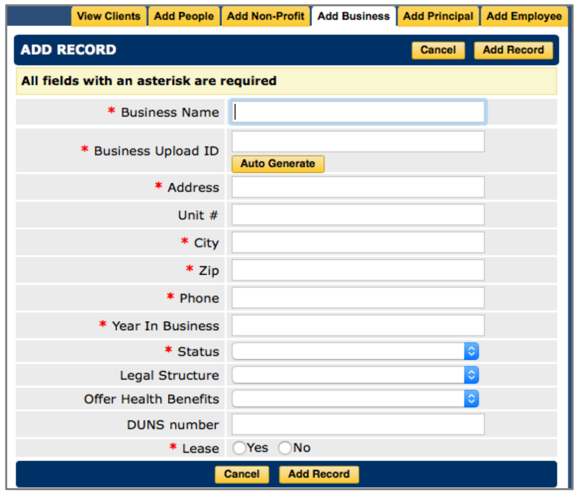

## Enter/Edit Business Clients One-by-One

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.



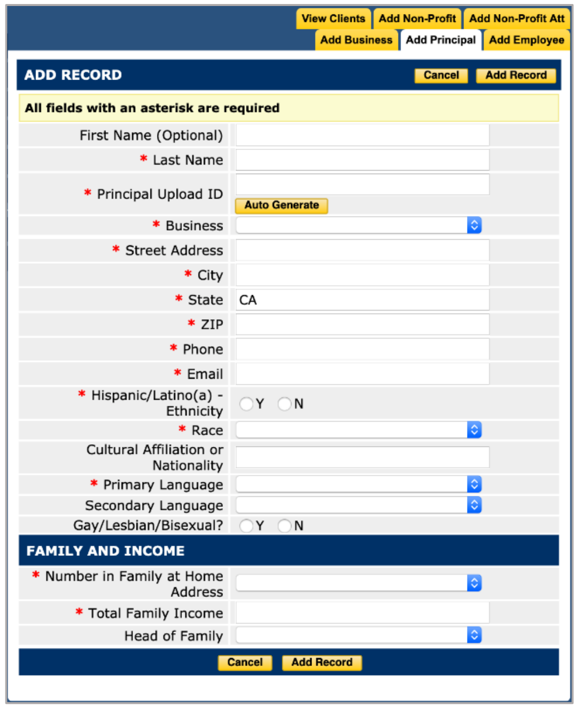

4. Enter information; all fields with a red asterisk are required
5. The “Business Upload ID” field requires a unique ID number for each of your client records. This is used to match clients in case you ever use the upload feature to upload multiple clients at once. You may enter your own unique number,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

<u>To enter business principals one-by-one:</u>

**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



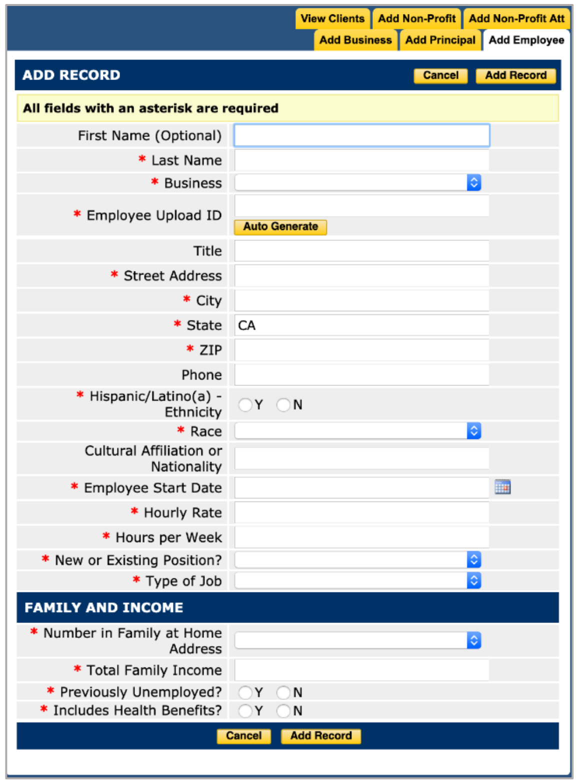

4. Enter information; all fields with a red asterisk are required
5. Make sure you select the correct business name in the Business drop down field
6. The "Upload ID" field requires a unique ID number for each of your client records. This is used to match clients in case you ever use the upload feature 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 |

