

# Job Retention Reporting Screenshot Guide

## Indiana Office of Community and Rural Affairs

### 1. First fill out the [CDBG CV Economic Recovery Reporting Form](#)

**CDBG CV Economic Recovery Reporting Form:**  
Please read ALL instructions thoroughly before filling out your reporting form

**\*\*\*DISCLAIMER: This sheet is only the INSTRUCTION SHEET - please go to the second tab at the bottom of the excel document to get to the "Community Form" to put in your info.\*\*\***

- 1) First go through **Column 1** and put in the name of business
- 2) Next, go through **Column 2** and fill out the employees initials for each **CURRENT** employee in the business (i.e. OC) - you can also use a code for each employee
- 3) Next, go to **Column 3** and mark whether the employee/position is still a LMI position or not - this will be collected the same way it was collected previously with the Economic Recovery Form or FTE sheet.
- 4) Next, go to **Column 4** and please put "CLOSED" if the business has closed or "OPEN" if the business is still open.
- 5) Next, go to **Column 4** and IF THE BUSINESS HAS CLOSED please provide explanation of WHY. (If the business is open you can keep that section blank.)
- 6) Once you have completed this worksheet, please save the document (name it with identification for the community that it goes with please) and upload to the Indiana Grants Management System with your Job Retention Reporting report. Please [click here](#) for more information on how to access that report.

Business Name	Employee Initials (L or OC)	LMI: 1 for YES, 0 for NO	Is the business open or closed?	If closed, please explain below:
Restaurant	CC	1	OPEN	
	AB	0		
	MW	0		
	JR	1		
Boutique	MJ	1	OPEN	
	EW			
	JP			
Fitness Center	PI			
	SM			
Microenterprise	JM (owner)		CLOSED	The business had severe weather destroy a facade on their building and between that and the impact from COVID-19 they were unable to keep the business running a profit to stay open.
	NY			
	LI			
	BS			
Hair Stylist (Owns a booth in a salon)	NS		OPEN	

a. Please follow the instructions provided on the document step by step. Once that information is compiled, it is time to move onto uploading it to GMS and providing the overall information.

### 2. Upload the completed CDBG CV Economic Recovery Reporting Form to the [Grants Management System \(GMS\)](#)

Federal Employer ID #

Contact

Davis Bacon Indicator

Account Name

▼ Agreement Details

Agreement Created Date

Agreement Executed Date

▼ Status and Dates

Status

Cancelled

Application Approval Date

FEEPS Due Date

FRR Deadline

Are Extensions available?

Region

Follow Up Type

Follow Up Monitoring Address

PeopleSoft Contract #

Final Grant Agreement Link

Last Semi-Annual Received Date

Grant Award Date

Environmental Release Date

BID Opening Date

Grant Modifications (0) New

FEEPS (0)

Files (0) Add Files

Upload Files

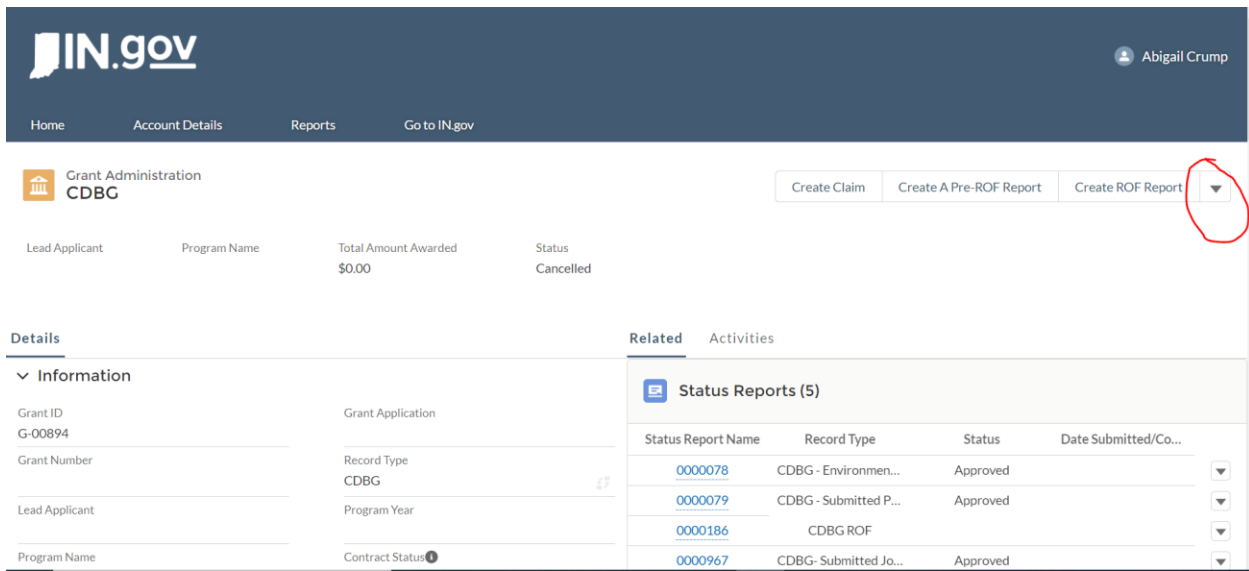
Or drop files

Beneficiaries (0)

