



Guide to Completing Fiscal & Inventory Reports in CJC Case Management System

This user guide is for financial officers/collaborators who are assigned to a grant and responsible for completing fiscal 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 ld.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 Fiscal Report

A list of fiscal reports assigned to you will appear on the page. Reports are automatically numbered. You will see the Project Title, Reporting Period, due date, status, and if the report 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.

×
Q
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 Fiscal Report Instructions

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

Instructions

Please provide the details of all expenditures during the reporting period.

- If the project has been completed early, this report can be converted to the Final Report using the button on the "Fiscal Report" tab.
 - The associated Program Report will also be converted to a Final Report, and must include all final project details.
- 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 Fiscal Report as a PDF

View

View Associated Q1 Program Report (Status: Draft)

Open Activity

View Inventory Report (Status: Draft)

Open Activity

FISCAL REPORT

Save Draft Validate Submit Fiscal Report

Step 5: Complete all sections of the Fiscal Report

Under the “**Fiscal Report**” tab, you will see an overview of the reporting period and the fiscal report number. If the project is completed ahead of schedule, there will be a button to convert the quarterly report to a final report.

FISCAL REPORT

Fiscal Report

Funding Opportunity: COSSUP 2025

Application ID: AR25-0133-TEST

Project Title: Wilmington PD Diversion

Organization: WOMEN EMPOWERING WOMEN INC WOW

Reporting Period: 07/01/2025 - 09/30/2025 (Q3)

Fiscal Report #: 2

If this project has been completed ahead of schedule, the current quarterly Program and Fiscal Reports can be converted to Final Reports:

Convert to Final Report

As you scroll further down on the page, two important prompts appear. The first will indicate if a partial quarter payment request is allowed. These are fiscal reports that may be submitted at the end of the 1st or 2nd month of the quarter. This may be enabled if the project ended sooner than anticipated. Based on the date of you completing this report, it may or may not be available. The second prompt will ask you to confirm that your organization has received payment for the prior fiscal report. This will appear in every subsequent report following the first quarter. If you indicate payment has not been received, an open text box will appear requesting additional information.

FISCAL REPORT

Partial Quarter Payment Request

Not Available:

- Partial Quarter Payment Requests may be submitted at the end of the 1st or 2nd month of the quarter. Submission is available between the last business day of the month and the 5th of the following month (or the following Monday if the 5th falls on a weekend). Late submission is not permitted.
- Based on today's date, and this Fiscal Report's Reporting Period, this option is not currently available.

* Please confirm if you have received payment for the prior Fiscal Report:

Prior Fiscal Report:

- **Reporting Period:** 04/01/2025 to 06/30/2025
- **Claim Amount:** \$16,949.00

☐ Yes, payment has been received ☐ No, payment has not been received

The remaining portion of the fiscal report is adding expenditures. Click on the blue "Add/Edit Expenditures" button. This will open a page to add expenses to available budget lines.

FISCAL REPORT

* Add/Edit Budget Expenditures

Please click the **Add/Edit Expenditures** button and enter the details of expenditures against the budget for this Reporting Period

[\\$ Add/Edit Expenditures](#)

In the pop-up page, your budget items will appear as they were established in your grant application. If match funds were required, these budget lines also require reporting each quarter. After you input all the expenses for the quarter, click the blue "Save" button.

Budget Expenditures - Fiscal Report #1

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

Instructions

Please enter the budget expenditure details for this reporting period.

IMPORTANT: If the total expenditures in any category (i.e., Personnel, Equipment, etc.) exceeds the Approved Amount for that category by more than \$3,524.00 (i.e., 10% of the overall budget) do NOT complete this Fiscal Report.

- Instead please raise a Budget Modification request by accessing the "Active" award from the "All Records" section of your portal.
- If/when the budget modification is approved, this Fiscal Report can then be completed against the new budget. Any expenditure details entered on this page will be cleared if a modified budget is approved.

Personnel

Position	Name	Approved Amount	Expenditures this Period 01/01/2026 - 03/31/2026	Cumulative Expenditures All prior reporting periods	Total Expenditures This + prior reporting periods	Match Amount Approved	Match Type	Match Expenditures this Period 01/01/2026 - 03/31/2026	Cumulative Match Expenditures All prior reporting periods	Total Match Expenditures This + prior reporting periods
TBD	Substance Abuse Program	\$0.00	\$0.00	\$0.00	\$0.00	\$5,447.00	State	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$5,447.00		\$0.00	\$0.00	\$0.00

Employee Benefits

Position	Name	Approved Amount	Expenditures this Period 01/01/2026 - 03/31/2026	Cumulative Expenditures All prior reporting periods	Total Expenditures This + prior reporting periods	Match Amount Approved	Match Type	Match Expenditures this Period 01/01/2026 - 03/31/2026	Cumulative Match Expenditures All prior reporting periods	Total Match Expenditures This + prior reporting periods
TBD	Substance Abuse Pro	\$0.00	\$0.00	\$0.00	\$0.00	\$3,363.00	State	\$0.00	\$0.00	\$0.00

Save

Save Draft

Validate

Submit Fiscal Report

Cancel

Summary tables will be updated showing cumulative expenditures to date, balances, and percentages spent across your funding sources.