<u>To enter business employees one-by-one:</u>

**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

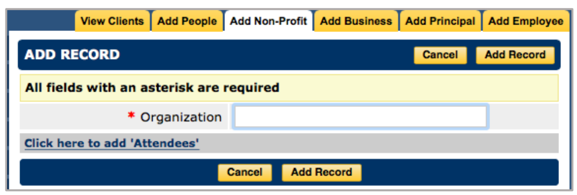
To enter funded loan information for a business:

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

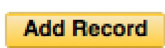
## Enter/Edit Non-Profit Clients One-by-One

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

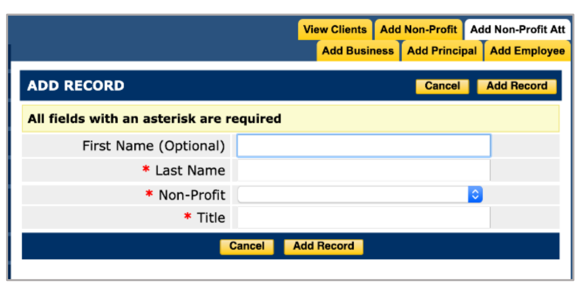



4. Enter the name of the Organization
5. Click a button at the top or bottom of the screen, as follows:

| | |
|---|---|
|  | saves the client record with the information you entered or updated |
|  | 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



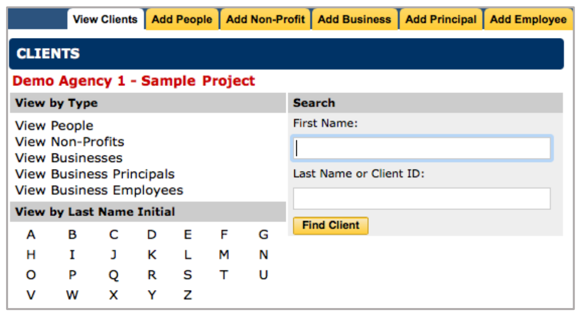
Enter Attendee name and title, and select their Non-Profit from the dropdown (if you do not see the name of the non-profit in the dropdown, then it has to be set up – see the section To enter non-profit clients one-by-one in this document.

4. Click **Add Record**

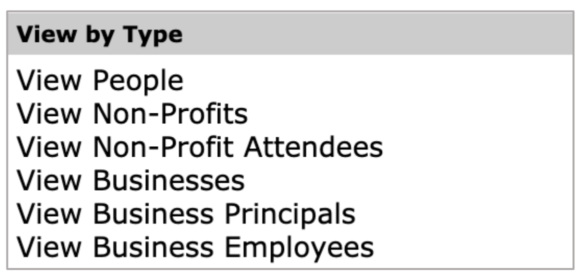
## Search / View Clients

To search for and view client information:

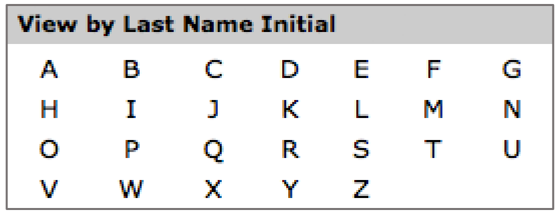
1. After logging in, click Clients in the left side menu
2. You will see the main "Clients" screen with search functionality; you may view clients by client type, first initial of last name, or search by name



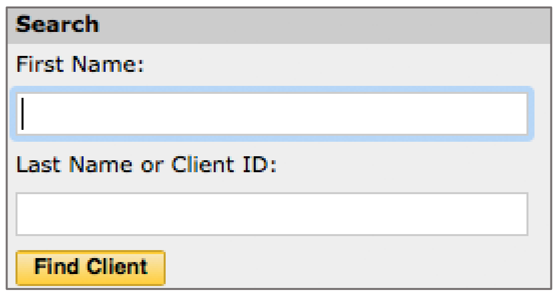

To view a list of clients by type, select a type in the "View by Type" section. A list of clients within that type will appear. You may search by initial from this screen by clicking a letter at the top of the screen. Click 'All' to view the entire list.




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.




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 '<u>All</u>' to view the entire list.

