



Guide to Completing Program Reports in CJC Case Management System

***This user guide is for project directors/collaborators who are assigned to a grant and responsible for completing program reports in the CJC Grants Management System. ***

If you are new to this grants management system, you must first register as a new user. Follow the steps found on the [CJC website](#). After registering, contact the grant monitor assigned to your grant to add you to an already awarded application.

Step 1: Navigate to the Grants Management System landing page.

Navigate to the Delaware Grants Management System landing page at <https://dcjc.smartsimple.com/> or click the link in your email indicating a program report is due. Login using the "Applicant Login" for non-state of Delaware employees or "DE Employee Login" for State of Delaware employees.

Welcome to the Delaware Criminal Justice Council Grants Management System

Applicant: Existing User

If you have previously registered for this system, and are **NOT** a State of Delaware employee, please login using your my.delaware.gov login credentials:

[Applicant Login](#)

State of DE Users

If you have already been provided with access to this system on behalf of your agency, login via id.delaware.gov (this includes all @delaware.gov and @cj.state.de.us email users):

[DE Employee Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

Applicant: New Registration

If you are acting on behalf of an eligible organization seeking to submit a funding request, you must complete the registration process.

- For questions you may contact the Delaware Criminal Justice Council at 302-577-5030, or by email at CJC_grant_support@delaware.gov.

Click the **Applicant Registration** button below for further information and to proceed with registration.

[Applicant Registration](#) [Ref Docs \(PENDING\)](#)

Funding Opportunities

To view a list of current and upcoming Funding Opportunities click the button below.

[View Opportunities](#)

Step 2: Select Program and Fiscal Reports

On your homepage, under Action Items, select **Program and Fiscal Reports**. The number next to the icon will indicate how many reports are due that are assigned to you.

Home

Welcome to the Delaware Criminal Justice Council Grants Management System Applicant Portal

0 Available Funding Opportunities

View/Edit My Profile

My Organization's Profile

0 TESTING Funding Opportunities

Action Items - Attention Required

4 Concept Papers and Applications

2 Program and Fiscal Reports

0 Award Modifications

1 Inventory Reports

0 Findings

3 Active Awards

Step 3: Select a program report

A list of program reports assigned to you will appear on the page. Reports are automatically numbered. You will see the Project Title, Reporting Period, Due Date, Status. A report will also indicate if it is Overdue. Quarterly reports are due on the 20th day after the end of a quarter. Please review your Award that outlines all due dates for reports.

Program and Fiscal Reports

Lists all Program Reports that require attention, for active awards where you are assigned as the Project Director or Project Collaborator. - AND - Lists all Fiscal Reports that require attention, for active awards where you are assigned as the Financial Officer or Financial Collaborator.

1-2 of 2

☐	#	Report	Application ID	Project Title	Reporting Period	Due Date	Status
☐ Open	1	Fiscal Report 1	RS23-90051-TEST	Relapse Prevention Re-entry Project	01/01/2026 - 03/31/2026	04/20/2026	Overdue Draft
☐ Open	2	Fiscal Report 1	VC26-90052-TEST	Supporting Victims of Crime	01/01/2026 - 03/31/2026	04/20/2026	Overdue Draft

Step 4: Review Program Report Instructions

After opening the report, review the instructions for completing the report. You can preview a draft of the program report as a PDF and view the associated Fiscal Report and its status.

Program Report #1 - VC26-90052-TEST (Delawareans, Inc.)

Instructions

Please provide the details of the progress made during the reporting period.

- First answer the question "Has there been any progress during the reporting period?" on the "Program Report" tab.
 - If there has been no progress during the reporting tab the "PMTs" and "Narrative" tabs can be ignored.
- If the project has been completed early, this report can be converted to the Final Report using the button on the "Program Report" tab.
 - The associated Fiscal Report will also be converted to a Final Report, and must include all remaining project expenditures.
- Click **Save Draft** at any time to save your work.
- The "View" button will generate a PDF version of the form for your review (click Save Draft first).
- The **Validate** button will alert you to any missing or invalid information, but will not submit the report.

Unless this is the Final Report it cannot be submitted until the Period End Date shown below.

