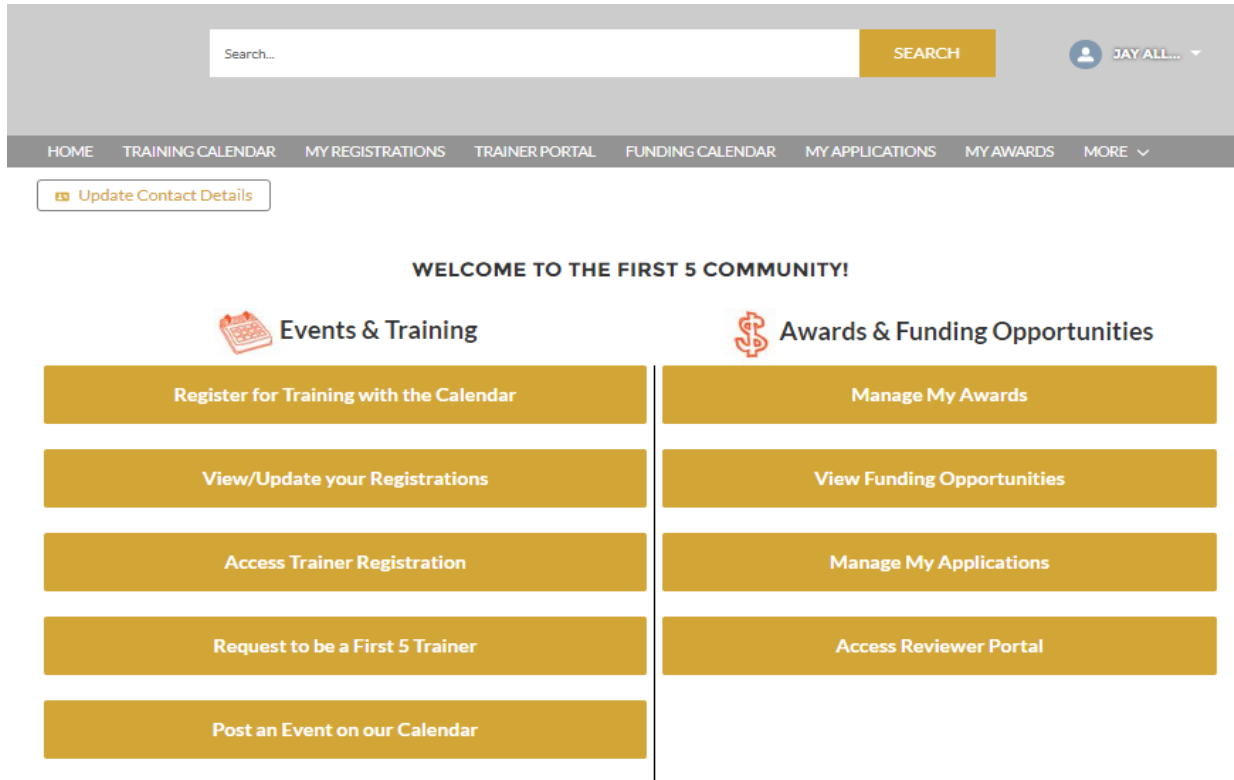


SELECTING YOUR AWARD FOR REPORTING

After logging into HIGH5, select the **Manage My Awards** button to view all awards that have been assigned to you. *If you don't see your award please contact the First 5 Helpdesk (510-227-6929).*





Search... SEARCH JAY ALL...

HOME TRAINING CALENDAR MY REGISTRATIONS TRAINER PORTAL FUNDING CALENDAR MY APPLICATIONS MY AWARDS MORE ▾

Update Contact Details

WELCOME TO THE FIRST 5 COMMUNITY!

