Delaware Criminal Justice Council Training Institute

Session II: Post-Award Expectations

Helpful Shortcuts

| Main Menu | User Management | Funding Announcement | Project Management | Work Manager |

Welcome to DCJC Egrants!
Please select a menu tab or prompt link to continue.

CLICK HERE — To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

CLICK HERE — To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

CLICK HERE — To view any Alerts and/or Tasks assigned to you (Work Manager tab).

CLICK HERE — To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

CLICK HERE — To Subscribe to receive an email when new granting opportunities become available.

CLICK HERE — To Unsubscribe from Email notifications when granting opportunities become available.

Announcements

Announcement: Welcome to the Delaware Criminal Justice Council Egrants portal.

For technical assistance contact the Criminal Justice Council Monday through Friday 9:00 am – 4:00 pm at 302-577-5030.

Helpful Shortcuts

Click to access the selected project

Enter your project # here (can also use "%")

Shortcut: Use these links to access in-process Applications (pre-Award) or Active Projects (post-Award)

Main Menu   User Management   Funding Announcement   **Project Management**   Work Manager   Internal Menu

Search   Program Monitoring

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID [1756]

Applicant Agency: [All] ▼

Recipient / Allocation Agency: [_____]

Funding Announcement: [All] ▼

Keywords: [All] ▼

[Search]

Quick Searches

Applications In Process (1)

Awarded Projects - Active (1)

Grant ID	Applicant Agency	Title	Receipt Date
1756	Agency Name	Title of Project	08/31/2017

Helpful Shortcuts

CLICK HERE
for Quarterly Reports

CLICK HERE
for Fiscal Details (summary of budget categories, funding source info, Payments)

PROJECT SUMMARY

CLICK HERE   To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).

CLICK HERE   To view any Audit Information for this grant (Audit menu item).

CLICK HERE   To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).

CLICK HERE   To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1756 :	Create Subgrant Adjustment		
	Adjustments 1	7/1/2017 - 6/30/2018	Open - Awarded ✱ Ⓟ
	Application	7/1/2017 - 6/30/2018	Open - Awarded

✱ or P =
Most recent Project Document's Main Summary Page

View Issues/Comments

The Monitor's Role

- Serve as your primary point of contact
- Answer questions about Egrants
- Review your quarterly reports
- Reimburse quarterly expenses
- Perform the quarterly fiscal and program visits
  - Serve as a sounding board when issues arise
  - Help to develop spending plans (if needed)
  - Document activity and progress in subgrant file

CJC Monitors

Grant Monitors

- Hugh Bayard
- Ericka Blythe
- Monica Celli
- Kathleen Kelley

- Jared Morris
- Bridget Poulle
- Nicole Rodgers
- Cary Smythe

For the most up-to-date contact information, visit our website:
https://cjc.delaware.gov/contact/

Post-Award Process

1
- Award document with two original, live signatures is received by your monitor at the CJC. A funds commitment is generated. Subgrantee is now eligible to request quarterly reimbursements.

2
- Quarterly reports are collected through Egrants. Your monitor may return reports for correction or clarification.

3
- Fiscal expenses are reimbursed within 10 days. Program information is passed on to the Coordinator for Federal Reporting requirements.

4
- Monitor will contact the fiscal and program contacts to set up a quarterly monitor visit. A pre-visit letter may be sent.

Quarterly Reports

Egrants Reporting Requirements

- Fiscal and program reports are due 20 days after the end of the quarter.
  - January 20
  - April 20
  - July 20
  - October 20

- FYI: Some PMTs are due in to the Coordinator each quarter, per the funder's requirements. Due dates of PMTs vary with the funding source.

Generating your Quarterly Report

- Fiscal Creators are responsible for submitting Fiscal Reports

- Program Creators are responsible for submitting Program Reports

- To begin a new quarterly report:

[CLICK HERE]	To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).

Quarterly Reporting

View old reports or create a new one with the click of a button

Create Fiscal Report   Create Inventory Report

MAIN SUMMARY

Filter Criteria

Phase: [All] ▼

Approval Status: [All] ▼

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase		Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1756	🖨	9/30/2017	Quarterly	Submitted	11/20/2017	Approved	▮▮▮▮▮

Program Reports

Phase		Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1756	🖨	9/30/2017	Quarterly	Submitted	11/20/2017	Approved	▮▮▮▮▮

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By

Fiscal Report

- Top Section requires reporting by Budget Source (Federal, State, Match)
- Fill in the total amount in the appropriate categories

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 12/31/2017

Report Period Ending Date: * 12/31/2017

Report Type: * ● Quarterly ○ Interim ○ Final

Report Status: Draft
Approval Status: Pending
Status Updated By: Ms. Kathleen Kelley

Submitted Date:
Return Date:
Resubmitted Date:

Financial Information	Budget	Cumulative Expenses as of 9/30/2017	Expenses Paid This Period 10/1/2017-12/31/2017	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State	44,000.00	7,710.72	0.00	7,710.72	0.00	7,710.72	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	44,000.00	7,710.72	0.00	7,710.72	0.00	7,710.72	0.00

Fiscal Report

- Bottom Section requires reporting by each budget line item; click each category

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Cumulative Expenses as of 9/30/2017	Expenses Paid This Period 10/1/2017-12/31/2017	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Personnel	21,696.00	3,681.25	0.00	3,681.25	0.00
Employee Benefits	1,660.00	0.00	0.00	0.00	0.00
Travel (Including Training)	2,044.00	210.02	0.00	210.02	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	17,100.00	3,819.45	0.00	3,819.45	0.00
Consultants	1,500.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	44,000.00	7,710.72	0.00	7,710.72	0.00

