



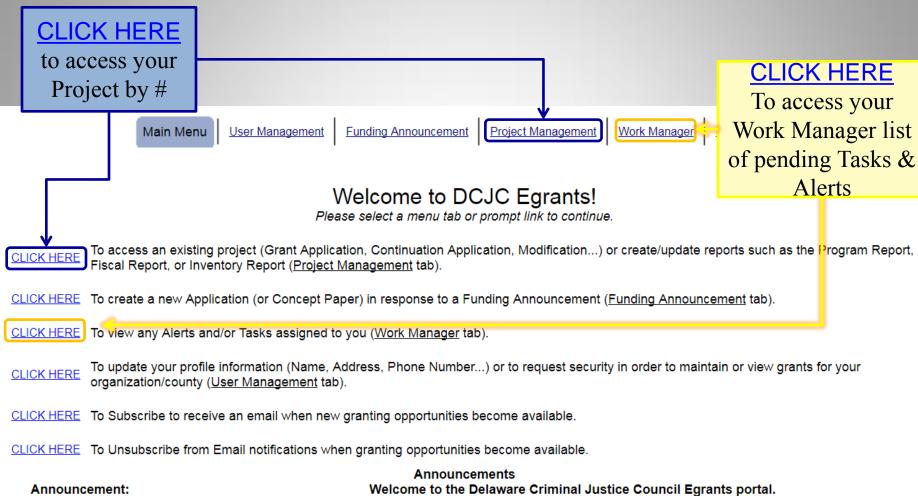
Delaware Criminal Justice Council Training Institute

Session II: Post-Award Expectations



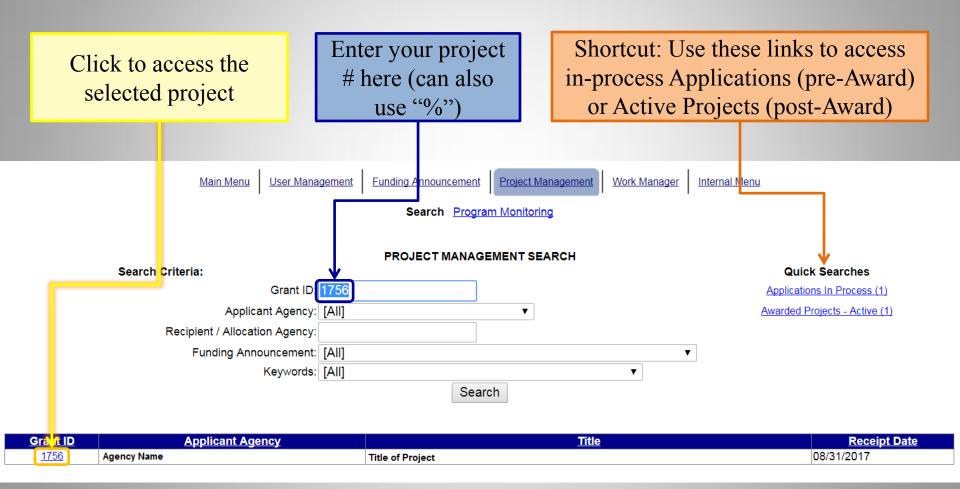


Helpful Shortcuts



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

Helpful Shortcuts



Helpful Shortcuts



CLICK HERE

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

PROJECT SUMMARY

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

<u>CLICK HERE</u> To view the reporting requirements for this grant such as when fiscal reports are due (<u>Reporting Requirements</u> 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 Subgra	ant 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
		View Issues/Commer	nts	Document's Main Summary Page

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

- 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.
- Quarterly reports are collected through Egrants. Your monitor may return reports for correction or clarification.
 - Fiscal expenses are reimbursed within 10 days. Program information is passed on to the Coordinator for Federal Reporting requirements.
 - 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 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 F	iscal Report	Create Inventory Report					
MAIN SUMMARY								
Filter Criteria Phase: [All] ▼ Approval Status: [All]	▼		To access a fiscal or pi	rogram report, click on th	ne period ending date to	open the report		
Cumulative Fiscal Reports								
Phase Period Ending	Report Type	<u>Status</u>	Last Update Date	Approval Status	Entered By			
1756 9/30/2017	Quarterly	Submitted	11/20/2017	Approved				
		Progra	ım Reports					
Phase Period Ending	Report Type	<u>Status</u>	Last Update Date	Approval Status	Entered By			
1756 🗐 <u>9/30/2017</u>	Quarterly	Submitted	11/20/2017	Approved				
Inventory Reports Phase <u>Status</u> <u>Last Update Date</u> <u>Approval Status</u> 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

