



DEP CVA GRANT MANAGEMENT SYSTEM USER GUIDE

Department of Environmental Protection (DEP)



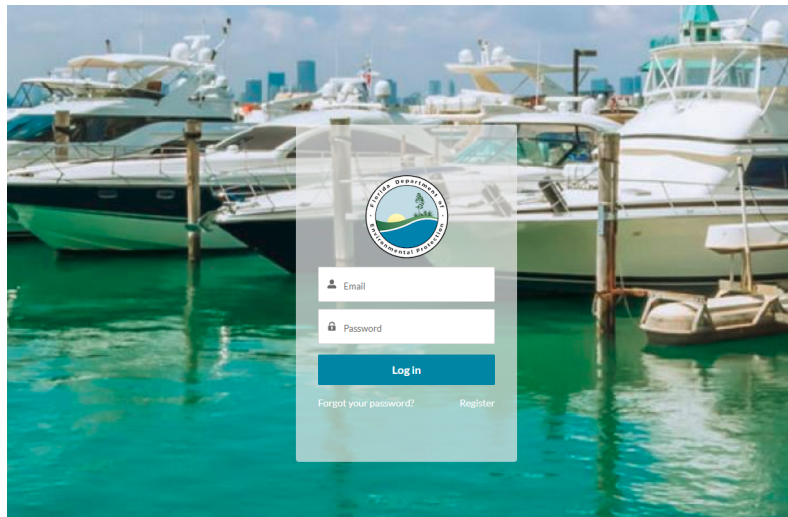
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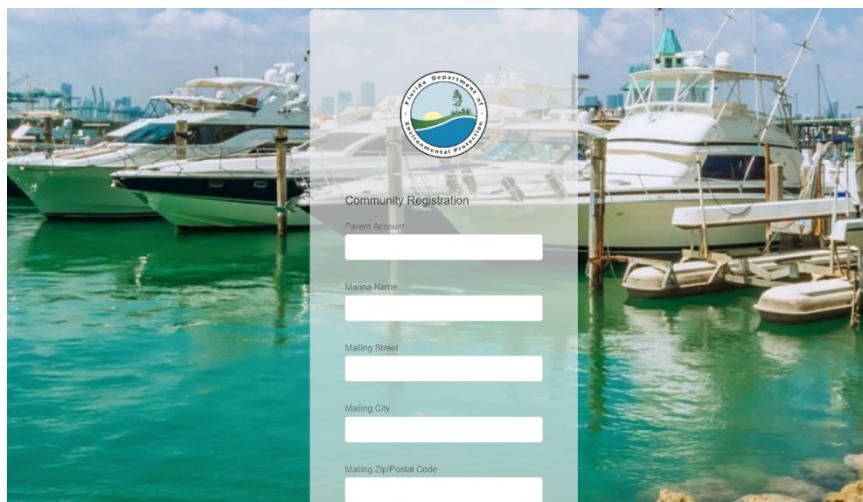


1. Login to the Salesforce Org

- Click on the link to access the portal - <https://myeco.force.com/grants>



- If you do not have an account, select **Register** and complete the **registration form** on the Portal to get access.



- Once you have registered on the Portal the user will be sent an email with a link to create a password. Once the user logs in using their username and password, they will see the home page.
- There are quick links that the user can select to access:
 - Account Details



- CVA Grant Requirements
- Apply for a Grant
- Quick Links for users to access additional information



Clean Vessel Act



CLEAN VESSEL ACT

The **Clean Vessel Act (CVA)** of 1992 was signed into law to reduce pollution from vessel sewage discharges, prohibiting the discharge of raw sewage into fresh water or within coastal salt-water limits. The act established a federal grant program administered by the U.S. Fish and Wildlife Service, which to date has awarded nearly \$150 million for states to install thousands of sewage pumpout stations. The program, housed within DEPs Office of Sustainable Initiatives, provides grants for construction and installation of sewage pumpout facilities and purchase of pumpout boats and educational programs for boaters. [Grant Requirements](#) [Apply for Grant](#)

Quick Links

- CVA Grant Program
- CVA Grant Requirements
- Clean Marina Program
- Clean and Resilient Marina
- Clean Boater Program
- Pumpout Signage Requirements
- Quarterly Reporting Information
- The Florida Coastal Program (FCO)
- The Department of Environmental Protection (DEP)
- Contact Us
- The Grant Management System User Guide

Florida Department of Environmental Protection, Clean Marina Program,
3900 Commonwealth Blvd. MS #30,
Tallahassee, Florida 32399-2400
Phone: 850-245-2100

2. Account Details

- To view Account details, select **Account Details** object.

