



Developmental Disabilities Planning Council

DDPC Quarterly Reports

Quarterly Report Cover Sheet

Grantee Instructions for Completing Quarterly Program and Expenditure Report

The quarterly report is the primary source of information on the progress of the grant. Therefore, it is important that grantees thoroughly document project activities, progress on meeting goals and objectives, and submit accurate data that reflects spending, participation, satisfaction, best practices, lessons learned, and plans for sustainability. Grantees are expected to submit timely quarterly reports throughout the contract period. The report should be submitted no later than 30 days after the end of each quarter. A report will only be considered on time when the report is received in its entirety.

If you have questions about completing this report, please contact DDPC staff: Drew Webster, drew.webster@ddpc.ny.gov

Quarterly Report Checklist: (Please make sure **all** of the below items are submitted by the report due date.)

- Cover Sheet with Signature and Date
- Quarterly Program Report
- Quarterly Expenditure Report
- Additional Documents (Expenditure documentation, Program Flyers, Pictures, Grant-Related Documents)

Quarterly Reporting Schedule		
Below is the Quarterly Reporting Schedule for this year.		
Quarter #	Reporting Period	Quarterly Report Due Date
1	01/01/2021-03/31/2021	April 30, 2021
2	04/01/2021-06/30/2021	July 31, 2021
3	07/01/2021-09/30/2021	October 31, 2021
4	10/01/2021-12/31/2021	January 31, 2022

Grantee Program Information	
Project Title:	Contract Number:
DDPC State Plan Goal: <small>Choose an item.</small>	DDPC State Plan Objective: <small>Choose an item.</small>
Reporting Year: <small>Choose an item.</small>	Reporting Quarter Number: <small>Choose an item.</small>
Reporting Period Dates: 01/01/2021-03/31/2021	Report Due Date: April 30, 2021
Grantee Name and Address: St. John Fisher College 3690 East Avenue, Rochester, NY 14618-3697	

Please sign and date below.

Report Submitted By (name and email address):
Signature and Date:

Agenda

- Quarterly Report Overview
- Program Report
- Expenditure Report
- Summary



Quarterly Report: Overview

Quarterly Report Purpose

Program Report



Provides progress updates on meeting main objectives of grant



Grantees can share successes and challenges with DDPC



Informs future work of the DDPC

Expenditure Report



Provides summary of Quarterly grant expenditures to inform payment



Allows DDPC and grantee to monitor grant spending



Assists DDPC in determining level of funding for future grants

Quarterly Report Contents

- Cover Sheet
- Submission Directions (p. 2)
- Program Report
- Expenditure Report
- Backup & Additional Documents:

For example: fiscal documentation (receipts, payroll reports), promotional materials, photo releases, final reports, etc.



Quarterly Report: Cover Sheet

Quarterly Report Cover Sheet

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DDPC State Plan Goal: Choose an item.	DDPC State Plan Objective: Choose an item.
Reporting Year: Choose an item.	Reporting Quarter Number: Choose an item.
Reporting Period Dates: Choose an item.	Report Due Date: Choose an item.
Grantee Name and Address:	

Quarterly Report: Cover Sheet



Quarterly Report Cover Sheet

- Report Instructions



Grantee Instructions for Completing Quarterly Program and Expenditure Report

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- Checklist



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Quarterly Report: Cover Sheet

- Report Schedule
- Grant Program Information



Quarterly Reporting Schedule		
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Quarterly Report: **Directions**

Quarterly Report: Submission Directions

1. Initiate a “Payment Request” 

2. Fill out Payment Form in GGS 

3. Label 4 QR documents (pdf files)

Program Report (PR)

Program Backup (PD)

Expenditure Report (ER)

Expenditure Backup (ED) 

4. Submit Claim 

Quarterly Program Report

Grantee Instructions for Submitting Quarterly Program and Expenditure Report

The following steps outline how to submit a payment request in the Grants Gateway System.

Initiating a Payment Request (claim):

1. Login with any Grants Gateway role that can initiate a payment request. *
2. Click the 'Contracts' tab at the top of the page to locate the contract you want to initiate a payment for.
3. On the Contract home page, click the 'Progress Reports and Related Documents' link, then click 'Initiate a payment'.
4. A new payment request will be created, and the user will be directed to the 'Payment main page.'

