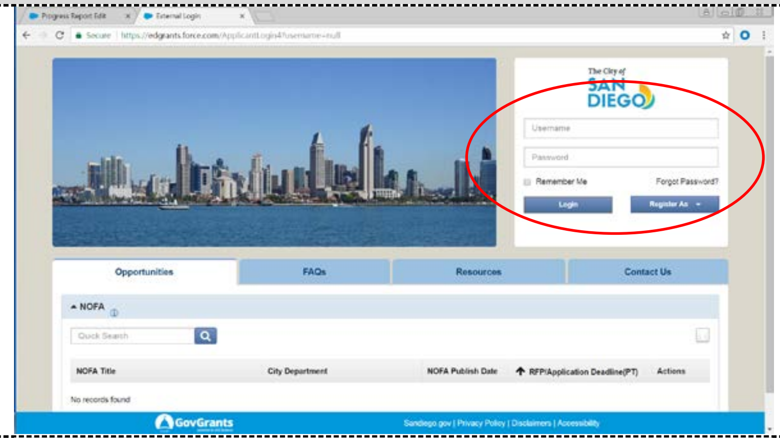
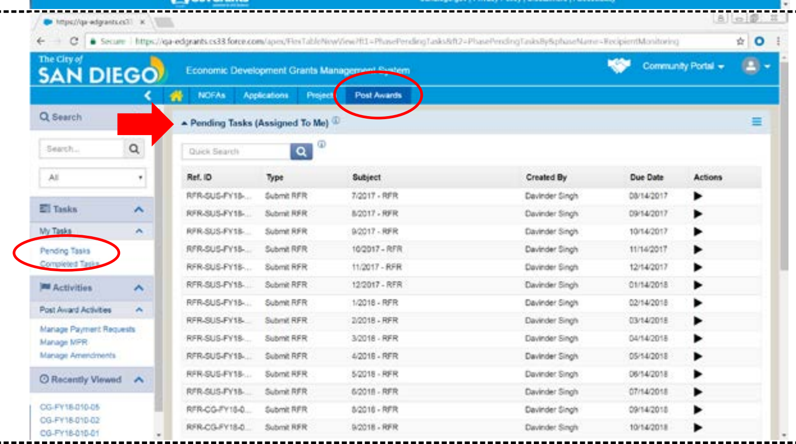
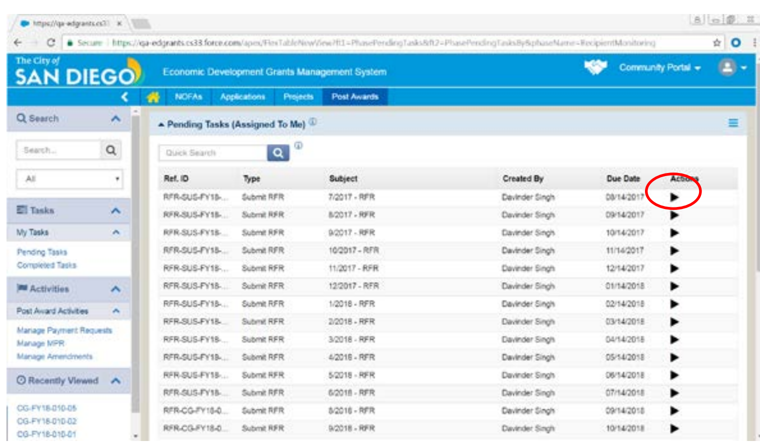
The City of SAN DIEGO

RFR Submission

You will learn:

- **How to complete and submit a Request for Reimbursement (RFR) in ED Grants**

Step	Description	Screenshot
1	Log into http://edgrants.force.com using the credentials for either the Primary Representative or Secondary Representative of your organization.	
2	Go to the 'Post Awards' tab and then click on 'Pending Tasks' along the left side. Look at the 'Assigned to Me' section.	