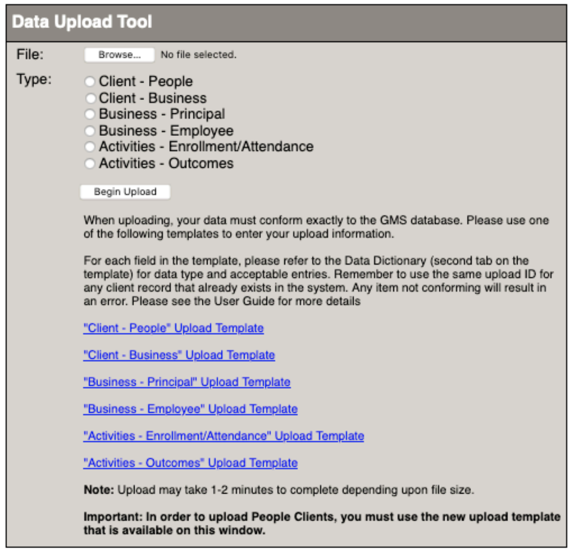



3. When you see the client name(s) appear, you may click on a name to view or edit that client's details.

# 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<br>*or*<br>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) |

**<u>Business - Principal Upload Template Entries</u>**

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 | Prinicipal’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:

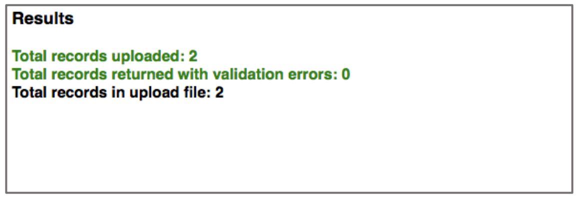
1. After logging in, click **Upload** in the left side menu
2. The Data Upload Tool window will appear
3. At the bottom of the window, links to each kind of available template appear
4. Click the link of the type of template you want to use
5. Download and save the template, which is an Excel file

## Uploading Multiple Clients at Once

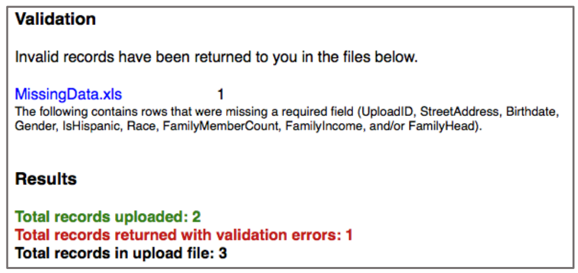
To upload multiple clients all at once:

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**

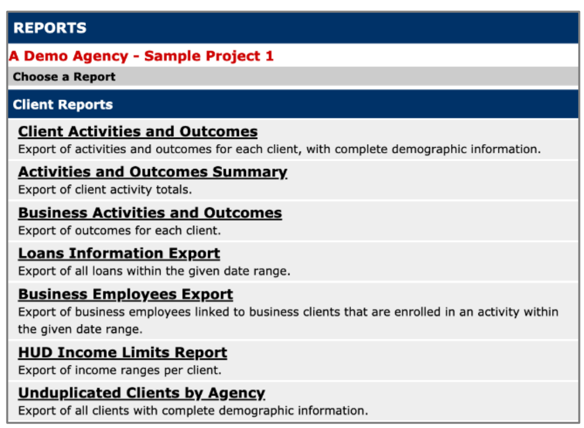
Export of HUD income designations by Client.

**Unduplicated Clients by Agency**

Export of all clients with complete demographic information.

<u>To run a Client Report:</u>

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




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.

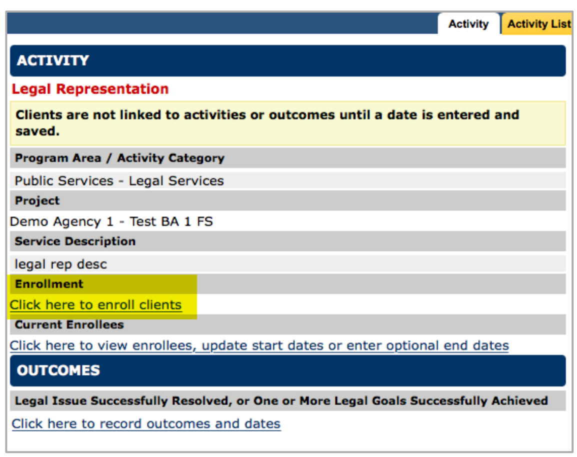
**Clients are not linked to activities or outcomes until a date is entered and saved on the Enroll Client screen described in the instructions below.**

## Enrolling Clients in Activities

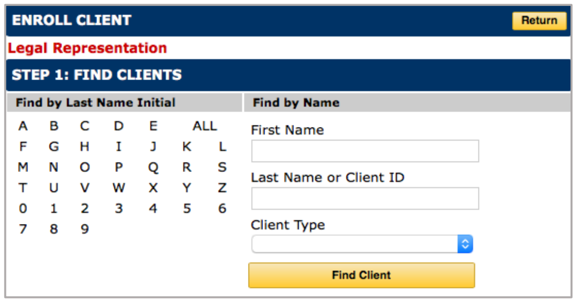
To enroll clients in activities:

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


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.