*Grantee, Grantee Contract Signatory, Grantee Payment Signatory, and Grantee System Administrator.

Filling out Grants Gateway Payment Forms:

1. Click on the 'Forms menu' and select 'Payment properties.'
2. Complete all required fields and click the save button (Payment type is 'Claim').
3. On the 'Forms menu' select 'unitemized expenditure claim detail.' Fill out the required fields, using information from the DDPC Expenditure Detail Report. Click 'save'.
Required fields include: category subtotals (Grant funds and match) for Personal Services, Fringe Benefits, Contractual Services, Travel, Equipment, Space/Property/Utilities, Operating Expenses, and Other.

Uploading documentation:

1. To upload supporting documentation (both program and fiscal) for the payment request, click on the 'Forms menu' and select "Payment Uploads." All documents must be saved and uploaded as non-fillable PDF's. (When saving as a PDF, ensure the document is readable. Illegible reports will be rejected and returned. Grantees will be expected to resubmit with legible documents.)
2. Complete all required fields, enter a description of the upload, and attach the supporting documentation. Click save.
Documentation includes: Cover Sheet and Quarterly Program Report, Quarterly Expenditure Report, expenditure documentation, and program documentation.

When submitting the Quarterly report documents, please use the following naming convention: *contract #, project title abbreviation, grant year, quarter, and report type.* (The project title abbreviation can be found on the first page of your report (in parentheses next to the full project name)).

The following abbreviations should be used for each report document:

1. Program report – "PR"
2. Supporting program documents (ex. photos, stories, etc.) – "PD"
3. Expenditure report – "ER"
4. Supporting expenditure documents (receipts, invoices, etc.) – "ED"

For example: The file name for the quarterly program report (this form) would be: Contract #, project title abbreviation, grant year, quarter, and PR: *C001234_ABCD_y1q1_PR*

Submitting Claim: (Please note, only a 'Grantee Payment Signatory' can certify and submit the final payment request.)

1. A task will show in the Grantee Payment Signatory Role's Task box with a status of 'Payment in Process'. Click on the payment number, under name.
2. To certify the Payment, click on the 'Unitemized Claim Detail' link from the Forms Menu. Scroll to the Payee Certification section and click once on the 'Accept' radial button. Click 'save'.
3. To submit the payment, hover over the 'Status Change' tab and click the 'Apply Status' button under the Payment Submitted label. Click the 'I Agree' button.'
4. Send an email to DDPC contact listed on the cover page indicating payment has been submitted.

Note: For more detailed instructions on how to request/submit a payment, visit the Grants Management website at: <https://grantsmanagement.ny.gov/request-payment>

Quarterly Report: Program

Program Report: Overview

Sections:

- Summary of Activities and Outcomes
- People Being Served by or Participating in Grant Activities
- Systems Change Efforts
- Additional Information
 - Evaluation/Technical Assistance (Multi-grants only)
 - Grant Year in Review (Qtr. 4 only)



Program Report: Summary of Activities

- Provide updates on project staff changes
- Provide a brief overview of work completed during the reporting period



Summary of Activities and Outcomes

This section is meant to provide a brief overview of work completed during the reporting period. Information should not be a restatement of narrative provided in later sections, but instead should be a summary of overall efforts and activities.

1. List the names and titles of each person (staff and/or consultants) on this project (quarter 1) or identify any staff changes, including names, titles, and dates for each staffing change (quarters 2-4). Please include a brief description of how any changes have impacted the program, if at all.

[Click or tap here to enter text.](#)

2. Please detail any major accomplishments, activities, or outcomes that you would like to highlight from efforts this quarter.

[Click or tap here to enter text.](#)

Program Report: People Served/Participating

People Being Served by or Participating in Grant Activities

Each of the questions below relate to people being served by the grant or participating in grant activities during this quarter. Each question should be answered with as much detail as possible and include both quantitative (#'s) and qualitative data (narrative) where appropriate.