Account Details

- There are different list views under the Account Details Object:
 - Account
 - Contact
 - Grant Application
 - Grant Agreement
 - Reimbursement Request



- The name of the Account is listed. To view the account details the user can click on the name of the account or select view all if there is more than one account for the user.

MY ACCOUNT INFORMATION

Beaches Marina
United States

View All

- When the user clicks on the name of the account, the account record will display.
- The user will view the Details tab (address, contact details etc.) and Related list tab (Contacts, Grant Applications and Grant Agreements associated to the account).

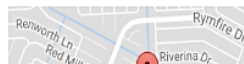
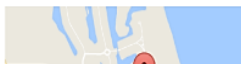
Details

Account Name Brenda's Marina and Resort	Entity Type Private
Parent Account Brenda's Marina and Resort	Type Grant Recipient
Federal Employer ID # F123456789	CMP Designation Type Clean Marina
Annual Renewal Letter Sent	CMP Designation Date 4/9/2018
Facility Name	
Common Name	
Legal Name	

Address Information

Mailing Address
200 OCEAN CREST DRIVE
Palm Coast, Florida 32137
United States

Facility Address
13 Richfield Lane
Palm Coast, Florida 32164
United States



Related

Contacts (4)

CONTACT ...	TITLE	EMAIL	PHONE	
David Bam...	Grant Coordin...	barnacle@ha...	850-255-2898	▼
Sara Hale	Marina Owner	kim.cancel@c...	386-237-1681	▼
Clayton S...		smithcla@aol...		▼
Susie Test	DEP User	ashley.willard...	866-841-0287	▼

View All

Grant Agreements (6+)

AGREEME...	STATUS	FUNDS AWAR...	FUNDS DISBU...	
MV1041	Draft	\$0.00	\$0	▼
MV1068	Draft	\$0.00	\$0	▼
MV1069	Draft	\$0.00	\$0	▼
MV1071	Draft	\$0.00	\$0	▼



3. Contact

- To view all contacts associated to the account select **View All**.

Related

CONTACT ...	TITLE	EMAIL	PHONE	
David Barn...	Grant Coordin...	barnacle@ha...	850-255-2898	▼
Sara Hale	Marina Owner	kim.cancel@c...	386-237-1681	▼
Clayton S...		smithcla@aol...		▼
Susie Test	DEP User	ashley.willard...	866-841-0287	▼

[View All](#)

- The list of contacts will be displayed. The drop-down arrow at the end of the row allows the user to edit the contact record.
- To email the contact, select the contacts email address.
- To view the contact record, select the **contact name**.

Account Details

Accounts > Brenda's Marina and Resort
Contacts

	CONTACT NAME	TITLE	EMAIL	PHONE	
1	David Barnacle	Grant Coordinator	barnacle@hammockbeach.com	850-255-2898	▼
2	Sara Hale	Marina Owner	kim.cancel@coastalcloud.us	386-237-1681	▼
3	Clayton Smith		smithcla@aol.com		▼
4	Susie Test	DEP User	ashley.willard@dep.state.fl.us	866-841-0287	▼

- The contact record displays the details for the contact. Select **Edit** to edit the record.

Contact Mr. David Barnacle

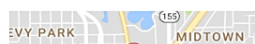
Title	Account Name	Mailing Address	Phone
Grant Coordinator	Brenda's Marina and Resort	1231 North Monroe Street Tallahassee, Florida 32303 United States	850-255-2898

Details

Name	Phone
Mr. David Barnacle	850-255-2898
Account Name	Mobile
Brenda's Marina and Resort	850-245-2323
Title	Email
Grant Coordinator	barnacle@hammockbeach.com

Address Information

Mailing Address
 1231 North Monroe Street
 Tallahassee, Florida 32303
 United States




Related

Grant Applications (1)			
PROJECT ...	FACILITY NAME	APPLICATION ...	LAST MODIFIE...
CVA18-0075	Brenda's Mari...	Application S...	3/20/2018 2:4...