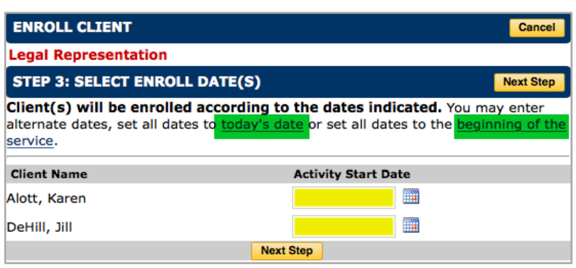



9. Use the Find Clients tool to find the client or clients you want to enroll




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


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



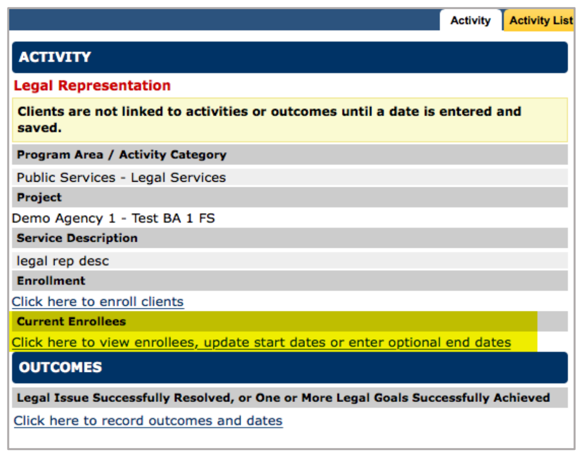

**Clients are not linked to activities or outcomes until a date is entered and saved.**

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)

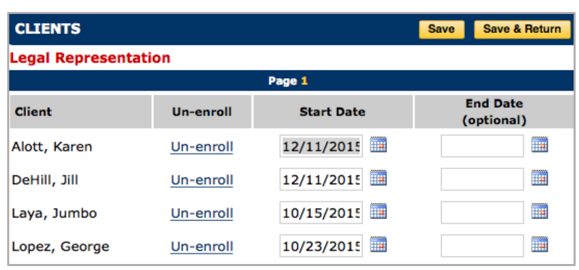
## Viewing / Editing Client Activity Enrollment

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'




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

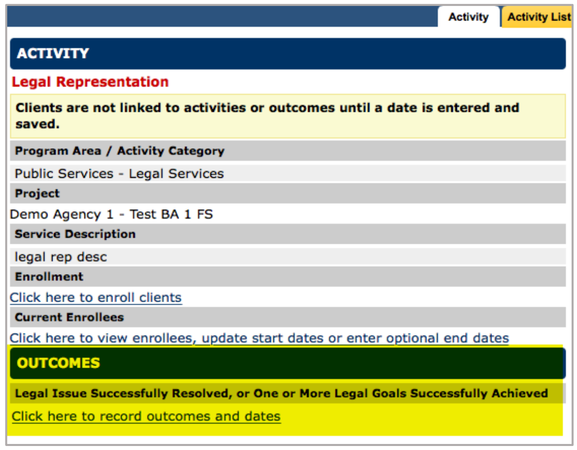



4. You will also see a field for "End Date" – you may enter the date your client completed the activity
5. When done with your entries, click **Save**

