

Program Reports

I. Egrants Program Report

A program report is required for each year within your grant period. Please refer to chart for reporting dates:

Year:	Reporting Period:	Report Due:
2018	7/1/18 – 12/31/2018	1/12/19
2019	1/1/19 – 12/31/19	1/12/20
2020	1/1/20 – 8/31/20	9/30/20
<i>*2020 is the final reporting period.</i>		

i. Creating your Program Report

1. From the Egrants “Project Management” homepage, click the “Monitoring” link.

MAIN MENU
USER MANAGEMENT
PUNDING ANNOUNCEMENT
PROJECT MANAGEMENT
WORK MANAGER (0)

Project Monitoring [Fiscal Details](#)

Grant ID: 12976 Project Title: School Safety and Security Grant

Modifications Status: Open - Draft Fund Announcement: [School Safety Initiative 2018](#)

2. Click the “Create” button that corresponds with the program report you wish to submit.

Fiscal Reports

You will not be able to enter a new fiscal report until DOJ staff has approved your previous report.

PDF	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	7/1/2018 - 9/30/2018	10/12/2018	Quarterly	Submitted	10/8/2018 2:48:57 PM	Approved	Mr. Nathaniel Burklund	<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	10/1/2018 - 12/31/2018	1/12/2019	Quarterly	Submitted	2/13/2019 2:19:58 PM	Pending	DOJ Staff	<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	1/1/2019 - 3/31/2019	4/12/2019	Quarterly	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	4/1/2019 - 6/30/2019	7/12/2019	Quarterly	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	7/1/2019 - 8/31/2019	9/12/2019	Final	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>

Program Reports

☑ You Have Delinquent Reports...

PDF	Reporting Period	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action
	7/1/2018 - 12/31/2018	1/12/2019	Annual	Delinquent on 1/13/2019				<input style="border: 1px solid yellow;" type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	1/1/2019 - 8/31/2019	9/30/2019	Final	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>

ii. Completing a Program Report

1. Use the drop-down box to select the answer to the question “Is the Project on Schedule?”

PROGRAM REPORT

Report Due Date: 1/12/2019
Report Status: Draft
Approval Status: Pending

Status Updated By:
Approved By:

Report Submission Date:
Approved Date:

Is the Project on Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Is this the Final Report: *

(Make final report to close out your grant.)

2. In the “If not, please explain:” field, provide a brief description of why your project is not on schedule. If your answer to the previous question, “Is the Project on Schedule?”, was yes, enter N/A.

PROGRAM REPORT

Report Due Date: 1/12/2019
Report Status: Draft
Approval Status: Pending

Status Updated By:
Approved By:

Report Submission Date:
Approved Date:

Is the Project on Schedule? *

If not, please explain:

N/A

Briefly List Activities Conducted During This Period: *

Is this the Final Report: *

(Make final report to close out your grant.)

3. In the “Briefly List Activities Conducted During This Period” field, provide a short description of how fund were used in the year for which your program report corresponds with.

PROGRAM REPORT

Report Due Date: 1/12/2019
Report Status: Draft
Approval Status: Pending

Status Updated By:
Approved By:

Report Submission Date:
Approved Date:

Is the Project on Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Is this the Final Report: *

(Make final report to close out your grant.)

4. Use the dropdown box to select the answer to the question “Is this the Final Report?”. If this is your final program report, continue following direction as normal, until you are prompted to section [III. Final Program Report](#), Pg. 8.

PROGRAM REPORT

Report Due Date: 1/12/2019
Report Status: Draft
Approval Status: Pending

Status Updated By:
Approved By:

Report Submission Date:
Approved Date:

Is the Project on Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Is this the Final Report: *

(Make final report to close out your grant.)

iii. Report Sections

1. Click on the section link you wish to complete. Note, the “Performance Measures” and “Additional Information” sections must be complete before submitting your program report. The “Attachments” section is optional. This guide will use the following order of completion: A. Performance Measures, B. Additional Information, and C. Attachments.