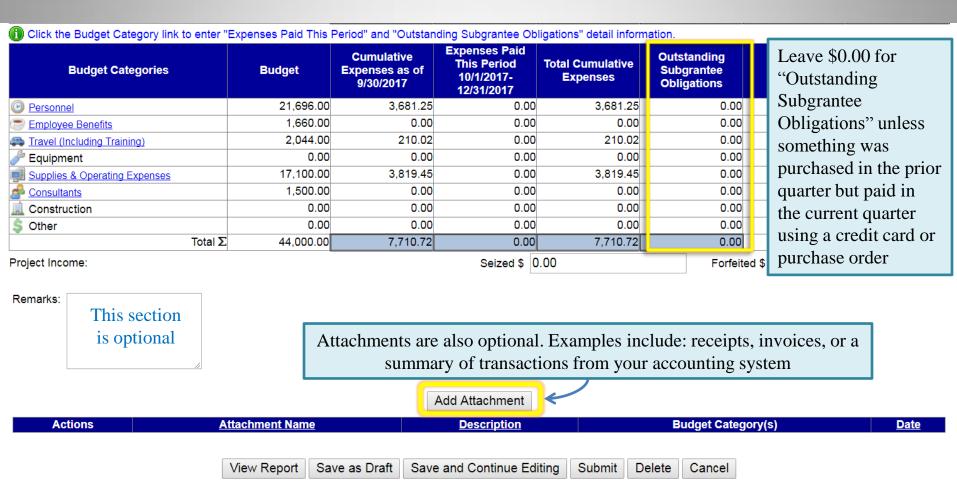
Report Status: Draft
Approval Status: Pending
Status Updated By: Ms. Kathleen Kelley

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 ∑
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



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	<u>Location</u>	<u>Item</u>	Rudaat	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





SUBGRANTEE CUMULATIVE FISCAL REPORT

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:

Top section summarizes Federal and Match spending

Bottom Section

summarizes Budget

Category spending

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)

Expenses

udget C	Categories	Budget	Cumulative Expenses as of 6/30/2015	Paid This Period 7/1/2015- 9/30/2015	Outstanding Subgrantee Obligations	Total Cumulative Expenses	i v
iel		20,006.00	11,755.41	12,070.28	3,819.69	23,825.69	
ee Benel	efits	1,270.00	686.83	708.63	125.46	1,395.46	
ncluding	ng Training)	1,501.00	0.00	1,723.45	97.20	1,723.45	
ent		200.00	0.00	0.00	0.00	0.00	
s & Oper	erating Expenses	0.00	0.00	0.00	0.00	0.00	
ants		0.00	0.00	0.00	0.00	0.00	
ction		0.00	0.00	0.00	0.00	0.00	
		415.00	0.00	370.00	0.00	370.00	
ent s & Oper ants	ng Training)	1,501.00 200.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	1,723.45 0.00 0.00 0.00 0.00	97.20 0.00 0.00 0.00	1,72	0.00 0.00 0.00 0.00

23,392.00 Project Income:

Seized \$

14,872,36

4.042.35

12,442,24

Forfeited \$

27,314,60

% Over Budget 16.33

> 0.54 0.95

0.00

0.00 0.00 0.00 0.00

17.82

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 approved by the Monitor
 - Egrants sends a Work Manager Notification email when reports are Approved
- Payments are generated within 10 business days <u>if above</u> <u>criteria are met</u>

Viewing Payment Status through Fiscal Details

Project Monitoring Audit Fiscal Details Reporting Requirements

Payments details: \$ amount and date processed

Project Title: Afterschool/Summer Program FY2018

Fund Announcement: FY2018 PBH Afterschool and Summer Programs

SUMMARY

<u>Source</u>	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

Click "Cancel" to go back to previous page

Cancel

Final Fiscal Report

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

1 · · · · · · · · · · · · · · · · · · ·			
SUBGR	ANTEE CUMULATIVE FISCAL REPORT	Mark "Final" on	
This report submitted for the calendar	the Fiscal report		
Report Perio	d Ending Date: * _{12/31/2017}	1	
	Report Type: * Quarterly Interim Final		
Report Status: Draft	Submitted Date	e:	
Approval Status: Pending	Return Date:		
Status Updated By:	Resubmitted Dat	e:	