- **Please submit before the Due Date of 04/20/2026**

Preview

Click **View** to open this Program Report as a PDF

 **View**

View Associated Q1 Fiscal Report (status: Draft)

 **Open Activity**

Step 5: Complete all sections of the Program Report

Under the "**Program Report**" tab, you must first answer if there has been any progress during the reporting period. If there was no progress, you must indicate why. If yes, answer if the project is also on schedule.

Program Report #1 - VC26-90052-TEST (Delawareans, Inc.)

 **Open Activity**

PROGRAM REPORT PMTS NARRATIVE OTHER CONTACTS

▼ Program Report Summary

Funding Opportunity: Victims of Crimes Support

Application ID: VC26-90052-TEST

Project Title: Supporting Victims of Crime

Organization: Delawareans, Inc.

Reporting Period: 01/01/2026 - 03/31/2026 (Q1)

Program Report #: 1

 **Convert to Final Report**

*** Has there been any progress during the reporting period?**

Reporting Period: 01/01/2026 - 03/31/2026

☒ Yes ☐ No

*** Is the Project on Schedule?**

☒ Yes ☐ No

Under the “PMTs” tab, add progress towards Performance Measures. These were established during the application process. Click on the blue “Add/Edit PMT Results” button to report your data.

PROGRAM REPORT **PMTs** NARRATIVE OTHER CONTACTS

▼ Performance Measure Targets

* Add/Edit Performance Indicators Results

Please click the **Add/Edit Targets** button and enter the Performance Measure Target results for this Reporting Period

Add/Edit PMT Results

Performance Measures - Established by CJC

Performance Measure	PMT Report Question	Project Target	Actual Amount for this report period	Prior Reports Actuals on prior reports	Cumulative Total This + Prior Report	Outstanding Target minus Cumulative	Percentage Cumulative % of Target
How many victims do you plan to assist during this Project?	How many victims were served during this Reporting Period?	105		0	0	105	0%
How many victims will receive case management services during this project?	How many victims received case management services?	85		0	0	85	0%

After clicking on the button, a separate page will pop-up to input your number or written responses. Enter the information in the “Actual Amount for this report period”. Once you click save, the remaining columns will update. You will then have data on numbers reported for prior quarters, cumulative totals, outstanding amount, and percentage completed.

Performance Indicators - Program Report #1

REPORTING PERIOD: 01/01/2026 - 03/31/2026 (Q1)

i Instructions

Please enter the Reporting Period results for each of the Performance Measures.

Performance Measures - Established by CJC

Performance Measure	PMT Report Question	Project Target	Actual Amount for this report period	Prior Reports Actuals on prior reports	Cumulative Total This + Prior Report	Outstanding Target minus Cumulative	Percentage Cumulative % of Target
How many victims do you plan to assist during this Project?	How many victims were served during this Reporting Period?	105		0	0	105	0%
How many victims will receive case management services during this project?	How many victims received case management services?	85		0	0	85	0%

Save

Some grants require a specific template/report to be completed and attached. This is also completed in the PMTs section.

Performance Measure Targets

JUMP

Perf
Targ

* Add/Edit Performance Indicators Results

Please click the **Add/Edit Targets** button and enter the Performance Measure Target results for this Reporting Period

[Add/Edit PMT Results](#)

Performance Measures - Established by CJC

Performance Measure	PMT Report Question	Project Target	Actual Amount for this report period	Prior Reports Actuals on prior reports	Cumulative Total This + Prior Report	Outstanding Target minus Cumulative	Percentage Cumulative % of Target
How many victims do you plan to assist during this Project?	How many victims were served during this Reporting Period?	105	25	0	25	80	24%
How many victims will receive case management services during this project?	How many victims received case management services?	85	16	0	16	69	19%

PMTs: Supporting Documentation

Optional. Any supporting materials related to the PMTs in this section can be uploaded here.

[Drop files here or browse files](#)

Maximum file size: 2 GB | Allowed file types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, BMP, GIF, PNG, TIF, TIFF

Under the “**Narrative**” tab, add progress towards your goals and objectives. These were defined in your grant application. Select the blue “Add/Edit Progress Toward Goals” and “Add/Edit Progress Against Project Objectives” buttons to add your narrative responses. Both buttons result in a pop-up page.