Sections	Last Update Date	Last Updated By
Performance Measures	2/14/2019	DOJ Staff
Client Information		
Service Information		
Additional Information	2/14/2019	DOJ Staff
Attachments	2/14/2019	DOJ Staff
Other Standard Questions		

A. Performance Measures

1. Fill in the “Project Totals To Date” column with the same values listed in the corresponding “Project Target” column, for each row.

Measure Type	Measure	Project Target	Project Total To Date
Outcome	Total number of pupil-occupied school buildings	2.00	2
Outcome	Total number of students enrolled	440.00	440

Briefly describe any unexpected results of the project:

2. In the “Briefly describe any unexpected results of the project:” field, write a short summary of any unexpected results of your project. Note, the answer may be “None”.

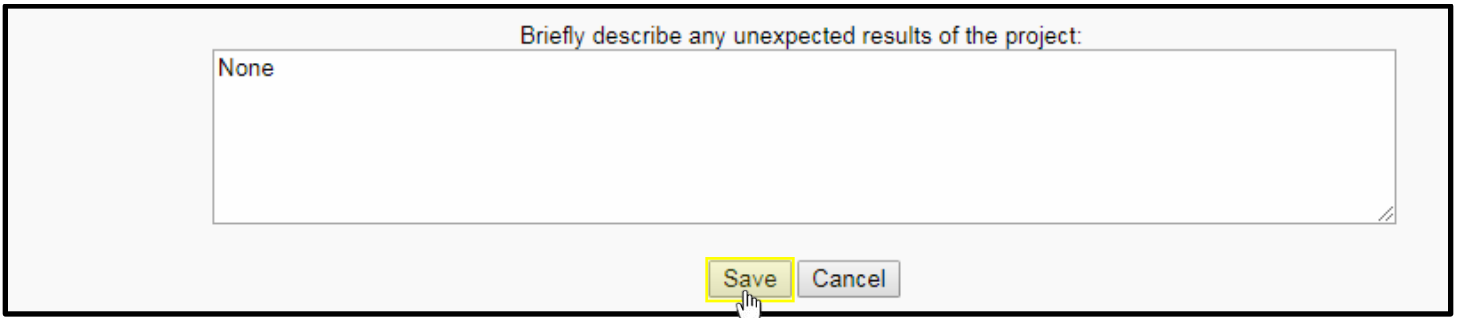
Briefly describe any unexpected results of the project:
None

3. Click the "Save" button.

Briefly describe any unexpected results of the project:

None

Save Cancel



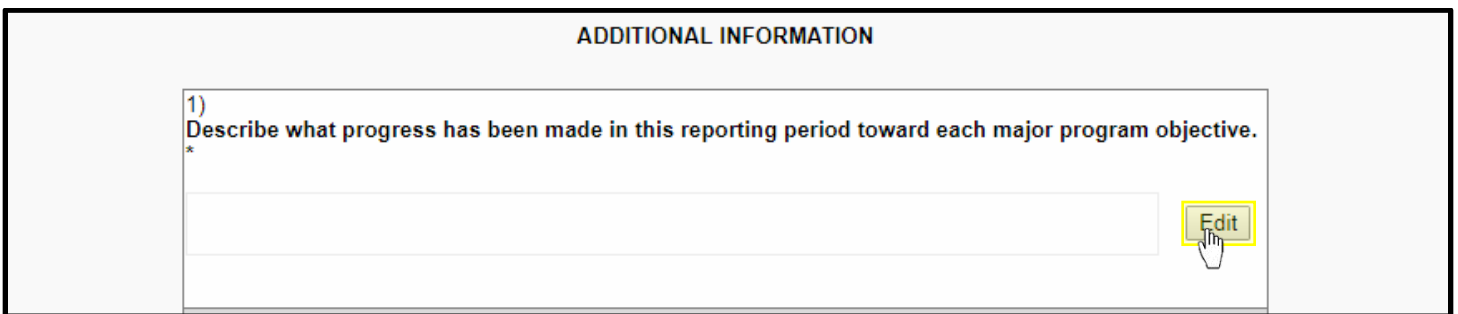
B. Additional Information

1. For each prompt, click the corresponding "Edit" button to enter a response.

ADDITIONAL INFORMATION

1)
Describe what progress has been made in this reporting period toward each major program objective. *

Edit



2. Briefly respond to each prompt, ensuring the question has been fully answered. However, please keep responses as concise as possible. Avoid answers longer than one paragraph.