Leave $0.00 for "Outstanding Subgrantee Obligations" unless something was purchased in the prior quarter but paid in the current quarter using a credit card or purchase order

Project Income: Seized $ 0.00   Forfeited $

Remarks:

This section is optional

Attachments are also optional. Examples include: receipts, invoices, or a summary of transactions from your accounting system

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date

View Report   Save as Draft   Save and Continue Editing   Submit   Delete   Cancel

Fiscal Report: Line Item Reporting

- Do NOT round up or down to the nearest dollar; actual expenses must be reported
- When in doubt, follow the computation in the budget
  - For example, if 684 miles were coded to this program and the agency is reimbursed at:
    - The Federal mileage reimbursement rate (2017 rate= 53.5 cents per mile), the amount reported should be $365.94 (684 * 0.535)
    - Their own Agency rate of a flat 44 cents per mile, the amount reported would be: $300.96 (684 * 0.44)

TRAVEL (INCLUDING TRAINING) EXPENDITURE DETAILS

Save | Save And Continue Editing | Cancel

Total Expenses Paid This Period: $0.00

████████████ (Master Budget)

Purpose of Travel	Location	Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Transportation of students from school to Center/field trips	████████	Transportation/Travel	2,044.00	0.00	210.02	0.00
			2,044.00	0.00	210.02	0.00

Save | Save And Continue Editing | Cancel

Fiscal PDF View 🖨

Top section summarizes Federal and Match spending

Bottom Section summarizes Budget Category spending

Egrants — SUBGRANTEE CUMULATIVE FISCAL REPORT

Grant ID: 1062				**Project Start:** 4/1/2015		
Quarter Ending Date: 9/30/2015				**Project End:** 9/30/2015		
Period Ending Date: 9/30/2015				**Report Status:** Draft		
Report Type: Quarterly				**Approval Status:** Pending		
Submitted Date:				**Status Updated By:** ▬▬▬		

Financial Information	Budget	Cumulative Expenses as of 6/30/2015	Expenses Paid This Period 7/1/2015-9/30/2015	Outstanding Subgrantee Obligations	Total Cumulative Expenses	Total Funds Received To Date	Unexpended Cash
Federal	18,713.00	9,664.33	9,262.50	0.00	18,926.83	9,664.33	(9,262.50)
State	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	4,679.00	2,777.91	2,807.78	0.00	5,585.69	0.00	(5,585.69)
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	23,392.00	12,442.24	12,070.28	0.00	24,512.52	9,664.33	(14,848.19)

Budget Categories	Budget	Cumulative Expenses as of 6/30/2015	Expenses Paid This Period 7/1/2015-9/30/2015	Outstanding Subgrantee Obligations	Total Cumulative Expenses		% Over Budget
Personnel	20,006.00	11,755.41	12,070.28	3,819.69	23,825.69		16.33
Employee Benefits	1,270.00	686.83	708.63	125.46	1,395.46		0.54
Travel (Including Training)	1,501.00	0.00	1,723.45	97.20	1,723.45		0.95
Equipment	200.00	0.00	0.00	0.00	0.00		0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00		0.00
Consultants	0.00	0.00	0.00	0.00	0.00		0.00
Construction	0.00	0.00	0.00	0.00	0.00		0.00
Other	415.00	0.00	370.00	0.00	370.00		0.00
Total:	23,392.00	12,442.24	14,872.36	4,042.35	27,314.60		17.82

Project Income: Seized $ Forfeited $

Fiscal PDF View

Shows itemized spending for the quarter and cumulatively

Grant ID: 1062
Quarter Ending Date: 9/30/2015
Period Ending Date: 9/30/2015
Report Type: Quarterly
Submitted Date:

Project Start: 4/1/2015
Project End: 9/30/2015
Report Status: Draft
Approval Status: Pending
Status Updated By:

PERSONNEL DETAILS

Police Department (Master Budget)

Position	Name	Budget	Expenses Paid This Period	Outstanding Subgrantee Obligations	Total Cumulative Expenses
Victim Services Coordinator		4,679.00	2,807.78	906.69	5,585.69
Youth Victim Advocate		15,327.00	9,262.50	2,913.00	18,240.00
		20,006.00	12,070.28	3,819.69	23,825.69

EMPLOYEE BENEFITS DETAILS

Police Department (Master Budget)

Position	Name	Budget	Expenses Paid This Period	Outstanding Subgrantee Obligations	Total Cumulative Expenses
Youth Victim Advocate		241.00	134.29	23.45	264.45
Youth Victim Advocate		1,029.00	574.34	102.01	1,131.01
		1,270.00	708.63	125.46	1,395.46

TRAVEL (INCLUDING TRAINING) DETAILS

Police Department (Master Budget)

Purpose of Travel	Location	Item	Budget	Expenses Paid This Period	Outstanding Subgrantee Obligations	Total Cumulative Expenses
National Conference of Youth Victimization	TBD	Hotel	772.00	706.25	0.00	706.25
National Conference of Youth Victimization	TBD	Baggage	50.00	52.00	2.00	52.00
National Conference of Youth Victimization	TBD	Per Diem	235.00	426.00	0.00	426.00
National Conference on Youth Vicitimization	TBD	Shuttle fees	40.00	100.00	60.00	100.00
National Conference on Youth Victimization	TBD	Flight	404.00	439.20	35.20	439.20
			1,501.00	1,723.45	97.20	1,723.45