PROGRAM REPORT PMTS **NARRATIVE** OTHER CONTACTS

▼ Narrative: Goals

* Add/Edit Details of Progress Toward Goal(s)

Please click the **Add/Edit Progress Toward Goals** button and enter the details stating what progress has been made toward the attainment of each goal for this Reporting Period.

[Add/Edit Progress Toward Goals](#)

Progress Toward Goals

Goal	Progress Toward Goal During Reporting Period
Serve 150 victims of crime	

▼ Narrative: Objectives

* Add/Edit Details of Progress Against Objectives

Please click the **Add/Edit Progress Against Project Objectives** button and enter the details stating what progress has been made against each project objective for this Reporting Period.

[Add/Edit Progress Against Project Objectives](#)

Implementation Objective Progress

Implementation Objective	Timeframe	Progress Toward Objective
Hire a Case Manager	Within 45 days	
Train Case Manager	Within 30 days of hire	
✓ RACV process for collection and		

Your established goals or objectives will appear in the left-hand column of a table. These are not editable except through a grant modification. The middle column will show the target. In the right-hand column is an open text box to put your narrative response. Once completed, click Save. Your responses will now show on the main page.

Performance Objectives

Performance Objective	Target	Progress Toward Objective
The case manager will assist individuals with VCAP	25 individuals	
The case manager will provide referrals to individuals seeking assistance	100 individuals	
The case manger will follow up with referred individuals	85 referred individuals at least 2 times	

Save

Clear

Still under the “**Narrative**” tab, the Miscellaneous Information section requires answers not captured in your narrative or PMT responses. Indicate if any grant funded personnel have changed since your last report, highlight successes and challenges during the reporting quarter, and if any training or technical assistance is needed. You can also upload any supporting documentation related to your responses in the Narrative section.

Program Report #1 - VC26-90052-TEST (Delawareans, Inc.)

PROGRAM REPORT PMTS **NARRATIVE** OTHER CONTACTS

▼ Miscellaneous Information

* Have any grant funded personnel changed since your last report?

☐ Yes ☐ No

* Please highlight the challenges and successes experienced during the quarter, as well as an additional information you believe is pertinent:

* Would any training or technical assistance from the CJC be helpful to empower your agency to achieve the goals and objectives of this project?

☒ Yes ☐ No

* Please provide the details of the training or technical assistance that is required:

Narrative: Supporting Documentation

Optional. Any supporting materials related to the responses in the Narrative section can be uploaded here.

< BACK

Save Draft

Validate

Submit Program Report

Under the “**Other**” tab, verify if there are any changes to your previous disclosure of lobbying activities.

PROGRAM REPORT PMTS NARRATIVE **OTHER** CONTACTS

▼ Disclosure of Lobbying Activities

* Are any changes required to the "Disclosure of Lobbying Activities" responses provided previously?

Click here to view the previously provided responses:

[View Lobbying Activity Disclosure](#)

☐ Yes ☒ No

Under the “**Contacts**” tab, indicate if there are any changes to the project contacts. These include Project Directors/Collaborators, and Financial Officers/Collaborator’s. If you need to add new individuals, click “Add/Edit Project Contacts”. A pop-up page will appear to update existing contacts and/or add new contacts. Contacts must be registered in the system to be assigned. Follow the instructions on the page to make the necessary changes.

▼ Project Contacts

Current Project Contacts

Changes to these contacts can be submitted as part of a Program Report, or Award Modification Request.

Full Name	Title	Phone	Email	Role
Jane Doe	Executive Director	302-577-5030	CJCSmartSimpleTest@gmail.com	Project Director
John Doe	Financial Officer	3025775030	cjcsmartsimpletest+Finance@gmail.com	Financial Officer

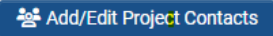
* Are any changes required to the project contacts listed above?

Select "No" if the Project Director or Financial Officer have changed, or if Project/Financial Collaborators need to be updated.