Summary

Fiscal Re

Category	Approved Amount	Expenditures this Reporting Period 07/01/2025 - 09/30/2025	Cumulative Expenditures All prior reporting periods	Total Expenditures This + prior reporting periods	Balance Approved Amount minus Total Expenditures	% Spent
Personnel	\$117,000.00	\$11,132.00	\$8,500.00	\$19,632.00	\$97,368.00	16.8%
Travel	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0.0%
Equipment	\$2,400.00	\$2,400.00	\$2,400.00	\$4,800.00	-\$2,400.00	200.0%
Supplies	\$4,397.00	\$2,700.00	\$549.00	\$3,249.00	\$1,148.00	73.9%
Consultants/Contracts	\$80,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$70,000.00	12.5%
Indirect	\$5,000.00	\$500.00	\$500.00	\$1,000.00	\$4,000.00	20.0%
Federal Grant Total	\$253,797.00	\$21,732.00	\$16,949.00	\$38,681.00	\$215,116.00	15.2%

Match Summary

Category	Approved Amount	Expenditures this Reporting Period 07/01/2025 - 09/30/2025	Cumulative Expenditures All prior reporting periods	Total Expenditures This + prior reporting periods	Balance Approved Amount minus Total Expenditures	% Spent
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Travel	\$3,358.00	\$0.00	\$0.00	\$0.00	\$3,358.00	0.0%
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Supplies	\$5,000.00	\$852.00	\$200.00	\$1,052.00	\$3,948.00	21.0%
Consultants/Contracts	\$2,000.00	\$25.00	\$0.00	\$25.00	\$1,975.00	1.3%
Indirect	\$3,000.00	\$250.00	\$0.00	\$250.00	\$2,750.00	8.3%
Match Total	\$13,358.00	\$1,127.00	\$200.00	\$1,327.00	\$12,031.00	9.9%

You will also have a section to attach supporting materials/documents for expenditures reported.

If no equipment was purchased or acquired during the reporting period, you can click the green "Submit Fiscal Report" button. Your report will be reviewed by the grant monitor. They will initiate payment once both fiscal and program reports are approved.

Project Totals

Source	Approved Amount	Expenditures this Reporting Period 01/01/2026 - 03/31/2026	Cumulative Expenditures All prior reporting periods	Total Expenditures This + prior reporting periods	Balance Approved Amount minus Total Expenditures	% Spent
Federal Grant Amount	\$35,240.00	\$2,750.00	\$0.00	\$2,750.00	\$32,490.00	7.8%
Cash Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
In Kind Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
State Match	\$8,810.00	\$0.00	\$0.00	\$0.00	\$8,810.00	0.0%
Total Match	\$8,810.00	\$0.00	\$0.00	\$0.00	\$8,810.00	0.0%
Total	\$44,050.00	\$2,750.00	\$0.00	\$2,750.00	\$41,300.00	6.2%

Supporting Documentation

Optional: Any supporting materials for the Expenditures being reported on this Fiscal Report can be uploaded here.

Drop files here or [browse files](#)

Maximum file size: 2 GB

Save Draft

Validate

Submit Fiscal Report

Step 6: Complete Inventory Report

When charging equipment items to your fiscal report, an alert message will appear with a reminder to enter the asset details on an Inventory Report. You can access the Inventory Report on the main page of the Fiscal Report

REMINDER: Complete Inventory Report

Expenditure against the Equipment budget has been entered for this reporting period.

Please be sure to enter the asset details on the **Inventory Report** if/when the equipment has been received. A link to access the Inventory Report is available on the main page of this Fiscal Report.

Preview

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

 View

View Associated Q1 Program Report (Status: Draft)

 Open Activity

View **Inventory Report** (Status: Draft)

 Open Activity

FISCAL REPORT

Once you open the Inventory Report, instructions will be available to review.

Open Activity

Actions ▾

Status: Draft

* Due Date: 02/14/2027

Inventory Report

This Inventory Report is for tracking equipment purchased as part of this project.

- Equipment can be added in the "Equipment List" section of the Inventory Report tab below.
- **Please add the equipment details as soon as the items are received.** Do not wait for the end of the project to begin entering the equipment details.

This Inventory Report must be submitted at the end of the project, **after** the final Program and Fiscal Reports have been submitted.

- The total cost of all equipment listed on this Inventory Report must match the total Equipment budget claimed on all Fiscal Reports.
- See the "Equipment Budget" tab for details.

Click **Save Draft** at any time to save your work.

- Click **Validate** to identify any issues or missing information, without submitting the Inventory Report.
- When ready to submit click the **Submit Inventory Report** button.

Preview

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

 View

INVENTORY REPORT EQUIPMENT BUDGET

 Save Draft

 Validate

 Submit Inventory Report

 JUMP TO

NEXT >

Under the **"Inventory Report"** tab, use the blue + (plus) button to add purchased equipment. This will generate a pop-up page.

