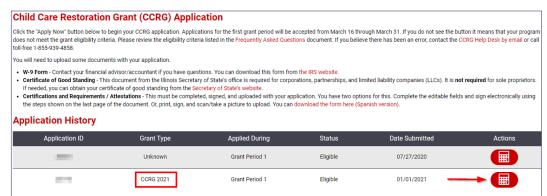
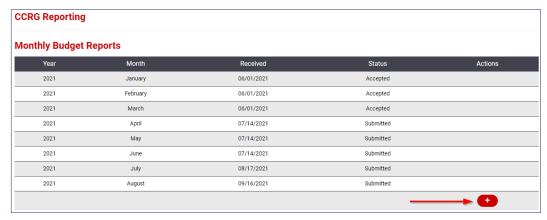
## Child Care Restoration Grants 2021 Completing Monthly Reporting

- 1 Log in to the Gateways Registry website and go into the Director Portal, click CCRG Applicaton card.
- 2 Click on the calculator icon that appears next to your CCRG 2021 grant application.

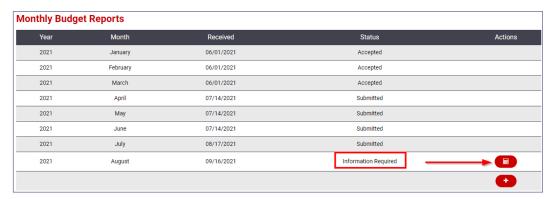


3 Click the plus sign icon to add a new month's report.



- 4 Select the month you are reporting on in the Month drop-down.
  - Complete the CCRG funds used
  - Your three months' subtotal should equal the check amount received for the grant period
- Click the "Submit" button when you are done or, click "Save & Quit" to come back to finish that month's report later.

- 6 The Status column will indicate important information:
  - **Draft** You have started the report and clicked "Save & Quit." You must edit this report and click "Submit" before it can be reviewed.
  - **Submitted** You have submitted the report, but it has not yet been reviewed.
  - Information Required The report has been reviewed and needs additional information. Check your email for specifics. Click the calculator icon next to that month's report to edit, if needed.

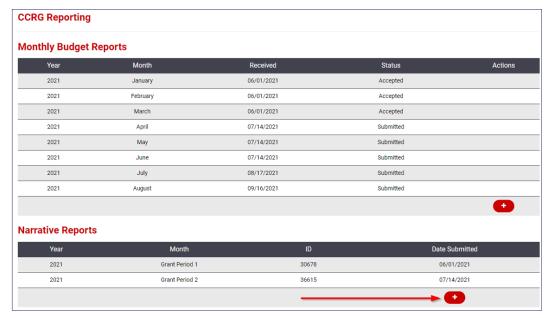


- Accepted You submitted the report, it has been reviewed, and is accepted.
- 7 If you are contacted by a counselor that additional information is needed, you may need to click on the calculator icon for that month's report in order to edit it.

## Child Care Restoration Grants 2021 Completing Narrative Reports

Narrative reports must be completed once per each grant period. **Before completing** the narrative report you must sign the Receipt of Approval letter and scan it/take a picture. The Approval of Award letter will be sent the day your check is mailed with the email stating that your check has been placed in the mail. Please scroll to the bottom to find your letter. If you are the contact listed for multiple locations having checks mailed the same day, you will receive an email with attachments for each individual letter.

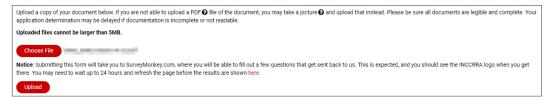
- 1 Log in to the Gateways Registry website and go into the Director Portal, click CCRG Applicaton card.
- 2 Click on the calculator icon that appears next to your CCRG 2021 grant application.
- 3 Click the plus sign icon to add a new narrative report.



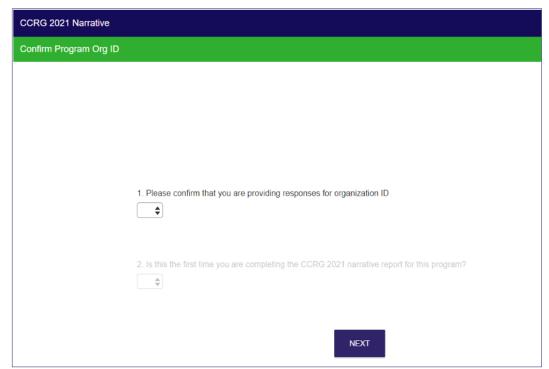
4 Select the grant period you are reporting on from the drop-down. This must be correct for your narrative report to be accepted.



Click the Choose File button and find the scan/picture of the signed Receipt of Approval letter where you stored it on your computer. Then, click the Upload button.



6 You will then be automatically redirected to the narrative survey.



7 Complete the required questions and click the Done button at the end. You will see the following message, which indicates your narrative report has been received. Due to the large number of responses, it may not show in your Director Portal as being completed for 1-2 business days.

