This document will guide you through submitting an Expenditure Report in the Technical Assistance and Grant Management Equity Portal, "Equity Portal".

California Department of Public Health

Office of Health Equity

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Reviewed By: Office of Health Equity

Submitting an Expenditure Report-User Guide

Submit an Expenditure Report as an Awardee

1. Navigate to the **Equity Portal** homepage
2. Select **Sign In** from the top right header of the Homepage

3. Navigate to Award Dashboard from the **Award Management** button, circled below, and select your active Award

4. Navigate to the **Expenditure Report** table
   a. Select **Edit** next to the Expenditure Report that is in **Draft** Status

Tribal CHR COVID19 Dashboard

Inquiries

Inquiry Number	Description	Artifact Type	Date Requested ↓	Status	
INQ-01186	I have a question	Work Plan	1/26/2023 9:40 AM	Submitted	⌄

Invoices

New Invoice | Request Invoice Technical Assistance

Invoice	Start Date ↓	End Date	Total Invoice Amount	Submitter	Submitted On	Status	
Averi's Apple Orchard Invoice 2022-10-03 - 2022-11-03	10/3/2022	11/3/2022	$14,400.00	Averi Apple	1/26/2023 9:30 AM	Approved	⌄

Work Plans

Name	Due Date	Submitter	Submitted On	Internal Grant Review	
Averi's Apple Orchard - Tribal CHR COVID19 - Work Plan	7/5/2024	Averi Apple	1/26/2023 9:40 AM	Approved	⌄

Progress Reports

Name	Start Date ↑	End Date	Due Date	Submitter	Submitted On	Status	
Averi's Apple Orchard - Tribal CHR COVID19 - Progress Report 1	9/14/2022	12/14/2022	12/21/2022			Draft	⌄

Spend Plans

Name	Total Budget Amount	Due Date ↑	Submitter	Submitted On	Status	
Averi's Apple Orchard - Tribal CHR COVID19 - Spend Plan	$90,420.00	7/5/2024	Averi Apple	1/26/2023 1:45 PM	Approved	⌄

Expenditure Reports

Name	Expenditure Report Total	Reporting Start Date	Reporting End Date	Due Date	Submitter	Submitted On	Status	
Averi's Apple Orchard - Tribal CHR COVID19 - Expenditure Report 1	$0.00	9/14/2022	12/14/2022	12/21/2022			Draft	⌄
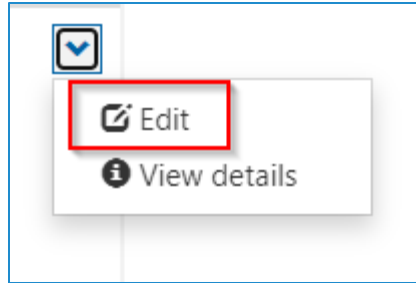
Note: The Expenditure Report should include all expenditures that you have incurred as a part of the grant or contract work that took place during the **Reporting Start Date** and **Reporting End Date**. The expenditures should generally be in line with what you have budgeted in your **Spend Plan**, which you can go back and reference by reviewing it in your Equity Portal Dashboard.

5. Type in the **Indirect Cost** total that you expended during the reporting period

6. For each **Budget Item Category**:
    a. Report Expenditures
        i. Under the **Name header, you will see** the name of the approved expenditure, as it appears in your **Spend Plan.** The dates next to the **Name** reference the Program year that you budgeted the item for, and the exact months included in that year
        ii. The **Amount Spent** will auto-calculate as you enter your expenditures
        iii. The **Status Reason** will update when you save your data to show that you have successfully entered and saved your expenditure
        iv. To enter your expenditure data, select the dropdown arrow next to each item and select **Edit**

Personnel			
Name	**Amount Spent**	**Status Reason**	
Supervisor (09/14/2022 - 12/14/2022)	$0.00	Draft	⌄
Staff (09/14/2022 - 12/14/2022)	$0.00	Draft	⌄
		Personnel Subtotal	
		$0.00	
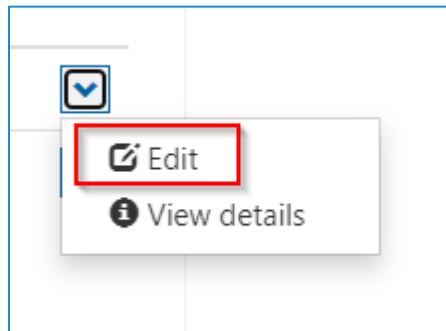
v. Update the **Amount Spent for** that item during the Reporting Period

