# Section 3 Reporting

Department of Community Affairs

Division of Disaster Recovery and Mitigation

Last Updated: July 2024

#### **Getting Started**

To complete your Section 3 report, you will need the following information:

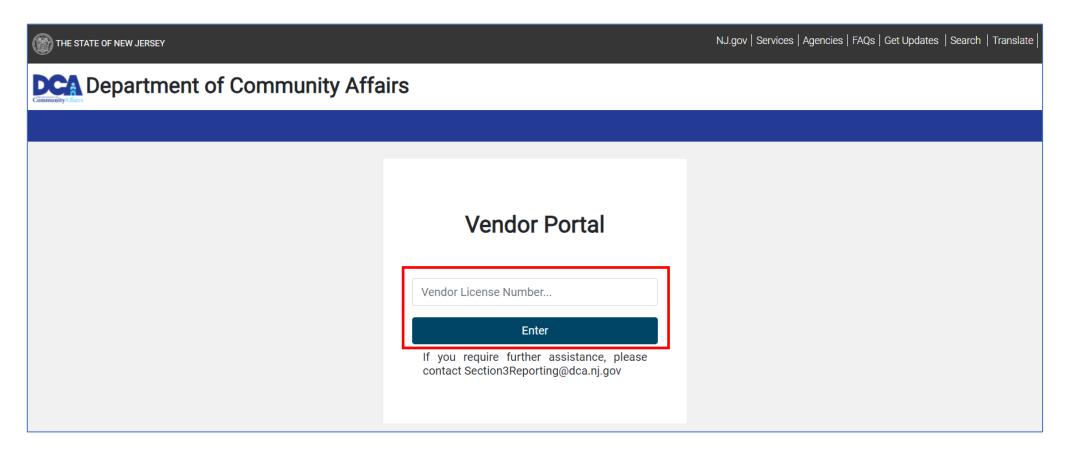
- Your organization's license number
- A list of the application IDs (ex., HARP012345) assigned to your organization
- For each application ID, the Total Hours worked in the quarter, the Section 3 Hours worked in the quarter, and the Section 3 Targeted Hours for the quarter
- A brief description of the Section 3 efforts made during the quarter
- Supporting documentation

#### NJ DCA Section 3 Site

Access the Section 3 Vendor Portal from the NJ DCA <u>Section 3</u> webpage.

## Section 3 Vendor Portal Login

Login by entering your organization's License Number and clicking Enter.

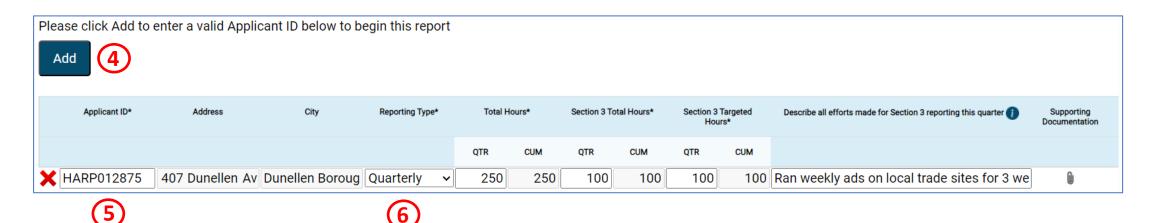


- At the top left of the page, enter:
  - 1. Contractor Section 3 Contact (first and last name);
  - Phone; and
  - 3. Email

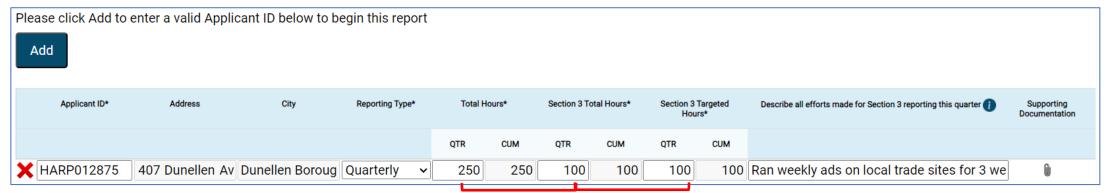


- On the top right, the following read-only information will display:
  - Contractor your organization's name
  - Reporting Period Start Date/Reporting Period End Date the quarter being reported
  - 2 button pdf help guide

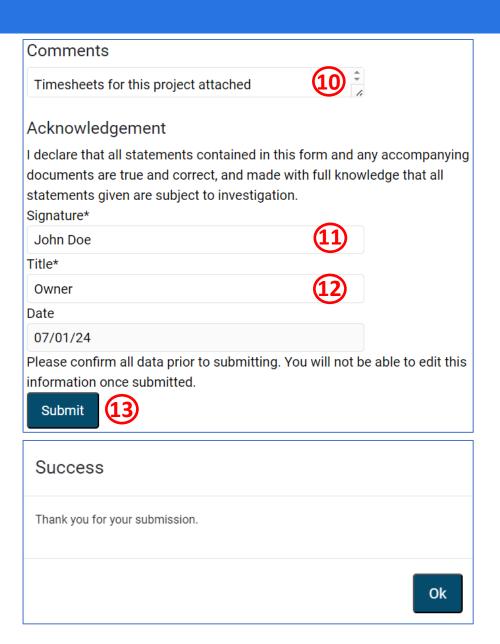
- 4. Click the Add button and a row will be added to the grid
- 5. Enter an Applicant ID. The Address and City will automatically display
- 6. Confirm the **Reporting Type** 
  - If you are still working with the applicant, leave this field set to **Quarterly** but if this is your last report, change the selection to **Final**