EQUIPMENT DETAILS

Police Department (Master Budget)

Item	Budget	Expenses Paid This Period	Outstanding Subgrantee Obligations	Total Cumulative Expenses
Computer monitor	200.00	0.00	0.00	0.00
	200.00	0.00	0.00	0.00

OTHER DETAILS

Police Department (Master Budget)

Description	Budget	Expenses Paid This Period	Outstanding Subgrantee Obligations	Total Cumulative Expenses
Registration for National Conference	415.00	370.00	0.00	370.00
	415.00	370.00	0.00	370.00

Remarks:

Attachments:

Fiscal Report: What your Monitor looks for

- Is fiscal spending on track to meet the end date with a $0 balance?
  - First quarter spending should be approximately 25% of a 12 month project, second quarter 50%, and third quarter 75%
- Was Match reported correctly?
- Are any categories overspent by 10%?
- Does it look like actual expenses are being reported?

Reimbursements

- The CJC operates on a reimbursement basis; agencies incur the up-front costs and receive payments on a quarterly basis
- Before any funds can be released:
  - Application must be "Awarded"
  - The signed hardcopy of the Award must be received and entered into the system by the CJC Controller; they generate the funds commitment
  - Quarterly reports must be submitted by the subgrantee and <u>approved</u> by the Monitor
    - Egrants sends a Work Manager Notification email when reports are Approved
- Payments are generated within 10 business days *if above criteria are met*

Viewing Payment Status through Fiscal Details

Payments details: $ amount and date processed

Project Title: ███ Afterschool/Summer Program FY2018

Fund Announcement: FY2018 PBH Afterschool and Summer Programs

SUMMARY

Source		Source Budget	Expenses Paid This Period 7/1/2017-9/30/2017	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Funds Received	Unexpended Cash
Federal		0.00	0.00	0.00	0.00	0.00	0.00
State		44,000.00	7,710.72	7,710.72	0.00	0.00	(7,710.72)
Project Income		0.00	0.00	0.00	0.00	0.00	0.00
Interest		0.00	0.00	0.00	0.00	0.00	0.00
State Match		0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)		0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match		0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match		0.00	0.00	0.00	0.00	0.00	0.00
Totals:		44,000.00	7,710.72	7,710.72	0.00	0.00	(7,710.72)

Payment(s)

Payment	Payment Date	Payment Amount
3967030	10/30/2017	7,710.72

Total Refunds (Checks Received): $0.00
Total Net Paid: $7,710.72

Funding Split(s)

Source	Fund	Year	Category	Effective Dates	Amount
1	KD	2018	Passthru	7/1/2017 - 6/30/2018	44,000.00

Cancel

Click "Cancel" to go back to previous page

Final Fiscal Report

Final Fiscal reports are only necessary <u>if expenses were obligated in the last quarter of the grant and paid after the end date</u>. If no outstanding obligations, mark the last quarterly report as "Final"

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 12/31/2017

Report Period Ending Date: * 12/31/2017

Report Type: * ◯ Quarterly ◯ Interim ⦿ Final

Mark "Final" on the Fiscal report

Report Status: Draft
Approval Status: Pending
Status Updated By:

Submitted Date:
Return Date:
Resubmitted Date:

Financial Information	Budget	Cumulative Expenses as of 9/30/2017	Expenses Paid This Period 10/1/2017-12/31/2017	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State	44,000.00	7,710.72	16,584.28	24,295.00	0.00	7,710.72	(16,584.18)
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	44,000.00	7,710.72	16,584.28	24,295.00	0.00	7,710.72	(16,584.18)

Ensure all funds are spent. This example shows a substantial balance. Programs should know in advance whether there will be a balance; if this happens to you, contact your monitor to talk about options

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Equipment- Inventory Report

- Inventory Report must be completed if Equipment is purchased (otherwise not required)
- Financial Creator create the report the same way as the fiscal report (with click of a button)
- Due before the end of the grant period; can be submitted at the same time as the Final Fiscal report

Button will be enabled if Equipment is listed in the budget detail

All equipment can be entered in one report

INVENTORY LISTING

Report Status: Submitted
Approval Status: Approved
Status Updated By: Ms. Nicole Rodgers

Submitted Date: 1/27/2017
Return Date:
Resubmitted Date:

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes

Add New Item   Add Budget Equipment Items

Item No	Quantity	Identification Number	Cost	Present Condition Code
101	1		1,745.00	A
102	1		1,004.00	A
103	1		3,244.40	A

Remarks:

Save As Draft   Submit Report   Cancel

Equipment- Inventory Report

Enter ID Number (serial # or service #), if applicable

Enter Unique Item Number

Item Number: * 102
Inventory Quantity: 1
Description: * 5 Drawer File Cabinet
Identification Number:
Date Acquired: 12/20/2016
Cost: 1,004.00
Present Condition Code: A - In the same project being continued with DCJC funds
Present Use and Location:
Anticipated Future Code: A - In the same project being continued with DCJC funds
Remarks:

Choose appropriate response from the drop down menu

Enter the location, use and condition of the property and percentage of Federal funding for the property