 **Events & Training**

 **Awards & Funding Opportunities**

Register for Training with the Calendar

View/Update your Registrations

Access Trainer Registration

Request to be a First 5 Trainer

Post an Event on our Calendar

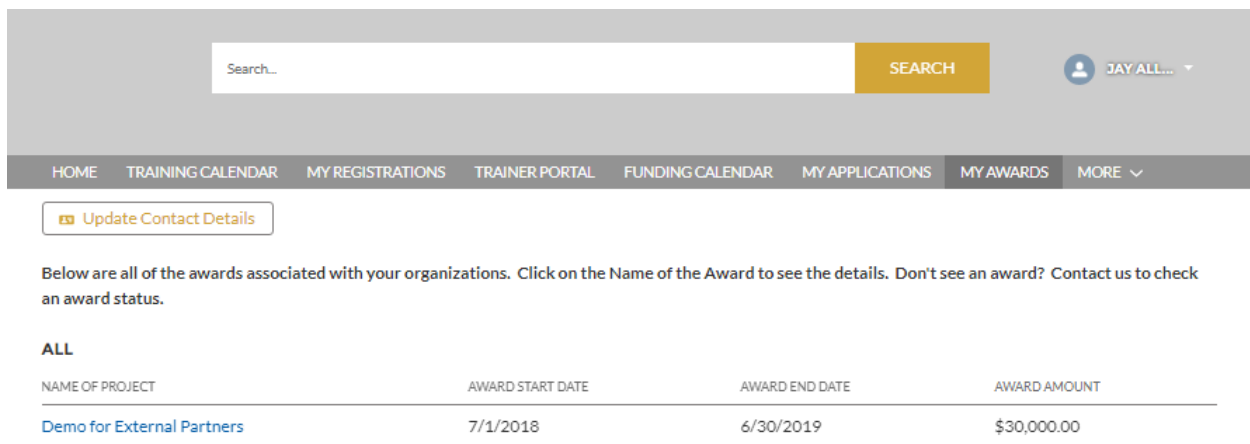
Manage My Awards

View Funding Opportunities

Manage My Applications

Access Reviewer Portal

Click on the **NAME OF PROJECT** link to access your award for reviewing or reporting.



Search... SEARCH JAY ALL...

HOME TRAINING CALENDAR MY REGISTRATIONS TRAINER PORTAL FUNDING CALENDAR MY APPLICATIONS MY AWARDS MORE ▾

Update Contact Details

Below are all of the awards associated with your organizations. Click on the Name of the Award to see the details. Don't see an award? Contact us to check an award status.

ALL

NAME OF PROJECT	AWARD START DATE	AWARD END DATE	AWARD AMOUNT
Demo for External Partners	7/1/2018	6/30/2019	\$30,000.00

Questions? Comments? Connect with us at 510-227-6929 or at ECChange@first5alameda.org
We'd love to hear from you!

Once you have selected an award, you will be taken to that award's landing page.

[Update Contact Details](#)

Use the "Enter Reporting and Payment Data" button to access your reporting periods and required reporting components: RBA performance data, enter expense reports, generate invoices, respond to narrative questions and provide supporting documents.



Award
AW-083217

[Enter Reporting and Payment Data](#)

[View RBA Plan](#)

[Print RBA Plan](#)



Organization Name

[David Bowie Enterprises TEST](#)

F5 Award Number

DE-MOS-1819-001

Name of Project

Demo for External Partners

Organization Name

[David Bowie Enterprises TEST](#)

Contact Person

[David Bowie TEST](#)

Award Amount

\$30,000.00

Award Payments

\$0.00

Remaining Award Amount

\$30,000.00

Description of Services

TEST SERVICES

Status ⓘ

Executed

Award Start Date

7/1/2018

Award End Date

6/30/2019

Program Manager

[Karyn Barnes](#)

Contract Specialist

[John Garvey](#)

Click the buttons below to see charts and reports of your submitted RBA data

[Click here to view Percent-Based Performance Data](#)

[Click here to view Numeric Performance Data](#)

[Click here to view Text Performance Data](#)

This page will allow you to view all of the award details. This is also where you enter and view reporting and payment data or print your Results Based Accountability (RBA) Plan.

RBA Plan Visualization Complete
Click 'Finish' and scroll down to view your RBA Plan.

