

**COLORADO DIVISION OF CRIMINAL JUSTICE  
PROJECT INCOME REPORT (DCJ FORM 1-B)  
QUARTERLY AND FINAL**

See page two to view the full instructions for completing this form.

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION FROM: _____ TO: _____
PREPARED BY:	WHICH CALENDAR QUARTER OF YEAR _____ DOES THIS REPORT COVER?
DATE: _____ PHONE: _____	Jan. 1-March 31                      July 1-Sept. 30 April 1-June 30                      Oct. 1-Dec. 31
TYPE OF REPORT: 1. Quarterly Progress : Quarter # _____ ; and/or 2. Final Report	

**This form is used ONLY by Grantees who are generating income from grant activities.**

**The generation of Project Income is allowed only with prior approval from DCJ.**

PROJECT INCOME includes, but is not limited to, income from fees for services performed and registration/tuition fees such as conference registration fees, generated under the Grant Award. Fines as a result of law enforcement activities are not considered project income. All project income funds received and expended by the project must be reported on this form only, not on the *Financial Report (DCJ Form 1-A)*, which is used to report expenditures of grant funds and matching funds if applicable. See the DCJ Federal Administrative Guide for additional details, or call the Division of Criminal Justice for assistance.

**PROJECT INCOME RECEIPT AND EXPENDITURE**

1. PROJECT INCOME BALANCE at Beginning of Quarter (Line 4 from previous report, or "0" if this is the first report.)	1.
2. RECEIPTS/INCOME THIS QUARTER, BY SOURCE	
a. Fees ( <i>check all that applies</i> )                      Client                      Registration	
b. Other (please specify)	
TOTAL RECEIPTS THIS QUARTER ( <b>sum of a through b</b> )	2.
3. TOTAL EXPENDITURES OF PROJECT INCOME THIS QUARTER	3.
4. BALANCE END OF QUARTER [(1+2) - 3 = 4]	4.

**REQUIRED GRANTEE SIGNATURES:** I certify that, to the best of my knowledge and belief, this report is correct and complete, all the expenditures were made within the guidelines of the funding source. I, hereby, also certify that the content of this form, other than the data entry required, has not been altered.

\_\_\_\_\_  
Project Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Officer's Signature

\_\_\_\_\_  
Date

# DETAILED INSTRUCTIONS FOR COMPLETING PROJECT INCOME REPORT (DCJ FORM 1-B) QUARTERLY AND FINAL

This form should be completed only by projects approved by DCJ to generate project income as a direct result of the grant activity. Report on Narrative Report (DCJ Form 2), any project income earned and how the dollars were used to further the goals of the project. Project income may be used for any cost allowable under the grant program.

The Project Income Report must be received by DCJ within fifteen (15) days after the end of each calendar quarter until the required percentage of earned Project Income has been expended, even if this extends beyond the ending date of the Grant Award Period. Project Income Report must be submitted quarterly regardless of whether Project Income was earned for that quarter. The Final Project Income Report must be received by DCJ no later than forty-five (45) days after the end of the Grant Award Period or the required percentage of Project Income earned is expended, whichever is later.

PROJECT INCOME includes, but is not limited to, income from fees for services performed and registration/tuition fees such as conference registration fees, generated under the Grant Award. Fines as a result of law enforcement activities are not considered project income. All project income funds received and expended by the project must be reported on this form only, not on the Financial Report (DCJ Form 1-A), which is used to report expenditures of grant funds. See the DCJ Federal Administrative Guide for additional details, or call the Division of Criminal Justice for assistance.

## **HEADING**

**Grantee:** This is the agency to which the grant award was made.

**Grant Number:** This is the grant number assigned to the project by DCJ. It can be found on the Grant Agreement.

**Project Title:** This is the name of the project which is identified on the Grant Agreement.

**Project Duration:** This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement, and is changed only if the project requests and receives a grant extension.

**Prepared By:** This is the person completing this form. Include this person's 10-digit phone number.

**Date:** This is the date this form is completed.

**Type of Report:** Check whether this is a quarterly progress report, and indicate which quarter number, or the final report at the end of the project. In those cases where the last quarterly report is combined with the final report, check both Quarterly Progress and Final. Project Income expenditures must be reported up to the same % as the federal participation for the project. Example: If \$100 was generated as Project Income for a project with a 75% federal share of the total award, \$75 of expenditures would need to be reported. Additional quarterly reports may need to be submitted beyond the ending date of the grant award period to meet this requirement.

**Calendar Quarter Which This Report Covers:** Fill in the year in which the quarter you are reporting on falls. Check which calendar quarter this report covers. If you are reporting on less than a full quarter, check the applicable quarter, and write in the exact dates you are reporting on in this section.

## **PROJECT INCOME RECEIPT AND EXPENDITURES**

**Line 1 - Project Income Balance at Beginning of Quarter.** If this is the first project income you are reporting for this grant, this figure will be 0. Otherwise, this will be the figure on line 4 of the previous quarterly report.

**Line 2 - Receipts/Income this Quarter, by Source:** Indicate the source and amount of Project Income during the quarter for a, (*please check the type of fee(s)*), and b (*specify source*). Enter the total of a and b on line 2.

**Line 3 - Total Expenditures of Project Income this Quarter:** Total expenditures of project income this quarter and enter on line 3.

**Line 4 - Balance End of Quarter:** Add the amounts on line 1 and 2. Subtract the amount on line 3. Enter the result on line 4.

**Signatures:** Both the designated Financial Officer and the Project Director must sign this report. One signed form must be submitted to DCJ. If either the Financial Officer or the Project Director has changed since the last quarterly report, also complete and submit a Change in Project Official (DCJ Form 4-B) form.

**QUARTERLY REPORTS ARE DUE NO LATER THAN 15 DAYS AFTER THE END OF THE QUARTER  
FINAL REPORTS ARE DUE NO LATER THAN 45 DAYS AFTER AFTER THE END OF THE GRANT AWARD PERIOD  
OR THE REQUIRED PERCENTAGE OF EARNED PROJECT INCOME IS EXPENDED, WHICHEVER IS LATER.**