☒ Yes ☐ No

* Update Project Contact Request

Please click the **Add/Edit Project Contacts** button and enter details of the changes being requested.



Update Existing Contacts

Assign New Contacts

- None

Project Contact Update Request

Instructions

- Exactly one Project Director, and exactly Financial Officer must be assigned.
- The "Project Collaborator" and "Financial Collaborator" roles can be used to provide other contacts with access.
- Each contact can only be assigned once (i.e., the Project Director and Financial Officer cannot be the same person, nor can they also be assigned in one of the Collaborator roles.)
- Only the Project Director and any Project Collaborators can complete and submit the Program Reports. Only the Financial Officer and any Financial Collaborators can complete and submit the Fiscal Reports.

Update Existing Contacts

Please indicate any changes to the existing assigned project contacts.

Current Contact	Current Role	Option
Jane Doe (CJCSmartSimpleTest@gmail.com)	Project Director	--No Change--
John Doe (cjcsmartsimpletest+Finance@gmail.com)	Financial Officer	--No Change--

Assign New Contacts

Use this section to request addition of new contacts (i.e., those not already listed in the "Existing Contacts" section above.

- Click the + plus button to add rows.
- To delete a row, click the X remove button at the end of the row.

IMPORTANT: If the contact cannot be found you may need to create/invite them to the system. (Access your organization profile from the menu under your initial in the upper right corner of the portal.)

Select Contact to be Added	Contact Role
+	

Save

Step 6: Validate and Submit Program Report

Once you have completed all required sections of the program report, you can click the green "Submit Program Report" button. You will be asked to confirm that you still want to submit the report, as changes cannot be made after submission.

Alert

Are you sure you want to submit this report? Changes cannot be made after submission.

YES

NO

Step 7: Resubmit your Program Report with revisions

Your grant monitor may return your program report if revisions are required. You will receive an email from the grants management system with Revision Comments. Click the link directly in the email to take you to the program report.

Revision Requested: CJC Program Report for Application ID: RS23-90051-TEST Inbox x



CJC No Reply <cjcnoreply@delaware.gov>
to cjcsmartssimpletest+Project ▾

Dear Shirley Doe :

You have been requested to revise and re-submit your Program Report.

Revision Comments:

Revisions are needed in the following sections: PMTs and Narrative. The numbers you reported in the PMT do not match the information provided in the Narrative section. Also under the Narrative section, please detail the number of clients who completed a satisfaction survey, not just the percentage.

Please ensure your Program Report is re-submitted before the due date: 06/16/2026:

Activity Type: [Program Report #1](#) (Hyperlinks will only bring you directly to the record if you've already authenticated via [id.delaware.gov](#) or [my.delaware.gov](#))

Activity Status: Revision Requested

Application ID: [RS23-90051-TEST](#)

Due Date: 06/16/2026

Reporting Period: 01/01/2026 - 03/31/2026 (Q1)

Project Title: Relapse Prevention Re-entry Project

Organization: Delawareans, Inc.

Project Director: Shirley Doe

Financial Officer: John Doe

The Program Report can be accessed in the "Reports" Action Item section of the portal.

Thank you,

[Delaware Criminal Justice Council](#)

Carvel State Office Building

820 N French St, 10th Floor

Wilmington, DE 19801-3509

After opening the report, the comments provided by the grant monitor in the email will also appear on the program report. Access the different sections in the report as instructed earlier in the guide. If you have questions about the comments provided, please contact your grant monitor directly.

 Home

Actions ▾

Program Report #1 - RS23-90051-TEST (Delawareans, Inc.)

Status: Revision Requested

* Due Date: 06/16/2026

 Revision Request Comments

Revisions are needed in the following sections: PMTs and Narrative. The numbers you reported in the PMT do not match the information provided in the Narrative section. Also under the Narrative section, please detail the number of clients who completed a satisfaction survey, not just the percentage.

Preview

Click **View** to open this Program Report as a PDF

 View

View Associated Q1 Fiscal Report (status: Revision Requested)

 Open Activity

Once your make the changes, you can resubmit the program report by clicking the green “Submit Program Report” button.

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