- 7. Enter the Total Hours QTR, Section 3 Total Hours QTR, and Section 3 Targeted Hours QTR
  - Cumulative (CUM) values will automatically calculate and add your current amount to previously reported amounts. To reduce overall hours for an applicant, a negative value can be entered
- 8. Describe all efforts made for Section 3 reporting this quarter
  - This is required only when Section 3 Total Hours (QTR) is less than 25% of Total Hours (QTR) OR Section 3 Targeted Hours (QTR) is less than 5% of Total Hours (QTR)
- 9. Add **Supporting Documentation** by clicking the paperclip, selecting the file, completing all required information and clicking **Save and Close**



- 10. Below the grid, enter **Comments** to provide additional information to DCA (optional)
- 11. Once completed, review the **Acknowledgement** and enter your **Signature** (first and last name)
- 12. Enter your **Title** 
  - Date will automatically display
- 13. Click **Submit** to send your entry to DCA
- If your submission was error free, you will receive a message that says: Thank you for your submission.



#### Emails

- Upon each submission, you will receive an email confirming the information you submitted
  - If anyone else from your organization has submitted a report in the last 12 months, they will also receive a copy of this email

From: noreply@njdrm.us <noreply@njdrm.us>
Sent: Monday, July 1, <u>2024</u> 5:09 PM

To: <u>DCAsection3vendor@gmail.com</u>
Cc: DRM.Section3@dca.nj.gov

Subject: Quarterly Section 3 Reporting - Q2 2024

Below is the status of your projects as of **Q2 2024**:

Applicant ID	Current Quarter Status	Last Submitted Quarter	Address	City	Reporting Type	Total	Hours	Section 3 T	Total Hours	Section 3 Ta	geted Hours	Describe all efforts made for Section 3 reporting this quarter	Supporting Documentation
						QTR	CUM	QTR	CUM	QTR	CUM		
HARP012875	Submitted	Q2 2024	407 Dunellen Avenue	Dunellen Borough	Quarterly	250	250	100	100	100	100	Ran weekly ads on local trade sites for 3 weeks	timesheets.pdf

As a reminder, you must submit quarterly Section 3 reporting until project completion. To update existing projects or add new projects, Click Here for DCA Section 3 Reporting

All reporting for Q2 2024 must be completed by 07/07/2024

If you have any questions, please email <a href="mailto:DRM.Section3@dca.nj.gov">DRM.Section3@dca.nj.gov</a>

This is an automated email. Do not reply.

- You, and anyone else from your organization that has submitted a report in the last 12 months, will
  receive a reminder email with your previously submitted information 7 and 14 days prior to the end
  of the reporting quarter
  - Note that any applicant for which you submitted a Final report in a previous quarter will no longer display in emails

# Troubleshooting

• Please consult the table below if you encounter any issues submitting

Page	Error Message	Action				
Login Page	Incorrect information provided – please try again	<ul> <li>Try to re-enter your license number</li> <li>Confirm you have application IDs associated with your license number; contact a program representative if you are unsure</li> </ul>				
Section 3 Compliance Reporting	This is not a valid Applicant ID for your organization. Please enter a different Applicant ID. Please contact your Program Representative if you believe there has been an error.	<ul> <li>Re-enter the Applicant ID, making sure it is a valid ID that your organization is working with</li> </ul>				
	Cumulative Section 3 Total Hours cannot exceed Cumulative Total Hours	<ul> <li>Update hours so that Section 3 Total Hours CUM are less than Total Hours CUM</li> </ul>				
	Cumulative Section 3 Targeted Hours cannot exceed Cumulative Section 3 Total Hours	<ul> <li>Update hours so that Section 3 Targeted Hours CUM are less than Section 3 Total Hours CUM</li> </ul>				
	Are you sure you want to delete this row?	<ul> <li>Click OK to proceed with the cancellation or click No to retain the information you have entered</li> </ul>				
	Please ensure all questions are answered before submitting	Confirm all required fields are populated. All fields are required except:  Supporting Documentation, Comments and Describe all efforts made for Section 3 reporting this quarter  • Note Describe all efforts made for Section 3 reporting this quarter becomes required if 1. Section 3 Total Hours (QTR) is < 25% of Total Hours (QTR) OR 2. Section 3 Targeted Hours (QTR) is < 5% of Total Hours (QTR)				

#### Additional Questions

If you require further assistance:

- Email us at <u>Section3Reporting@dca.nj.gov</u>; or
- Call Sylvia Johnston, Grant Management Supervisor, at 609-913-4247