Working on _How To Submit A CPCI Quarterly Narrative and Sta...

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SUMMARY KEYWORDS

report, question, grant, select, asked, grant award, project, backup documentation, grants, complete, form, director, reporting period, quarterly, quarter, crisis intervention, submit, receive, fill, individuals

SPEAKERS

Rebecca Oakes

Good morning. My name is Rebecca Oakes, and I am a Program Grant Manager here at DCJ in the OAJJA unit. And I'm recording this video to introduce you to the new quarterly statistical and narrative report. This report will be specific to the multidisciplinary crime prevention and crisis intervention grant program. So to find the report, you'll go into ZoomGrants in your grants and go to the Report tab. And you'll see some tabs report 1 through 14.

Every odd numbered report is for financial quarterly report, and every even numbered report is for a quarterly statistical and narrative report. So when you're reporting for the first quarter of your grant, questions 1 and 2 will already be filled out for you. And questions 3, 4, and 9, we will come back to in a little bit. But to get to the actual report, you'll click on this link right here, download template linked file quarterly narrative report. And it will bring you to the actual form. And you'll notice that there's a green status bar up here, so you'll know how many fields you've completed and how many you have left to complete. And any questions that are marked with a red asterisk are required, so you won't be able to submit the report until you fill out all of those fields.

So you'll start by filling out the name of your organization receiving the grant which is on your grant award. And also your grant number which is on your grant award. The name of the person completing the report, the job title of the person completing the report and the email. And you'll select what the role is and zoom grants. If you're the primary contact Project Director of Financial Officer or signature authority. You will select the project here for the first quarter that you're reporting on right now. It'll be year one. And you'll choose the quarter that you're reporting on, which is January 1 through March 31 of 2023. There's a question that asks if this is a final report, generally speaking, you're going to answer no to this question. The final report will again generally speaking, be submitted at the end of the grant period, which will be June of 2024. However, there may be situations where you've completed your goals and objectives, and you've spent all your grant funds and you'd like to close your grants out early. If that's the case, please contact me and we'll talk through that.

So the first question is, have you encountered any problems during this reporting period? If you select to No, you'll move right along to the next question. If you select Yes, you'll be asked to describe what the problems were, how they were handled and what you're doing to get back on track.

The next question asks if there's any significant changes that have been made with the program of the project since the last reporting period? Again, if you select No You'll move right along. If you select Yes, you'll be asked to talk about what type of changes were made since the previous reporting period.

The next question asks if the timelines as settings and grants are being met. If you say yes, you'll move right along. If you select No, you'll be asked to contact me. So we can talk about that and see what we can do to get back on track.

We do ask that you collect demographic information for this grant award. So if you're doing direct services, you'll enter the total number of individuals that who who've received services during the report period. And we ask what the race or ethnicity of those individuals served were. We ask that you put that information in this table.

We also ask the gender identity of the individual served. And you're seeing this warning because I haven't put any information in these tables. You should not get that warning if the number of individuals that you've served is the same as the number of individuals that you reflect in these tables.

There's a question about intervention strategy. And if you We ask that you select the crime prevention and crisis intervention strategy that best describes your program, and you can select as many as you think are applicable. Not gonna worry about that. I just didn't fill that out.

When you select these...we're just going to enter these so we can move along. Okay, now there's no warning.

With the intervention strategies, when you select each one, you'll be asked to enter some additional information. But again, you can select one or you can select as many as you feel are applicable.

Under goals and activities, there's a question, what activities were accomplished during this quarter? How do they relate to meeting your grant goals? And we ask you to be as specific as possible.

The next question asks you to describe the measurable or observable impacts of the grant on

reducing crime. And again, we ask you to be as specific as possible.

The next question asked, Who did you collaborate with and how? And what major activities do you have for the next quarter? Just for statistical information gathering purposes, we ask if you're a law enforcement agency.

And on the certification piece, when you type your name, the person who's filling out this form, when you type your name, you're certifying that all the information on the form is accurate and can be verified with the appropriate backup documentation. And it's important that you keep your own grant file with that information. Because if your program is selected for monitoring, we will look at your backup documentation.

Once you finish with the form, you'll click the Submit button.

Ultimately, you'll receive an email that looks like this. And it can take one sometimes up to five minutes or so for you to receive the email. But you'll see all the answers to the questions that were asked on the form. And at the end of the email, you'll see a PDF form, which we ask you to download and save to your computer.

Once you do that, you'll go back into ZoomGrants and you'll upload the PDF form. You'll also enter the name, your name, the person who filled out the report, your phone number. And then the project director must also certify that to the best of their knowledge and belief that the report is correct and is complete.

So the project director in order to answer this question needs to log in under their ZoomGrants account. And answer that question. The project director must also click the Submit Report 2 button. And it can only be the project director who submits the report. And we do get an email saying who submitted the report. So we just need to make sure that it is, in fact the project director who submits the report into ZoomGrants.

And that's it. So if you have any questions about this process, please let me know.

And, again, we're really excited about this grant program. We're very excited to be to be working with you. And we would like to try to do whatever we can to make the whole process smoother and easier for you. So please let us know if there's anything we can do to assist you or any questions that we can answer for you. And with that, that will conclude this video so please let us know if there's any questions at all. Thank you so much.