

Entering a New Budget

When you create a budget or set allocations in EARS and you want to enter that in ServTraQ You will need to start in the Administration section of ServTraQ.

Under Administration click on “Agency details” then find the word “contracts” in the left hand navigation column and click on it. You should now be able to see the contract you would like to budget for, click on the contract number to access that contract.

The screenshot shows the ServTraQ web application interface. On the left is a navigation menu with the following items: Home, Contacts, WCAP, Weatherization, Inventory, Reports, Analysis, Administration, Agency Management, and Human Resources. The 'Administration' item is highlighted with a red circle and a yellow arrow pointing to it. In the center is a 'Sections' column with 'Agency Details' highlighted by a yellow arrow. On the right is the 'Agency Contracts' table, which is circled in red. Below the table are sections for 'Agency Counties' and 'Agency Programs'.

Contract Number	Contract Details
209-2026	LINEAR 2026 CONTRACT
200-1036	DISPOSABLEMENT 2020 CONTRACT
17C-4026	DOE 2017 CONTRACT
198-5036	LINEAR 2019 CONTRACT
22AP2018	PGE 2018 CONTRACT
831C-2018	831 CONSERVE 2018
WDR2017	WATER DEMAND REDUCTION 2017
831C-2019	831 CONSERVE 2019
GHND2018	GREEN AND HEALTHY HOMES 2018
188-4037	LINEAR 2018 CONTRACT

Agency Counties:

County
<input type="checkbox"/> HAWAII
<input type="checkbox"/> HONOLULU
<input type="checkbox"/> SAN BENITO
<input type="checkbox"/> SAN FRANCISCO
<input type="checkbox"/> SAN MATEO
<input type="checkbox"/> SANTA CLARA
<input type="checkbox"/> SANTA CRUZ

Agency Programs:

Program
<input type="checkbox"/> LINEAR WEATHERIZATION
<input type="checkbox"/> HCAP
<input type="checkbox"/> FAST TRACK
<input type="checkbox"/> SHARED
<input type="checkbox"/> ECHP HEATING SERVICES
<input type="checkbox"/> WOOD/PROPANE/OIL/HEAT
<input type="checkbox"/> WOOD/PROPANE/OIL/ECF

When you have clicked on the contract number you will be taken to the “Edit Contract” screen. Find the Section marked “Programs”. Here You will see what programs you have associated with that contract.

https://www.servitagazette.com/ContractDetails/ContractID=136 - Google Chrome

servitagazette.com/ContractDetails/ContractID=136

Save Save and Close Exit Refresh

Sections

- Contract Details
- Programs
- Subprograms

Edit Contract
19B-5036, LIHEAP 2019 CONTRACT

Contract Details

Contract: 19B-5036 LIHEAP 2019 CONTRACT
Contract Number Contract Display

Description: LIHEAP 2019 CONTRACT

Start/End Dates: 10/1/2018 1/31/2020 Update End Date
Contract Start Date Contract End Date

Eligibility

	Start Date	End Date	Active
+ - X	10/1/2018	1/31/2020	✓

Programs

	Program Description
+ - X	LIHEAP BNA-18 2019
+ - X	LIHEAP WEATHERIZATION 2019

Subprograms

	Display Name	Allocation	Program Year	Active
+ -	SCCS 2019	\$0.00	2019	✓
+ -	BKCS 2019	\$0.00	2019	✓
+ -	FAST TRACK 2019	\$1,000,000.00	2019	✓
+ -	HSAP 2019	\$2,708,456.00	2019	✓
+ -	EWATS 2019	\$0.00	2019	✓
+ -	WPO ECSP 2019	\$10,000.00	2019	✓
+ -	WPO HSAP 2019	\$14,000.00	2019	✓

Click on the arrow to view the program budget groups for that program

19B-5036, LIHEAP 2019 CONTRACT

Contract Details

Contract: 19B-5036 LIHEAP 2019 CONTRACT
Contract Number Contract Display

Description: LIHEAP 2019 CONTRACT

Start/End Dates: 10/1/2018 1/31/2020 Update End Date
Contract Start Date Contract End Date