[Finish](#)

Viewing and Printing the Award RBA Plan

Click the **View RBA Plan** button to see a plan matrix. It takes a few seconds to generate the matrix the first time. When prompted press the **Finish** button. Scroll down to see the plan.

Click 'Finish' to generate a PDF version of your RBA Plan and (if applicable) Narrative Questions. The document may take 2 to 3 minutes to generate. You will find the PDF in the 'file attachments' section at the bottom of the page.

[Finish](#)

To print the RBA Plan, scroll back up to the top of the page and click the **Print RBA Plan** button. When prompted, press the **Finish** button.

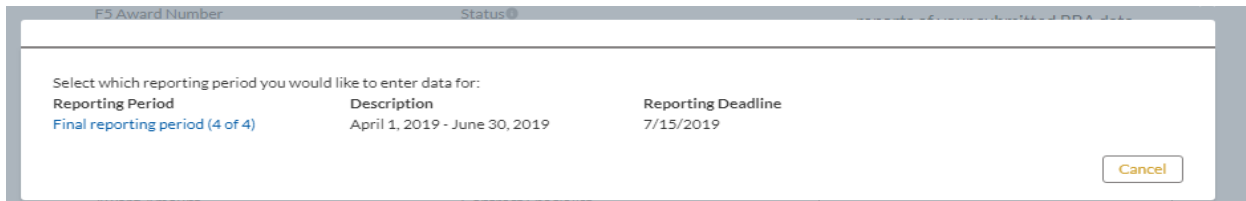
Scroll down to the bottom of the page to the **File Attachments** area. You will see an attached RBA Plan PDF that can be printed.



Every time you print a RBA Plan an attachment is created and listed in the File Attachments area by most recent date. You can delete these files at any time by selecting the related [Delete](#) link.

ENTERING REPORTING AND PAYMENT DATA

At the top of the page, click the **Enter Reporting and Payment Data** button. You will then be prompted to select the reporting period that you want to enter data.



Click on a [Reporting Period](#) link to go to the related Reporting Period home page. Please note that any special instructions for supporting documents can be found here, as well as the reporting deadline. From here you can enter your reporting and expense data.

Reporting Period
Final reporting period (4 of 4)

[Create Expense Report](#) [Create Invoice](#) [Submit Reporting Data](#)

Organization	Award	RBA Plan
David Bowie Enterprises TEST	AW-083217	Demo Parent Engagement and Support - RBA Plan

Period	Period Start Date
Final reporting period (4 of 4)	4/1/2019
Reporting Period Description	Period End Date
April 1, 2019 - June 30, 2019	6/30/2019
Completion Status	Reporting Deadline
	7/15/2019

[Instructions for Supporting Documents](#)

ENTERING REPORTING DATA

PERFORMANCE DATA

Click on a [Performance Data Name \(i.e. PR-318946\)](#) to access the page to enter performance data.

Click each of the Links below to enter your performance data. Be sure to use the [view all](#) for a full list of measures.

PERFORMANCE DATA NAME	PERFORMANCE MEASURE DESCRIPTION	COMPLETION STATUS
PR-318946	number of playgroups held	In Progress
PR-318950	# of kids that reported mud is awesome	In Progress
PR-318954	# of children birth - age 5 who played in mud	In Progress
PR-318962	# of out # of children who reported feeling mor...	In Progress
PR-318966	# activities held	In Progress
PR-318970	# of activities modified to accommodate new s...	In Progress

[View All](#)

Click the **Edit** button to fill in your response.

Click the **Edit** button to enter data and qualitative results. Then click the link to the Reporting Period to go back.

Performance Data
PR-318946 [Edit](#)

Organization: [David Bowie Enterprises TEST](#) Award: [AVI-083217](#) RBA Plan: [Demo Parent Engagement and Support - RBA Plan](#) Program Specific Result: [1A](#) F

Reporting Instructions
Enter your reporting data for this period below. Please use the "Story Behind the Data", "Partners who Play a Role" and "Best Ideas: What Works" to enter narrative description of your work. Call your program officer if you have any questions.