[View All](#)

Grant Agreements (Grantee's Grant Manager) (0)
--



- The Edit Contact screen will display, and updates can be made to the contact record. Click **Save**.
- To go back to the home screen, select the **Home** button .

Edit Contact

*Name	Phone
Salutation Mr.	850-255-2898
First Name David	
*Last Name Barnacle	
*Account Name Brenda's Marina and Resort	Mobile 850-245-2323
Title Grant Coordinator	Email barnacle@hammockbeach.com

Address Information

4. Apply for a Grant

- Select the link **Apply for a Grant**.



Clean Vessel Act



CLEAN VESSEL ACT

The **Clean Vessel Act (CVA) of 1992** was signed into law to reduce pollution from vessel sewage discharges, prohibiting the discharge of raw sewage into fresh water or within coastal salt-water limits. The act established a federal grant program administered by the U.S. Fish and Wildlife Service, which to date has awarded nearly \$150 million for states to install thousands of sewage pumpout stations. The program, housed within DEPs Office of Sustainable Initiatives, provides grants for construction and installation of sewage pumpout facilities and purchase of pumpout boats and educational programs for boaters. [Grant Requirements](#) [Grant FAQ](#) [Apply for Grant](#)

- A screen with eligibility questions will be displayed and users will **select their answer (Yes or No)** by clicking the button. Click **Next**.



Eligibility Questions

1. Is the facility located in the State of Florida?
2. Is the facility federally owned and/or operated? Federal facilities, such as military installations, are not eligible for grant funding.
3. Will the facility offer public access to the pumpout equipment? All Clean Vessel Act Grant recipients are required to offer pumpout services to the public.
4. Is the facility currently existing and operating as a business?

Yes
 No

 Yes
 No

 Yes
 No

Next

- If the user has answered the questions and is determined to be ineligible to apply for the Grant funding, they will see a screen like the one below.

Eligibility Questions

Based on your answers to the Eligibility Questions, this project has been deemed ineligible for Clean Vessel Act Grant funding. Should your eligibility change we encourage you to seek grant funding for your pumpout project. If you have any questions regarding your eligibility status, please contact Clean Vessel Act Program staff.

Thank you for your interest,

The Clean Vessel Act Program

Sustainable Initiatives Programs

Clean.Vessel.Act@dep.state.fl.us

Florida Department of Environmental Protection

3900 Commonwealth Blvd, MS 30

Tallahassee, FL 32399

Office: 850-245-2100

Fax: 1-866-340-4683

Previous Finish

- If the user has answered the questions and they are eligible to apply for the Grant, they will receive the message confirming they are eligible and that they need to create an account for their facility and to submit the grant application. Click Next.



CLEAN VESSEL ACT ELIGIBILITY

Eligibility Questions

Based on your answers to the eligibility questions, this project has been deemed eligible to apply for Clean Vessel Act Grant funding. To complete the Grant Application, please create an account for your facility and submit the Clean Vessel Act Grant Application.

If you need assistance in this process, please contact Clean Vessel Act Program staff.

The Clean Vessel Act Program

Sustainable Initiatives Programs

Clean.Vessel.Act@dep.state.fl.us

Florida Department of Environmental Protection

3900 Commonwealth Blvd, MS 30

Tallahassee, FL 32399

Office: 850-245-2100

Fax: 1-866-340-4683

Previous Next

- The Application screen will display. **Complete all fields.**

Edit CVA18-0167

Project Number CVA18-0167	Application Status Draft
Total Project Amount \$0.00	Total Match Amount \$0.00
Total Grant Award Amount \$0.00	

Contact Responsible for CVA Grant Application and Project Implementation

Application Contact Name Sara Hale	Facility Name Brenda's Marina and Resort
Contact Title Marina Owner	*Facility Address ⓘ 200 OCEAN CREST DRIVE
Contact Phone 386-237-1681	*Facility City Balm Coast

