MEDC Project Portal Community - User Guide

The MEDC Project Portal Community is a private, secure website used by RAP awardees to submit progress reports, milestone documents, request disbursement of funds, as well as maintaining access to a project's application.

This guide will assist with the following *(Ctrl+Click to review)*:
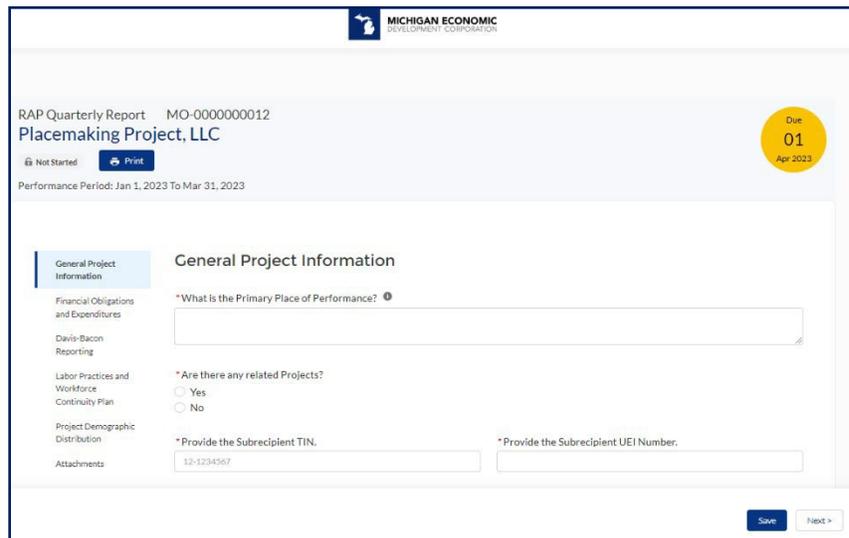
Logging into MEDC Project Portal Community

At the time the award is approved a portal user profile will be created and you will be provided a username and password:

1. With your assigned username and password, open an internet browser on a desktop (Chrome, Safari or Firefox) and visit http://medchome.force.com/ProjectPortal.
   - If you are unable to login, please contact your Compliance Specialist/Grant Manager to assist.
2. Please save the project portal web link as you will return to this site to manage your award(s) and reporting requirements.
3. Under the heading 'Upcoming Reports' you will see all upcoming reporting requirements.
4. After you have successfully logged in for the first time, you can update your password. You may also select 'Forgot Password' if you cannot remember your password.

RAP Quarterly Reporting (1 Page)

RAP Quarterly Reports are due 4/1, 7/1, 10/1 and 1/1.

1. Login to the Project Portal, http://medchome.force.com/ProjectPortal.
2. Under the heading 'Upcoming Reports' you will see upcoming RAP Quarterly Reports.
3. Select 'Submit Report' to begin working on the report.
   - If project is under construction, you must upload full and complete list of contractors who completed work during reporting period.
   - There are six (6) sections necessary to complete a report.

4. You have the option to 'Save' your work to return to later, otherwise click 'Submit' once complete. The Grant Manager will review your submission and contact you with any questions.
   - Grant Manager may request corrections or clarification on the report.
   - Grant Manager will request sampling documentation to ensure compliance with prevailing wage (Davis-Bacon).

RAP Progress Reporting (1 Page)

RAP Progress Reports are due annually, as specified in the executed RAP Grant agreement under Exhibit F; wherein Progress Reports are detailed.

1. Login to the Project Portal, http://medchome.force.com/ProjectPortal.
2. Under the heading 'Upcoming Reports' you will see upcoming RAP Progress Reports.
3. Select 'Submit Report' to begin working on the report.
   - If project is without Certificates of Occupancy or still under construction, type 'zero' for square footage and units revitalized/added.
   - Upload requested documents/files as applicable to your project.

4. You have the option to 'Save' your work to return to later, otherwise click 'Submit' once complete. The Grant Manager will review your submission and contact you with any questions.

Milestone Submissions (1 page)

Milestones are detailed in the executed RAP Grant agreement within Exhibit C.