Reporting Period
[Final reporting period \(4 of 4\)](#)

▼ **Data**

Performance Measure Description
number of playgroups held

Number

Comments

Performance Measure
[1A.1.a](#)

Save your work by clicking the save button, then click on the reporting period link to go back to the list of reporting measures.

Edit Performance Data

Reporting Instructions
Enter your reporting data for this period below. Please use the "Story Behind the Data", "Partners who Play a Role" and "Best Ideas: What Works" to enter narrative description of your work. Call your program officer if you have any questions.

Reporting Period
[Final reporting period \(4 of 4\)](#)

Data

Performance Measure Description
number of playgroups held

Number

Comments

Performance Measure
[1A.1.a](#)

[Cancel](#) [Save](#)

Things to remember when entering your performance data:

- Remember that your responses should encompass just the reporting period that you are reporting on.
- Note that the completion status changes once you have edited and saved data.
- Don't forget to click on the view all button to see a full list of your performance data measures
- If your performance measure has Turn the Curve questions, you will also need to fill that section out.


REPORT NARRATIVE

If you have any required report narratives, click the [Report Narrative Name \(i.e. RN-004981\)](#) in the report narrative section.

Report Narratives (1)	
REPORT NARRATIVE NAME	COMPLETION STATUS
RN-004981	

[View All](#)

Click the enter/edit responses button to supply your response.

 Report Narrative
RN-004981


[Enter/Edit Responses](#) [Submit](#)

Organization: [David Bowie Enterprises TEST](#) Award: [AW-083217](#) Reporting Period: [Final reporting period \(4 of 4\)](#)

Report Narrative Questions and Answers (1)	
QUESTION	ANSWER
What achievements in this reporting period are you most proud of?	


[View All](#)

Save your work by clicking the save button and then click on the reporting period link to go back to the landing page.

 Report Narrative
RN-004981

Award: [AW-083217](#) Reporting Period: [April 1, 2019 - June 30, 2019](#)

Question: What achievements in this reporting period are you most proud of?

Answer 

(9000 out of 9000 characters remaining)

[Save](#) [Cancel](#)

CREATE EXPENSE REPORT

Click the **Create Expense Report** button at the top of the page to enter your expenses for the reporting period. Enter your expenses in the column marked **Enter Expenses** by clicking on the pencil in each cell or double-clicking in the cell. (Note: don't add commas in your numbers.)

Expense Report Expenses-AW-083217-2019-06-30 Submit for Approval Cancel Expense Report

Award	Reporting Period	Budget	Budget Total	Expense Total	Status
AW-083217	Final reporting period (4 of 4)	BG-003944	\$30,000.00	\$0.00	Draft

Entering Expenses : To enter expenses, click the pencil icon and enter values. Make sure to press the now visible green save button!

Saving Your Report: To save your report as a draft, click the reporting period link. You can access/edit this report by selecting in the expense report section.

Submitting Your Report: To submit your report as final, press the 'Submit for Approval' button. ** Once you click submit, you will not be able to edit the expense report. Please contact First 5 Alameda if you need to re-submit your expense report.

Expense Expenses-AW-083217-2019-06-30 [Download PDF](#)

ITEM	DESCRIPTION	JUSTIFICATION OF EXPENSE <i>Brief description of job responsibilities</i>	BUDGET 2018-2019	ENTER EXPENSES FINAL REPORTING PERIOD (4 OF 4)	TOTAL EXPENSES 2018-2019	BALANCE 2018-2019
Personnel Expenses <i>for positions greater than 5% FTE. List position, FTE % on project, and rate</i>						Add Salary Expense Add Benefits Expense
<input type="checkbox"/>	Salary Teacher 2	Teacher 2 part -time salary	\$10,000.00	\$0.00 <input type="checkbox"/>	\$0.00	\$10,000.00
<input type="checkbox"/>	Salary Teacher 1	Teacher 1 part-time salary	\$15,000.00	\$0.00 <input type="checkbox"/>	\$0.00	\$15,000.00
Total Salaries			\$25,000.00	\$0.00	\$0.00	\$25,000.00
<input type="checkbox"/>	Benefits	health and vision insurance pro-rated am...	\$4,000.00	\$0.00 <input type="checkbox"/>	\$0.00	\$4,000.00
Personnel Expenses Subtotal			\$29,000.00	\$0.00	\$0.00	\$29,000.00

SAVING AND PRINTING YOUR EXPENSE REPORT

Click the **Save** button to save your data entry work. You can continue to add and update expenses.