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

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



Report Status: Submitted Submitted Date: 1/27/2017

Approval Status: Approved Return Date:
Status Updated By: Ms. Nicole Rodgers Resubmitted Date:

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

Add New Item

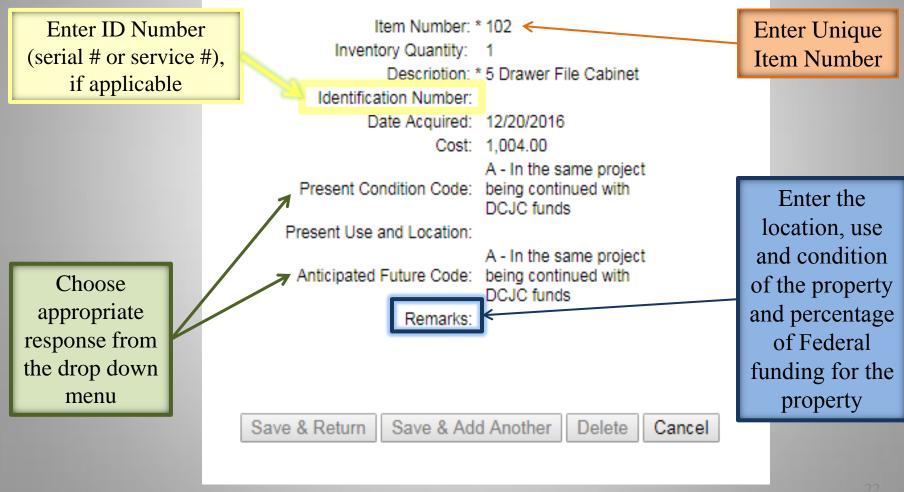
Add Budget Equipment Items

Item No	Quantity	Identification Number	Cost	Present Condition Code
<u>101</u>	1		1,745.00	А
<u>102</u>	1		1,004.00	A
103	1		3,244.40	A

Remarks:

Save As Draft | Submit Report | Cancel

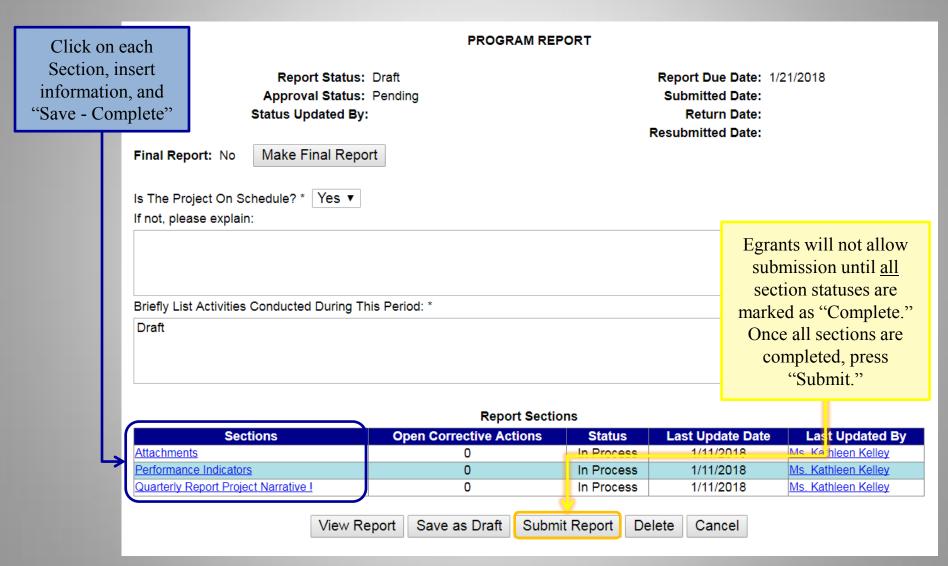
Equipment-Inventory Report



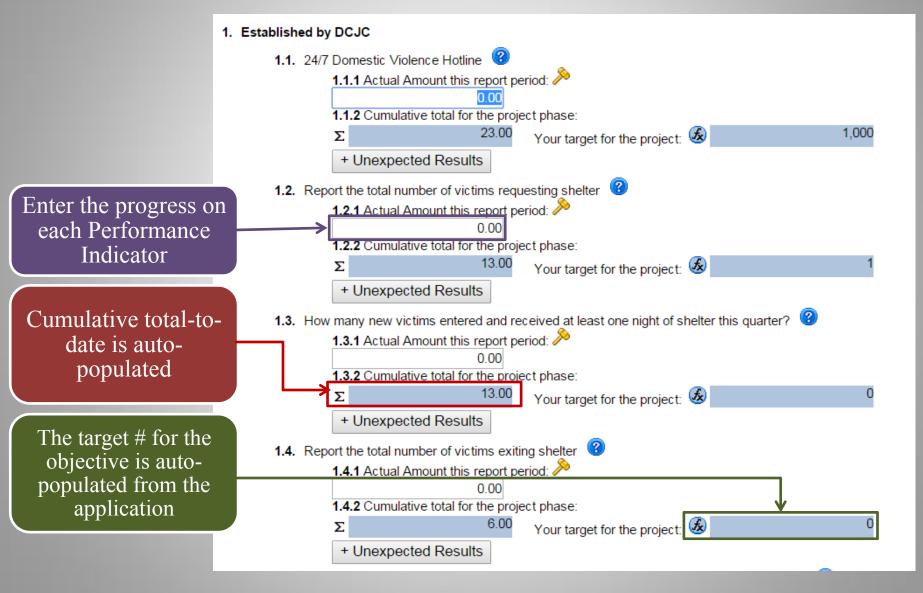
Equipment Guidelines

- 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 Quarterly Report: Performance Indicators



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. <u>Implementation Objectives</u>

- 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. <u>Performance Objectives</u>

- 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. <u>Impact Objectives</u>

- 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

. (Goa	al: Specify the goal statement for the project.	The goal statement should clearly	communicate the intended res	sult of the project as of the end of	th System will time ou
		State what progress has been made toward			• •	Remaining time: 19

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.



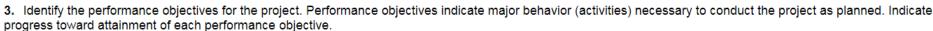
-PROGRESS as of 12/31/17: The VSC provided direct services to 14 unduplicated victims of crime. 7 victims were continuing clients that received services during a previous quarter. A total of 21 victims have been served.

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

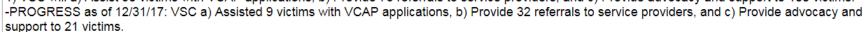
- 1) VSC position will be filled and office space set aside within 60 days.
- -PROGRESS as of 12/31/17: Manuel Perez was hired 9/1/17.
- 2) A laptop computer station will be purchased within 90 days.

None.

-PROGRESS as of 12/31/17: Laptop was purchased on 9/15/17.



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.





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 report victims 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.



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



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

Report Due Date: 1/21/2018

Report Status: Draft

Approval Status: Pending

Final Report: No

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

Status is either "Draft" or "Approved."

Monitor is able to approve after submission &

review

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

Is the Project On Schedule? Yes

Explanation:

Activities Conducting During this This quarter, the VSC assisted 14 new victims. 9 were referred to VCAP, 4 were assisted with their VCAP application, Period: 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

Approval Status is now "Return to Applicant"

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:

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:

iefly 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 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 enter, UD CJ job fair, and the Hispanic Festival in Georgetown).