3	Find the RFR you would like to complete and submit. Click on the 'Start' icon (right-pointing arrow) to open it. ***NOTE:*** *The system automatically generates a 'Pending Task' for each RFR. RFRs must be completed in order from oldest to newest. For example, your organization's July RFR must be submitted and approved by the City before the system will allow you to submit the August RFR. Each RFR is due on the 15th of every month for the previous month's activities. The system will track late submissions, and the City will use this data to evaluate your organization's performance.*	

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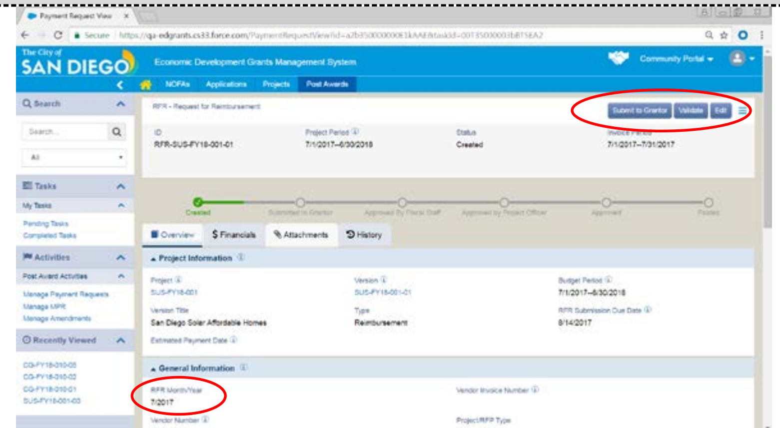
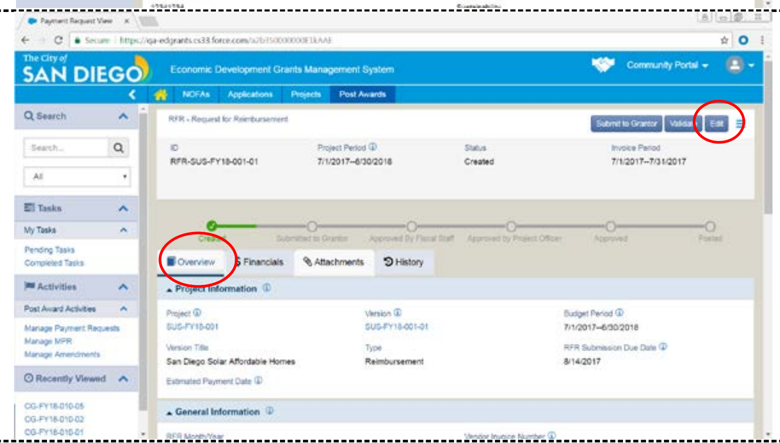
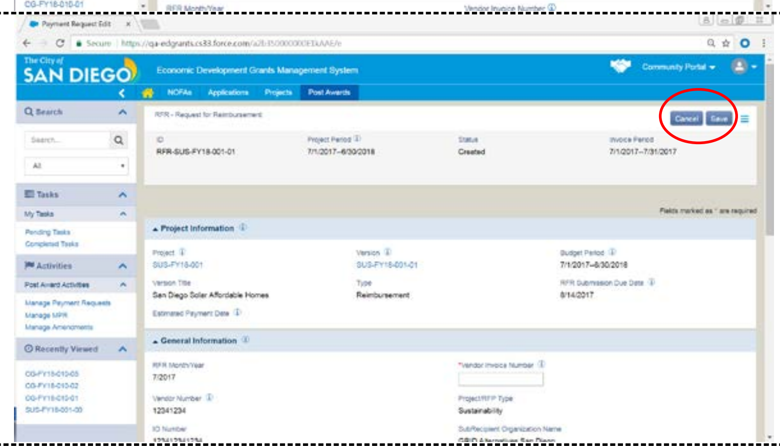
Step	Description	Screenshot
4	You should now see the RFR form with the ‘Submit to Grantor,’ ‘Validate,’ and ‘Edit’ buttons along with the ‘**Overview’**, ‘**Financials’**, ‘**Attachments’** and **‘History’** tabs. ***NOTE:*** *Verify that this is the RFR you would like to complete by checking the reporting period in the ‘General Information’ section under ‘RFR Month/Year.’*	
