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.