






Submitting the Financial Report in the Grants Network Portal

Grantees should complete the financial reporting process in the Grants Network Portal by completing the steps shown in Exhibit 5, below.

Exhibit 5. Grants Network Portal Financial Reporting Steps

Step	Action																								
1	Log in to the portal with your credentials.																								
2	<p>Scroll to Program Solicitation and click the link for the award that needs an activity report.</p> <ul style="list-style-type: none"> Make sure to select the option that shows Awarded in the status column. <table border="1"> <thead> <tr> <th>Program Solicitation</th> <th>Due Date</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2020 ESG-CV N/A California Department of Housing and Community Development, ESG - CV</td> <td>11/04/2020</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>2021 - HOME Investment Partnerships Program (HOME) CA HCD DEMO, Home - Projects (Test Account)</td> <td>07/31/2022</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>2021 Housing for a Healthy California (HHC) Article I CA HCD DEMO, NHTF - (Test Account)</td> <td>01/10/2022</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>CDBG - Competitive Home Rehabilitation CA HCD DEMO, Community Development Block Grants - (Test Account)</td> <td>10/15/2030</td> <td>Draft</td> <td>⋮</td> </tr> <tr> <td>CDBG - Competitive SCREEN SHOTS CA HCD DEMO, Community Development Block Grants - (Test Account)</td> <td>10/15/2030</td> <td>Awarded</td> <td>⋮</td> </tr> </tbody> </table>	Program Solicitation	Due Date	Status	Actions	2020 ESG-CV N/A California Department of Housing and Community Development, ESG - CV	11/04/2020	Draft	⋮	2021 - HOME Investment Partnerships Program (HOME) CA HCD DEMO, Home - Projects (Test Account)	07/31/2022	Draft	⋮	2021 Housing for a Healthy California (HHC) Article I CA HCD DEMO, NHTF - (Test Account)	01/10/2022	Draft	⋮	CDBG - Competitive Home Rehabilitation CA HCD DEMO, Community Development Block Grants - (Test Account)	10/15/2030	Draft	⋮	CDBG - Competitive SCREEN SHOTS CA HCD DEMO, Community Development Block Grants - (Test Account)	10/15/2030	Awarded	⋮
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3	<p>Scroll to Pending Tasks and look for the report you would like to complete.</p> <table border="1"> <thead> <tr> <th>Task Type</th> <th>Due Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Financial Report Request</td> <td>07/15/2021</td> <td>⋮</td> </tr> <tr> <td>Activity Report Request</td> <td>10/01/2021</td> <td>⋮</td> </tr> <tr> <td>Financial Report Request</td> <td>10/15/2021</td> <td>⋮</td> </tr> <tr> <td>Activity Report Request</td> <td>11/01/2021</td> <td>⋮</td> </tr> <tr> <td>Activity Report Request</td> <td>12/01/2021</td> <td>⋮</td> </tr> <tr> <td>Activity Report Request</td> <td>01/01/2022</td> <td>⋮</td> </tr> <tr> <td>Financial Report Request</td> <td>01/15/2022</td> <td>⋮</td> </tr> </tbody> </table>	Task Type	Due Date	Actions	Financial Report Request	07/15/2021	⋮	Activity Report Request	10/01/2021	⋮	Financial Report Request	10/15/2021	⋮	Activity Report Request	11/01/2021	⋮	Activity Report Request	12/01/2021	⋮	Activity Report Request	01/01/2022	⋮	Financial Report Request	01/15/2022	⋮
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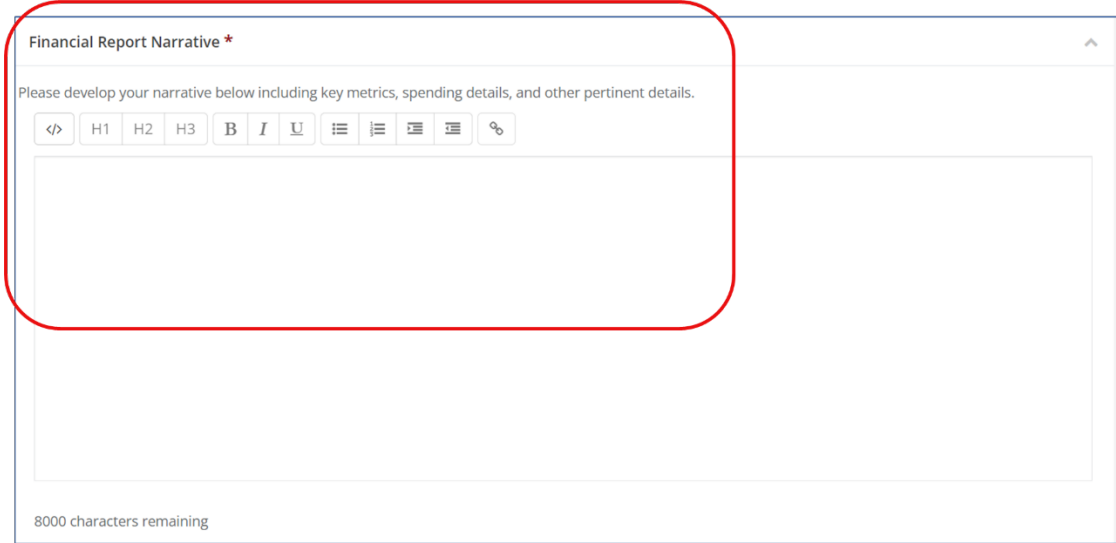
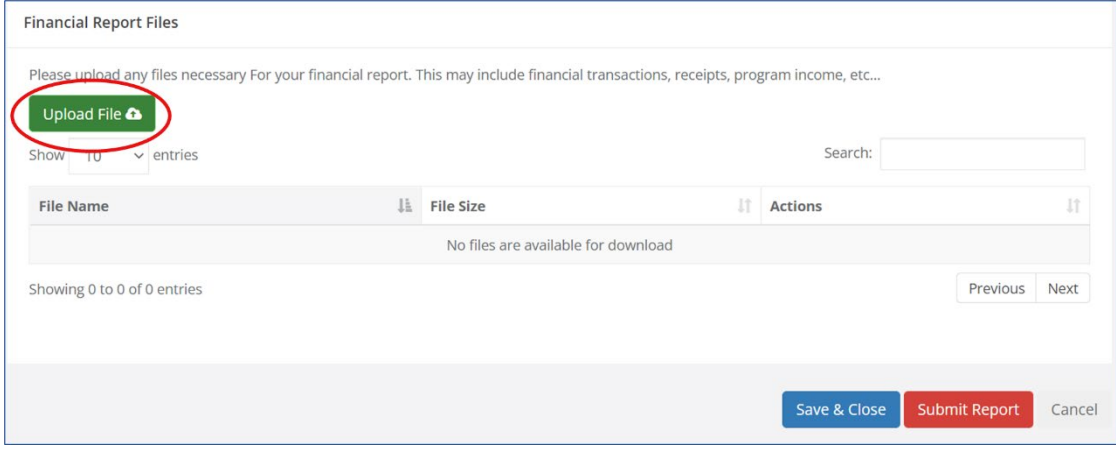