Eligibility

	Start Date	End Date	Active
+ - X	10/1/2018	1/31/2020	✓

Programs

	Program Description
+ - X	LIHEAP BNA-18 2019
+ - X	LIHEAP WEATHERIZATION 2019

Budget Groups

	Program Budget Group	Display Order
+ - X	21 - ASSURANCE 16 COSTS	1
+ - X	22 - ADMINISTRATIVE COSTS	2
+ - X	31 - PROGRAM COSTS (ECSP AND HEAP)	3
+ - X	41 - PROGRAM SERVICES AND PROGRAM COST	4

Subprograms

	Display Name	Allocation	Program Year	Active
+ -	SCCS 2019	\$0.00	2019	✓
+ -	BKCS 2019	\$0.00	2019	✓
+ -	FAST TRACK 2019	\$1,000,000.00	2019	✓
+ -	HSAP 2019	\$0.00	2019	✓

You will want to match it to the EARS report for the program year.

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 Rev.06/13/18

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2019 LIHEAP EHA-16 REIMBURSEMENT/ACTIVITY REPORT

Contractor:		Contract Number	Report Period	Adjustment ¹
Prepared By (Print Name/Title):		E-mail Address:	Phone Number:	Fax Number:

10 - ASSURANCE 16 COSTS				
1	Assurance 16 Activities			\$
20 - ADMINISTRATIVE COSTS				
1	Administrative Cost Total - (Total from section 120)			\$
30 - PROGRAM COSTS (ECIP and HEAP)				
1	Intake			\$
2	Outreach			\$
3	Training and Technical Assistance Costs Total (Section 130)			\$
Total				\$
40 - PROGRAM SERVICES AND PROGRAM COSTS				
1	Program Services and Program Costs Total - (Section 165)			\$
50 - TOTAL COSTS				
1	Total Costs (Total of Sections 10-40)			\$

CONTRACTOR'S CERTIFICATION

I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects

To access the budget line items for each budget group, click on the arrow for that budget group

Eligibility

	Start Date	End Date	Active
▶ ◀ + ✕	10/1/2018	1/31/2020	<input checked="" type="checkbox"/>

Programs

	Program Description
▶ ◀ + ✕	LIHEAP EHA-16 2019

Budget Groups

	Program Budget Group	Display Order
▶ ◀ + ✕	10 - ASSURANCE 16 COSTS	1

Budget Line Items

	Budget Line Item	Line Item Type	Allocation	Data Type	Display Order
▶ ◀ + ✕	1. ASSURANCE 16 ACTIVITIES	DIRECT ENTRY	\$0.00	MONEY	1
▶ ◀ + ✕	20 - ADMINISTRATIVE COSTS				2
▶ ◀ + ✕	30 - PROGRAM COSTS (ECIP AND HEAP)				3
▶ ◀ + ✕	40 - PROGRAM SERVICES AND PROGRAM COSTS				4

▶ ◀ + ✕ LIHEAP WEATHERIZATION 2019

Subprograms

	Display Name	Allocation	Program Year	Active
+ ◀	ECCS 2019	\$0.00	2019	<input checked="" type="checkbox"/>
+ ◀	ECHS 2019	\$0.00	2019	<input checked="" type="checkbox"/>

Click on the pencil and paper icon to edit this budget line item. Once you have finished click the floppy disk icon to save.

19B-5036 , LIHEAP 2019 CONTRACT

Contract Details

Contract: 19B-5036 LIHEAP 2019 CONTRACT
Contract Number Contract Display

Description: LIHEAP 2019 CONTRACT

Start/End Dates: 10/1/2018 1/31/2020 [Update End Date](#)
Contract Start Date Contract End Date

Eligibility

	Start Date	End Date	Active
	10/1/2018	1/31/2020	<input checked="" type="checkbox"/>

Programs

	Program Description
	LIHEAP EHA-16 2019

Budget Groups

	Program Budget Group	Display Order
	10 - ASSURANCE 16 COSTS	1

Budget Line Items

	Budget Line Item	Line Item Type	Allocation	Data Type	Display Order
	1. ASSURANCE 16 ACTIVITIES	DIRECT ENTRY	\$0.00	MONEY	1

Budget Line Item: Line Item Type:
Allocation: Data Type:
Display Order:

20 - ADMINISTRATIVE COSTS 2

Continue this process for each budget group and its associated budget line items.

