Job Retention Reporting Screenshot Guide

Indiana Office of Community and Rural Affairs

1. First fill out the CDBG CV Economic Recovery Reporting Form

1) First go through Column 1 and put in the name of business 2) Host, go through Column 2 and III out the employee locations in this for each CUMERT employee 3) Host, go to Column 2 and million 2010 fifth the business has down on "OPU" fifth the statements has down on "OPU" fifth the statement have 2 and the optimized statement from 2 and the statement from 2 and 1	D	E	F	G	н	<u></u>	J	K	L	м	N	0	P	-
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itines tenes	ication for the community that it goes i	with please) and upload to the Indiana G	rants Management System with your Job Retention	n Reporting report. Pleas	e click here	for more	information	tion on ho	w to access	s that repo	art.			
Internet Name														
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supret OC 400000000000000000000000000000000000	LMI: 1 for YES, 0 for NO	is the business open or closed?	If closed, please explain below:											
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- a. Please follow the instructions provided on the document step by step. Once that information is compiled, it is time to move onto uploading it to GMS and providing the overall information.
- 2. Upload the completed CDBG CV Economic Recovery Reporting Form to the <u>Grants</u> <u>Management System (GMS)</u>

Federal Employer ID #	Are Extensions available?	Grant Modifications (0)	New
Contact	Region		
Davis Bacon Indicator	Follow Up Type		
Account Name	Follow Up Monitoring Address	Files (0)	Add Files
✓ Agreement Details		1. Upload Files	
Agreement Created Date	PeopleSoft Contract #	Or drop files	
Agreement Executed Date	Final Grant Agreement Link		
✓ Status and Dates		Beneficiaries (0)	
Status Cancelled	Last Semi-Annual Received Date	Audits (0)	
Application Approval Date	Grant Award Date		
FEEPS Due Date	Environmental Release Date	Distance (Grant ID) (0)	
FRR Deadline	BID Opening Date		

3. Then, you will want to "Create New Job Retention Business Report" on GMS.

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Home	Account Details	Reports	Go to IN.gov						
Grant Adr CDBC	ninistration					Create Claim	Create A Pre-ROF Report	Create ROF Report	$\widehat{}$
Lead Applicant	Program Name	Total Ar	mount Awarded	Status					\cup
		\$0.00		Cancelleu					
Details		30.00		Cancelleu	Related Activitie	25			
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- a. Click the down arrow at the top and at the bottom of the drop-down list you will see "Create Job Retention Business Report." Click on that.
- 4. A box will open, fill out the required fields using information from your CDBG CV Economic Recovery Reporting Form.

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Home Account Details Repo	Create New Job Rete	ention Business	Report			
	* Job Retention Status Report Year 🕚			_		_
Grant Administration	None		•	A Pre-ROF Report	Create ROF Report	-
6000	*Number of Jobs/Positions at Grant Award	*Number of Jobs/Positi	ions at End of Year 🕚			
Lead Applicant Program Name						
	* Total Number of LMI Jobs/Positions	Businesses Closed this	s Year 🕚			
Details	Program Notes ()					
✓ Information						
Grant ID			1			
G-00894				Status	Date Submitted/Co	
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			Carreet	Approved		-
		0000186	CDBG ROF			*
	Contract Status	0000967	CDBG- Submitted Jo	Approved		¥

a. Refer to <u>walk-through video</u> if you have questions about the specific reporting fields.

5. Once the information is filled out, click save.

* Job Retention Status Report Year 🕕	
None	•
* Number of Jobs/Positions at Grant Award (*Number of Jobs/Positions at End of Year ()
* Total Number of LMI Jobs/Positions	* Businesses Closed this Year 🕚
Program Notes	
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Once the report is created and saved, locate the saved report under Status Report, click the corresponding report and on the upper right corner click submit for approval. A notification will be sent to CDBG team member to review and approve report.

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Home My Grants Account D	etails Go to IN.gov	
Status Report 0001126		Edit Printable View Submit for A
etails		Related
Job Retention Status Report Year () 2021	Grant Administration G-01157	Files (0)
Number of Jobs/Positions at Grant Award 🚺 87	Number of Jobs/Positions at End of Year 106	t United Eller
lotal Number of LMI Jobs/Positions 95	Businesses Closed this Year 0	Or drop files
rogram Notes leport collected over a time period dating 3-15-21 o 4-27-21 for "Number of Jobs/Positions at the End of Year" total		Approval History (0)
		Activity History (0) Send

Other Notes:

- For grants this will be an annual report done for two years and for loans this will be done annually in perpetuity.
- Any questions about this reporting process can be directed to your <u>Community Liaison</u> or Pamela Guerrero (<u>pguerrero@ocra.in.gov</u>)