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<u>Attachments</u>	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

Click on the "Problem Description" for requested modifications

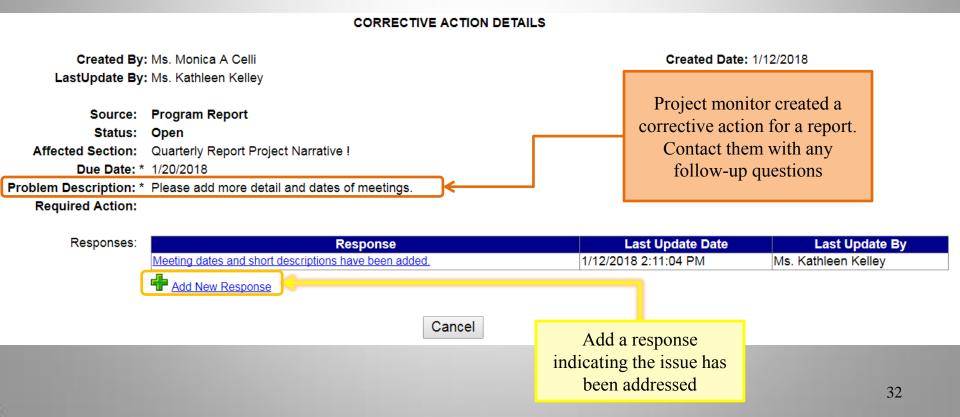
View Corrective Actions Report

Corrective Actions

incutions	Problem Description		Due Date	Section	Status
Please add mor	e detail and dates of meetings.	-	1/20/2018	Quarterly Report Project Narrative!	310pen

Corrective Action

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



Corrective Action

Modified section now shows a status as "Revised"

Report Sections

Sections	Open Corrective Actions	Status	I.ast Update Date	Last Updated By
<u>Attachments</u>	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

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

Is The Project On Schedule? * Yes ▼

If not, please explain:

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.

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
<u>Attachments</u>	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 ▼ ② 🏂	
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 w	ere not accomplished.
▼ 🏂	
4. Choose the best response related to the projected sustainability of the project 12 months after the end of DCJC to	funding.
The project will be sustained at the same level ▼	
 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	

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
 - Supplies: Receipts, invoices, credit card statements, actual items with grant funding label when applicable (i.e. brochures, flyers)
 - Operating Expenses: 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
 - Other: 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



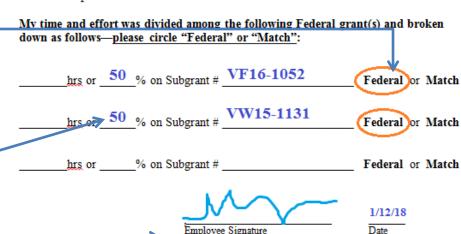
Time and Effort Reporting Certification

Employee Name:

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.



Supervisor Signature

1/16/18

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
 - o A 10% deviation in any fiscal category
 - o Project end date extension
- Adjustment process is similar to the Application process
- Ask your Monitor if you are not sure

Adjustments

- NOT necessary when:
 - o Change of project director, agency head, or fiscal contact
 - O What to do instead:
 - Notify your monitor with an official letter (on letterhead) from an approved signatory
 - o Personnel changes on the subgrant
 - O What to do instead:
 - Notify your monitor in writing (email) the effective termination date of the outgoing personnel
 - o Forward the job posting and resume of the newly hired individual
 - o 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



Start Date: 12/1/2015 End Date: 11/30/2016

Invitation Sent Date:

Invitation Date: 0/16/2015

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



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 Previe	w Signature Page	Subr	mit Adjustment	View Issue	es/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

Submitted By: *
Application Award Date: 1/11/2016

- 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

Received 7/29/2016 Date: 8/2/2016
rned Date: 8/2/2016
nts: cate/Vol.Coord. () transferring to a new grant ed in Personnel and Employee Benefits Budget Categories be compared to last year's salary (approved by ease due to increased responsibilities because of the new added to the personnel and benefits sections. Egory and the Training Budget illadelphia, PA. This request is for registration fees, lodging Cancel
te cr te h

Submitted Date: * 7/22/2016

Adjustment Award Amount: 93,239.00

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



TRAVEL (INCLUDING TRAINING)

Add New Line
Purpose: Location:

Purpose of Travel	Location	Item	Year '	l Cost	Total
Fulpose of flavel	Location	Item	Current	<u>New</u>	iotai
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

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	<u>Current</u>		<u>New</u>	
leai	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
Position	Name	Current	New	Current	New	Current	New	iotai
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
<u>Victim Assistant - Pension</u>		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
	Tota	: 30,070.00	13,965.00	30,210.00	23,823.00	30,353.00	24,447.00	62,235.00

