These instructions may assist the user with familiarizing with **ALL** Set-up & completion Reports.

Each workbook is password protected and therefore the user is only allowed the use of unlocked cells to type information, to choose from dropdown options and to check boxes.

It is strongly recommended that the user **read** and **understand** these instructions before entering any information into the reports. Get familiar with the form(s), read all questions completely, pay attention to cell comments and **answer all that is related to your project or activity**.

The following is a concise description of what the user needs to know about the “Setup and Completion Reports”

1. **The user will notice “REQUIRED” or “NOT REQUIRED” at the right corner of every section/part of these forms. These fields are driven and will change to required or not required based on the users chosen options for “National Objective”, “Activity & Matrix Code”, and “Accomplishment Type”. Please fill in **ALL** required information for your project or activity.**
2. Throughout the forms the user will notice many “Cell Comments” simply hover your cursor over these cells and the comments to guide you when answering questions, choosing from check boxes, and or drop-down menus.

3. Throughout the form, the user will notice unlocked fields that require typed data. These fields are in yellow color and do not have drop-down menu options. Please fill in as much as possible in relation to your project or activity.

4. Throughout the form, the user will notice “check boxes”, please checked all that apply to your activity.

5. Throughout the form the user will notice “drop-down” menu options. Please select an option in relation to your activity.
6. Throughout the form the user will notice locked cells in light blue color; these cells are automatically populated based by answers/criteria from other fields.

7. All forms include a comments box; please use this section to let us know any issues related to this form and or your activity.

If the user of this form needs assistance or have any questions when completing these forms, please call your CDBG program representative for assistance or Alfredo Gutierrez @ 916-263-2729.