Chapter IX - Reporting Requirements

Quarterly Reporting

The number of displaced homemakers served through Information and Referral, Support Services, and Instructional Services should be reported using the forms provided by the Board. The Quarterly Report of Numbers Served is designed to track the number of individuals served each quarter, and cumulatively throughout the contract period. Quarterly reports are due by the 10th day of the month, immediately following each quarter.

The Quarterly report will be sent directly to the Board through the HECB Secure Site. Original reports will be kept on file with the contractor.

Narrative Reporting

The narrative report should provide more detailed information about the successes and challenges encountered by DHP contractors while serving displaced homemakers. Narrative reports are due every six months.

Narrative reports do not need to be signed. They can be sent to the HECB by email or regular mail.

Financial Reporting

Contract expenditures and match information should be reported using the forms provided by the Board. Financial reports are designed to track expenditures according to the annual budgets. Financial reports are due by the last day of the month, immediately following each quarter, except for fiscal year end (see 2003-2005 calendar).

Financial reports will be sent directly to the Board through the HECB Secure Site. Original reports will be kept on file with the contractor.

- Financial reports must be submitted quarterly.
- State accounting regulations stipulate that dollars cannot be carried forward or back between fiscal.
- All expenditure and match information for sub-contractors should be reported as part of the total for each category, by the sponsoring organization.
- Match should be reported at the same level as reported in the application.

For additional accounting and reporting requirements, review the following sections of the contract/agreement:

Section 1. - Funding/Period Of Performance
Section 2. – Reimbursement
Section 3. – Travel Reimbursement
Attachment A – Scope of Work
Section 6. – Proper Cost Accounting
Section 7. – Fund Management

Instructions For Completing the Quarterly Report

Quarterly reports include information about the number of individuals served through Information and Referral, Support Services, and Instructional Services. Refer to the DHP Calendar for due dates.

Contractor: The name of the organization submitting the Quarterly Report.

Report Period: The quarter for which the report is being submitted (i.e. quarter 1, quarter 2, etc.)

Section I. Information and Referral: Record the number of incidences of Information and Referral, based on the following categories:

a. Educational Services
b. Employment Services
c. Health Counseling Services
d. Financial Management
e. Legal Counseling and Referral
f. Basic or Immediate Survival Needs

Section II. Support Services: Record the number of instances that individuals received direct support in each of the following categories:

a. Educational Services
b. Employment Services
c. Health Counseling Services
d. Financial Management
e. Legal Counseling and Referral
f. Basic or Immediate Survival Needs

Section III. Intensive Instructional Services:

- **Enrolled -** Report the number of eligible and ineligible clients who participated in DHP Instructional Services classes. This number should equal the number of new Intake Forms submitted for the quarter. To determine who should be counted, refer to the Instructional Services section of this handbook.

- **Graduated -** Report the number of eligible and ineligible clients who graduated from Board funded Instructional Services classes. This number should equal the number of new Exit Forms submitted for the quarter. To determine if a client has graduated, refer to the Instructional Services section of this handbook.

Report Submission: Quarterly Reports should be submitted through the HECB Secure Website. Refer to the HECB Secure Website section of this handbook for specific instructions.

Instructions For Completing the Narrative Report

Narrative reports are due every six months. Refer to the calendar for due dates. The narrative report should provide more detailed information about the successes and challenges encountered by DHP contractors while serving displaced homemakers.

The report should be brief, but concise and informative. Attachments can be included if they add critical additional information.

Each Narrative Report should address the following:

1. I believe that recruitment of eligible displaced homemakers has or has not been successful because…
2. Overall, the biggest challenge faced in the past six months was…
3. Something that was unexpected and happened during the past six months was…
4. The program has changed or evolved in the areas of…
5. The following staff have either joined or left the program…
6. If you served clients who did not meet the state's definition of a displaced homemaker, describe (a) how you ensured that eligible displaced homemakers were given priority for services, and (b) how you determined that non-eligible participants had circumstances similar to eligible displaced homemakers circumstances.
7. Provide stories about two clients who successfully completed the program, or something that you see as a trend in the individuals accessing your services (names of individuals do not need to be included).
8. Discuss your marketing strategies.

Report Submission: Narrative Reports should be submitted to HECB staff either through email or regular mail.

Instructions For Completing the Financial Report

To complete the financial report you should record the following information on the HECB online Excel form.

1. **Contractor:** Name of contracting organization.

2. **Report Period:** Quarterly dates for which the report is being submitted. (i.e. July 03 – September 03)

3. **Budget Amount:** The total amount budgeted for each category, per year, for both contract and match funds. Contract funds reallocated between 1 – 10% do not need prior approval, but should be noted on financial reports.

   As stated in the contract:

   The Contractor may reallocate up to ten (10) percent of budgeted funds between budget categories with the exception of salaries or benefits without modifying the agreement. The Board must approve in writing any adjustments affecting salaries or benefits.

4. **Quarterly Reporting:** Following each quarter, record the contract expenditures and match expenditures for that quarter.

5. **Cumulative Expenditures:** Once expenditures are reported under the appropriate quarter, the cumulative contract and match expenditures will calculate automatically.

6. **Balance Remaining:** The remaining balance per budget year will calculate automatically. It should be used as a management tool to ensure all contract funds are spent.

7. **Signature:** Signature of the contracting agency's authorized signatory.

8. **Name:** Name of authorized signatory.

9. **Title:** Title of authorized signatory.

10. **Phone Number:** Phone number of authorized signatory.

11. **Date:** The date the financial report is signed.