Save & Return   Save & Add Another   Delete   Cancel

Equipment Guidelines

- Do not order or pay for equipment without approval of the CJC
  - Approved = equipment listed in an awarded project budget or adjustment
- Use the equipment for the authorized purposes of the project whether or not the project continues to be supported by the Federal award
- A physical inventory must be maintained on-site. Include: a description of the property, a serial number or other identification number, the source and percentage of Federal funding for the property, the acquisition date, cost of the property, the Federal award under which the property was acquired, the location, use and condition of the property.
- Remember to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. Adequate maintenance procedures must be developed to keep the property in good condition.
- For a more complete listing of equipment guidelines and information, see Uniform Grant Guidance (CFR §200.313)

Program Report Sections

PROGRAM REPORT

Click on each Section, insert information, and "Save - Complete"

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2018
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No   [Make Final Report]

Is The Project On Schedule? * [Yes ▾]
If not, please explain:

[   ]

Briefly List Activities Conducted During This Period: *

Draft

Egrants will not allow submission until <u>all</u> section statuses are marked as "Complete." Once all sections are completed, press "Submit."

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process	1/11/2018	Ms. Kathleen Kelley
Performance Indicators	0	In Process	1/11/2018	Ms. Kathleen Kelley
Quarterly Report Project Narrative !	0	In Process	1/11/2018	Ms. Kathleen Kelley

[View Report] [Save as Draft] [Submit Report] [Delete] [Cancel]

Program Quarterly Report: Performance Indicators

1. Established by DCJC

1.1. 24/7 Domestic Violence Hotline ❓

    1.1.1 Actual Amount this report period: 🔨

        `0.00`

    1.1.2 Cumulative total for the project phase:

    Σ   23.00   Your target for the project: 💹   1,000

    [+ Unexpected Results]

1.2. Report the total number of victims requesting shelter ❓

    1.2.1 Actual Amount this report period: 🔨

        `0.00`

    1.2.2 Cumulative total for the project phase:

    Σ   13.00   Your target for the project: 💹   1

    [+ Unexpected Results]

1.3. How many new victims entered and received at least one night of shelter this quarter? ❓

    1.3.1 Actual Amount this report period: 🔨

        0.00

    1.3.2 Cumulative total for the project phase:

    Σ   13.00   Your target for the project: 💹   0

    [+ Unexpected Results]

1.4. Report the total number of victims exiting shelter ❓

    1.4.1 Actual Amount this report period: 🔨

        0.00

    1.4.2 Cumulative total for the project phase:

    Σ   6.00   Your target for the project: 💹   0

    [+ Unexpected Results]

Enter the progress on each Performance Indicator

Cumulative total-to-date is auto-populated

The target # for the objective is auto-populated from the application

Helpful Reminder re: Project Narrative

Remember the Goal Statement and Measurable Objectives from Session I?

A. Goal Statement
   o Example:
      • The VSC will provide direct services to 100 of unduplicated victims per year. GCPD anticipates increasing 3% to 5% each year due to the increased community presence. A baseline of the number of unduplicated victims per year will be established at the end of year one.

B. Implementation Objectives
   o Example:
      • VSC position will be filled and office space set aside within 60 days.
      • A laptop computer station will be purchased within 90 days.

C. Performance Objectives
   o Example:
      • VSC will a) Assist 90 victims with VCAP applications, b) Provide 75 referrals to service providers, and c) Provide advocacy and support to 100 victims.

D. Impact Objectives
   o Example:
      • 75% of victims will report a greater knowledge of a) community resources, b) safety planning, c) their rights & options, and d) the criminal justice process.

Program Report Narrative Example

1. **Goal:** Specify the goal statement for the project. The goal statement should clearly communicate the intended result of the project as of the end of th System will time out period. State what progress has been made toward the attainment of that goal. Remaining time: **19:4**

> 1) The VSC will provide direct services to 100 of unduplicated victims per year. GCPD anticipates increasing 3% to 5% each year due to the increased community presence. A baseline of the number of unduplicated victims per year will be established at the end of the year one.
> -PROGRESS as of 12/31/17: The VSC provided direct services to 14 unduplicated victims of crime. 7 victims were continuing clients that received services during a previous quarter. A total of 21 victims have been served.

2. Identify the implementation objectives for the project. After each implementation objective, state the progress toward the attainment of the objective

> 1) VSC position will be filled and office space set aside within 60 days.
> -PROGRESS as of 12/31/17: Manuel Perez was hired 9/1/17.
> 2) A laptop computer station will be purchased within 90 days.
> -PROGRESS as of 12/31/17: Laptop was purchased on 9/15/17.

3. Identify the performance objectives for the project. Performance objectives indicate major behavior (activities) necessary to conduct the project as planned. Indicate progress toward attainment of each performance objective.

> 1) VSC will a) Assist 90 victims with VCAP applications, b) Provide 75 referrals to service providers, and c) Provide advocacy and support to 100 victims.
> -PROGRESS as of 12/31/17: VSC a) Assisted 9 victims with VCAP applications, b) Provide 32 referrals to service providers, and c) Provide advocacy and support to 21 victims.

4. Identify impact objectives for the project. Impact objectives measure the extent to which what happened was the result of the funded activity. Indicate progress toward attainment of each impact objective.

> 75% of victims will report a greater knowledge of a) community resources, b) safety planning, c) their rights & options, and d) the criminal justice process.
> -PROGRESS as of 12/31/17: 10 victims received and completed a survey. The following percentages of respondents reportVictims report a greater knowledge of a) 90% of victims reported greater knowledge of community resources, b) 100% of victims reported greater knowledge of safety planning, c) 80% of victims reported greater knowledge of their rights & options, and d) the criminal justice process.