1. Login to the Project Portal, http://medchome.force.com/ProjectPortal.
2. Under the heading 'Upcoming Reports' you will see upcoming RAP milestones.
3. Select 'Submit Report' to begin working on the milestone.
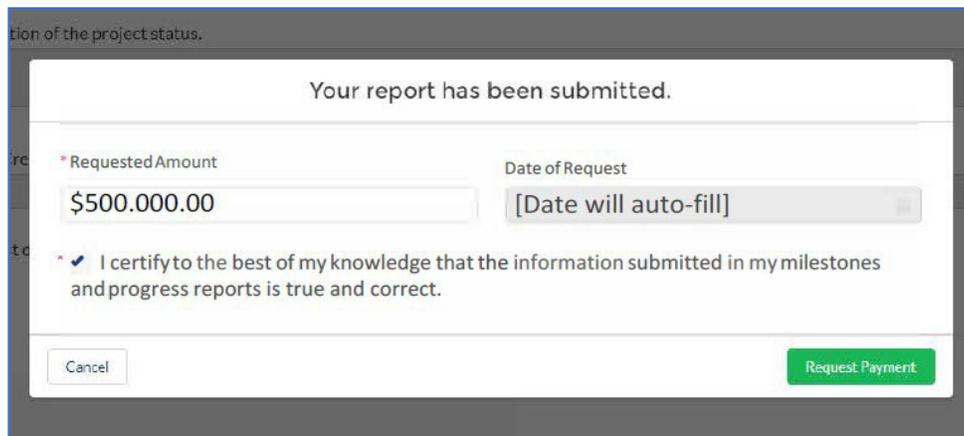   - Upload Attachments as applicable to your project.
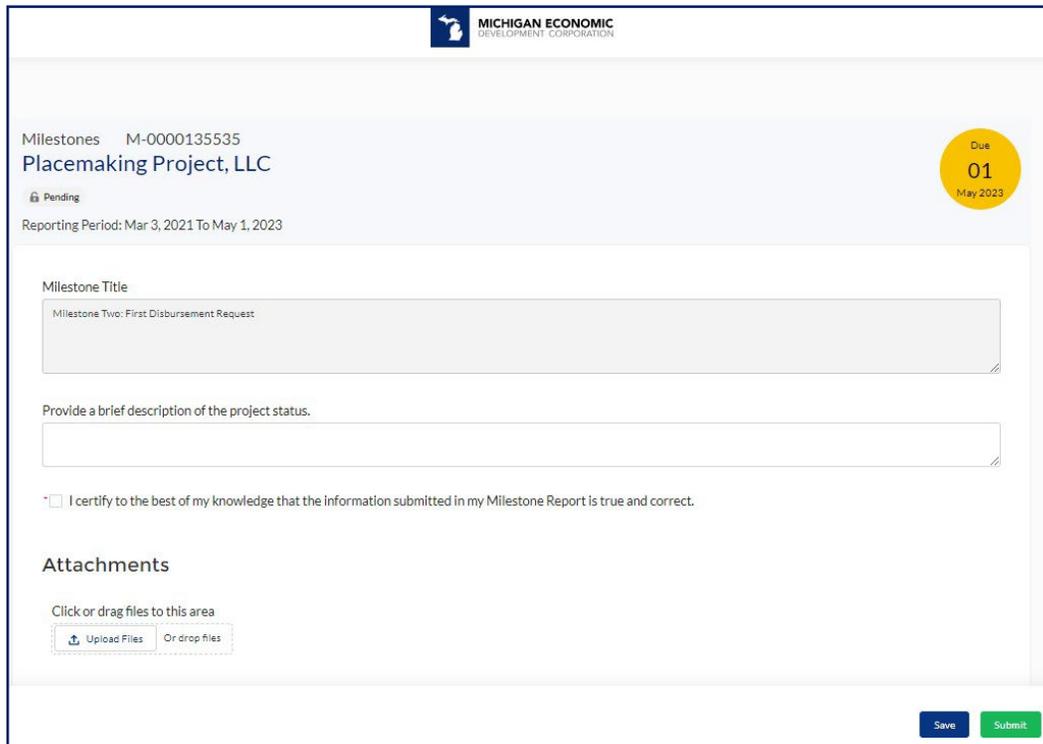
4. You have the option to 'Save' your work to return to later, otherwise 'Submit' once complete. The Grant Manager will review your submission and contact you with any questions.
5. **Please note**, if the milestone you are submitting is tied to the disbursement of funds, another window pop-up will be presented; see the next page for **Disbursement Requests**.

Disbursement Requests (1 page)

Disbursement(s) are made based on the terms set in your agreement and are directly tied to the completion of a milestone.

1. Login to the Project Portal, http://medchome.force.com/ProjectPortal.
2. Under the heading 'Upcoming Reports' you will see upcoming due milestones; complete the milestone which is associated with disbursement of funds (See RAP Agreement).
3. After submitting the milestone that is tied with disbursement of funds, a pop-up window will appear to make the disbursement request.

4. Prior to selecting 'Request Payment', ensure the request does not exceed thresholds shown in the milestone description:
   - Milestone Two: First Disbursement Request – Cannot exceed 50% of the Eligible Costs submitted for Sub-Grant Project.
   - Milestone Three: Second Disbursement Request – Cannot exceed Sub-Grant Maximum Grant.
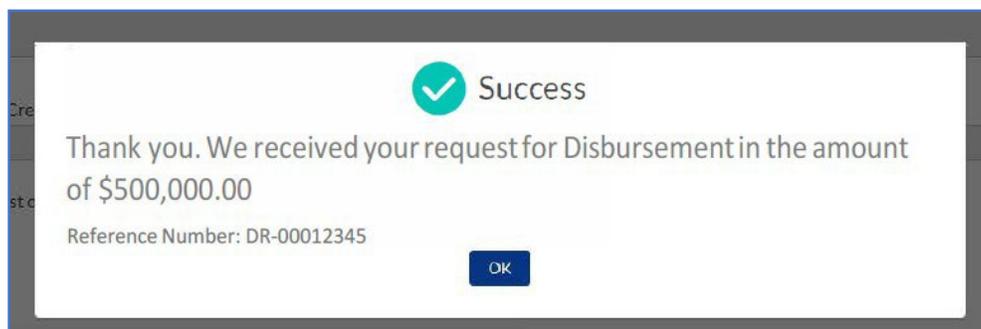
5. After closing the 'Success' window, you may click the 'MEDC Project Portal' in the upper left corner of the window.

Project Application and Files (1 page)

You can review previously awarded applications, as well as view application that are in 'edit', under the 'Application & Awards' heading.

At the bottom of the MEDC Project Portal page is a section for 'Available Assistance'. A few resources are displayed in this area, but please connect with your regional [Community Development Manager](#) to get up-to-date resources and opportunities.