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

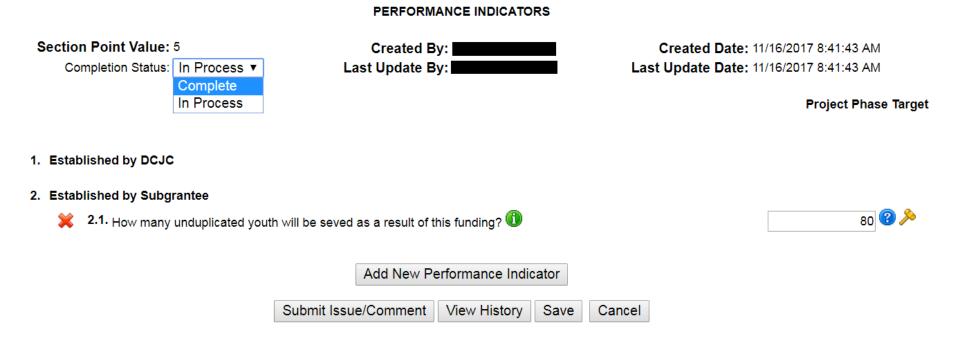
BUDGET FUNDING SOURCE DETAILS

		Total App	roved Budget by Fund	Source			
Source	Year 1	Cost	Year 2	Cost	Year 3 Cost		
Source	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 C

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



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 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	Sub	mit Adjustment	View Issue	es/Comments Cancel	

Adjustment: Signature Pages

Subgrantee: County: Kent Project Title: Afterschool/Summer		Adjustment Number: 1			
		4. Created Date: 10/19/2017			
7. Project Title: Afterschool/Summer		6. Award Date: 9/22/2017			
	Program FY2018				
8. Approved Project Period: From: 7/1/20:	7 To: 6/30/2018	9. Modified Project Period: From: 7/1/	2017 To: 6/30/2018		
10. Total Approved Budget by a. 6 FUND SOURCE:	Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts		
Federal	0.00	0.00	0.0		
State	44,000.00	44,000.00	0.0		
Project Income	0.00	0.00	0.0		
nterest	0.00	0.00	0.0		
State Match	0.00	0.00	0.0		
Cash Match (New Approp.)	0.00	0.00	0.0		
n-Kind Match	0.00	0.00	0.0		
Project Income Match	0.00	0.00	0.0		
TOTAL	44,000.00	44,000.00	0.0		
11. Budgetary Information a. 6	Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts		
Personnel	21,696.00	21,696.00	0.0		
Employee Benefits	1,660.00	1,660.00	0.0		
Travel (Including Training)	2,044.00	2,044.00	0.0		
Equipment	0.00	0.00	0.0		
Supplies & Operating Expenses	17,100.00	17,100.00	0.0		
Consultants	1,500.00	1,500.00	0.0		
Construction	0.00	0.00	0.0		
Other	0.00	0.00	0.0		
TOTAL	44,000.00	44,000.00	0.0		
Explanation or Justification of Requested a See Attached Justification Signame Financial Officer:	Adjustment: Date	Project Director:	Date		

	The control of the co
BLAWARE CRIMINAL SIGNATURE PAGE TO SUI SUBGRANTEE SUBGRANT# 1756	
AMENDMENT# 1 4. This AMENDMENT to the existing Subgrant Agreement which was entered into will serve to revise and be a supplement to said Subgrant Agreement.	by the Delaware Criminal Justice Council and the above-referenced Subgrantee
WHEREAS, the Subgrantee has submitted the attached Subgrant Adjustment Reques NOW THEREFORE, in consideration of the promises herein contained in the Subgra	
o the amendments. All other terms and conditions of the original Subgrant Agreement and prior amendme Agreement.	eats will remain in full force and effect throughout the duration of the Subgrant
DATE	NAME OF SUBGRANTEE
	—
SIGNATURE OF AUTHORIZED SIGNING OFFICIAL	_
TITLE OF AUTHORIZED SIGNING OFFICIAL	
OR DCJC USE ONLY We certify that this application is approved and that a grant award has	s been received to pay the herein statedfunds.
EXECUTIVE DIRECTOR, DCJC	DATE
Page 3 requires the	
Page 3 requires the signature and	

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?