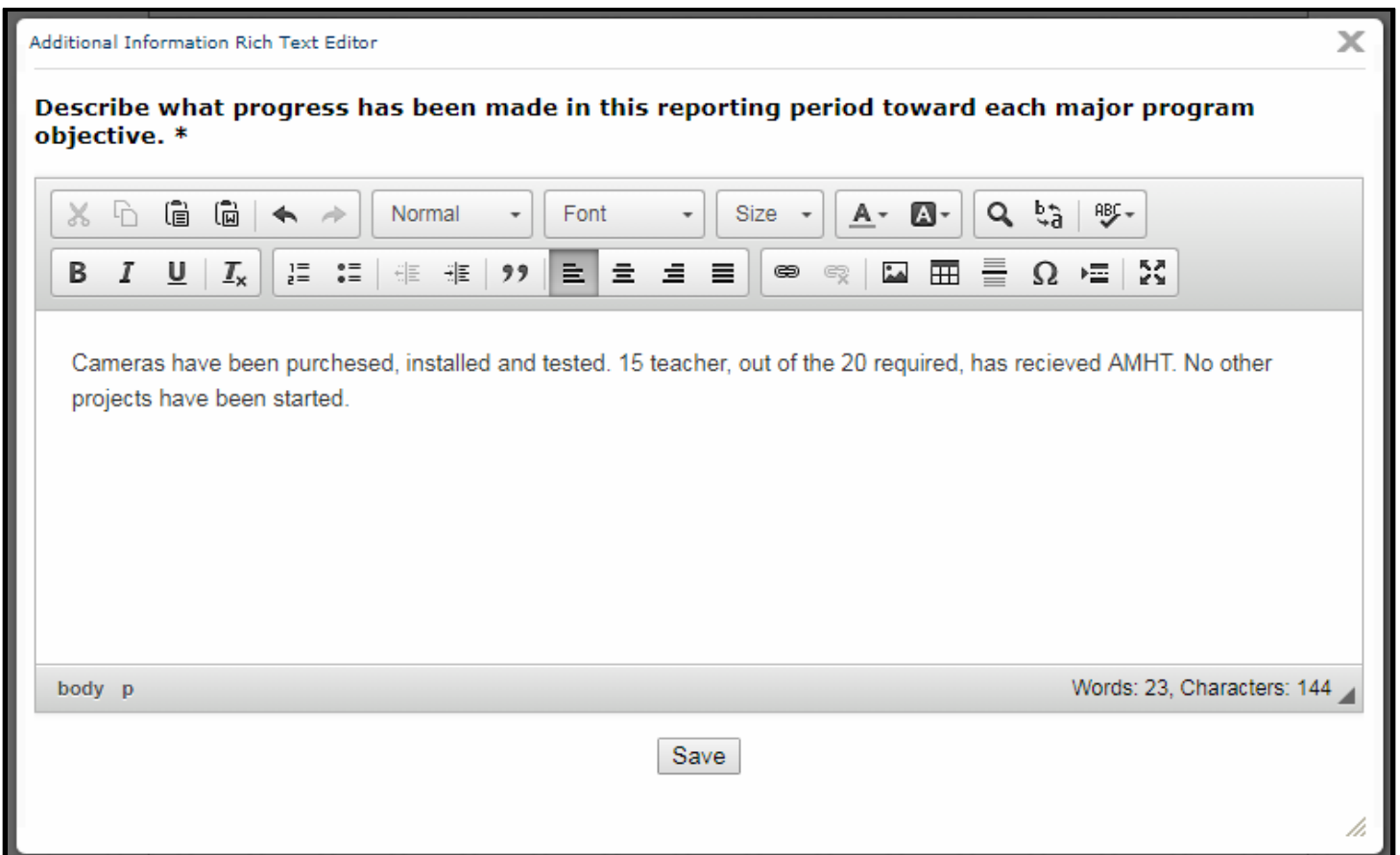
Additional Information Rich Text Editor

Describe what progress has been made in this reporting period toward each major program objective. *

Cameras have been purchased, installed and tested. 15 teacher, out of the 20 required, has recieved AMHT. No other projects have been started.

body p Words: 23, Characters: 144

Save



3. Once you have answered a prompt, click the “Save” button.

Additional Information Rich Text Editor

Describe what progress has been made in this reporting period toward each major program objective. *

Cameras have been purchased, installed and tested. 15 teacher, out of the 20 required, has recieved AMHT. No other projects have been started.

body p Words: 23, Characters: 144

Save

4. Repeat steps 1 – 3, answering all prompts.

5. Once all prompts have been answered, click the “Save” button at the bottom of the page.

6) Please include in the section below the following statement to certify that you will meet this grant requirement: “Name of School District certifies that it has a written visitor protocol in place.” *

Happy School District certifies that it has a written visitor protocol in place. Edit

Save Cancel

C. Attachments

1. You may submit additional documents by clicking the “Add Attachment” button. Otherwise, you may skip to section [iv. Submitting your Program Report](#), Pg. 8. Note, no attachments are required.

FILE ATTACHMENTS

Add Attachment

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
	Attach documents as needed here.	2/14/2019

2. Click the "Choose File" button to browse your computer and select the document you wish to add as an attachment.

Attachment File Description:*

Attachment File Size:

Upload File: **Choose File** No file chosen

3. In the "Attachment File Description" field, provide a title for your attachment.

Attachment File Description:* **Budget Tracker**

Attachment File Size:

Upload File: Budget Tracker.pdf

4. Click the "Save" button.

Attachment File Description:* Budget Tracker