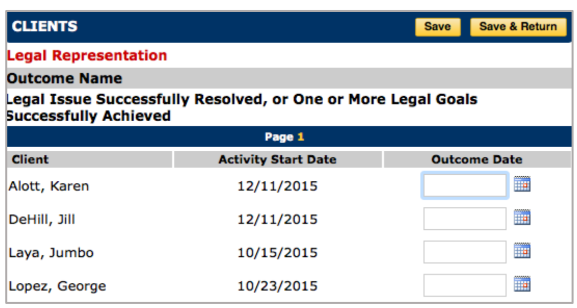
# Viewing / Editing Client Outcomes

<u>To view enrollees, update start dates, or enter optional end dates:</u>

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




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




**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

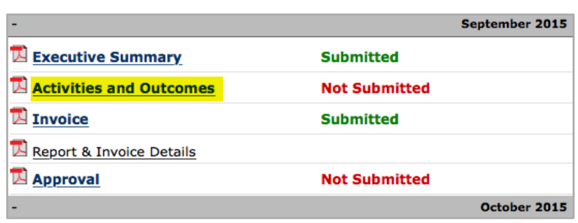
Your project's Activities and Outcomes were established during the negotiation period of the project set up process. Non-client activities are those that have as goals a number of services that a grantee provides (for example number of meals, number of meetings, number of rides).

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

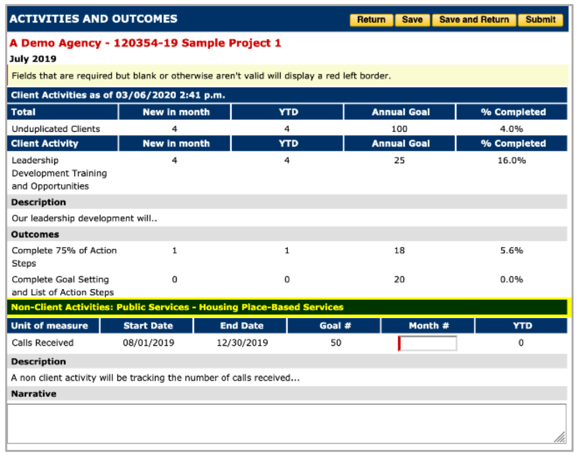
## Reporting Non-Client Activity Fulfillment

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**'



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)



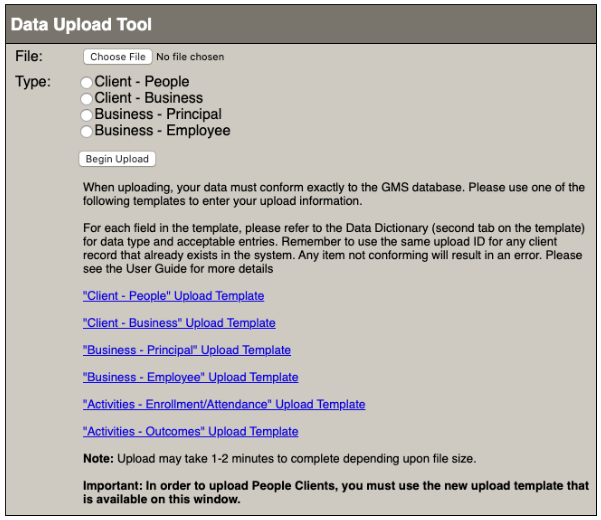

5. In the “Month #” field, enter the number that occurred that month
6. Click a button at the top of the screen, as follows (you may save and return to view or edit as often as you want, but you must click **Submit** for your Activities and Outcomes to be reported for the selected month):

| | |
|---|---|
| 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 form and locks you from further changes |
| Return | 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).




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:

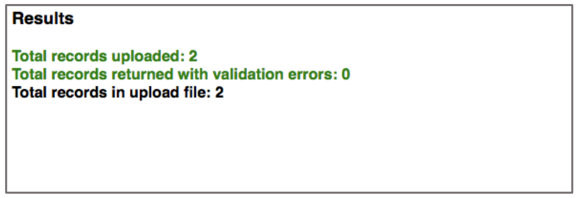
1. After logging in, click **Upload** in the left side menu
2. The Data Upload Tool window will appear
3. At the bottom of the window, links to each kind of available template appear
4. Click the link of the type of template you want to use
5. Download and save the template, which is an Excel file

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

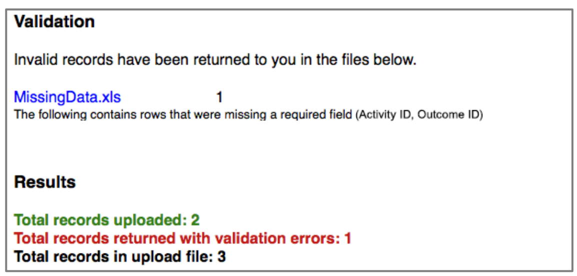
To upload Activities Enrollment-Attendance and Activities-Outcomes:

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.