Cancel Save & New Save

- In the application there are fields where the applicant will need to select a link that will take them to an external page where they can verify:
 - Impaired waterway
 - Find the facility location/coordinates



* Is project located in designated hotspot ⓘ

No ▼

Verified Impaired Waterbody Link

[Click to verify impaired waterway.](#)

* Facility's coordinates ⓘ

Latitude

29.606302

Longitude

-81.187921

Find your facility's coordinates ⓘ

[Click to Find location](#)

- **PLEASE NOTE:** Users **MUST** select the **Certify checkbox**. This is to confirm the user is an authorized agent for the named entity, and to verify that their facility is in regulatory compliance with the Florida Department of Environmental Protection, and all local, state, and federal permits and approvals applicable to their project. **The application cannot be submitted if this checkbox is not checked.**

Edit CVA18-1031

* Will you sustain equipment post install? ⓘ

--None-- ▼

* Will you provide education on services? ⓘ

--None-- ▼

* Plan to address boater non-compliance? ⓘ

--None-- ▼

As an authorized agent for the above entity, I verify that this facility is in regulatory compliance with the Florida DEP, and all local, state, and federal permits and approvals applicable to the project specified in this app.

I Certify to be Authorized ⓘ

Cancel Save



- Once the application has been completed the Grant Application record will be displayed. The application status will be displayed in **Draft status**.

Grant Application
CVA18-0167

Edit

Submit for Approval

Application Contact Name	Application Status	Facility Name	Total Project Amount	Total Grant Award Amount
Sara Hale	Draft	Brenda's Marina and Resort	\$0.00	\$0.00

Project Number CVA18-0167	Application Status Draft
Total Project Amount \$0.00	Total Match Amount \$0.00
Total Grant Award Amount \$0.00	

Contact Responsible for CVA Grant Application and Project Imple...

Application Contact Name Sara Hale	Facility Name Brenda's Marina and Resort
Contact Title Marina Owner	Facility Address 200 OCEAN CREST DRIVE
Contact Phone 386-237-1681	Facility City Palm Coast
Contact E-mail Address kim.cancel@coastalcloud.us	Facility State FL
Facility Contact Sara Hale	Facility County Flagler

Grant Agreements (0)

Site Visits (0)

Files (0)

Add Files

Upload Files

Or drop files

- Scroll down to the end of the screen. The **Application Budget Categories** will need to be added to the Grant Application. Enter the amounts and click into the next row; the calculations are done automatically, and they are saved automatically by clicking out of the field.

Application Budget Categories

Tasks	Category	Total Amount	75% Grant	25% Match
Permits	Miscellaneous Expenses	15,000.0000	\$11,250.0000	\$3,750.0000
Site Preparation	Contractual Services		\$0.0000	\$0.0000
Site Preparation	Salaries		\$0.0000	\$0.0000
Renovation	Contractual Services		\$0.0000	\$0.0000
Renovation	Salaries		\$0.0000	\$0.0000
Equipment Purchase	Equipment Purchase	250,000.0000	\$187,500.0000	\$62,500.0000
Equipment Installation	Contractual Services	15,000.0000	\$11,250.0000	\$3,750.0000
Equipment Installation	Salaries		\$0.0000	\$0.0000
Operations Of Equipment	Contractual Services		\$0.0000	\$0.0000
Operations Of Equipment	Salaries		\$0.0000	\$0.0000
Maintenance and Repair	Contractual Services		\$0.0000	\$0.0000
Maintenance and Repair	Salaries		\$0.0000	\$0.0000
Maintenance and Repair	Miscellaneous Expenses		\$0.0000	\$0.0000
Sewage Hauling	Contractual Services		\$0.0000	\$0.0000
Pumpout Signage	Miscellaneous Expenses		\$0.0000	\$0.0000
Pumpout Signage	Salaries		\$0.0000	\$0.0000
Educational and Instructional Materials	Miscellaneous Expenses		\$0.0000	\$0.0000
	Total Project Amount 100%	\$280000.0000		
	Total Grant Award Amount (up to 75%)		\$210000.0000	
	Total Match Amount (no less than 25%)			\$70000.0000



- Users will have the option to edit the application details by selecting the Edit button.
- **Please Note:** it is recommended that applicants view the checklist of required documents. **Select List** to access this information.
- The user will upload their required documents as part of their Grant Application record. To do this, they will select Upload Files. They will select **the file stored on their PC** and select **Open**.