Audits (0)

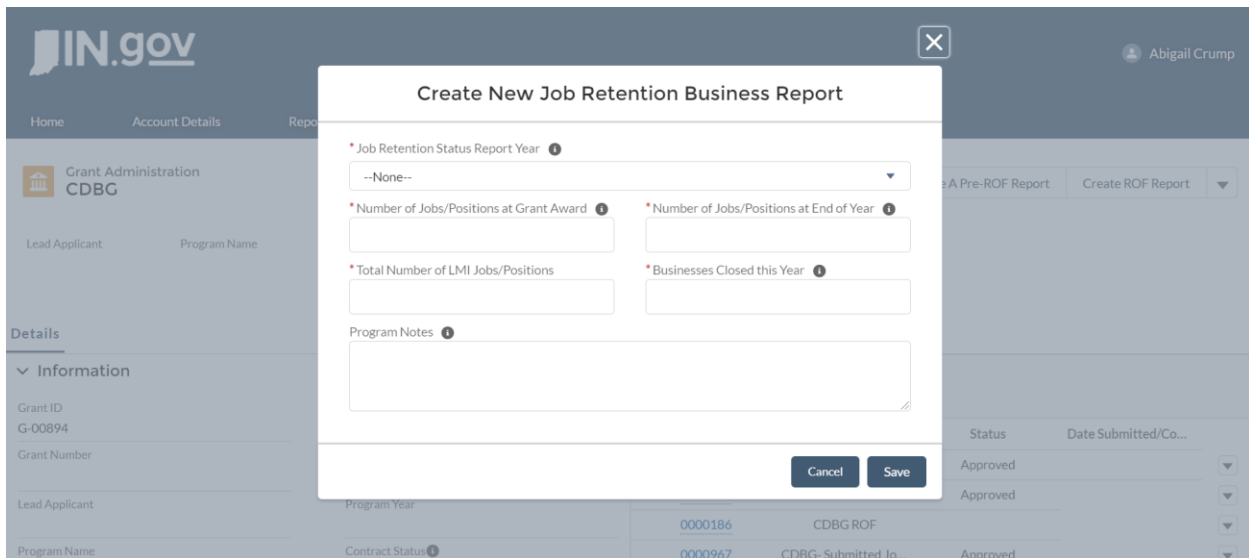
Monitoring (Grant ID) (0)

### 3. Then, you will want to "Create New Job Retention Business Report" on GMS.



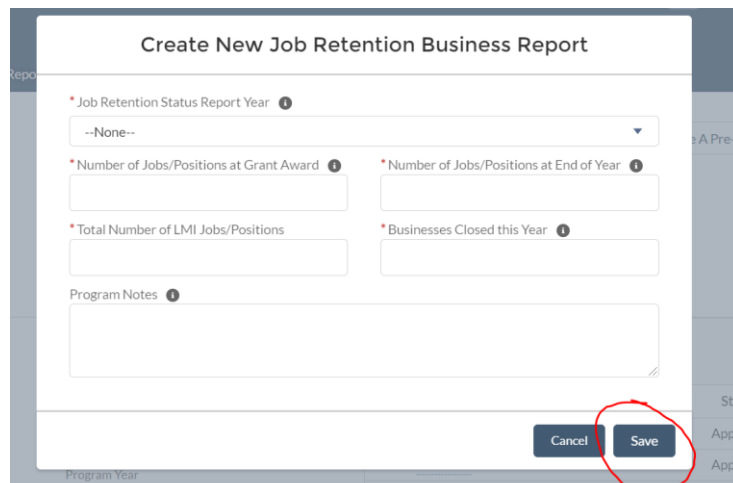
a. Click the down arrow at the top and at the bottom of the drop-down list you will see “Create Job Retention Business Report.” Click on that.

**4. A box will open, fill out the required fields using information from your CDBG CV Economic Recovery Reporting Form.**



a. Refer to walk-through video if you have questions about the specific reporting fields.

**5. Once the information is filled out, click save and it will send the report for approval to a CDBG team member.**



**Other notes:**

- For grants this will be an annual report done for two years and for loans this will be done annually in perpetuity.
- Any questions about this reporting process can be directed to your [Community Liaison](#) or Abby Chapman ([abchapman@ocra.in.gov](mailto:abchapman@ocra.in.gov))