1.)

Grant Administration
CDBG

Create Claim | Create A Pre-ROF Report | Create ROF Report | ▼

2.) ➡ Create CDBG Construction Release Report

Lead Applicant	Program Name	Total Amount Awarded	Status
Legacy GMS Test Account	MSRP	$600.00	Implementation

CDBG Semi-Annual Report

Start Closeout

New CDBG Environmental Review

Details

Related   Activities

∨ **Information**

📧 **Status Reports (0)**

Grant ID	Grant Application
G-00966	ADM-1676

Grant Number	Record Type
TEST-13-100	CDBG

⚡ **Grant Modifications (0)**   New

1.) Once you login, click on Account Details. Then click on Grant Administration. Select the grant you would like to submit a Construction Release report for.

2.) Click the down (▼) arrow to see more options. Select "Create CDBG Construction Release Report"

Program Name
MSRP

Total Amount Awarded
$600.00

Status
Implementation

Create CDBG Construction Release Report

Grant Administration
G-00966

Date
5/8/2020

Cancel   Save

3.)

Contract Status
Initial Stage

Administration Modification Status

Files (0)

3.) A screen will pop up. Just click "Save"

4.) A success message will appear at the top of the screen. You can now access the report.

Grant Administration
CDBG

Create Claim   Create A Pre-ROF Report   Create ROF Report

Lead Applicant
Legacy GMS Test Account

Program Name
MSRP

Total Amount Awarded
$600.00

Status
Implementation

Details   **Related**   **Activities**

∨ Information

Status Reports (1) 🔴

Grant ID
G-00966

Grant Application
ADM-1676
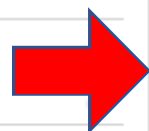
Status Report N...	Record Type	Status	Date Submitted/Co...

Grant Number
TEST-13-100

Record Type
CDBG

5.) ➡️   🔴 0000225   CDBG Construction ...   In Progress

Lead Applicant
Legacy GMS Test Account

Program Year
2020

View All

5.) Under Status Reports, click on the Status Report Name (the blue underlined number) to open the Construction Release report.

Status Report
0000225

Edit   Submit for Approval

Details   Related

∨ **General Information**

Grant Administration   Date
G-00966   5/8/2020

Status
In Progress   **6.)**

∨ **Form 7: Notice of Contract Award**

Type of Construction ⓘ   Bid Opening Date ⓘ

Contract Amount   Contract Signature Date

                                                Signed within 90 Days of Bid Open? ⓘ

T Contractors (0)   New

▢ Files (0)   Add Files

⬆ Upload Files

Or drop files

☑ Approval History (0)

6.) Click on one of the pencil icons to begin filling out the report. The Construction Release report will consist of information from the Labor Standards forms 7, 8, 9, and 12.
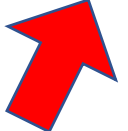
Form 7: Notice of Contract Award

Type of Construction ⓘ

--None-- ▼

Bid Opening Date ⓘ

📅

Contract Amount

Contract Signature Date

📅

7.) ⬆

Signed within 90 Days of Bid Open? ⓘ

9.) ⬆

Form 8: Pre-Construction Conference Acknowledgement

Pre-Construction Conference Uploaded ⓘ

☐

Form 9: Wage & Fringe Benefit Certification

Wage & Fringe Benefit Cert Uploaded? ⓘ

☐

Supporting Wage & Fringe Docs Uploaded? ⓘ

☐

Form 12: Notice to Start Construction

Construction Start Date

📅

Estimated Construction End Date

📅

System Information

7.) ⬆

Created By
Eric Test, 5/8/2020 1:50 PM

Owner
Eric Test

Record Type
CDBG Construction Release

Last Modified By
Eric Test, 5/8/2020 1:50 PM

Cancel | **Save**

⬅ **8.)**

7.) Fill out the 4 fields under Notice of Contract Award and the 2 fields under Notice to Start Construction.

8.) Be sure to click "Save" at the bottom of the screen.