- Number of People Served or Participating



3. How many people participated in or were served by grant activities, during this quarter? (Do not include participants reported for the same/similar activities in prior quarters. Individuals with ID/DD who are trained as part of grant activities should also be recorded in this question.)

- Description of activities that people reported are participating in



- Individuals with Intellectual and/or Developmental Disabilities (ID/DD): [Click or tap here to enter text.](#)
- Family members of individuals with ID/DD: [Click or tap here to enter text.](#)
- Others (people other than individuals with ID/DD or family members): [Click or tap here to enter text.](#)

Please provide a detailed description of activities they participated in.
[Click or tap here to enter text.](#)

Program Report: People Served/Participating

5. Please provide demographic information for grant participants below.

(All data should come directly from participants/be self-reported, and grantees should have documentation to support data being reported. *Rural refers to locations with a population of less than 2,500 people.)

- Number of people submitting demographic information
- Demographic Information: Race, Gender, Geographic Location



Demographic Information	Individuals with ID/DD	Family Members	Others
# of People who submitted Demographic Data			
Race	# Individuals with ID/DD identifying as:	# Family Members identifying as:	# of Others identifying as:
White			
Black or African American			
American Indian and Alaska Native			
Hispanic/Latino			
Asian			
Native Hawaiian/ Pacific Islander			
Two or more Races			
Race Unknown			
Gender	# Individuals with ID/DD identifying as:	# Family Members identifying as:	# of Others identifying as:
Female			
Male			
Other			
Geographic Location	# Individuals with ID/DD living in:	# Family Members living in:	# of Others living in:
Rural*			
Urban/Suburban			

Program Report: People Served/Participating

- Satisfaction data
- Outcomes Data :
 - Short term and long term
- Participant feedback
- Participant Success Stories

Why Should I Join NYS Partners in Policymaking®?

"Partners gave me the motivation to make proactive positive changes, instead of settling for status quo."

"I am more knowledgeable and confident in my advocacy efforts."

"I have been more involved in policy changes, as well as changes in my own life. I am more independent because of the Partners program."



Program Report: Systems Change Efforts

Systems Change Efforts by Grantee

The following questions ask about grant systems change efforts during the reporting period. Systems change efforts and activities are those that are sustainable, transferable, and replicable in some aspect of design and/or delivery of services and supports. Systems change efforts are intended to promote positive and meaningful outcomes for individuals with ID/DD and their families on an entity, community, state, or federal level. Please answer each question with as much detail as possible.

- Description of systems change efforts



10. Please provide an overview of any systems change activities that have occurred during this reporting period based on activities of the grant. Systems change activities can include any of the following:
- Creation of, improvements to, implementation of any organizational internal policies, services, or business actions.
 - Creation of, improvements to, implementation of any local/state level public policies.
 - Creation of, improvement to, implementation of any new or innovative approaches, practices, trainings, models.
 - A change or improvement of any regulations or statutes.

- Cultural Competency Efforts



13. Please report any progress you have made towards cultural competency efforts in this quarter. (For example: staff training, outreach to diverse communities, translation of documents.)

[Click or tap here to enter text.](#)

Program Report: Additional Information

- Questions for you to report:
 - Barriers/challenges
 - Needs/assistance required
 - Dollars leveraged
 - Next Quarter Activities
 - Project materials, Products, **Photos**
- **Sustainability Efforts:** Providing quarterly updates on sustainability activities



Program Report: Remaining Sections

- **Evaluation/Technical Assistance Section**
 - Only for some grants
 - Updates on collaborative activities & relationship
- **Grant Year in Review Section**
 - Qtr. 4 of each year, only
 - Overview of activities for the year, including:
Challenges faced, lessons learned,
recommendations, adjustments sought, sustainability.



Program Report: Additional Fiscal Info

- Updates on challenges with spending/match
- Dollars leveraged

Additional Fiscal Information

1.) Please provide an update on any challenges you have encountered spending grant funds or meeting match requirements.

[Click or tap here to enter text.](#)

2.) Did you leverage any dollars (receive additional money or in-kind support), outside of match requirements, to help implement the grant during this quarter? If so, please provide the amount and a brief description. (For example, did an organization donate space for grant use this quarter?)