Attachment File Size:

Upload File: Budget Tracker.pdf

Save

5. Repeat steps 1- 4 as needed. Once all your desired attachments have been added, click the "Cancel" button.

FILE ATTACHMENTS

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
<input type="button" value="Delete"/>	Budget Tracker.pdf	Attach documents as needed here. Budget Tracker	2/14/2019

Cancel

iv. Submitting your Program Report

1. If this is your final program report, please see section [III. Final Program Report](#), Pg. 8, before continuing.
2. Click the “Submit Report” button.

PROGRAM REPORT

Report Due Date: 1/12/2019

Report Status: Draft **Status Updated By:** [DOJ Staff](#) **Report Submission Date:**

Approval Status: Pending **Approved By:** **Approved Date:**

Is the Project on Schedule? * Yes ▾

If not, please explain:

N/A

Briefly List Activities Conducted During This Period: *

Installed security cameras and sent 15 teachers, out of the 20 required, to AMHT.

Is this the Final Report: * No ▾
(Make final report to close out your grant.)

Report Sections

Sections	Last Update Date	Last Updated By
Performance Measures	2/14/2019	DOJ Staff
Client Information		
Service Information		
Additional Information	2/14/2019	DOJ Staff
Attachments	2/14/2019	DOJ Staff
Other Standard Questions		

II. Final Program Report

When submitting your final program report, you are required to complete the “Final Report” section.

i. Final Report

1. In the “Report Sections”, click on the “Final Report” link.

Report Sections

Sections	Last Update Date	Last Updated By
Performance Measures	3/6/2019	Mr. Tom Flint
Client Information		
Service Information		
Additional Information	3/6/2019	Mr. Tom Flint
Attachments	3/6/2019	Mr. Tom Flint
Other Standard Questions		
Final Report		

3. Use the dropdown box to answer the first prompt.

FINAL REPORT QUESTIONS

1) Did you fiscally and programmatically complete your program as outlined in your grant application? (If no, please explain below). *

Yes ▾

2) If you responded "No" please explain.