5	Click on the ‘**Overview**’ tab. Click on the ‘Edit’ button to edit this tab.	
6	Once the ‘**Overview**’ tab is in edit mode, you should see the ‘Cancel’ and ‘Save’ buttons.	

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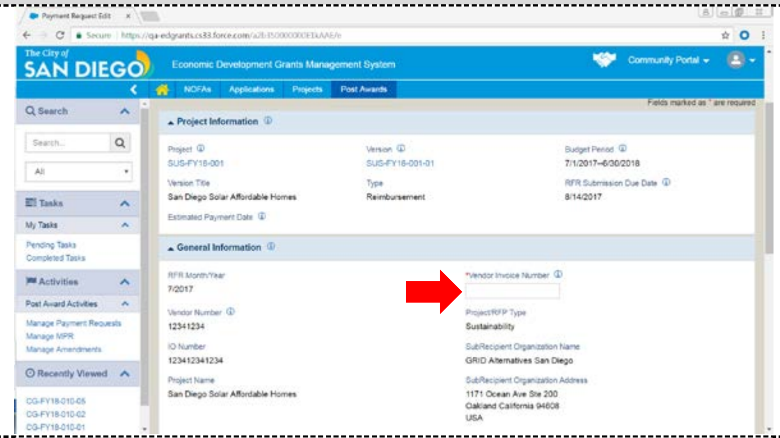
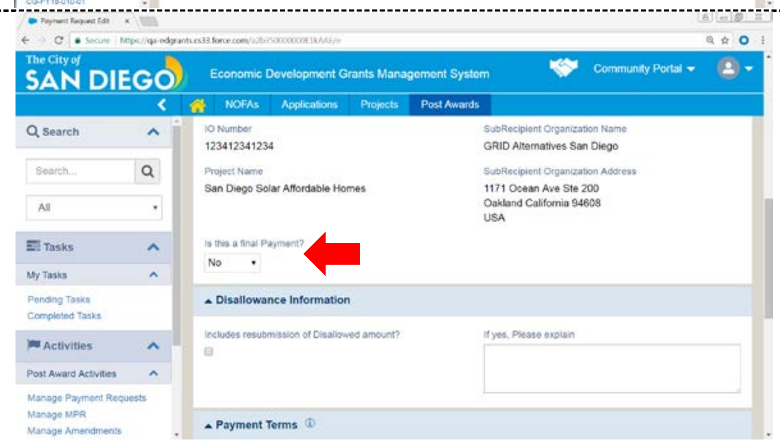
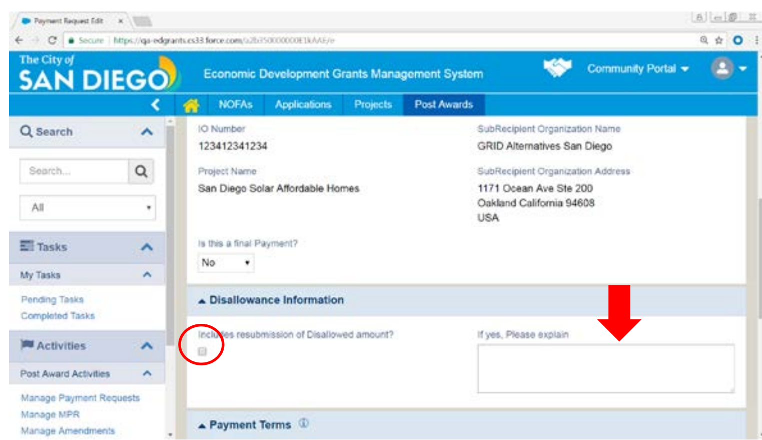
7	Populate the ‘Vendor Invoice Number’ field using a unique alphanumeric identifier assigned by your organization to this particular RFR. ***NOTE:*** *Each RFR must have a unique ‘Vendor Invoice Number’ from month to month. Your organization cannot use the same number more than once for the duration of this project. The City’s accounting system cannot process the same invoice number twice for a project.*	
8	Select ‘Yes’ or ‘No’ from the dropdown menu under the ‘Is this a final payment?’ field. Do not select ‘Yes’ unless you are absolutely sure your organization will no longer submit another RFR. Selecting ‘Yes’ locks the project from submitting any future RFRs for the remainder of the project’s Agreement period in the system.	