9.) The "Signed within 90 Days of Bid Open" field will calculate the days between Bid Opening Date and Contract Signature date after you click "Save"

Status Report
0000225

Edit   Submit for Approval

Details   Related

General Information

Grant Administration   Date
G-00966   5/8/2020

Status
In Progress

Form 7: Notice of Contract Award

Type of Construction ⓘ   Bid Opening Date ⓘ

--None--

Contract Amount   Contract Signature Date

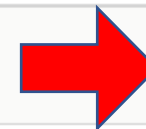Contractors (0)   New

Files (0)   Add Files

                        ⬆ Upload Files

                        Or drop files   **10.)**

Approval History (0)

10.) Upload a copy of Form 8, Form 9, and any supporting documents for wages or fringes under Files. Either click "Add Files" or drag the file over the "Upload Files" button.

Form 7: Notice of Contract Award

Type of Construction ⓘ

--None--

Contract Amount

Bid Opening Date ⓘ

📅

Contract Signature Date

📅

Signed within 90 Days of Bid Open? ⓘ

Form 8: Pre-Construction Conference Acknowledgement

Pre-Construction Conference Uploaded ⓘ

☐

11.)

Form 9: Wage & Fringe Benefit Certification

Wage & Fringe Benefit Cert Uploaded? ⓘ

☐

Supporting Wage & Fringe Docs Uploaded? ⓘ

☐

For... Notice to Start Construction

Construction Start Date

📅

Estimated Construction End Date

📅

System Information

Created By
Eric Test, 5/8/2020 1:50 PM

Record Type
CDBG Construction Release

Owner
Eric Test

Last Modified By
Eric Test, 5/8/2020 1:50 PM

Cancel   Save   **12.)**

11.) After you have uploaded Form 8, Form 9, and any supporting documents, check the boxes to signify that.

12.) Be sure to click "Save" at the bottom of the screen.

Status Report
0000225

Edit   Submit for Approval

Details   Related

∨ General Information

13.) ➡️   New

Grant Administration

G-00966

Date

5/8/2020

📄 Contractors (0)

Status

In Progress

📄 Files (0)   Add Files

∨ Form 7: Notice of Contract Award

Type of Construction ⓘ   Bid Opening Date ⓘ

⬆️ Upload Files

--None-- ▼

Or drop files

Contract Amount   Contract Signature Date

👤 Approval History (0)

13.) If you have any contractors working on the project that were not reported in the ROF report, please add a Contractor card for each of them. Click "New" to begin.

New Contractor: CDBG ROF

Information

Contractor Name

Contractor Name

[   ]

Address 1

[   ]

Address 2

[   ]

City

[   ]

State

[   ]

Contract Amount

[   ]

Zip Code

[   ]

Trade Code

--None--

Racial/Ethnic Code

--None--

Status Report

Search Status Reports...   Q

▣ 0000225

+   New Status Report

CDBG ROF

Contractor FEID#

[   ]

*Contractor Type

--None--

Date Signed

[   ] 📅

Was a copy of the contract provided? ⓘ

☐

Include Federal Third Party Provisions? ⓘ

☐

Funding Source

--None--

14.) ⬇

14.) **It is very important that you fill in the Status Report field.** This will be the same number of the Construction Release report you were just working on. You may receive a system error if you do not fill this out.

15.) Fill out the remaining fields with the contractor's information. You can leave "Status" blank.

Trade Code

--None--

Funding Source

--None--

Racial/Ethnic Code

--None--

Minority Business Enterprise
☐

← 16.)

Women Business Enterprise
☐
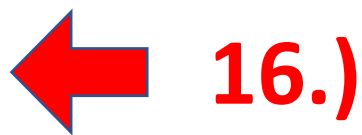
Solicitation Mailing

Certified Mail Receipts provided?
☐

17.)

Name of MWBE Company 1 ⓘ

Certified Mail solicitations to vendors ⓘ
☐

Name of MWBE Company 2 ⓘ

Solicitations mailed to 2 MWBE? ⓘ
☐

16.) Be sure to check the Minority Business Enterprise and/or the Women Business Enterprise boxes if applicable for the contractor.

17.) For construction contractors, you do not need to fill out anything from "Solicitation Mailing" and below.

18.) With all the fields filled out, you can now hit "Save". Again, be sure the "Status Report" field is populated.

19.) You will be brought back to the Construction Release report and have a success message at the top of screen.