5. **Miscellaneous Information:** Use this area to provide CJC with any additional information that you believe is pertinent.

> None.

| Save and Continue Editing | Save - In Process | Save - Complete | Cancel |

Program Quarterly Report: Project Narrative

- Suggestion: work from a separate document containing your Goals and Objectives to avoid Egrants timing out and losing your data

- Be sure to have text in each box before you click "Save and Continue Editing" or "Save - In Process"—otherwise, Egrants will not save *any* information once you leave the page

Project Narrative: What your Monitor looks for

- Are the Goals & Objectives consistent with those listed in the original application?

- Are all goals and objectives adequately reported on?

- Is the project on track to meet the goals and performance objectives?

- Are implementation delays reported?

Program PDF View 🖨

PROGRAM REPORT

Grant ID: 1756
Applicant Agency: Your Agency
Project Dates: 7/1/2017 to 6/30/2018
Report Period: 10/1/2017 to 12/31/2017

Report Due Date: 1/21/2018
Report Status: Draft
Approval Status: Pending
Final Report: No

Status is either "Draft" or "Approved." Monitor is able to approve after submission & review

Status is either "Pending" or "Approved." Monitor is able to approve after submission & review

Is the Project On Schedule? Yes
Explanation:

Activities Conducting During this Period: This quarter, the VSC assisted 14 new victims. 9 were referred to VCAP, 4 were assisted with their VCAP application, and all 14 received referrals to at least one community resource. The VSC attended one meeting with the Victims Rights Task Force and one meeting with the DV Task Force, in addition to informal networking at 3 outreach events (held at Newark Senior Center, UD CJ job fair, and the Hispanic Festival in Georgetown).

If your Report is Returned

PROGRAM REPORT

Report Status: Draft
Approval Status: Return to Applicant
Status Updated By: Ms. Monica A Celli

Report Due Date: 1/21/2018
Submitted Date: 1/12/2018
Return Date: 1/12/2018
Resubmitted Date:

Approval Status is now "Return to Applicant"

Final Report: Yes   [Make Periodic Report]

Click the affected Section to make requested modification. When finished, click "Save - Complete" and resubmit the report

The Project On Schedule? * [Yes ▾]

not, please explain:

riefly List Activities Conducted During This Period: *

his quarter, the VSC assisted 14 new victims. 9 were referred to VCAP, 4 were assisted with their VCAP application, and all 4 received referrals to at least one community resource. The VSC attended one meeting with the Victims Rights Task Force nd one meeting with the DV Task Force, in addition to informal networking at 3 outreach events (held at Newark Senior enter, UD CJ job fair, and the Hispanic Festival in Georgetown).

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/12/2018	Ms. Kathleen Kelley
Final Report	0	Complete	1/12/2018	Ms. Kathleen Kelley
Performance Indicators	0	Complete	1/12/2018	Ms. Kathleen Kelley
Quarterly Report Project Narrative !	1	Returned	1/12/2018	Ms. Monica A Celli

[View Corrective Actions Report]

Corrective Actions

Click on the "Problem Description" for requested modifications

Problem Description	Due Date	Section	Status
Please add more detail and dates of meetings.	1/20/2018	Quarterly Report Project Narrative !	31 Open

Corrective Action

- Egrants alerts the appropriate contact when a report is returned for modifications

CORRECTIVE ACTION DETAILS

Created By: Ms. Monica A Celli
LastUpdate By: Ms. Kathleen Kelley

Created Date: 1/12/2018

Source: **Program Report**
Status: **Open**
Affected Section: Quarterly Report Project Narrative !
Due Date: * 1/20/2018
Problem Description: * Please add more detail and dates of meetings.
Required Action:

Project monitor created a corrective action for a report. Contact them with any follow-up questions

Responses:

Response	Last Update Date	Last Update By
Meeting dates and short descriptions have been added.	1/12/2018 2:11:04 PM	Ms. Kathleen Kelley

➕ Add New Response

Cancel

Add a response indicating the issue has been addressed

Corrective Action

Modified section now shows a status as "Revised"

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/12/2018	Ms. Kathleen Kelley
Final Report	0	Complete	1/12/2018	Ms. Kathleen Kelley
Performance Indicators	0	Complete	1/12/2018	Ms. Kathleen Kelley
Quarterly Report Project Narrative !	1	Revised	1/12/2018	Ms. Kathleen Kelley

View Corrective Actions Report

Corrective Actions

Problem Description	Due Date	Section	Status
Please add more detail and dates of meetings.	1/20/2018	Quarterly Report Project Narrative !	Open

View Report | Save as Draft | Submit Report | Delete | Cancel

Click "Submit Report" to resubmit so your Monitor knows to review your revisions

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Final Program Report

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By: Ms. Kathleen Kelley

Report Due Date: 1/21/2018
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: [Yes] [Make Periodic Report]

> At the close of your project, select "Make Final Report" and a new section will appear in your Program Report. Clicking "Make Periodic Report" will remove the "Final Report" section but keep all other data.

Is The Project On Schedule? * [Yes ▼]

If not, please explain:

Briefly List Activities Conducted During This Period: *

This quarter, the VSC assisted 14 new victims. 9 were referred to VCAP, 4 were assisted with their VCAP application, and all 14 received referrals to at least one community resource. The VSC attended one meeting with the Victims Rights Task Force and one meeting with the DV Task Force, in addition to informal networking at 3 outreach events (held at Newark Senior Center, UD CJ job fair, and the Hispanic Festival in Georgetown).