9	**OPTIONAL:** Select the checkbox under the ‘Includes resubmission of disallowed amount?’ field if this RFR includes amounts previously disallowed by the City, but eligible for resubmission. If the checkbox is marked, you must enter an explanation in the narrative field to describe the details of the resubmission. In the explanation, include the budget line item name, the dollar amount, the reason for the initial disallowance, and the reason why the resubmission should be approved. ***NOTE:*** *Your organization has only until the following month to resubmit disallowed amounts. For example, if you had disallowed amounts in October 2017, you must resubmit in November 2017 (as long as the amount is eligible for resubmission).*	

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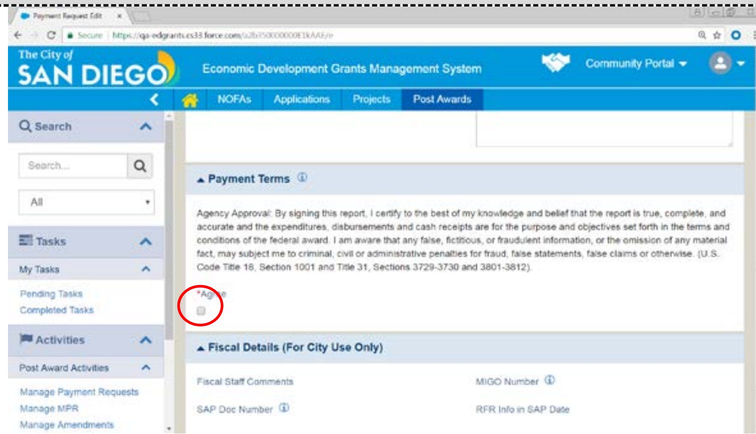
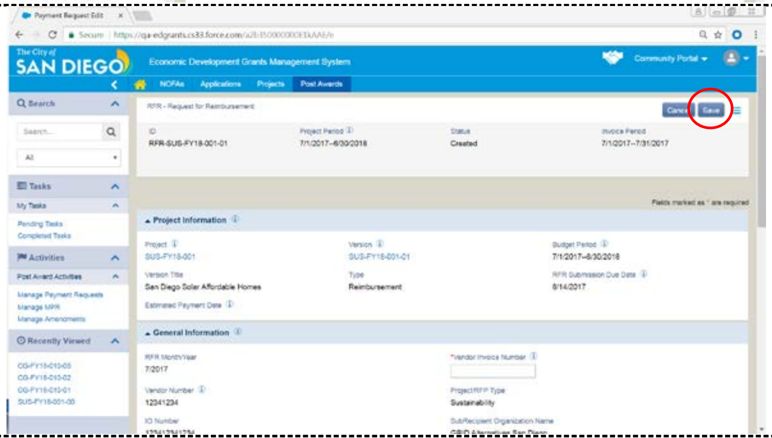
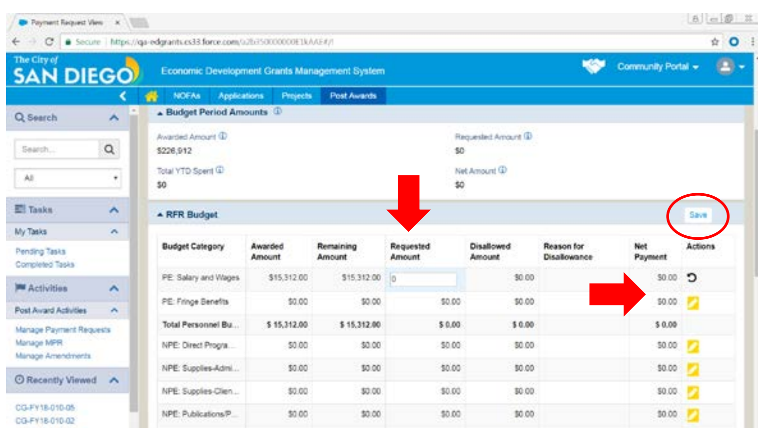
Step	Description	Screenshot
10	Read the ‘Payment Terms’ paragraph and select the checkbox under ‘Agree’ to indicate you have read it and subscribe to it. The system will not allow your organization to submit the RFR unless it agrees to the terms.	