Account Details

Grant Application CVA18-1000

Application Contact Name: Portal User | Application Status: Draft | Facility Name: Beers Marina | Total Project Amount: \$0.00 | Total Grant Award Amount: \$0.00 | Total Match Amount: \$0.00

Project Number: CVA18-1000 | Application Status: Draft | Total Project Amount: \$0.00 | Total Match Amount: \$0.00 | Total Grant Award Amount: \$0.00

ETL:

Contact Responsible for CVA Grant Application and Project Imple...

Application Contact Name: Portal User | Facility Name: Beers Marina | Parent Company Name: Bali Boats

CVA Application Required Supporting Documents

List

Files (0) | Add Files

Upload Files | Or drop files

- The file will be uploaded to the Grant Application. Select **Done**.

Upload Files

Test Document.docx | 12 KB

1 of 1 file uploaded

Done

- The Grant Application record will display the attached file.



Files (1) Add Files

Test Document
11:17 AM • 12KB • docx

View All

- To delete a file, **select View All**. This will open the list view of your files. Select the **drop-down arrow** next to the file to be deleted. Select **Delete**. Select the Grant Application name to go back to the Grant Application screen.

Account Details

Grant Applications > **CVA18-1001** Add Files

	TITLE	OWNER	LAST MODIFIED	SIZE	
1	Test Document	Manny Villa	5/9/2018 11:48 AM	12KB	

- Once the user is ready to submit their application they will select **Submit for Approval**

Submit for Approval

- The Submit for Approval comments screen will display, and the user can include any comments and select **Submit**.

Submit for Approval

Comments

Thank you for this opportunity to apply for the CVA Grant

Cancel Submit



- A confirmation message displays that the grant has been approved. The status will then be changed from Draft to Application Submitted.
- The user will receive an email letting them know their application has been received by DEP.

Grant Application
CVA18-0159

Application Contact Name Clyde Alderman	Application Status Application Submitted	Facility Name Beaches Marina	Total Project Amount \$10,495.00	Total Grant Award Amount \$7,871.25	Total Match Amount \$2,623.75
--	--	---------------------------------	-------------------------------------	--	----------------------------------

Project Number: CVA18-0159
 Application Status: Application Submitted
 Owner: Clyde Alderman
 Federal Employer ID #: 12-1234567

Contact Responsible for CVA Grant Application and Project Imple...

Contact Title: _____
 Contact E-mail Address: clyde.alderman@dep.state.fl.us
 Application Contact Name: Clyde Alderman
 Contact Phone: _____
 Facility Contact: Clyde Alderman

Facility Name: Beaches Marina
 Facility County: Pinellas
 Facility Address: 5821 32nd Way S
 Facility Zipcode: 75252

Grant Agreements (0)

Site Visits (0)

Files (0) Add Files

Or drop files

5. Grant Application Tab

- Select the **Grant Application tab** to view the grant application. To open the application, click on the Project Number.

Account Details

Account Contact **Grant Application** Grant Agreement Reimbursement Request

MY APPLICATIONS

PROJECT NUMBER	APPLICATION STATUS	APPLICATION SUBMIT DATE	APPLICATION REVIEW DATE
CVA18-0159	Application Submitted	4/18/2018	

- Once the Grant Application has been submitted to DEP for approval and they have approved the submitted application, the application status will change to **Application Approved**.



6. The Grant Agreement

- Select the **Grant Agreement tab** to view the grant application. To open the application, click on the Agreement Number.
- The status of the Agreement is displayed. The user will be notified via email once the Agreement has a Status of Executed (i.e. it has been approved).

AGREEMENT NUMBER	PROJECT NUMBER	AGREEMENT ACCOUNT	STATUS
MV2151	CVA18-1012	REGATTA POINTE MARINA	Draft

- The user will need to **upload their Deliverables**. To do this, select **Upload Files**.