Expense Expenses-AW-083217-2019-06-30 Cancel Save

[Download PDF](#)

Click the **Submit for Approval** button to save a final copy of your expenses to submit for review. You will no longer be able to edit your responses once you have submitted. If you find you did this in error you can reach out to your program officer for help.

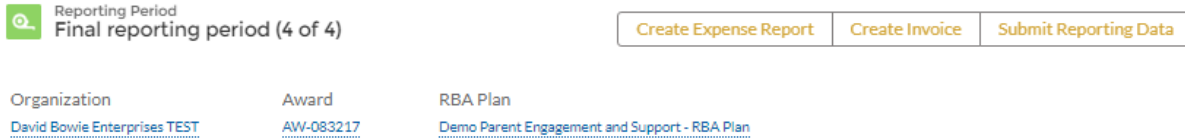
Expense Report Expenses-AW-083217-2019-06-30 Submit for Approval Cancel Expense Report

Award	Reporting Period	Budget	Budget Total	Expense Total	Status
AW-083217	Final reporting period (4 of 4)	BG-003944	\$30,000.00	\$10.00	Draft

The [Download PDF](#) link will provide you with a printable version of the Expense Report.

SUBMITTING ALL OF YOUR REPORTING DATA

After you have completed all reporting items (performance data, expenses, report narrative, submitted an invoice and attached all other required documents) you are ready to submit your work for review by First 5 staff. This is accomplished by clicking the **Submit Reporting Data** button at the top of the Reporting Period landing page.



The screenshot shows a reporting interface. At the top left, there is a green square icon with a magnifying glass, followed by the text "Reporting Period" and "Final reporting period (4 of 4)". To the right of this, there are three buttons: "Create Expense Report", "Create Invoice", and "Submit Reporting Data". Below these elements, there are three columns of information: "Organization" with the value "David Bowie Enterprises TEST", "Award" with the value "AW-083217", and "RBA Plan" with the value "Demo Parent Engagement and Support - RBA Plan".

FIRST 5 ALAMEDA COUNTY HELPDESK SUPPORT

If you have questions or experience any difficulties with the HIGH5 application please call the ECChange Helpdesk at 510-227-6929 or email us at ECChange@First5alameda.org. We are available Monday through Friday from 8:30am -5:00pm.

CREATE INVOICE

To generate an invoice based on your expense report, click on the Create Invoice button. Respond and complete the questions presented on the consecutive screens.

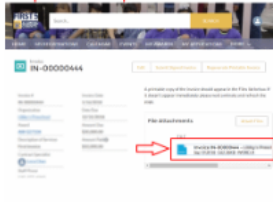
An invoice is due on this award for the period with the dates April 1, 2019 to June 30, 2019. This wizard will walk you through the process of creating the invoice. Please click Next and provide the information requested in the forms and a template will be generated that you can then print out on your letterhead, sign, and submit to First 5.

[Next](#)


Click the **Go to Invoice** button to print a copy of your invoice.

Your Invoice has been created. Click the **Go to Invoice** button to review the invoice and edit if necessary. On the screen that appears follow the instructions below to print, sign and submit your invoice.

Step 1: Click on printable Invoice




Step 2: Click on Downloaded document. Depending on your browser this may appear in different locations.




Step 3: Print the invoice on your organization's letterhead and sign

Print & Sign



Step 4: Submit the signed Invoice



[Go to Invoice](#)

After putting the invoice on your organizations letterhead, use the **Attach Files** button at the bottom of the Expense Report page to attach your invoice to the award.

Files (1)

David Bowie Enterprises TEST Expense Expenses-AW-083217-2019-06-30
May 21, 2019 • 12KB • pdf

[Add Files](#)

[View All](#)