

OCJS QUARTERLY SUBGRANT REPORT INSTRUCTIONS

- A. **Subgrant Number** is the Ohio Office of Criminal Justice Services (OCJS) subgrant number referenced on the subgrant award agreement. Use this number on all correspondence and reports submitted to OCJS.
- B. **Subgrant Title** is the same title that is listed on the subgrant award agreement.
- C. **Period Ending Date** is the last day of the quarter you are reporting. For the final report, list the project end date.
- D. **Initial Payment.** If this is your first request for funds, list the amount on this line. The maximum amount of the initial payment is 15% of OCJS funds. Written justification is required for an initial payment request.
Payment Request. List the amount of OCJS funds requested for the current quarter.
Final Report. Mark this box only if this is the **final** report for the subgrant.
- E. **Implementing Agency** is the public or private agency actually administering the project on behalf of the Subgrantee. This should be the agency listed on the subgrant award agreement.
- F. **Subgrantee** is the Subgrantee listed on the subgrant award document. Include address information.
- G. **Budget Cost Categories** are the eight categories listed in the subgrant budget pages.
- H. **Approved Budget.** List figures as found in the approved subgrant application, or your most recent approved budget revision.
- I. **Prior YTD Expenditures.** List the total year-to-date expenditures from the previous quarterly financial report. List — 0 — if there were none.
- J. **Current Expenditures.** List the actual expenditures for the current quarter.
- K. **Total YTD Expenditures.** List the sum of the Prior YTD Expenditures and the Current Expenditures.
- L. **Total Unpaid Obligations.** List any unpaid expenditures obligated as of the termination date. If you have actual unpaid obligations at project termination they must be listed.
- M. **Fund Distribution – Approved Budget.** List the breakdown of OCJS funds and Local/State Cash Match and/or In-Kind Match, as listed on the subgrant award document.
Prior YTD Expenditures. List the prior YTD expenditures breakdown (OCJS funds and Local/State/or In-Kind Match) as listed on the prior report. This total should equal the total in Column I.
Current Expenditures. List the breakdown of current OCJS expenditures and the current Local/State/or In-Kind Match current expenditures. This total should equal the total listed in Column J.
Total YTD Expenditures. List the breakdown of the OCJS YTD expenditures and the Local/State/or In-Kind Match expenditures. This total should equal the total listed in Column K.
- N. **Fund Cash Position.** YTD Receipts: List the actual funds received as of the report date. (OCJS and Local/State Cash Match, and /or In-Kind Match).
YTD Expenditures. List the actual year-to-date expenditures breakdown as listed in the total year-to-date expenditures column of Section M.
Balance. The balance should be the Receipts less the Expenditures.
- O. **Project Income, Forfeitures, Interest and Other Costs Earned from Subgrant.** Report the actual income earned and expended in these columns for each quarter. Use final report to record yearly totals.
- P. **Status of Objectives.** Briefly describe progress made toward project objectives during the quarter.
- Q. **Obstacles & Successes.** Briefly describe implementation issues, if any, encountered during the quarter that may hinder progress toward project objectives. Briefly describe project successes experienced during the quarter.
- R. **Certification & Signature.** This section requires the signature of the designated official. If the designated official is someone other than the Subgrantee, a waiver signed by the Subgrantee must be submitted to OCJS specifically designating that person by name and title. The quarterly report will not be processed without the proper signature.