Budget Item Progress

Name *

Supervisor (09/14/2022 - 12/14/2022)

Amount Spent *

1 $ 5000.00

2 Save

vi. **Save** the item

vii. Note: The Status Reason of the item you reported spending on is **Saved**

Personnel			
Name	Amount Spent	Status Reason	
Staff	$4,000.00	Saved	⌄
Supervisor (09/14/2022 - 12/14/2022)	$5,000.00	Saved	⌄
Staff (09/14/2022 - 12/14/2022)	$0.00	Draft	⌄

Personnel Subtotal
$9,000.00

      viii.   Repeat for each Budget Item in each Budget Item Category
             1.   The 6 Budget Item Categories are:
                  a.   Personnel
                  b.   Supplies
                  c.   Travel
                  d.   Equipment
                  e.   Other
                  f.   Subcontracts

Adding an Incidental Expense

If you have incurred an expense that was not listed on your Spend Plan, you may enter it into the appropriate Budget Item Category by:

    1.   Select the **+Create** button in the top right of the **Budget Item** sub-grid

Personnel			
Name	Amount Spent	Status Reason	
Supervisor (09/14/2022 - 12/14/2022)	$5,000.00	Saved	⌄
Staff (09/14/2022 - 12/14/2022)	$0.00	Draft	⌄

Personnel Subtotal
$5,000.00

    2.   Type in the **Name** of the item and **Amount Spent**

3. **Save** the new Budget Item

Submit your Expenditure Report

1. If you have questions about your Expenditure Report, scroll to the bottom of the page to submit an **Inquiry** to your Grant Managers

   a. Click the button that says **Request Technical Assistance**

   b. Describe your inquiry/question for your Award Manager

Submit Inquiry

Describe your Inquiry *

1   I am waiting on a receipt for one of my budget items, can I come back to the Expenditure Report later?

2   Submit

     c.   **Submit** your Inquiry

Note: If you do need to Save and come back to your Expenditure Report later, do not select the Submit Expenditure Report button at the bottom of the page. Instead, click the back button in your browser. You will be returned to the Award Dashboard with your Saved Expenditure Report in Draft status.
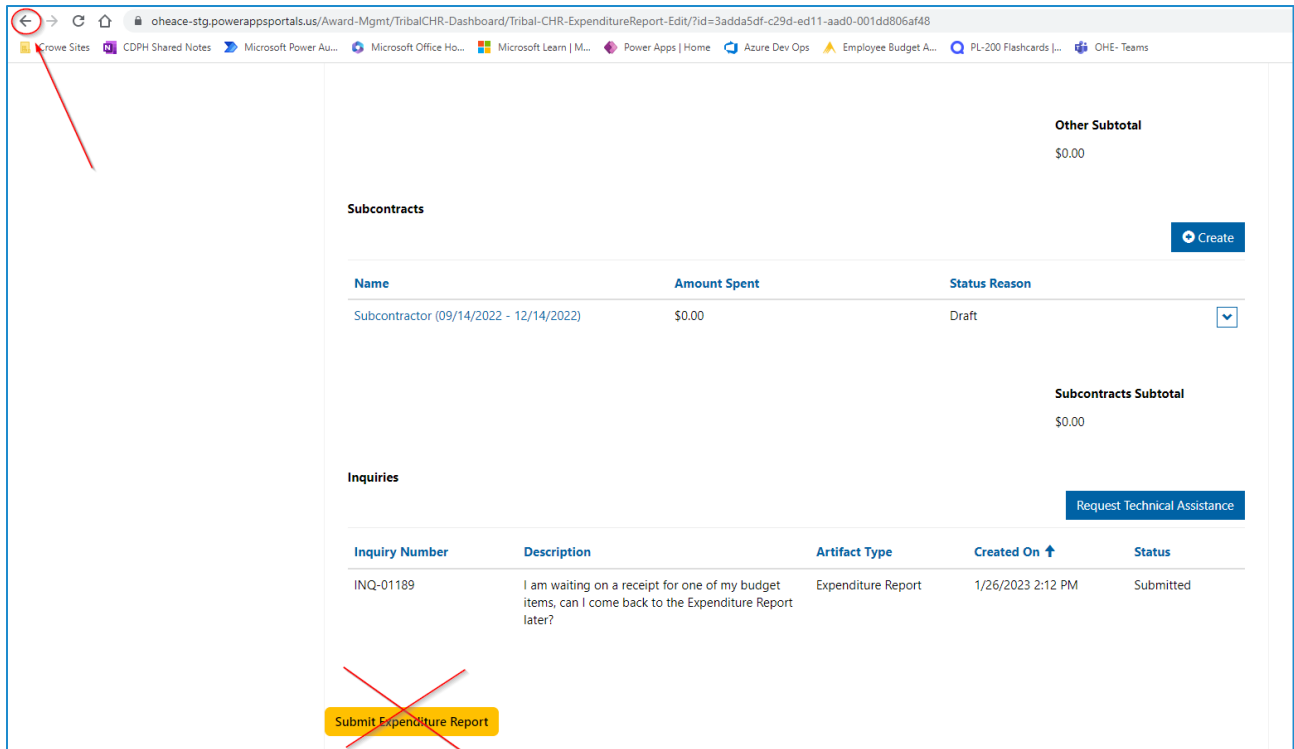
2. To return to the Expenditure Report, select **Edit** from the dropdown arrow once again