11	Once you have completed the ‘**Overview**’ tab, click on the ‘Save’ button to preserve your work.	
12	Click on the ‘**Financials**’ tab. Use the form here to enter the amounts for which you are requesting reimbursement by budget category item. To enter an amount for a budget category item, click on the pencil icon in the ‘Actions’ column that corresponds to that item. The field in the ‘Requested Amount’ column will become editable. Enter the desired amount. (You may click on the counterclockwise arrow icon to undo your entry if needed.) Repeat this step for all relevant budget category items. After you are finished, click on the ‘Save’ button. ***NOTE:*** *The system will not allow a ‘Requested Amount’ that exceeds the ‘Remaining Amount’ available in any budget category item. A Budget Amendment Request must be submitted and approved by the City to increase the ‘Remaining Amount’ available to cover the ‘Requested Amount.’*	

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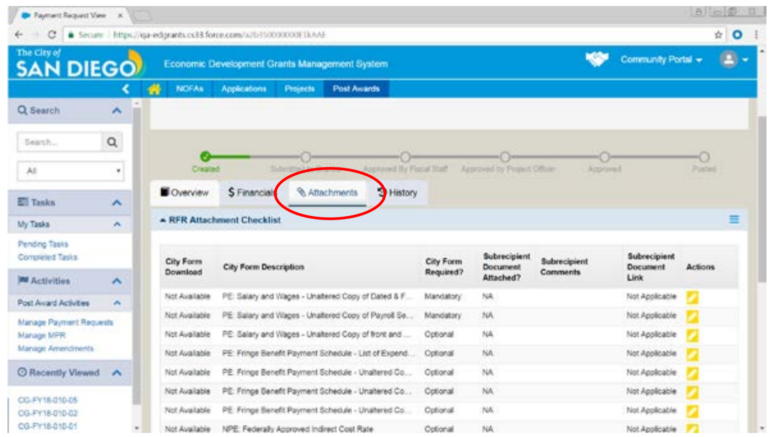
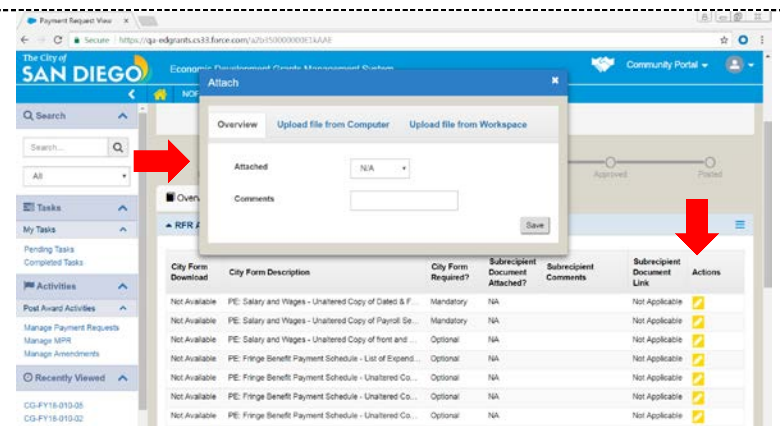
13	Click on the ‘**Attachments**’ tab. This is where you will upload supporting documents for the amounts being requested to be reimbursed. You will be required to fill out and upload a City-produced form as the cover page of the supporting documentation to be reimbursed for expenses. Use the ‘City Form Download’ column to access the City-produced form relevant to the corresponding budget category item. Convert the entire packet as a single PDF that includes the: (1) completed City Form, (2) supporting documentation for the current month, and (3) supporting documentation for any disallowances from the prior month. Upload the packet to the corresponding budget category item. For each budget category item without a an expense, upload a completed ‘No Claim Form’ to indicate that there is no expenditures for the corresponding budget category item. ***NOTE:*** *The City will disallow reimbursement requests without corresponding supporting documents, which will negatively impact your organization’s performance report card.*	
14	To upload a supporting document for a specific budget category item, click on the pencil icon in the ‘Actions’ column that corresponds to that item to open the ‘Attach’ popup window with the ‘Overview,’ ‘Upload File from Computer,’ and ‘Upload File from Workspace’ tabs.	