To [mark the expenditure](#) of the allocated amounts, Go to the Weatherization tab, then the “weatherization admin” section and click on “Contract Expense Entry”



Make sure to enter you Contract Expense Entry Parameters at the top. Select the appropriate contract and Program.

ServTraq is set up for you to enter your expenses after each report period. Select the appropriate report period and then you can click the paper and pencil icon for each Line Item you wish to edit.

Contract Expense Entry

Contract Expense Entry Parameters

Contract: 136-5036 - LINCAP 2009 CONTRACT
 Program: LINCAP 044-16 2009
 Report Period: 1: 10/01/2008 to 09/30/2018 Due: 11/15/2018

Contract Expense Entries

Program Budget Group: 1

Budget Line Item

Program Budget Group: 09 - ASSURANCE (4 COSTS) (Total: \$0.00)

1. ASSURANCE (4. ACTIVITIES)

Program Budget Group: 20 - ADMINISTRATIVE COSTS (Total: \$0.00)

1. ADMINISTRATIVE COST TOTAL - (TOTAL FROM SECTION 120)

Section: 120 - ADMINISTRATIVE COSTS DETAILS (Total: \$0.00)

1. ADMINISTRATIVE COSTS
 2. ADMINISTRATIVE EQUIPMENT (MORE THAN \$8000)
 3. OUT OF STATE TRAVEL

Program Budget Group: 30 - PROGRAM COSTS (EEP AND HEAP) (Total: \$0.00)

1. OUTREACH

2. OUTREACH

3. TRAINING AND TECHNICAL ASSISTANCE (SECTION 130)

Section: 130 - TRAINING AND TECHNICAL ASSISTANCE COSTS (Total: \$0.00)

1. TRAINING AND TECHNICAL ASSISTANCE
 2. OUT OF STATE TRAVEL

Page 1 of 1 (10 Items)

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Enter the amounts and click the floppy disc icon to save. Continue this process as needed.

Contract Expense Entry

Contract Expense Entry Parameters

Contract: 136-5036 - LINCAP 2009 CONTRACT
 Program: LINCAP 044-16 2009
 Report Period: 1: 10/01/2008 to 09/30/2018 Due: 11/15/2018

Contract Expense Entries

Program Budget Group: 1

Budget Line Item

Program Budget Group: 09 - ASSURANCE (4 COSTS) (Total: \$0.00)

1. ASSURANCE (4. ACTIVITIES)

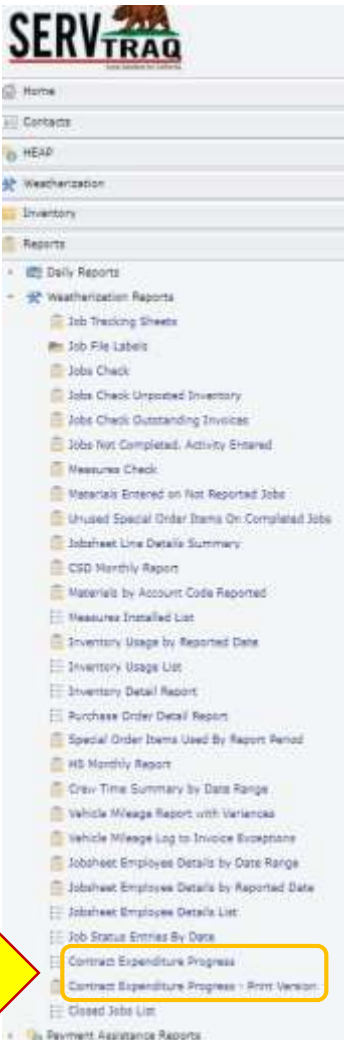
Budget Line Item: 1. ASSURANCE (4. ACTIVITIES)

Amount: \$0.00

Report Expense Entry

1. ASSURANCE (4. ACTIVITIES)

To run reports on the expenditure go to the Reports tab, then “weatherization reports” then near the bottom of the list you will find “Contract Expenditure Progress” You can pick the print version of the report or the standard version.



This report will show you the program, budget group, line item and its allocation, current amount, reported amount and remaining amounts

