CAHF SmartSimple GMS for 2019 Grantees

Completing Your Progress Report
System Emails

• Make noreply@smartsimple.com a trusted address/domain in your email client

• View Chapters 1-3 videos for applicants at http://conalma.org/smartsimple/ for a refresher on making SmartSimple work with your browser
Reporting Process

• Progress Report Due email arrives 30 days before due date (July 3, 2020)
• Report form drops into your “Requires Attention: Pending Reports” bucket
• Documents from the previous system already added to your report form
Report Tabs

• Modified report for 2019 grantees
• Progress: Select percentages, add text
• Effectiveness to Date: ratings, text, and grant status questions
• Budget: upload a budget document
Requesting Changes

• Scope – changing what you do
• Extension – needing more time to do it
• If you need to change your budget, discuss with Program Director Nelsy Dominguez
Approved Budget

• Operations/core funding support – upload current organization budget showing expenditures YTD

• Other funding – use Progress Report Budget Template provided
Submitting the Report

• If you answered “yes” to either of the grant modification questions use “Submit – Grant Modification Pending” button

• If you answered “no” to both, use the “Submit – No Grant Modification Pending” button

• Submit errors are links you can use to fix the errors
Grant Modification

• “Requires Attention: Pending Grant Modification”
• Open and complete the form, click “Submit”
• Your Progress report has moved to “Report – Pending Grant Modification” bucket
• When the Modification has been approved, you’ll be notified and prompted to finalize submission of your Progress Report
Getting Help

• Your System Administration Team:
  – Cecile LaBore, CAHF Information Manager
  – Nelsy Dominguez, CAHF Program Director
  – Dennis McCutcheon, CAHF Communications & Outreach Coordinator

• Reach us at: sysadmin@conalma.org