

SMART START

TRANSITION GRANTS



Steps to submit Budget and Narrative Reports for the Transition Grant.

Things to gather to be ready to complete Transition Grant quarterly reporting:

1. **Gather your quarterly expenses that were covered by the Transition Grant** - (Round 1-October, November, December. Round 2-January, February, March. Round 3-April, May, June. Round 4-July, August, September.)
2. **Receipt of Approval Letter** – You will need to upload your receipt of approval letter for each round. This was sent to you by email the day your check was mailed. If you cannot locate your receipt of approval letter, contact your counselor to request a copy (requesting a copy can take several business days to process and receive back).
3. **Answers to Narrative Reporting** – use this [sample survey](#) to gather information and be ready to complete your narrative survey online.

- 1 Log in to the Gateways Registry website and go into the Director Portal, click Smart Start Transition Grants Application card.

Director Portal



You are now viewing the portal for the following organization: Zefrank child care Incc (B41943) [Change](#)


Staff Keep track of staff for your organization	Reports Access reports including Registry Membership Status and Staff Training Record.	CCRG Application Access the Child Care Restoration Grant (CCRG) Application	CCWB Application Access the Child Care Workforce Bonus (CCWB) Application
Classrooms Classrooms	SGCC Application Access the Strengthen and Grow Child Care Grant (SGCC) Application	Smart Start Transition Grants Application Access the Smart Start Transition Grants (SSTG) Application	ExceleRate Pilot View details and submit records for the ExceleRate Pilot

- 2 Click on the calculator icon that appears next to your Transition Grant application.

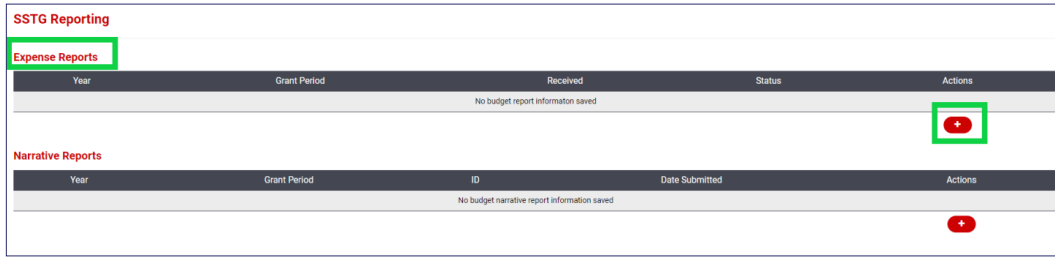
- 3 Click the icon with the three lines under the actions column.

Smart Start Transition Grant (SSTG) Grant Budget Requests

Budget ID	Grant Period	Budget Submitted	Status	Actions
10120	Grant Period 2	10/16/2023	Submitted	 

Create Budget Request for: Select One 

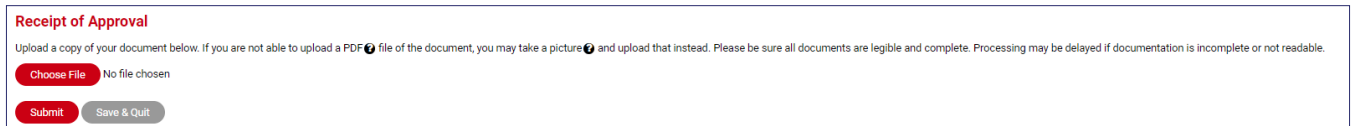
4 In the Budget Reports Category, click on the “+” Icon to add a new report.



5 Enter the required information in the Spent column:

- Budget & Expenditures column - you will see the amounts that you had originally budgeted in the Budgeted column.
- Spent column - enter the amounts you actually spent for each line.
- It is okay if you spend in a line you did not budget, or if the amounts do not match perfectly.

6 Upload your Receipt of Approval letter. This was sent to you by email the day your check was mailed. If you cannot locate your receipt of approval letter, contact your counselor to request a copy (requesting a copy can take several business days to process and receive back).



7 Click the “Submit” button when you are done or, click “Save & Quit” to come back to the budget report later.

8 Once you submit it will be shown as submitted in the Status column. This 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 – This 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 – This report has been reviewed by a counselor and accepted. It could take several months from submission before your report moves to an accepted status.

- 9 Below Expense Reports is the Narrative Report section, click on the “+” icon to complete the survey report for this grant period.

Use this [sample survey](#) to gather information and be ready to complete your narrative report.

SSTG Reporting

Expense Reports

Year	Grant Period	Received	Status	Actions
No budget report information saved				

Narrative Reports

Year	Grant Period	ID	Date Submitted	Actions
No budget narrative report information saved				

- 10 Once the report is completed, you should see the message below. This means that your Narrative Report was successfully submitted. Note that it may take up to 48 hours for the submission to show up in your director portal.

inccrra

SSTG 2023 Narrative

Thank you for completing the narrative report. Please note that it may take 48 hours for completion to show up in the Director Portal. You may print this page for your records.

Done

If you have questions about completing your Transition Grant quarterly reporting, or you need technical assistance please email grants@inccrra.org.