



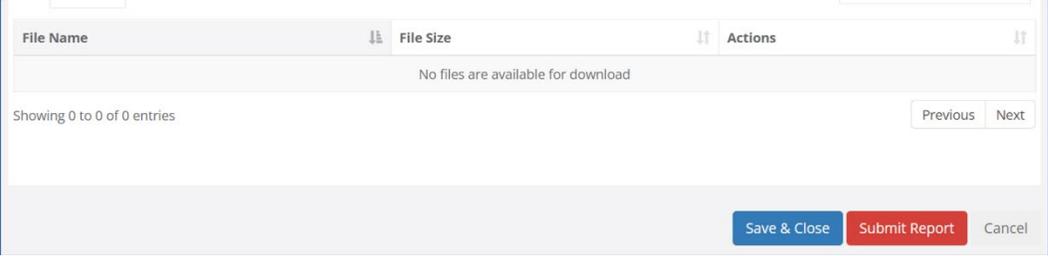
eCivis Activity Reporting Process

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> <ul style="list-style-type: none"> This will be an Activity Report for the appropriate reporting period. <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>08/01/2021</td> <td>☰</td> </tr> <tr> <td>Activity Report Request</td> <td>09/01/2021</td> <td>☰</td> </tr> <tr> <td>Activity Report Request</td> <td>10/01/2021</td> <td>☰</td> </tr> </tbody> </table>	Task Type	Due Date	Actions	Financial Report Request	07/15/2021	☰	Activity Report Request	08/01/2021	☰	Activity Report Request	09/01/2021	☰	Activity Report Request	10/01/2021	☰									
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4	<p>Click on the corresponding three lines ☰ under Actions and select Create Activity Report in the pop-up window.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Create Activity Report</p> <p>Mark Task Complete</p> </div>																								

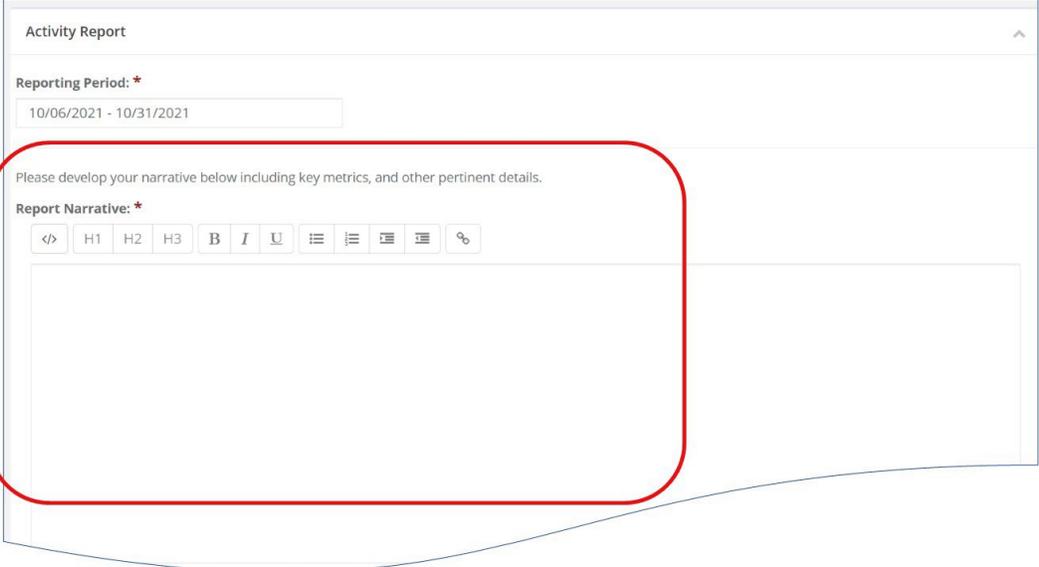
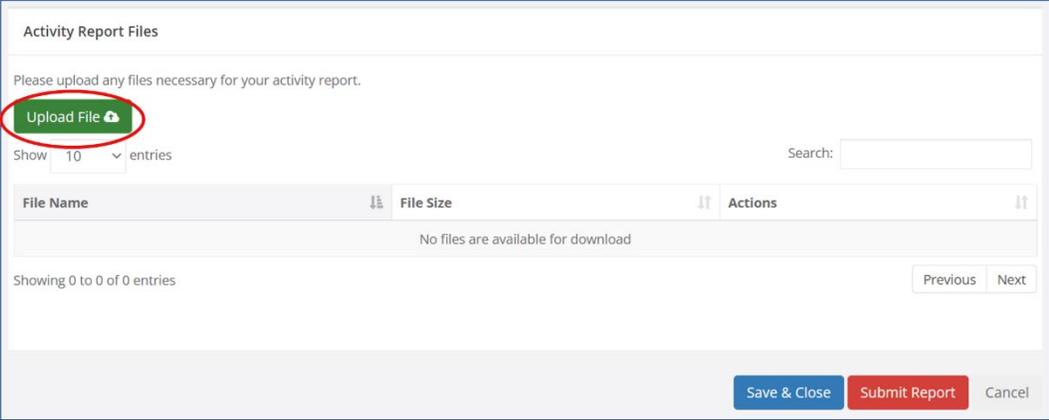