4. If you selected "No" for the first prompt, click the "Edit" button to answer the second prompt. If you selected "Yes" for the first prompt, skip to step 7.

1) Did you fiscally and programmatically complete your program as outlined in your grant application? (If no, please explain below). *

No ▾

2) If you responded "No" please explain.

5. Answer the second prompt, ensuring you are concise as possible. Your response should be no longer than one paragraph.

Final Report Rich Text Editor

If you responded "No" please explain.

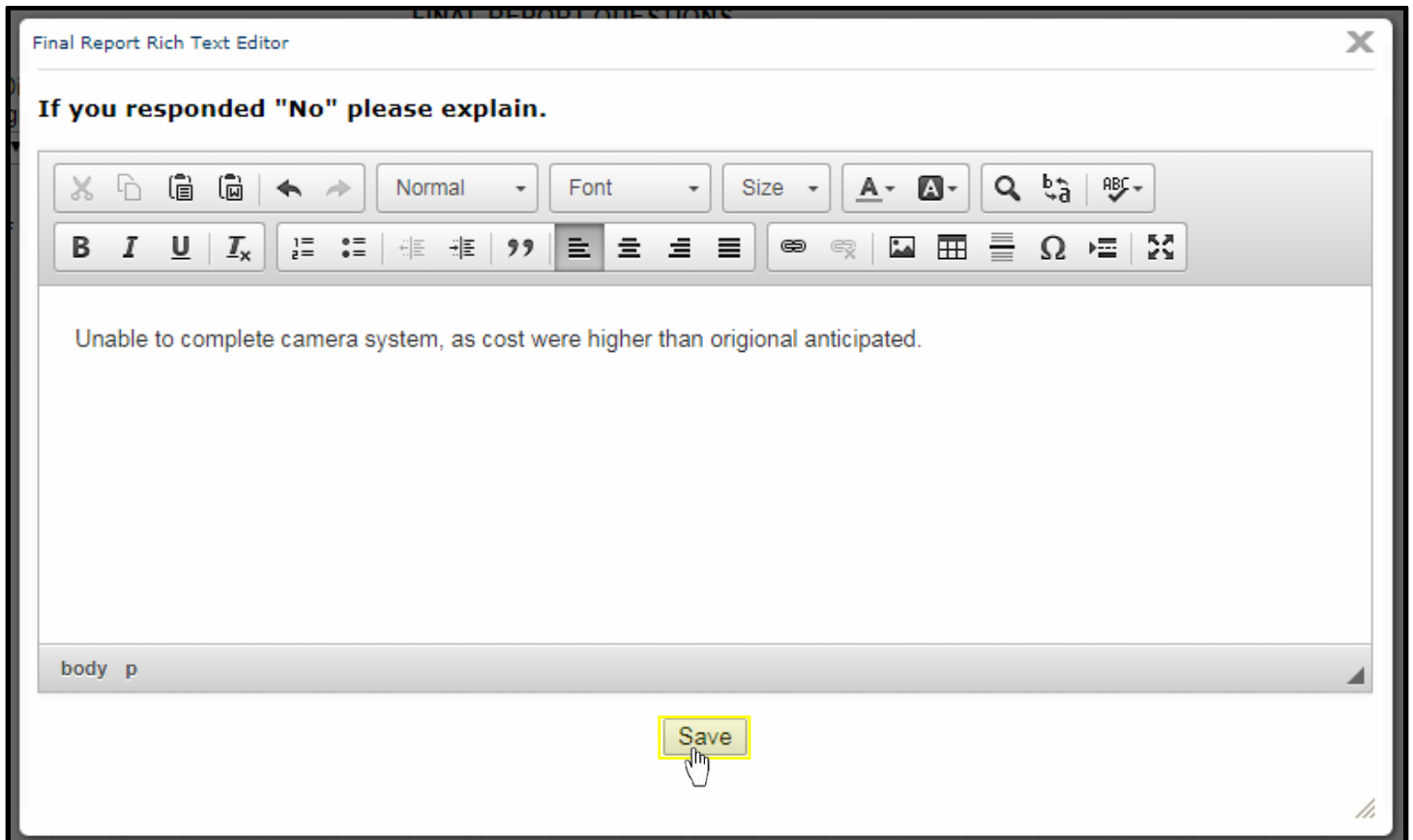
✂️ 📄 📌 📎 ⬅️ ➡️ Normal ▾ Font ▾ Size ▾ A- A+ 🔍 🔗 ABC ▾

