This job aid provides step-by-step instructions on completing an activity report as a Healthy Aging Grants grantee. The quarterly report process includes two main components: 1) fiscal activity report; and 2) program report. These instructions will provide details on how to submit both.

To aide in the preparation and submission of grantee quarterly reports, the *Healthy Aging Grants: Reporting Requirements Training* is now available. This training covers all grant reporting prerequisites, providing a guide on how to complete and submit quarterly fiscal activity reports and program reports.

Using the Portal

The authentication mechanism to access the Ohio Grants Portal and submit activity reporting requires the use of an OH|ID (Ohio's Digital Identity Standard) to login. Users that do not already have an OHID must create a new one first. To create a new OHID, click **Create Account**. When setting up your OH|ID account, please be sure to use the same email address as you did when applying for the funding. Once you receive your OH|ID login credentials, you may login to the Grants Portal. For more information on creating an OHID, Forgot Username, or Forgot Password, please go to OHID/help.

Completing an Activity Report

1) Log into the **Grants Portal**.
   - Open http://grantsportal.ohio.gov

2) Log in using your **OHID credentials**.

- The **Ohio Grants Portal** home page displays.

3) Under My Applications and Awards, locate the funding opportunity and click **Activity Report.**

- The **My Awards** page displays.

4) Click **Submit an Activity Report**.

- A **Date Notification** window displays.

5) Click **Yes**.
- The **Activity Report Subrecipient** page displays.

6) Under Summary, enter:
   - **Total Receipts for Reporting Period**,
     - For Report 1, enter the total award you received from ODA.
     - For Report 2-5, only enter $ here **if** you have received **additional** funds from ODA by way of a secondary Notice of Grant Award (NGA). If you have not received any more funds, enter "$0.00".
   - **Interest Earned for Reporting Period** – enter "$0.00"
   - **Total Expenditures for Reporting Period**, and
   - **Amounts Obligated/Encumbered**.
7) When reporting the final expenditures for your award, submit a close out activity report by checking **Close Out Report?.**
   - Close Out is disabled when an amount other than 0 is entered for **Amounts Obligated/Encumbered**. You cannot complete close out when funds are encumbered.
8) Click **Save Summary**.

⊞ Activity Report Subrecipient

Summary

Last Date Submitted
12/5/2023 9:09:02 AM

Reporting Period
10/01/2023 - 12/31/2023

Due Date
01/10/2024

Beginning Balance
$0.00

Total Receipts for Reporting Period ⓘ $100,000.00 ✓

Interest Earned for Reporting Period ⓘ $0.00 ✓

Total Expenditures for Reporting Period
$25,000.00 ✓ ⓘ

Cash On Hand $75,000.00

Amounts Obligated/Encumbered $50,000.00 ⓘ

Unobligated Balance $25,000.00

☐ Close Out Report? ⓘ

[Save Summary]

[↺ Back]

- The **Details** section displays.

7) Click **Add New Activity**.
   - The Add Activity window displays.

8) Click the **Project/Activity For Expenditure** dropdown and choose a **"other".**

9) Enter a response in the **Describe Project/Activity** field. You may enter "see attached" or leave blank
10) Enter the **Expenditure Amount**.

11) Click **Save**.

- The Detail Edit line displays.
- You only need to add **ONE** activity/reporting period.
- The **Submit Activity Report** button will become available once the activity expenditure total in the **Details** section equals the **Total Expenditures for Reporting Period** in the **Summary** section (indicated by Total Expenditures in green below).

⊞ **Activity Report Subrecipient**

Summary

Last Date Submitted
12/5/2023 9:09:02 AM
Reporting Period
10/01/2023 - 12/31/2023
Due Date
01/10/2024
Beginning Balance
$0.00

Total Receipts for Reporting Period $100,000.00 ✓
ⓘ

Interest Earned for Reporting Period $0.00 ✓
ⓘ

Total Expenditures for Reporting Period
$25,000.00 ✓ ⓘ

Cash On Hand **$75,000.00**

Amounts Obligated/Encumbered $50,000.00 ⓘ

Unobligated Balance **$25,000.00**

☐ Reviewed?

☐ Close Out Report? ⓘ

[Save Summary]

Details

	Total Activities should equal Total Expenditures for Reporting Period of $25,000.00				⊡
	Activity ⬍	Description ⬍	Expenditure ⬍		👤
Edit	Other	See attached.	$25,000.00	Delete	👤
	1 Record Displayed				1 Total Records

[⊕ Add New Activity]

Total Expenditures: **$25,000.00**
Please click the Submit Activity Report button to finalize your Activity Report.

[Submit Activity Report]

[↺ Back]

12) Click **Submit Activity Report**.

eport button to finalize your Activity Report.

[Submit Activity Report]

13) Next, you will need to submit your quarterly program report.
- Complete the *Healthy Aging Grants Quarterly Report Template* and "add file" under "documents".
- The program report must be completed and submitted each quarter.
- Use the following file naming convention:
  - **Healthy Aging Grant – Quarter *X* Program Report – *County Name***

14) On the My Awards page, a date in the Reviewed column indicates the report was reviewed and accepted. A date in the Sent Back column indicates the report was sent back for adjustments. Review the report and make the changes required.
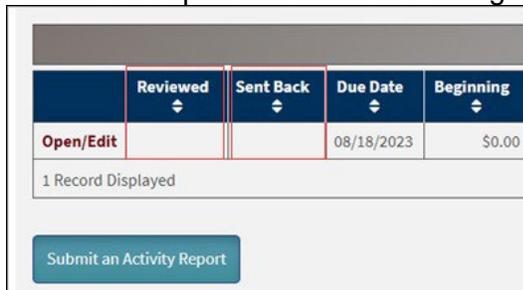
Additional questions?
- Visit our website: https://aging.ohio.gov/healthy-aging
- Contact us: HealthyAgingGrants@age.ohio.gov