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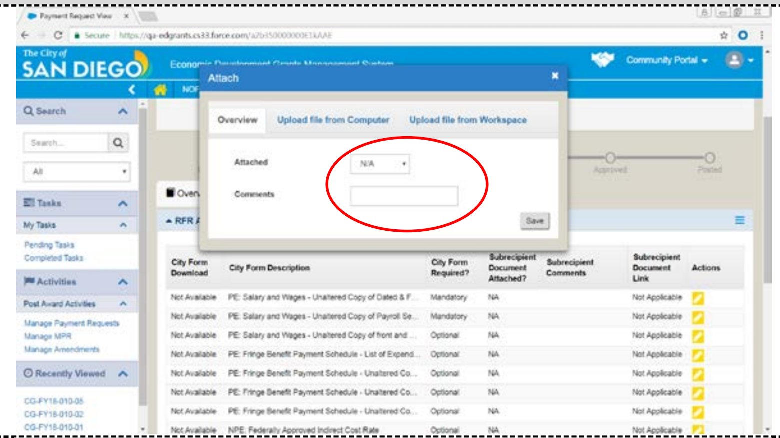
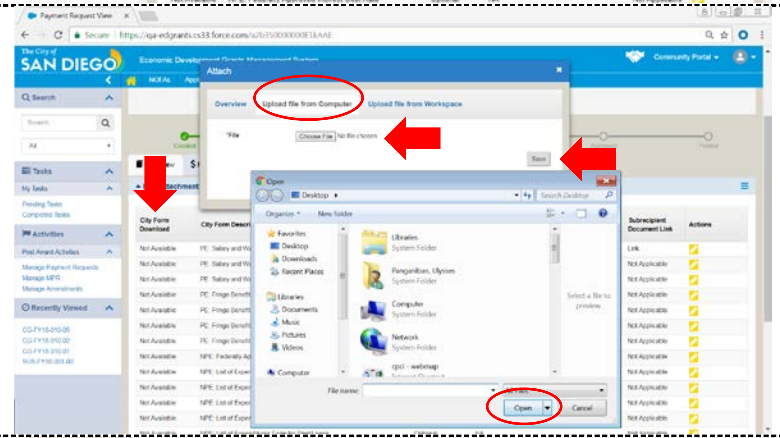
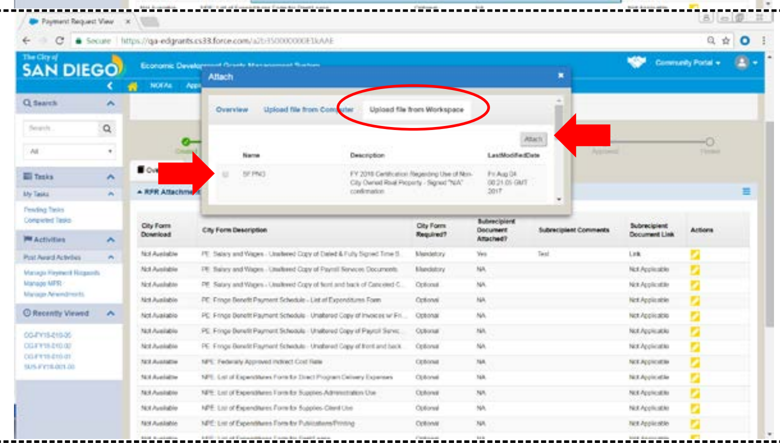
Step	Description	Screenshot
15	Select ‘Yes’ from the dropdown menu to indicate you are attaching a document for the ‘Attached?’ field. Enter a short narrative in the ‘Comments’ field to describe the document.	
16	Click on the ‘Upload File from Computer’ tab. Click on the ‘Choose File’ button to navigate to the file you would like to upload from your local computer. Click on the ‘Open’ button to upload the file to the system. Click on the ‘Save’ button to complete the upload. Repeat steps 14–16 until you have addressed each budget category item.	
17	**OPTIONAL:** Alternatively, instead of uploading a file from your local computer, you may attach a file already uploaded into the system. To do so, click on the ‘Upload File from Workspace’ tab and choose the desired file by clicking on the checkbox to the left of the file name. Click on the ‘Attach’ button to complete the action.	