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/12/2018	Ms. Kathleen Kelley
Final Report	0	In Process		
Performance Indicators	0	Complete	1/12/2018	Ms. Kathleen Kelley
Quarterly Report Project Narrative !	0	Complete	1/12/2018	Ms. Kathleen Kelley

Final Program Report

Section Status: In Process
Section Name: Final Report

1. With the advantage of hindsight, what would you do differently in implementing this project?

The "Final Report" section has several questions regarding sustainability, program implementation, and progress

2. Did you intend for this project to be sustained?

Yes ▾ ❓ 🔨

3. Choose the best response about the accomplishments of the project.

All objectives were accomplished ▾ 🔨

    3.1. If less than 50% of the objectives were accomplished, please choose the best reason the objectives were not accomplished.

    ▾ 🔨

4. Choose the best response related to the projected sustainability of the project 12 months **after the end of DCJC funding.**

The project will be sustained at the same level ▾ 🔨

5. Please identify all sources of continuation funding for this project. 🔨

☐ State agency other than DCJC
☑ DCJC
☐ Federal Government
☐ County Agency
☐ Private Foundation or Trust
☑ Agency fund raising/donations

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Monitor Visits

Monitor Visits

- Purpose: to ensure activities and expenditures are properly supported and in compliance with the grant award
- Quarterly visits follow the quarter end-date and the submission of quarterly reports
- What to expect:
  – A call or email from your monitor to schedule
  – A monitor visit notification letter may be sent
- Fiscal and Program contacts should attend
- Visits typically last from 30 minutes to 2 hours, depending on the number of people present, programs, and materials being reviewed

Preparing for your Fiscal Visit

- Prepare and organize the following fiscal back-up documentation:
  - Breakdown/overview of program spending as of the end of the most recent quarter (reported on the most recent fiscal report)
  - To-date spending, if requested
- Breakdown/overview of program spending *may* include:
  - Payroll & Fringe Benefit Documentation
  - Fringe Benefits Rate Support
  - Time and Effort Certification
  - Travel & Mileage Reports
  - Expenditure Summary/Invoice(s) Summed by Vendor
  - Chart of Accounts
  - Receipts, Invoices, & Purchase Orders
  - Most Recent Agency Audit
  - Policy & Procedure Manual
  - Purchased Equipment Listings, Funding Labels, & Inventory

Examples of Fiscal Documentation

- If spending is reported in the following categories, prepare to have similar examples of back-up documentation available:
  - <u>Personnel</u>: time sheets, time and effort certification (T&E), payroll records
  - <u>Employee Benefits</u>: pay stubs, unemployment records, Worker's comp payment, statements from health, dental, LTD/STD when applicable showing grant staff's name
  - <u>Contractual/Professional Services</u>: Copy of contract, invoices, payments
  - <u>Travel</u>: Hotel records, conference curriculum/certificate/binder, taxi receipts, airplane receipts, meal receipts, mileage logs, gas receipts, mileage reimbursement records (view policy)
    - Use GSA site to determine per diems for hotel and meals when agency travel policy is not available. Visit https://www.gsa.gov/ for more information
  - <u>Supplies</u>: Receipts, invoices, credit card statements, actual items with grant funding label when applicable (i.e. brochures, flyers)
  - <u>Operating Expenses</u>: rent payments, lease, telephone bills showing staff name or number when applicable, service contracts, electric bills
  - <u>Equipment</u>: credit card statements, actual tagged equipment, invoices and payments
  - <u>Other</u>: conference registration confirmation

Time & Effort Certification must be kept on file for all grant funded personnel

Sample form may be modified to fit your project & agency

Circle "Federal" or "Match" (should be consistent with Application)

% of time should be the same on the Application

Employee *and* Supervisor must sign

Delaware Criminal Justice Council

Time and Effort Reporting Certification

Employee Name: **Manuel Perez**

Pay Period End Date (MM/DD/YYYY): 1/12/2018

Total # of Hours Worked during Pay Period: 80 hours

In accordance with the Uniform Grant Guidance (CFR §200.430), I certify as follows for the above listed period.

My time and effort was divided among the following Federal grant(s) and broken down as follows—please circle "Federal" or "Match":

_____ hrs or __50__ % on Subgrant # **VF16-1052**   (Federal) or Match

_____ hrs or __50__ % on Subgrant # **VW15-1131**   (Federal) or Match

_____ hrs or _____ % on Subgrant # _____   Federal or Match

Employee Signature   1/12/18   Date

Supervisor Signature   1/16/18   Date

Examples of Program Documentation

- If spending or activity is reported in certain categories, examples of appropriate back-up documentation include:
    - Client list and files
    - Record keeping system
        - Questions that may be asked: Are the files locked? When are cases closed? Where closed case files are kept? How long are closed case files stored?
    - Sign in/out sheets for grant-funded events
    - Referral sources/records
    - Database/information management systems
    - To-date information when possible
    - Program staff resumes
    - Equipment inventory log and labels

During your Monitor Visit

- Be prepared to discuss or show documentation regarding:
  - Samples of outreach materials
    - Funding source citation is required
  - Staff turnover
  - Potential balances
  - Any issues/barriers to program success
  - Unanticipated program or fiscal needs
  - Approaching end dates

Project Adjustments

Project Adjustments

- What is a project Adjustment?
  - An official change to your project in the:
    - Scope of the program
    - Performance indicators
    - Budget
  - Always speak with your Monitor before creating a new adjustment