3. When you are finished, **Submit your Expenditure Report**

4. Congratulations, you have now successfully submitted your Expenditure Report!
As the next step, you will receive an email from the Equity Team notifying you that your Expenditure Report has been submitted and your Grant Manager will be notified of the submission so they can begin reviewing

Review and Respond to Award Manager Feedback

When reviewing Expenditure Reports, Award Managers may want to provide feedback on the report. There are four types of Award Manager feedback that can be provided:

1. **Recommendations**
   a. Recommendations are optional changes from the Award Manager that they believe will enhance your Expenditure Report
2. **Requirements**
   a. Requirements are required changes that you must make in order for your Award Manager to approve the Expenditure Report
3. **Award Manager Edit Notifications**
   a. Award Manager Edit Notifications are a way for your Award Manager to communicate to you if they edited something on your Expenditure Report

4. **Questions**
   a. Questions are direct questions your Award Manager has for you regarding your Expenditure Report

If your Award Manager choose to return your Expenditure Report with feedback, you will receive an email notification that links you to the portal and prompts you to review the feedback.

1. Select the hyperlink in the email and navigate to the portal, then sign-in.

Modified on: 3/2/2023 2:45 PM

Email from: equityteam@cdph.ca.gov Closed

Your Expenditure Report has been Returned with Feedback
Hello Apple Juice,

Your Award Manager has returned your Expenditure Report with feedback. Please navigate to the Portal and review the feedback items. If you have any questions, please reach out to your Award Manager. You must respond to each feedback item in order to resubmit your Expenditure Report for approval.

Types of Feedback:
1. Recommended – You may make the change and either Accept or Reject it
2. Required – You must make the change and indicate the Update was made
3. Question – You must answer the question in the Awardee Response box
4. Award Manager Edit Notification – You must acknowledge the change made by your award manager

Thanks,

The Office of Health Equity

2. Navigate to your **Award Dashboard**, then find your **Returned Expenditure Report**.

Expenditure Reports

Name	Expenditure Report Total	Start Date	End Date	Due Date	Submitter	Submitted On	Status	
Fruit Juice Inc - Tribal Community-Based Workforce to Increase COVID-19 Vaccine Access - Expenditure Report 1	$26,885.00	2/1/2023	2/28/2023	2/27/2023	Apple Juice	3/2/2023 2:46 PM	Returned	⌄
Fruit Juice Inc - Tribal Community-Based Workforce to Increase COVID-19 Vaccine Access - Expenditure Report 2	$0.00	3/1/2023	3/31/2023	3/30/2023			Draft	⌄
Fruit Juice Inc - Tribal CHR COVID19 - Expenditure Report 2	$12,550.00	12/15/2022	2/15/2023	2/17/2023	Apple Juice	1/27/2023 11:32 AM	Submitted	⌄
Fruit Juice Inc - Tribal CHR COVID19 - Expenditure Report 1	$17,750.00	9/14/2022	12/14/2022	12/21/2022	Apple Juice	1/27/2023 11:17 AM	Approved	⌄

3. Review your Award Manager's feedback in the **Feedback** table.

Feedback

To respond to Feedback, first read the Feedback from your Award Manager. Then, scroll up to the item your Award Manager commented on. Update, review, or acknowledge your item as per instructions, then return to the Feedback table. Respond to the feedback as applicable in the Awardee Response field, then choose an updated Feedback Status to reflect your actions. Finally, Submit your Expenditure Report again to your Award Manager. You must update the Feedback Status for each piece of Feedback in order to be able to re-submit.

