



EIAF Grant Program Quarterly Report/Reimbursement Request Instructions

- Log in to grants portal: https://dola.colorado.gov/grants_portal/
 - First time users of the portal must create a user ID and password AND request access to your specific project to proceed. Please contact the appropriate Regional Assistant/Regional Manager for information on how to set this up.
- On the main menu when you login, there is an option to "request access to projects". You'll select "Energy & Mineral Impact Grant" for the program and enter your project number. You'll get an email when you are ready to go.

To Submit a Report/Reimbursement Request

- Select "Projects".
- On the left side of the screen select the appropriate project under "Select a Project".
- On the right side of the screen select the second tab across the top labeled "Financial" tab.
- Locate the tab at the bottom of the "Financial" tab labeled "Reports/Payments".
- Select/click once on the contract (the contract will turn blue when it has been selected).
- Select "+ Add Report"
- Complete the report as follows:
 - "Period Start Date" and "Period End Date" = Enter the dates that the report is covering. (Cannot be prior to the execution of the Terms and Conditions; cannot be a future date.)
 - "Is this the final request for the current contract?" = Only select yes if the project is completed.
 - "Please report project activities undertaken or completed and project progress during this reporting period." = This is the narrative section of the report and is a required field; something must be entered in order to submit the report.
- Select "+ Add Expenditure"
- Complete the expenditure as follows for the required (*) fields:
(*Must complete this section for EACH budget line, if more than 1 budget line exists)
 - "Service Start Date" = [enter today's date]
 - "Service End Date" = [enter today's date]
 - "Budget Item" = [select a budget line from the drop down menu]
 - "Amount to be Paid with State Grant Program" = [enter the amount of grant funds you are requesting from that line]
 - "Amount to be Paid with Grantee Cash" = [enter the amount of match that has been spent]
 - Upload the quarterly report/reimbursement request form (only sections II and III need to be fill out) and the required invoices/proof of payment (only for the budget line you currently working on) as the attachment for "Supporting Documentation". PDF documents are preferred. **To save time, you can combine multiple invoices billed to one line item (i.e. construction) into one entry and upload the completed request for reimbursement form listing each invoice.**
 - Click "Save"
 - **Repeat process for all budget lines, if more than 1 budget line exists.**
 - Select "Submit Report"
 - **For Final Reports Only** - If this is a Final Request, additional questions must be answered:
 - "Is the project substantially complete?" = Yes
 - "Have all the deliverables been met?" = Yes
 - Select "Continue"
 - Check the box to "certify" data is correct
 - Select "Submit"