



Division of Disability Services Inclusive Healthy Communities (IHC) Grant Program

Quarterly Progress and Financial Reporting Instructions

End-of-quarter dates for the first cohort of the IHC grant program are as follows:

- 1st quarter - April 12, 2021
- 2nd quarter - July 12, 2021
- 3rd quarter - October 11, 2021
- 4th quarter - January 17, 2022
- 5th quarter - April 18, 2022
- 6th quarter and GRANT END DATE - June 30, 2022 – Final financial and progress reports due July 15, 2022

➤ Financial reporting

Quarterly financial reports are due 30 days following the end of the quarter and must be completed on the DDS Annex B Excel Form, which is attached. Grantees should email the completed Annex B form to Michael Korman Michael.Korman@dhs.nj.gov.

The Annex B Excel Form is the same form that grantees used for developing their initial budgets with two differences.

- On the "expense Summary" tab, please check "expenditure report" in the top right section of the worksheet.
- Rather than reporting your 18-month budget, as you did with your original submission, you will report "project to date" actual expenses. As an example, a nine-month report of expenditure, on a \$100,000 grant could be expected to show expenses of roughly \$50,000. Your project may have front loaded expenses, back loaded expenses, or any other combination, and your report should be filed accordingly. Actual expenses, by category, should mirror those on your budget as well. If you find, as the project progresses, that your expenses differ from your budget, please contact Michael Korman who can help you identify best options for reporting.

➤ Progress reporting

Approximately a week before the end of each quarter, your Rutgers Point of Contact will email you a link for a googleform that will contain questions for you to answer which will serve as your quarterly progress report. An example of the types of questions that will be included on the googleform is attached here. Grantees are asked to complete the googleform progress report within one week following the end of the quarter.



Grantee Quarterly Progress Report Sample Questions

Lead grantee organization: _____

Point of Contact and email address: _____

Date: _____

1. During the past quarter:
 - a. Please outline the highlights of your team's work and accomplishments.
 - b. What challenges has your team faced? Have you been able to address these challenges or are they still pending?
 - c. What successes have you had?
 - d. Please provide copies or links to any public communications or media that have occurred during this quarter.
 - e. What efforts has your team undertaken during this past quarter that involves inclusion of people with disabilities?
 - f. Have you added on any new partners to your project? If yes, can you provide their contact information so we can include them in DHS communications email lists.
 - g. Please use the indicators that you have developed for your overall project and tell us about your progress using those indicators.
 - h. Is your project on schedule? If no, please elaborate.
2. General questions:
 - a. Please outline your team's current thinking at this point in your project as to the extent to which your efforts will lead to PSE change and how it will do so.
 - b. Are there any insights that you feel other IHC grantees would benefit from hearing about?
3. Looking forward towards the upcoming quarter:
 - a. Are you anticipating any new challenges?
 - b. Please be sure to let your Rutgers Point of Contact know about any upcoming events associated with your grant.