B ***I*** **U** ~~**T**~~ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ 🔗 🔗 🖼️ 📄 📄 📄 Ω 🔗 🔗

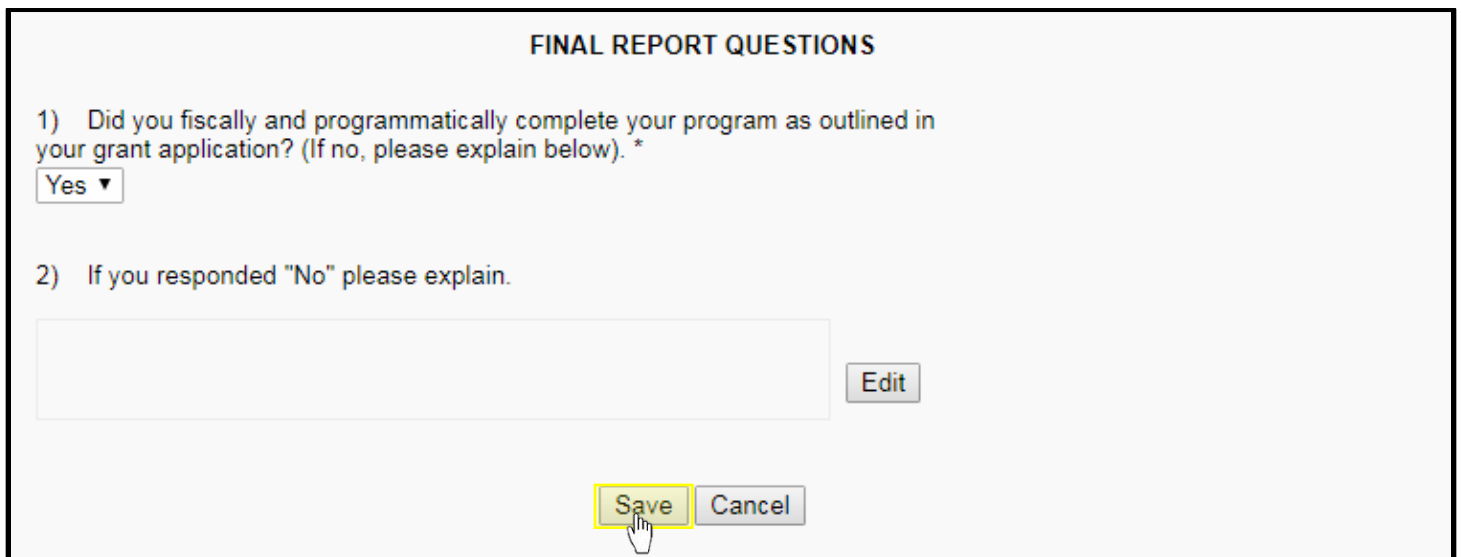
Unable to complete camera system, as cost were higher than original anticipated.

body p

6. Click the "Save" button.



7. Click the "Save" button.



8. Return to section [iv. Submitting your Program Report](#), Pg. 8, for instruction on submitting your Egrants program report.