20.) With all the fields populated, a contractor card for each new contractor, and all files uploaded, you can click "Submit for Approval"
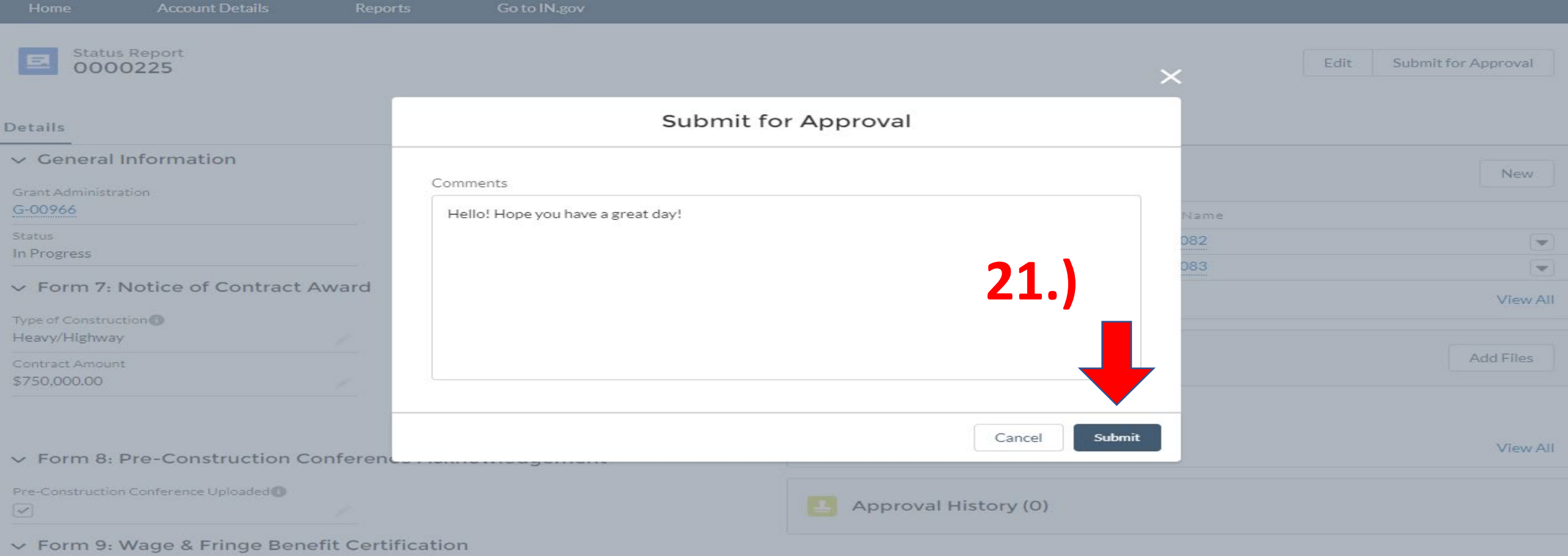
21.)A window will pop up for you to provide any comments you wish to include. Click "Submit" when you are finished.

22.)Refresh the web page and you will see the Status is now "Submitted" and the Approval History shows it is "Pending" review.

New Contact | Edit | Clone

Details | **Related**

General Information

Grant Administration
G-00966

Date
5/8/2020

Status
Submitted

Form 7: Notice of Contract Award

Type of Construction ⓘ
Heavy/Highway

Bid Opening Date ⓘ
3/3/2020

Contract Amount
$750,000.00

Contract Signature Date
5/4/2020

Signed within 90 Days of Bid Open? ⓘ
62

Form 8: Pre-Construction Conference Acknowledgement

Pre-Construction Conference Uploaded ⓘ
☑

Form 9: Wage & Fringe Benefit Certification

Wage & Fringe Benefit Cert Uploaded? ⓘ
☑

Supporting Wage & Fringe Docs Uploaded? ⓘ
☑

Form 12: Notice to Start Construction

Contractors (2)

New

Contractor Name

CON#-00082 ▾

CON#-00083 ▾

View All

Files (1)

Add Files

Construction Release Forms
May 8, 2020 • 11KB • docx

View All

Approval History (2)

23.) ➡ Recall

Step Name	Date	Status	Assigned To	
Step 1	5/8/2020 3:07 PM	Pending	Adam Servies	▾
Approval Request...	5/8/2020 3:07 PM	Submitted	Eric Test	▾

View All

23.) If you submitted the report but need to change a field or upload another document, you can "Recall" the report. You will then be able to edit or upload any item and resubmit.