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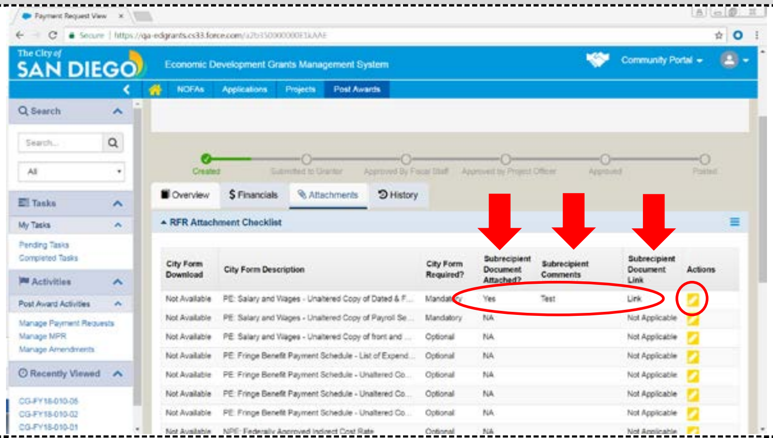
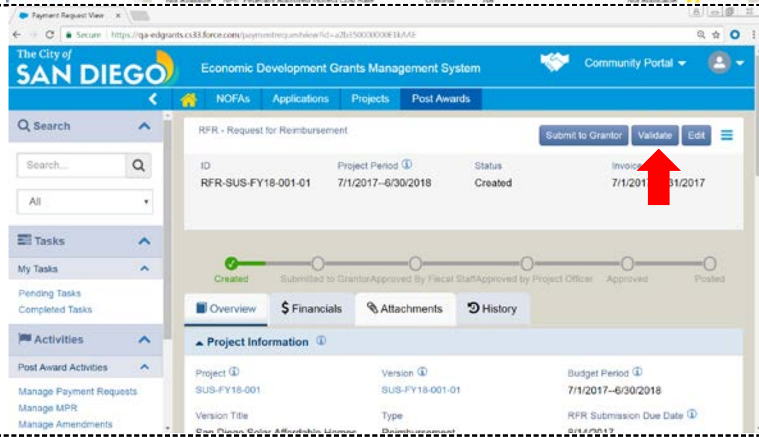
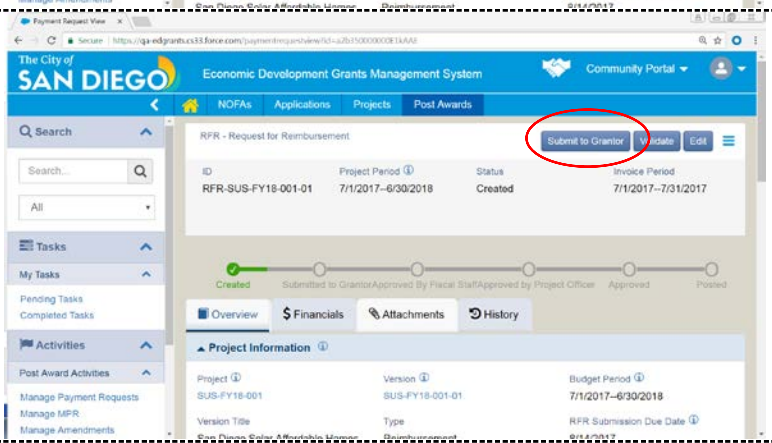
18	Your attached supporting documents should now appear listed with the ‘Subrecipient Document Attached?’ and ‘Subrecipient Comments’ columns populated. The link to the document will be in the ‘Subrecipient Document Link’ column (replacing ‘Not Applicable’). Should you decide to undo or edit the attachment, click on the corresponding pencil icon and refer to steps 14–17 above.	
19	Before submitting the RFR to the City, click on the ‘Validate’ button and check the top of the page for any errors identified. Correct the errors if needed. Otherwise, the system will prevent the RFR from being submitted.	
20	Click on the ‘Submit to Grantor’ button to officially submit the RFR to the City for review and approval. ***NOTE:*** *Only your organization’s Primary Representative will have access to the ‘Submit to Grantor’ button. If you are working as the Secondary Representative, coordinate with the Primary Representative to officially submit the RFR to the City.*	

For additional support, email CDBG@sandiego.gov or visit the ‘Resources’ tab at edgrants.force.com.