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5	<p>Under Activity Report, find the Reporting Period field. Click in the field and use the calendar to select the reporting period. Click Apply.</p> <div data-bbox="467 380 1300 1115"><p>Activity Report</p><p>Award Detail</p><p>CDBG - Competitive Awarded</p><p>Awarded by: CA HCD DEMO Approved amount: \$21,000.00 Match type: Performance period: 07/01/2021 -06/30/2022</p><p>Activity Report</p><p>Reporting Period: *</p><p>10/29/2021 10/29/2021 Apply Cancel</p><table border="1"><thead><tr><th colspan="7">Oct 2021</th><th colspan="7">Nov 2021</th></tr><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>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</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>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr></tbody></table></div>	Oct 2021							Nov 2021							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	26	27	28	29	30	1	2	31	1	2	3	4	5	6	3	4	5	6	7	8	9	7	8	9	10	11	12	13	10	11	12	13	14	15	16	14	15	16	17	18	19	20	17	18	19	20	21	22	23	21	22	23	24	25	26	27	24	25	26	27	28	29	30	28	29	30	1	2	3	4	31	1	2	3	4	5	6	5	6	7	8	9	10	11
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<p>NOTE: 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. ■ The Current Status of the incomplete report should show as Draft, and Edit Report should appear in the Actions column. 	
6	<p>Under Report Narrative, the Grantee should provide a detailed narrative about the project activity that has taken place during the reporting period. (See the next section for more information about report contents.)</p> <ul style="list-style-type: none"> ■ Grantees should take care to proofread the narrative before submitting to make sure their information is captured correctly.



Step	Action
	
7	<p>Below the Narrative field, Grantees will find the Activity Report Files section. If documentation is needed to provide evidence that a particular milestone has been met or deliverable has been completed, the Grantee must upload additional activity documentation here by using the Upload file function.</p> <ul style="list-style-type: none">■ Some file uploads are optional. For example, some Grantees choose to attach brochures, newsletters, photos of project progress, or other documents related to the project.■ Some file uploads are mandatory under certain circumstances. See the <i>Activity Report Contents</i> section below for a partial list of circumstances under which supporting documentation is required. 



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8	When the report is ready to submit, the Grantee clicks the red Submit Report button at the bottom of the page.																		
9	<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. <div data-bbox="500 596 1265 877" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="color: red; margin: 0;"><u>Warning!</u></p> <p style="font-size: small; margin: 5px 0;">Are you sure you want to submit your activity report? This will send the contents of this form to the grantor for approval.</p> <div style="text-align: right; margin-top: 10px;"> Cancel OK </div> </div>																		
10	After selecting OK , the Grantee will be taken to the Award Dashboard .																		
11	<p>Check status before exiting. Scroll to Award Activities and your submitted report status should say Pending Approval.</p> <div data-bbox="347 1100 1398 1318" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Award Activities</p> <p style="font-size: x-small; margin: 5px 0;">Show 10 entries Search: <input style="width: 100px;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Report</th> <th style="text-align: left;">Reporting Period</th> <th style="text-align: left;">Created By</th> <th style="text-align: left;">Date Created</th> <th style="text-align: left;">Current Status</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>Activity Report</td> <td>10/01/2021 -- 11/01/2021</td> <td>Ineeda House</td> <td>10/29/2021</td> <td>Draft</td> <td>Edit Report</td> </tr> <tr> <td>Activity Report</td> <td>09/30/2021 -- 10/30/2021</td> <td>Ineeda House</td> <td>10/28/2021</td> <td>Pending Approval</td> <td>View Report</td> </tr> </tbody> </table> </div>	Report	Reporting Period	Created By	Date Created	Current Status	Actions	Activity Report	10/01/2021 -- 11/01/2021	Ineeda House	10/29/2021	Draft	Edit Report	Activity Report	09/30/2021 -- 10/30/2021	Ineeda House	10/28/2021	Pending Approval	View Report
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