Adjustments

- Appropriate when:
  - Previously non-approved equipment, supplies, or other costs are requested
  - Any change in the scope of the program
  - A 10% deviation in any fiscal category
  - Project end date extension
- Adjustment process is similar to the Application process
- Ask your Monitor if you are not sure

Adjustments

- NOT necessary when:
  - Change of project director, agency head, or fiscal contact
    - What to do instead:
      - Notify your monitor with an official letter (on letterhead) from an approved signatory
  - Personnel changes on the subgrant
    - What to do instead:
      - Notify your monitor in writing (email) the effective termination date of the outgoing personnel
      - Forward the job posting and resume of the newly hired individual
      - Be sure to tell your monitor the new person's annual salary, start date, and the amount to be allocated in the budget to the new person's salary line
  - At the close of a project

Adjustment Steps

Click the "Create Subgrant Adjustment" button for the Application that needs modification

Phase	Documents	Start - End Dates	Status
1300 :	Create New Adjustment		
	Application	12/1/2015 - 11/30/2016	Open - Awarded ✱ P

Start Date: 12/1/2015
End Date: 11/30/2016
Invitation Sent Date:
Invitation Date:
Council Date: 9/16/2015
Award Date: 2/24/2016
Project Total Award Amount: $ Federal Award Amount

Short Project Title: * **PROJECT TITLE**
Brief Project Description: * **BRIEF DESCRIPTION OF PROJECT**
(maximum 320 characters)

Adjustment Steps

All Section statuses start as "In-Process" and must be changed to "Complete" before the "Submit Adjustment" button will allow the sub-grantee to submit the adjustment

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager | Internal Menu

Project Adjustment Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: ▮▮▮
Status: Open - Awarded

Project Title: ▮▮▮ After school program
Fund Announcement: FY2017 PBH Afterschool and Summer Programs

ADJUSTMENT SUMMARY

Please complete all sections and click the Submit Adjustment Button to transmit your adjustment request to DCJC for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	20	6/1/2017 12:07:40 PM
Main Summary Information	Complete	10	9/26/2017 1:55:30 PM
Performance Indicators	Complete	5	5/23/2017 4:34:52 PM

View Contract | Preview Signature Page | Submit Adjustment | View Issues/Comments | Cancel

The "Submit Adjustment" button will not illuminate until all sections have been marked as "Complete." This adjustment has already been submitted for review

Adjustment: Main Summary Information

- Main Summary page must be completed by a Program Creator
- All fields with an asterisk (*) must have information entered before the rest of the adjustment opens for editing
- Summarize all changes on the Main Summary Information page in the "**Justification of Requested Adjustment**" text box

Submitted By: * ▆▆▆▆▆▆	**Submitted Date:** * 7/22/2016
Application Award Date: 1/11/2016	**Adjustment Award Amount:** 93,239.00
Project Start Date: * 10/1/2015	**Project End Date:** * 9/30/2016
Council Meeting: 9/16/2015	**Signature Page Received Date:** 7/29/2016
Resubmitted Date:	**Returned Date:** 8/2/2016

Justification of Requested Adjustment: *

The following is an explanation of requested budget adjustments:
1. Due to personnel changes- 1 p-t DV Advocate leaving/hiring new p-t DV Advocate to replace and 1 p-t DV Advocate/Vol.Coord. (▆▆▆▆▆▆) transferring to a new grant effec. 7/1/16 and the Part-time DV Admin. Assistant position not being filled until 2/16, unexpended funds are expected in Personnel and Employee Benefits Budget Categories. Salaries of ▆▆▆▆▆▆ and ▆▆▆▆▆▆ were brought up to the approved 2% salary increase compared to last year's salary (approved by ▆▆▆▆▆▆ Board as of 2/1/16). ▆▆▆▆▆▆ was brought up to a 3% raise compared to last year; she received an extra 1% increase due to increased responsibilities because of the new program (▆▆▆▆▆▆) under her supervision. ▆▆▆▆▆▆ (who replaced ▆▆▆▆▆▆) was added to the personnel and benefits sections.
2. The budget adjustment request is to reallocate these funds to the Travel Budget Category and the Training Budget Category to send 3 program staff to the NCVC National Training Institute 2016 Conference in September, 2016 in Philadelphia, PA. This request is for registration fees, lodging, meals, parking and mileage for ▆▆▆▆▆▆.

[View Contract] [Submit Adjustment] [Save] [Delete] [Cancel]

Adjustment: Budget

- Developing a spending plan
  - Be realistic about the needs of your program
  - Do not deviate from the original scope
  - Talk to your Monitor if you think your program cannot spend the balance by the end date (we can help with an extension or a deobligation)
  - Allowability of new line items (such as equipment, travel, etc.) varies by funding source

Adjustment: Budget Category

- New budget line items may be added
- Change in dollars is easily tracked

Grant ID: ▮	**Project Title:** ▮	**Status:** Open - Awarded
Applicant Agency: ▮	**Original Award Amount:** $93,239.00	**Adjusted Award Amount:** $93,239.00

TRAVEL (INCLUDING TRAINING)

Add New Line

Purpose: Location:

Purpose of Travel	Location	Item	Year 1 Cost		Total
			Current	**New**	
NCVC National Training Institute 2016 Conference	Sheraton Downtown, Philadelphia, PA	Room, Parking for conference 9/18 to 9/21/16 for ▮		2,113.00	2,113.00
NCVC Per Diem	Philadelphia, PA	Meals for ▮ while attending NCVC, 9/18 to 9/21/16		576.00	576.00
Supervision, networking, meetings and trainings-Federal	NC,Kent & Sussex Co. Family Courts and other various locations	Use of personal automobiles by program staff	1,620.00	1,749.00	1,749.00
		Total:	1,620.00	4,438.00	4,438.00