Dollars Leveraged: \$ [Click or tap here to enter text.](#)

Description:

[Click or tap here to enter text.](#)

Questions?



Expenditure Report: Overview

- Expenditure Detail Report
- Supporting Documentation
- Additional Fiscal Information



Expenditure Report: Form

DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
EXPENDITURE DETAIL REPORT

- Contract Information



AGENCY: Quarterly Expenditures	VENDOR ID: 100000000	CONTRACT #: C99999GG
PROJECT START DATE: 1/1/19	CURRENT YEAR START DATE: 1/1/19-12/31/19	PROJECT YEAR: 1 2 3 4
REPORTING QUARTER: 1 2 3 4 5	REPORTING TIME PERIOD: 1/1/19-3/31/19	PROJECT TITLE: Expenditure Reporting Guidance

- Summary

EXPENDITURE SUMMARY

EXPENDITURE CATEGORY	DDPC BUDGET	GRANTEE BUDGET	TOTAL APPROVED BUDGET	TOTAL EXPENDITURES REPORTED PVIOUS QUARTER(S)	TOTAL EXPENDITURES REPORTED THIS QUARTER	TOTAL EXPENDITURES TO DATE	UNSPENT DDPC SHARE	UNSPENT GRANTEE SHARE	TOTAL UNSPENT BALANCE
1. PERSONAL SERVICES									
a) Salary	30,000	19,000	49,000.00	0.00	0.00	0.00	30,000.00	19,000.00	49,000.00
b) Fringe Benefits	15,000	9,500	24,500.00	0.00	0.00	0.00	15,000.00	9,500.00	24,500.00
2. NON PERSONAL SERVICES									
a) Contractual Services	18,000		18,000.00	0.00	0.00	0.00	18,000.00	0.00	18,000.00
b) Travel	2,000	0	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
c) Equipment	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00
d) Space/Property & Utilities	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00
e) Operating Expenses	2,500	0	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
f) Other	7,500	3,750	11,250.00	0.00	0.00	0.00	7,500.00	3,750.00	11,250.00
TOTAL	\$75,000	\$32,250	107,250.00	0.00	0.00	0.00	75,000.00	32,250.00	107,250.00

- Quarter Tabs



Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5 NA	+
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Expenditure Report: Form

- Quarterly expenses
 - DDPC Share
 - Grantee Share

DEVELOPMENTAL DISABILITIES PLANNING COUNCIL				
EXPENDITURE DETAIL REPORT				
AGENCY: Quarterly Expenditures		VENDOR ID: 100000000		CONTRACT #: C99999GG
PROJECT START DATE: 1/1/19		CURRENT YEAR START DATE: 1/1/19-12/31/19		PROJECT YEAR: 1 2 3 4 5
REPORTING QUARTER: 1 2 3 4 5		REPORTING TIME PERIOD: 1/1/19-3/31/19		
EXPENDITURE DETAIL				
EXPENDITURE		DDPC SHARE	GRANTEE SHARE	TOTAL
PERSONAL SERVICES				
Title				
Project Director				0.00
Project Coordinator				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
SUBTOTAL		0.00	0.00	0.00
FRINGE BENEFITS				
Title				
Project Director				0.00
Project Coordinator				0.00
0				0.00
0				0.00
0				0.00
0				0.00
0				0.00
0				0.00
0				0.00
0				0.00
SUBTOTAL		0.00	0.00	0.00
CONTRACTUAL SERVICES				
Check #	Date of Check	Vendor		
		Translation		0.00
				0.00
				0.00
				0.00
SUBTOTAL		0.00	0.00	0.00

Expenditure Report: Supporting Documents

- Supporting Documentation:
 - Receipts
 - Vouchers
 - Payroll
 - Invoice(s)
- Any additional documents that support expenses being reported



In Summary

Program Report

- Overview of work during reporting period
- Demographic data, Satisfaction Data, & Success Stories, Sustainability

Expenditure Report

- Overview of expenditures during reporting period
- Supporting Documentation for expenses

Questions?

If you have further questions check out our other TA documents on SharePoint and/or contact your designated DDPC Staffer.