Grant Agreement MV2153

Agreement Account: REGATTA POINTE MARINA | Agreement Contact: Caitlin Smith | Status: Executed

Details

Agreement Number: MV2153	Owner: Coastal Cloud
Project Number: CVA18-1015	Status: Executed
Agreement Account: REGATTA POINTE MARINA	Total Grant Award: \$222,137.18
Grantee's Grant Manager: Caitlin Smith	Funds Disbursed: \$0.00

Deliverable Upload Flow

Upload

Upload Files Or drop files


You may upload one file once in this screen. You will have the ability to upload multiple files. After uploading your file, please click "Next".

Next

- They will **select the file** stored on their PC and **select Open**.
- The upload screen will display showing that the file was uploaded successfully. Click **Done**.
- Click **Next**



Upload Files

 Test Document.docx
12 KB

1 of 1 file uploaded

Done

- Select the **Deliverable** that is associated with the file that was uploaded. Click **next**

Deliverable Upload Flow

* To which deliverables does this file apply?

Permits

Site Preparation

Site Preparation

Equipment Purchase

Equipment Installation

Equipment Installation

Operations of Equipment

Pumpout Signage

Education and Instructional Materials

Renovation

Sewage Hauling

Maintenance and Repair

Maintenance and Repair

Maintenance and Repair

Next

- Select the **checkbox** to add another Deliverable file upload. Click **Next**.

Deliverable Upload Flow

Select this if you want to add another file.

Next

- This will take you to the screen where you can select the file and go through the upload process again.

Deliverable Upload Flow

Upload

 Upload Files Or drop files

You may upload one file once in this screen. You will have the ability to upload multiple files. After uploading your file, please click "Next".

Next



7. Create a Reimbursement Request

- Navigate to the **Account Tab** and select the **Grant Agreement** by clicking on the Agreement Number.
- The Agreement record will display. Scroll down to the Reimbursement Request related list. Select **New**.

Account Details

Grant Agreement MV1083 Submit for Approval

Agreement Account: Brenda's Marina and Resort | Agreement Contact: Sara Hale | Status: Awarded

Details

Agreement Number	MV1083	Owner	Sara Hale
Agreement Account	Brenda's Marina and Resort	Status	Awarded
Grantee's Grant Manager		Funds Awarded	\$0.00
Start Date	7/1/2017	Funds Disbursed	\$0
End Date			
Project Number	CVA18-0059	Total Project Cost	\$2,100.00
Project Summary		Total Grant Award	

Deliverable Upload

Upload Upload Files Or drop files

You may upload one file once in this screen. You will have the ability to upload multiple files. After uploading your file, please click "Next". Next

Related

Reimbursement Requests (2) New

REIMBURSEMENT REQUEST N... FUNDS REQUESTED

- The Reimbursement Request screen displays. **Complete all the fields** and select **Save**.

New Reimbursement Request: Payment Request Summary

Reimbursement Request Name: _____ Submit date: 4/22/2018

* Grant Agreement: MV1083 Amount Requested: 0

Grantee Name: _____

IsAccount: 0.00

Property Reporting Information

Is State retaining property ownership? --None--

Was equipment purchased valued over 5000

Cancel Save & New Save



- The Reimbursement Request record is saved. The user can scroll to the Reimbursement related list and select the link to open the Reimbursement request.

✓ Reimbursement Request was created.
✕

Details

Agreement Number MV2153	Owner Coastal Cloud
Project Number CVA18-1015	Status Executed
Agreement Account REGATTA POINTE MARINA	Total Grant Award \$222,137.18
Grantee's Grant Manager Caitlin Smith	Funds Disbursed \$0
Start Date 5/14/2018	Total Project Cost \$268,214.91
End Date 7/31/2018	Total Grantee Match
Project Summary ⓘ	
Project Summary Other ⓘ	

Deliverable Upload Flow

Upload

Or drop files

You may upload one file once in this screen. You will have the ability to upload multiple files. After uploading your file, please click "Next".

Related

Reimbursement Requests (2)

REIMBURSEMENT REQUEST ...	FUNDS REQUESTED
PR-000613	\$0

- The record will display the Budget Categories. Update the amount being requested for reimbursement under the **Amount column** for each Budget Category. **Refresh the screen** so all the information is populated.