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4	<p>Click on the corresponding three lines  under Actions and select Create Financial Report in the pop-up window.</p> <div data-bbox="662 520 1062 688" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Create Financial Report</p> <p style="text-align: center; margin: 5px 0 0 0;">Mark Task Complete</p> </div>																																																																																																		
5	<p>Under Financial Report Details, find the Reporting Period field. Click in the field and use the calendar to select the reporting period. Click Apply.</p> <div data-bbox="415 814 1312 1402" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Financial Report Details</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Reporting Period: *</p> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin: 5px 0;"> <div style="border: 1px solid gray; padding: 2px;">  11/15/2021 </div> <div style="border: 1px solid gray; padding: 2px;">  11/15/2021 </div> <div style="margin-left: 10px;"> Apply Cancel </div> </div> <div style="margin-top: 10px;"> <p style="text-align: center; margin: 0;">< Nov 2021 Dec 2021 ></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: small;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>14</td><td style="background-color: #4CAF50; color: white;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> </tbody> </table> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	31	1	2	3	4	5	6	28	29	30	1	2	3	4	7	8	9	10	11	12	13	5	6	7	8	9	10	11	14	15	16	17	18	19	20	12	13	14	15	16	17	18	21	22	23	24	25	26	27	19	20	21	22	23	24	25	28	29	30	1	2	3	4	26	27	28	29	30	31	1	5	6	7	8	9	10	11	2	3	4	5	6	7	8
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6	<p>Enter claim totals for Activity, General Administration, Activity Delivery and/or Program Income as applicable, based on the approved budget. These entries must match the amounts on the Financial Reporting form Expenditures worksheet.</p>																																																																																																		

