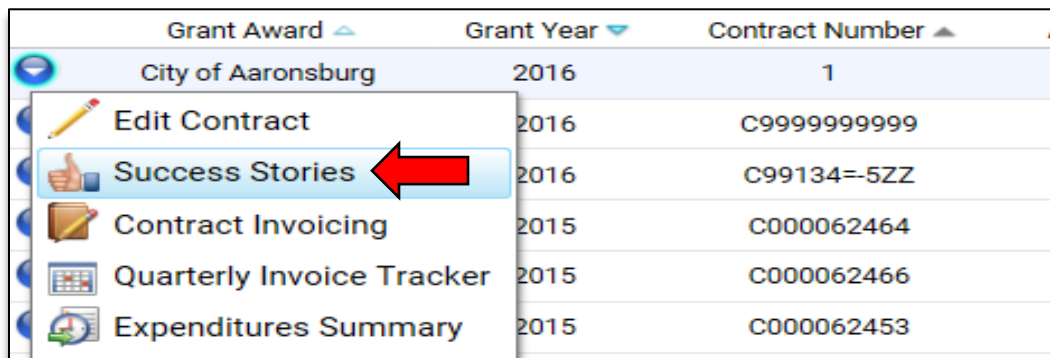


ESG Contract Reporting Submissions

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.

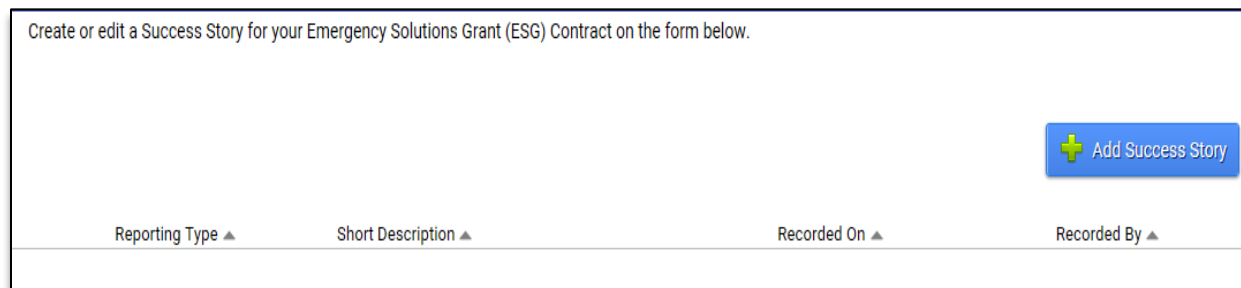


The screenshot shows a table with columns: Grant Award, Grant Year, and Contract Number. A dropdown menu is open over the first row, listing options: Edit Contract, Success Stories (highlighted with a red arrow), Contract Invoicing, Quarterly Invoice Tracker, and Expenditures Summary.

Grant Award ▲	Grant Year ▼	Contract Number ▲
City of Aaronsburg	2016	1
	2016	C9999999999
	2016	C99134=5ZZ
	2015	C000062464
	2015	C000062466
	2015	C000062453

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.



The screenshot shows a form titled "Create or edit a Success Story for your Emergency Solutions Grant (ESG) Contract on the form below." with a blue "Add Success Story" button. Below the form is a table header with columns: Reporting Type ▲, Short Description ▲, Recorded On ▲, and Recorded By ▲.

Create or edit a Success Story for your Emergency Solutions Grant (ESG) Contract on the form below.

[Add Success Story](#)

Reporting Type ▲	Short Description ▲	Recorded On ▲	Recorded By ▲
------------------	---------------------	---------------	---------------

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).

City of Aaronsburg	2017	C0000078945	\$100,000.00
Edit Contract		1	\$1,000.00
Contract Invoicing		C9999999999	\$40,000.00
Success Stories		C99134=-5ZZ	\$50,000.00
Success Story Submission		C000062464	\$119,057.00
Quarterly Invoice Tracker		C000062466	\$143,175.00

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

Grant Year: 2017
 Grant Award: City of Aaronsburg
 Contract Number: C0000078945

Success Story Submission - for the Success Story submission process the Grantee has successfully completed the Success Story. Submit this reporting information using the option below.

Submission Notes:

Submit Success Story:

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.

City of Harrisburg	2016	C9999999999	\$40,000.00
Edit Contract		C99134=-5ZZ	\$50,000.00
Contract Invoicing		C000062464	\$119,057.00
Success Stories		C000062466	\$143,175.00
Success Story Submission		C000062453	\$67,945.00
Closeout Reporting Submission		C000062474	\$380,490.00
Quarterly Invoice Tracker		C000062470	\$40,000.00

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 Harrisburg (TEST GRANT)
Contract Number:	C999999999
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
Contract Balance:	\$35,196.00

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

Success Story	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.

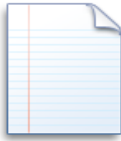
Pending Expenditures: \$4,003.00
 Contract Balance: \$35,196.00


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

Close Out Questionnaire
 Complete Complete

Within the Closeout Report Submission, the process will require the Grantee to upload a manually completed and signed copy of the Certification Form.

Upload Certification Form (signed): *



[UploadFile.txt](#)  

Submission Notes:

Submit Closeout Report:

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.

ESG Grant Contracts > ESG Contract Closeout Reporting > ESG Contract Closeout Reporting Submission

The ESG Contract Closeout Reporting Submission form allows for Grantees, when they have completed the closeout steps, to officially submit their this information electronically to DCED through the PA HMIS. After uploading the required Certification signature form, the Grantee can complete the submission process to DCED by checking the **Submit Closeout Report** option and hitting save at the bottom of the page.

[Print Success Story](#) [Print Questionnaire](#) [Print Certification Form](#)

Grant Year: 2016
 Grant Award: City of Harrisburg
 Contract Number: C999999999