Budget Categories

NAME	TASK NAME	ALLOWABLE BUDGET CATEGORY	TOTAL TASK BUDGET	AMOUNT	CATEGORY FUNDS REMAINING	GRANT AWARD AMOUNT	GRANTEE AWARD AMOUNT	CVA GRANT FUNDING AMOUNT
RRBC-11467	Maintenance a...	Miscellaneous/Other Expenses	\$ 2345.00	\$ 1000.00	\$ 2345.00	\$ 750.00	\$ 250.00	\$ 0.00
RRBC-11468	Maintenance a...	Salaries/Wages	\$ 3384.16	\$ 1000.00	\$ 3384.16	\$ 750.00	\$ 250.00	\$ 0.00
RRBC-11469	Maintenance a...	Contractual Services (Subcontractors)	\$ 6743.00	\$ 1000.00	\$ 6743.00	\$ 750.00	\$ 250.00	\$ 0.00
RRBC-11470	Sewage Hauling	Contractual Services (Subcontractors)	\$ 2450.00	\$ 1000.00	\$ 2450.00	\$ 750.00	\$ 250.00	\$ 0.00
RRBC-11471	Renovation	Salaries/Wages	\$ 5700.00	\$ 2000.00	\$ 5700.00	\$ 1500.00	\$ 500.00	\$ 0.00
RRBC-11472	Education and ...	Miscellaneous/Other Expenses	\$ 4560.00	\$ 2000.00	\$ 4560.00	\$ 1500.00	\$ 500.00	\$ 0.00
...	...	Miscellaneous/O



- Note: When adding amounts in the Budget Category table, the values will automatically be saved when you click out of the amount field. There is no save button required. Additionally, the calculations will be adjusted automatically.
- Select **Submit for Approval**. The Submit for Approval comments box will display, add any relevant comments (if any) and select **Submit for Approval**.

- DEP will process the Payment Reimbursement request and Approve / Reject the request. If approved the status is changed to Approved.

Reimbursement Request Name PR-000613	Invoice # 001
Grant Agreement MV2153	Status Approved
Grantee Name Caitlin Smith	Submit date 5/15/2018
	Amount Requested \$6,375.00



8. Status Reports

- The portal user will create Status Reports and 5-year Gallon Reporting.
- Navigate to the **Grant Agreement** object.

AGREEMENT NUMBER	PROJECT NUMBER	AGREEMENT ACCOUNT
MV2151	CVA18-1012	REGATTA POINTE MARINA

- Scroll to the Status Report related list.
- Select **New**.

Status Reports (0) New

- Select either:
 - Quarterly Progress Report Form
 - 5 Year Quarterly Gallon Pumpout Reporting Form
- Click **Next**

New Status Report

Select a record type Quarterly Progress Report Form
 5 Year Quarterly Gallon Pumpout Reporting Form

Cancel Next

- For this example, we selected the record type - Quarterly Progress Report Form. The form will be displayed, and the portal user must fill in the fields and click on **Save**.



New Status Report: Quarterly Progress Report Form

Project Number

Grant Agreement
MV1249

Agreement Number

Grantee Name

Is this the final report for Agreement?

Status Report Name

Reporting Period

Year: --None--

Quarter: --None--

Report

Project Accomplishment Summary:

Cancel Save

- The Status report is submitted, and the record is displayed in the Status related list.

Status Reports (1) New

STATUS RE...	QUARTER	CREATED DATE	LAST MODIFIE...
SR-0017	1	4/25/2018 8:2...	CVA Portal User

[View All](#)

9. Amendments / Change Orders (Read Only)

- The User will have Read Only access to view the Amendment/Change Order records.
- To access the Amendment/Change Order related list **navigate to a Grant Agreement record** and scroll to the **Amendment/Change Order related list**.
- Click on the Amendment Name to view the record.

Amendments/Change Order (2)

AMENDME...	AMENDMENT ...	AMENDMENT ...	CREATED DATE
CA-0149	5/15/2018	\$150,000.00	5/15/2018 10:...
CA-0154	5/31/2018	\$0.00	5/16/2018 2:3...

[View All](#)