Last Updated	Category	Budget Item Progress	Feedback Type	Feedback	Awardee Feedback Status	Awardee Response	
3/3/2023 10:05 AM	Supplies	Fruit Juice Samples (02/01/2023 - 02/28/2023)	Question	How many samples?			▼

4. Make any necessary changes to your Expenditure Report, as per your Award Manager's suggestions. You must make these changes and answer all questions in order to resubmit your Expenditure Report.
5. Respond to **Award Manager Feedback**.

Feedback

To respond to Feedback, first read the Feedback from your Award Manager. Then, scroll up to the item your Award Manager commented on. Update, review, or acknowledge your item as per instructions, then return to the Feedback table. Respond to the feedback as applicable in the Awardee Response field, then choose an updated Feedback Status to reflect your actions. Finally, Submit your Expenditure Report again to your Award Manager. You must update the Feedback Status for each piece of Feedback in order to be able to re-submit.

Last Updated	Category	Budget Item Progress	Feedback Type	Feedback	Awardee Feedback Status	Awardee Response	
3/3/2023 10:05 AM	Supplies	Fruit Juice Samples (02/01/2023 - 02/28/2023)	Question	How many samples?			▼

Respond to Feedback
View Feedback

Inquiries

  a. Select an **Awardee Feedback Status**
    i. **Recommended**- A change that is not required, but is recommended
      1. Awardee Feedback Status options are:
        a. Accepted
        b. Rejected
    ii. **Required**- A change that is required in order for the Work Plan to be approved
      1. Awardee Feedback Status options are:
        a. Updated
    iii. **Award Manager Edit Notification**- You made a change to the Work Plan, as the Award Manager, that you want the submitter to notice
      1. Awardee Feedback Status options are:
        a. Acknowledged
    iv. **Question**- You have a question that you need the Awardee to answer
      1. Awardee Feedback Status options are:
        a. Answered

Respond to Feedback ✕

Feedback

Feedback Type *

Question

Feedback *

How many samples?

Response

Awardee Feedback Status *

Answered

Submit Response

b. Describe your response to the feedback
   i. Write back to your Award Manager any comments, answers, or other notes in response to their Feedback

Respond to Feedback ✕

Feedback

Feedback Type *
Question

Feedback *
How many samples?

Response

Awardee Feedback Status *
Answered

Awardee Response *
5 samples

Submit Response

    c. **Submit Response**

6. Submit your **Expenditure Report**
    a. You will only be able to re-submit if you have responded to all the Award Manager Feedback

Feedback

To respond to Feedback, first read the Feedback from your Award Manager. Then, scroll up to the item your Award Manager commented on. Update, review, or acknowledge your item as per instructions, then return to the Feedback table. Respond to the feedback as applicable in the Awardee Response field, then choose an updated Feedback Status to reflect your actions. Finally, Submit your Expenditure Report again to your Award Manager. You must update the Feedback Status for each piece of Feedback in order to be able to re-submit.

Last Updated	Category	Budget Item Progress	Feedback Type	Feedback	Awardee Feedback Status	Awardee Response	
3/3/2023 10:16 AM	Supplies	Fruit Juice Samples (02/01/2023 - 02/28/2023)	Question	How many samples?	Answered	5 samples	⌄

Inquiries

<div align="right">Request Technical Assistance</div>

Inquiry Number	Description	Artifact Type	Created On ↑	Status

There are no records to display.

Please attach any additional files that your Award Manager has requested or that need to be reviewed along with your report.

Choose Files | No file chosen

[Submit Expenditure Report]

7. You will receive a confirmation email that your Invoice has been submitted
   a. If it is approved, you will get an email notification when your Award Manager approves it
   b. If your Award Manager has additional feedback, they will return it again and the new feedback will appear underneath the original feedback. You will be able to identify different rounds of feedback by the "Last Updated" date next to the feedback