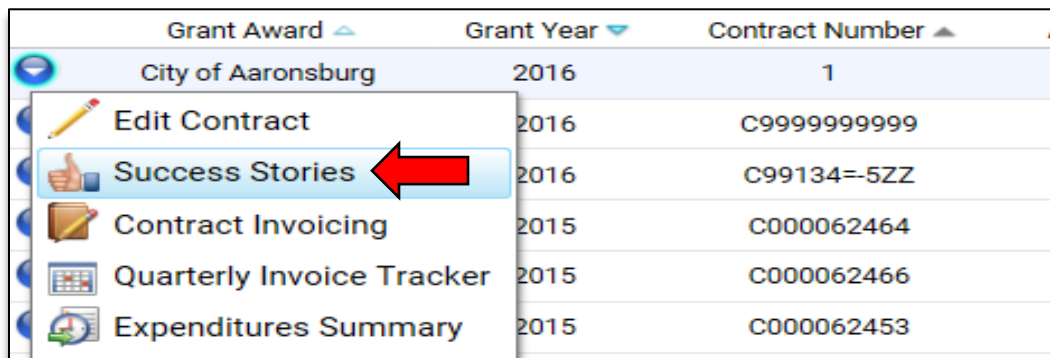# ESG Contract Reporting Submissions

The system can allow for reporting to be submitted electronically for Success Stories (during the contract) and for the Closeout period. Each of these submissions while similar in nature have slightly difference requirements and start with the entry of a Success Story for the timeframe.

Success Stories – within the menu for each Contract is an option for Success Stories which allows for the viewing or entering of Success Stories for the contract. This option will be available from the beginning of the contract.
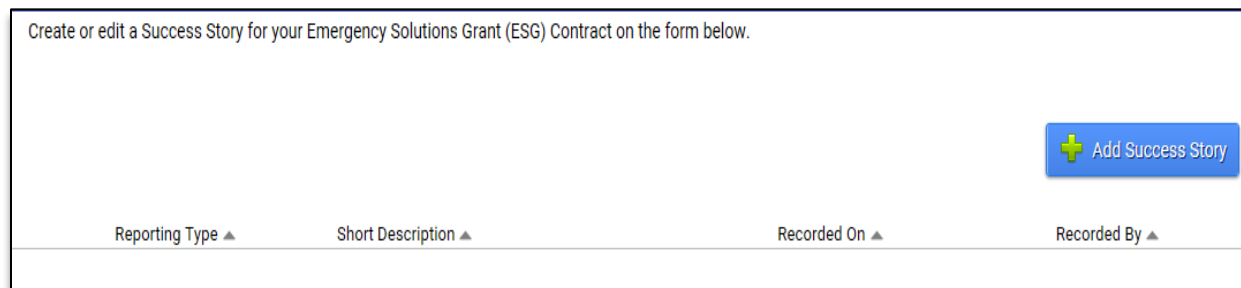

Before submitting a Success Story during the contract or submitting Closeout Reporting the grantee is required to enter at least 1 success story for the timeframe before moving to the next step.

By selecting **Success Stories** the system will list all success stories entered for the ESG Contract. To create a new Success Story, select the **Add Success Story** option at the top of the screen.

A Success Story only requires you to select the reporting period (During Contract vs. Closeout) and the entry of a short description of the story and the success story itself, which is typed into the message box area in on the screen. Once completed save the success story it will be stored with the contract.

Success Story Submission – once a Success Story is recorded for the "During Contract" timeframe the system will display this step which allows for the submission of the success story to DCED during the contract (usually around 1 year from the contract start).

When selecting the Success Story Submission option the system will allow you to send or submit this story electronically to DCED.

Once the grantee is ready to send, they need to check the official "Submit Annual Report" option and upon hitting save the system will set the status to pending and will notify DCED of the submission.

DCED will review the submission and process accordingly and relay the results to the grantee when finished.

Closeout Reporting – once a success story is recorded for the timeframe (Closeout) and the Contract is within 15 days of ending or has a $0 balance, the contract will display a **Closeout Reporting Submission** option to allow for completion and submission of closeout reporting requirements.

The requirements for Closeout reporting includes, along with a Success Story for the closeout period, the complete of a Closeout Questionnaire and submission of a Certification Form and are available when selecting the above noted **Closeout Reporting Submission** option.

The Closeout Reporting option provides a summary of the tasks needed to complete the process and options to complete them and print out the completed reports and/or template forms.

Grant Year:	2016	
Grant Award:	City of Harrisburg	
Grantee:	City of Harriburg (TEST GRANT)	
Contract Number:	C9999999999	
Contract Amount:	$40,000.00	
Approved Expenditures:	$801.00	
Pending Expenditures:	$4,003.00	
Contract Balance:	$35,196.00	

Contract Closeout Reporting Summary

Success Story	Close Out Questionnaire	Closeout Reporting Status ▲
Complete	Complete	Open

It will display the status of the Success Story and the Closeout Questionnaire along with the contract's closeout status.

Pending Expenditures:	$4,003.00
act Balance:	$35,196.00

Add/Edit Questionnaire
Print Questionnaire
Print Certification Form
Closeout Report Submission

Close Out Questionnaire	
Complete	Complete

The action menu will allow for the Add/Review option to create or review the Questionnaire directly in the system. The closeout questionnaire is also built directly into the system and walks the grantee through answering the appropriate questions needed for the survey.

Once the Questionnaire is completed, the system will provide an option to "Print" the completed version out of the system. The system also provides the Certification Form to be printed out as a template for manual completion.

Once the Success Story and Questionnaire have been completed, the system will allow the grantee to officially submit the ESG Contract Closeout to DCED. The **Closeout Report Submission** option will appear and allow for the official submission to occur.
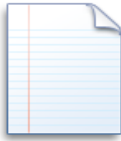
Within the Closeout Report Submission, the process will require the Grantee to upload a manually completed and signed copy of the Certification Form.

Once the Certification has been uploaded and the grantee is ready to submit to DCED, they can check the official "Submit Closeout Report" option and upon hitting save on the page the system will set the status to pending and will notify DCED of the submission. DCED will review the submission and process accordingly and relay the results to the grantee when finished.

Both the Annual and Closeout Submission pages also have "View/Print" options available on the top of the page for the system items included in the submission, for easy reference for grantees review.