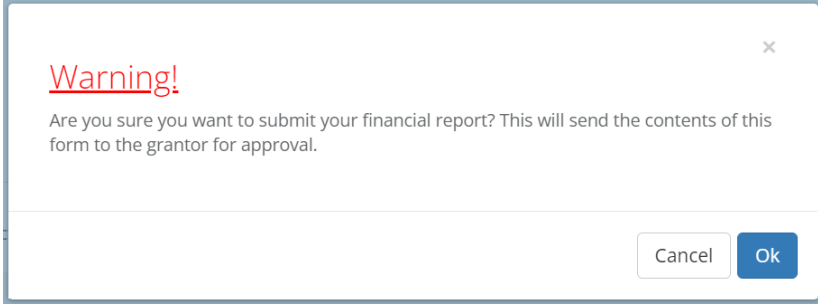
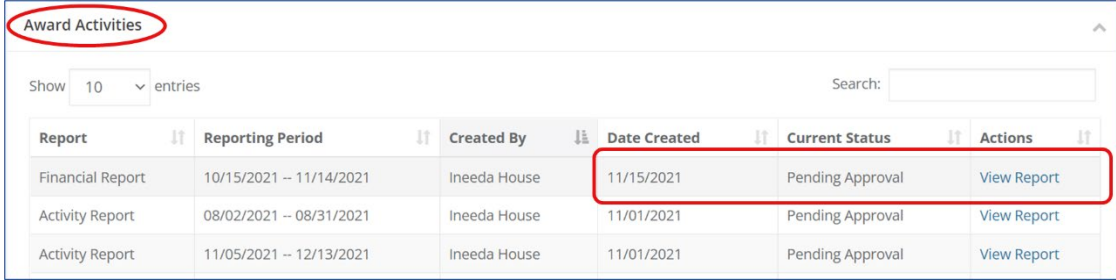


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<p>7</p>	<p>Check the Reimbursement Request box at the bottom of the Financial Report Details section if you are requesting reimbursement. The dollar value will auto-populate based on the expenditures entered. Grantees can change this amount, if desired.</p> <p><input checked="" type="checkbox"/> Reimbursement Request*</p> <p>\$ 6,700.00</p> <p>■ If this is a zero-dollar Financial Report without a Reimbursement Request, make sure that you DO NOT CHECK the Reimbursement Request box.</p> <p><input type="checkbox"/> Reimbursement Request</p>																																			
<p>8</p>	<p>Include a Financial Narrative that provides a detailed summary of expenditures and an anticipated date of the next draw. This should include the rationale if zero reimbursement is being requested.</p>																																			



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9	<p>Below the Narrative field, Grantees will find the Financial Report Files section. Grantees should use the Upload file function to upload the completed Excel-based Financial Reporting form with the signed Coversheet and Expenditures worksheet.</p> 
10	Grantee should also use this feature to attach backup documentation in the same order as the expenses listed in the Expenditures worksheet.
11	When the report is ready to submit, the Grantee clicks the red Submit Report button at the bottom of the page.



Step	Action																								
12	<p>A warning box will pop up. The Grantee should click OK if they are ready to submit the report.</p> <ul style="list-style-type: none"> Clicking Cancel will take the Grantee back to the reporting screen. 																								
13	<p>After selecting OK, the Grantee will be taken to the Award Dashboard.</p>																								
14	<p>Check status before exiting. Scroll to Award Activities and your submitted report status should say Pending Approval.</p>  <table border="1" data-bbox="310 1031 1419 1308"> <thead> <tr> <th>Report</th> <th>Reporting Period</th> <th>Created By</th> <th>Date Created</th> <th>Current Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Financial Report</td> <td>10/15/2021 -- 11/14/2021</td> <td>Ineeda House</td> <td>11/15/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> <tr> <td>Activity Report</td> <td>08/02/2021 -- 08/31/2021</td> <td>Ineeda House</td> <td>11/01/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> <tr> <td>Activity Report</td> <td>11/05/2021 -- 12/13/2021</td> <td>Ineeda House</td> <td>11/01/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> </tbody> </table>	Report	Reporting Period	Created By	Date Created	Current Status	Actions	Financial Report	10/15/2021 -- 11/14/2021	Ineeda House	11/15/2021	Pending Approval	View Report	Activity Report	08/02/2021 -- 08/31/2021	Ineeda House	11/01/2021	Pending Approval	View Report	Activity Report	11/05/2021 -- 12/13/2021	Ineeda House	11/01/2021	Pending Approval	View Report
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15	<p>If the Grantee needs to save the report before it is ready to submit, they can click Save and Close to return to the report later.</p> <ul style="list-style-type: none"> The Grantee can locate the unfinished report under Award Activities on the Award Dashboard. <p>The Current Status of the incomplete report should show as Draft, and Edit Report should appear in the Actions column.</p>																								