INVENTORY REPORT EQUIPMENT BUDGET

Inventory Report

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 - 12/31/2026
This is the Final Report

 JUMP TO

Inventory Report

Equipment List

Equipment List

 To add equipment click the + Plus button below



0 of 0

< >

#	Equipment Budget Line Item	Equipment Description	Date Acquired	Quantity	Cost	Status
---	----------------------------	-----------------------	---------------	----------	------	--------

No Results Found

NEXT >

 Save Draft

 Validate

 Submit Inventory Report

Within the pop-up page, you will answer a series of questions regarding the equipment purchased. You can indicate if you are reporting on a single item or multiple items. Then choose the equipment budget line item directly from a drop-down list. You will need to input a description, cost, date acquired, and serial/identification number. Verify and confirm that all equipment has been tagged appropriately. You may attach photos of the equipment purchased in this section as well. Lastly, answer the questions regarding location of the equipment.

New Sub-Activity

EQUIPMENT

EQUIPMENT BUDGET

▼ Equipment Details

* Equipment Entry Type

Select "Single Item" if the quantity being entered is one. Select "Multiple Items" if the quantity being entered is two or more.

☒ Single Item

☐ Multiple Items

* Equipment Budget Line Item

Since there is a single budget item for Equipment in the approved budget it has been selected automatically. For additional information about the approved budget (i.e., quantity and amount) refer to the "Equipment Budget" tab.

Laptop

* Equipment Description

Please provide a description of the equipment, including type, make/model (if applicable)

EQUIPMENT

EQUIPMENT BUDGET

* Quantity

1

* Cost

* Date Acquired

02/13/2026

* Serial Number / Identification Number

If there is no serial number present on the item, please include the internally-assigned ID number.

SN1234567

* Please tag all equipment with the Application ID

The Application ID is VC26-90052-TEST

☐ Confirmed

Equipment Photos

Please upload a photograph of the equipment

Click Save before adding attachment

Equipment Usage and Location

* Equipment Location

Please provide the equipment location, including physical address

* Equipment Usage

- ☐ In the same project being continued with DCJC funds
- ☐ Other

Save Draft

Add Equipment

Delete

Once all questions are answered, click the green "Add Equipment" button.

Save Draft

Add Equipment

Delete

Under the "**Equipment Budget**" tab, you can see Equipment Budget Details showing the approved amount, amount expended, and the inventory report amount.

EQUIPMENT

EQUIPMENT BUDGET

Equipment Budget Details

Equipment Budget Details

For reference:

- **Approved Amount:** Total Amount of Approved Budget.
- **Amount Expended:** Equipment expenditures reported on submitted Fiscal Reports
- **Inventory Report Amount:** Total Cost of Equipment entered on this Inventory Report. (Equipment must be at status "Entered" to be reflected)

IMPORTANT: The "Amount Expended" and "Inventory Report Amount" are expected to be the same when submitting this Inventory Report (within \$1.00).

Description	Quantity	Computation	Approved Amount	Amount Expended	Inventory Report Amount Equipment Entered
Laptop	1	1200	\$1,200	\$0.00	\$0.00
Equipment Totals:			\$1,200	\$0.00	\$0.00

< BACK

If all Equipment has been purchased and reported, you can click the green "Submit Inventory Report". If more items are still going to be purchased in future quarter, do not submit until all items are reported. This report should be updated during any quarterly reporting efforts after any asset has been acquired.

Save Draft

Validate

Submit Inventory Report

Step 7: Resubmit your Fiscal Report with revisions

Your grant monitor may return your fiscal report is 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 fiscal report.



Dear John Doe :

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

Revision Comments:
Expenditures for equipment are not matching invoices. Please revise and resubmit.

Please ensure your Fiscal Report is re-submitted before the due date: 06/30/2026:

Activity Type: [Fiscal Report #1](#) (Hyperlinks will only bring you directly to the record if you've already authenticated via [jd.delaware.gov](#) or [my.delaware.gov](#))
Activity Status: Revision Requested
Application ID: [RS23-90051-TEST](#)
Due Date: 06/30/2026
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 Fiscal 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 fiscal report. Edit the expenditures in the report as instructed earlier in the guide. If you have questions about the comments provided, please contact your grant monitor directly.

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

Status: Revision Requested

* Due Date: 06/30/2026

Revision Request Comments

Expenditures for equipment are not matching invoices. Please revise and resubmit.

Preview

Click View to open this Fiscal Report as a PDF

View

View Associated Q1 Program Report (Status: Revision Requested)

Open Activity

Submitted PDF

Note: This Fiscal Report has been revised and re-submitted, generating a new PDF. The most recent version is listed first.

File Name

Size

Date

RS23-90051-TEST_-_Fiscal_Report_V_001.pdf

172.7 KB

06/29/2026 2:19 PM

RS23-90051-TEST_-_Fiscal_Report.pdf

172.7 KB

06/16/2026 9:01 AM

Total Files: 2

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

Prepared By:
State of Delaware
Criminal Justice Council
820 N. French Street, 10th Floor
Wilmington, DE 19801
302-577-5030
CJC_grant_support@delaware.gov

Last updated: July 8, 2026