Adjustment: Budget Line Item

- Computation must accurately describe the new or modified cost to the line item

TRAVEL (INCLUDING TRAINING) BUDGET LINE ITEMS

Created By: ████████████

Created Date: 12/7/2015 4:46:53 PM

Last Update By: ████████████

Last Update Date: 8/19/2016 2:03:03 PM

	Current	New
Purpose of Travel: *	Supervision, networking, meetings and trainings-Federal	Supervision, networking, meetings and trainings-Federal
Location: *	NC,Kent & Sussex Co. Family Courts and other various locations	NC,Kent & Sussex Co. Family Courts and other various locations
Item: *	Use of personal automobile by program staff	Use of personal automobiles by program staff

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	329.25 miles/mo. x 12 mos. = 3,951 miles @ $.41/mile = $1,620	1,620.00	355.50 miles/mo. x 12 mos. = 4,266 miles @ $.41/mile = $1,749	1,749.00
	Total Cost:	1,620.00	Total Cost Σ	1,749.00

Submit Issue/Comment   Save   Save And Add Another   Cancel

Adjustment: Budget for multi-year Project

- Multiple-year projects must modify budget line items across the years of funding as accurately as possible—a combination of YTD spending and projections

EMPLOYEE BENEFITS

Add New Line

Position	Name	Year 1 Cost		Year 2 Cost		Year 3 Cost		Total
		Current	New	Current	New	Current	New	
Victim Assistant - FICA	██████	2,232.00	1,855.00	2,277.00	2,652.00	2,322.00	2,698.00	7,205.00
Victim Assistant - Health Care	██████	22,983.00	8,240.00	22,983.00	15,799.00	22,983.00	16,273.00	40,312.00
Victim Assistant - Life Ins	██████	89.00	89.00	89.00	89.00	89.00	89.00	267.00
Victim Assistant - Medicare	██████	521.00	431.00	532.00	611.00	543.00	627.00	1,669.00
Victim Assistant - Pension	██████	2,236.00	1,677.00	2,280.00	2,280.00	2,326.00	2,326.00	6,283.00
Victim Assistant - Worker's Comp	██████	2,009.00	1,673.00	2,049.00	2,392.00	2,090.00	2,434.00	6,499.00
	Total:	30,070.00	13,965.00	30,210.00	23,823.00	30,353.00	24,447.00	62,235.00

Submit Issue/Comment   Cancel

Adjustment: Budget for multi-year Project

- Modifications in each year must add up across Budget Detail (line items/categories) AND by Budget Source before Egrants allows for submission

BUDGET FUNDING SOURCE DETAILS

Source	Year 1 Cost		Year 2 Cost		Year 3 Cost	
	Current	New	Current	New	Current	New
Federal	72,820.00	57,723.00	69,580.00	76,888.00	70,457.00	78,246.00
State	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	17,760.00	17,760.00	17,760.00	17,760.00	17,760.00	17,760.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total: Σ	90,580.00	75,483.00	87,340.00	94,648.00	88,217.00	96,006.00

Save   Cancel

Adjustment: Performance Indicators

- Adjustments allow for changes in Performance Indicators. Mark the section **Completion Status** as "Complete" when finished
- PIs may be added or deleted in the "Established by Subgrantee" section. Target numbers may be changed in both sections

PERFORMANCE INDICATORS

Section Point Value: 5

Completion Status: | In Process ▾ |
| Complete |
| In Process |

Created By: ▉▉▉▉▉▉▉
Last Update By: ▉▉▉▉▉▉▉

Created Date: 11/16/2017 8:41:43 AM
Last Update Date: 11/16/2017 8:41:43 AM

Project Phase Target

1. **Established by DCJC**

2. **Established by Subgrantee**

    ✖ **2.1.** How many unduplicated youth will be seved as a result of this funding? ⓘ   80

[Add New Performance Indicator]

[Submit Issue/Comment] [View History] [Save] [Cancel]

Adjustment: Signature Page

- Click "Preview Signature Page" button. The Project Director, Fiscal Officer, and Signing Authority must sign all project adjustments. Scan & email to your Monitor

Adjustment: Signature Pages

Page 1 requires the Fiscal Officer and Project Directors' signatures

Page 3 requires the Agency signatory's signature and the CJC's ED

If your Adjustment is Returned

Very similar to a returned application

- You will receive a notification through your Work Manager

- Status shows as "Open - Returned"

- Issues/Comments will direct you to the affected section

  – When finished, click "Save - Complete" and Resubmit the sections and the entire Adjustment

- Resubmit the signature pages if necessary

Review: When to Contact your Monitor

- If Egrants will not allow you to Submit a report or adjustment
- If you are unsure how or what to report on a quarterly program or fiscal report
- If you know a quarterly report is going to be late
- If staff turnover in funded personnel occurs
  – Provide resume(s), job postings, acceptance/offer letters, etc.
- If agency signatory, project director or fiscal officer changes

Review: When to Contact your Monitor, Cont.

- Travel/Training Requests—refer to GSA travel rates
- Before purchasing outreach materials
- If you are not sure where to find the tagline for funding citations (on websites, brochures, announcements, etc.)
- If you get locked out of Egrants
- When you have any questions about your project

Questions?