

Council Data Collection 2004

Introduction:

This report is reflective of information received from Councils regarding Data collection methods, information on how Council's manage sub grantees, components of Council contract requirements and database information.

States Reporting:

Illinois

South Carolina

Oklahoma

North Dakota

Minnesota

Maine

Nebraska

DC

Virginia

Kansas – see PPR

South Dakota

Mississippi

Colorado

Louisiana

Rhode Island

Maryland

Georgia

Hawaii

Arizona

Iowa

Texas

Tennessee

Connecticut

Idaho

New York

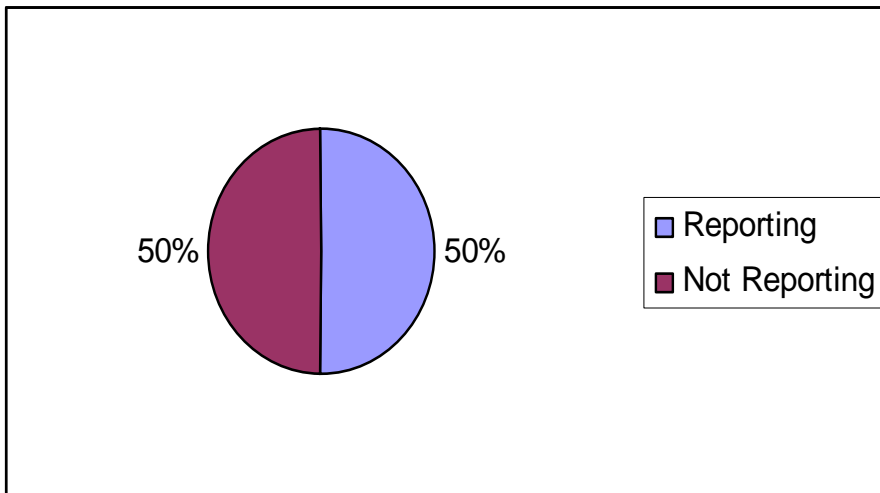
Missouri

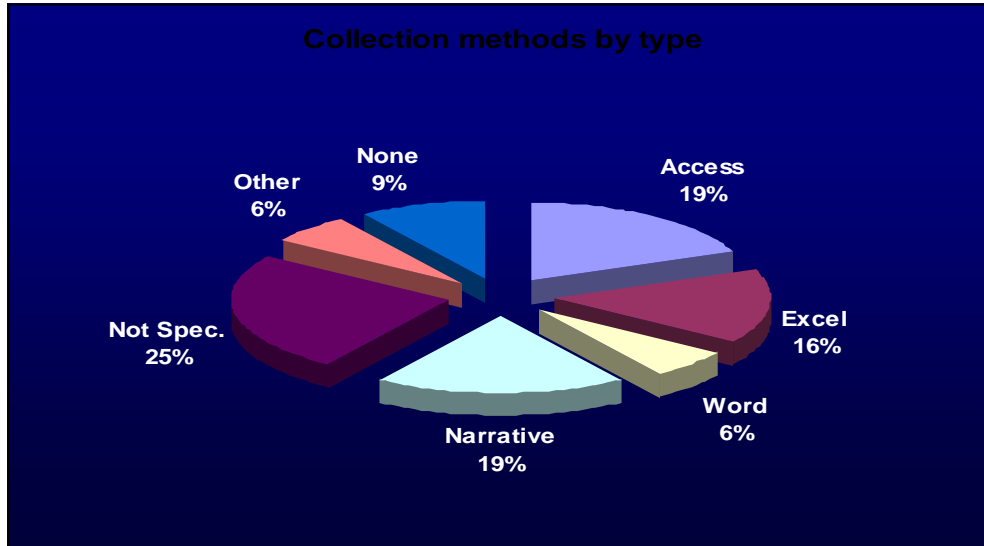
Florida

Vermont

Wisconsin

Table reflects percentage of Councils providing information





Collection Methods:

ACCESS: Illinois, Oklahoma, Virginia, Georgia, Texas, Tennessee,

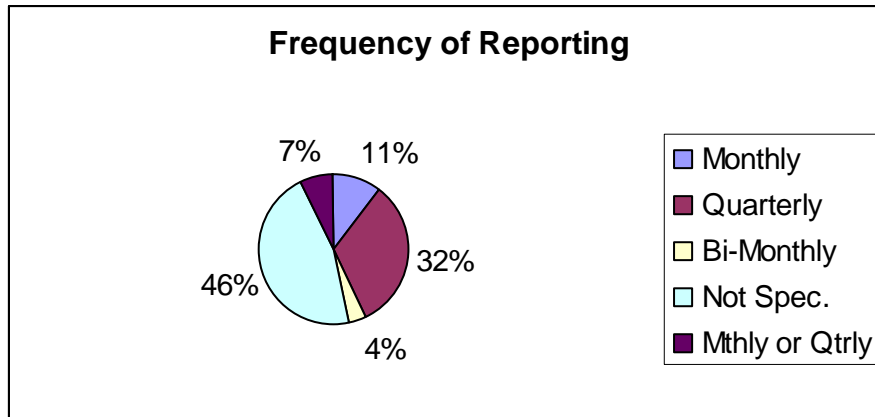
EXCEL: South Carolina, Oklahoma, South Dakota, Connecticut, Missouri

WORD: South Carolina, Oregon,

NARRATIVE: Oklahoma, North Dakota, Colorado, Rhode Island, Arizona, Wisconsin

Not specified: Maine, DC, Mississippi, Louisiana, Maryland, Hawaii, Florida, Vermont,
 Other: Baldrige Criteria: Minnesota; New York: Central Grants Database converting to SEQUEL
 SERVE – currently in ACCESS

None: Nebraska, Iowa, Idaho



Frequency of reporting:

Monthly: North Dakota, Colorado, Idaho,

Quarterly: Maine, Nebraska, Mississippi, Rhode Island, Maryland, Texas, Tennessee, New York, Vermont

Bi Monthly: Wisconsin

Not specified: Illinois, South Carolina, Oklahoma, Minnesota, DC, Virginia, Oregon, Georgia, Hawaii, Iowa, Connecticut, Missouri, Florida

Monthly or Quarterly: Louisiana, Arizona,

Common components of contract requirements:

Illinois:

- Grantee contact information
- Fiscal contact information
- Grant number
- Area of emphasis
- Milestones
- Reporting due dates
- Performance targets
- Site visits
- Payment requests
- Match funds
- Committee review team members
- Legislative impact information
- Method of funding
- Lessons learned
- General comments about the grant
- Award Letter
- Grant Agreement

Written Assurances
Drug Free Certification

North Dakota:

Financial expenditure and grant match data reporting form from DSA and forms used are DSA grant reimbursement system forms.

Minnesota:

Customer results
Fiscal results
Human resources results
Grantee results
Compliance results
Federal outcomes results related to independence, productivity, self-determination, integration and inclusion

Nebraska:

Programmatic
Statistical
Expenditure

Virginia Outcome Status Report (OCR)

Proposed targets outcomes
Process used
Products created

Mississippi:

Quarterly report card forms measure the following:

- Completed grant activities – real outcomes
- Most significant happenings/event
- Submission of number related to each Area of Emphasis specific to PPR categories/measures

Colorado:

Performance target measures form

Louisiana:

Contract requirements:

- Monthly or quarterly reports
- Copies of all flyers, brochures, manuals and publications produced (prior approval needed from Council of all training curriculum and materials)
- Acknowledgement of Council funding at all presentations and publications produced
- Contract reports (which reflect performance indicator numbers)

Rhode Island:

Outcome numbers are reported in narrative format

Maryland:

Quarterly progress report
Final year end summary report

One site visit or teleconference per year.

Oregon:

Reports on outcomes specified in the contract

Georgia:

Planning:

Used to organize goals, projects, activities, and outcomes according to hierarchy set in State Plan

Fiscal and Program Monitoring:

Keeps separate records for each contract or agreement and is used for Contract Monitoring and

Process Evaluation:

Each contract is also linked to the Outcomes where quantitative data is collected for the PPR

- Coordinators can enter data regarding each contract, kept track of balances, payment requests, and dates of contracts
- Also used as communication tool between contract and fiscal staff – serving as encumbrance and expense forms, and budget codes are identified with each project

Reporting:

Several reports are generated based on committee, coordinator, date, or other selected criteria

Hawaii:

Scope of Services within contract guides monitoring

Arizona:

Monthly Narrative reports outlining prospective activities of the month

Quarterly narrative reports detailing the progress of contract objectives

Monthly narrative progress statements

Final report detailing the project's objective outcomes

Texas:

Budget Expenditure Report Grants

Budget Expenditure Report by FY

Grantee Obligations by Year

Budget Categories by Grant

Categories Report

Grants List by Year

Projections Reports

Expense Report by Grant Number

Expense Report Emphasis Areas (All)

Expense Report by Emphasis Area Specified

Totals by Emphasis Areas

Outcomes Report by Emphasis Areas

Outcomes Report by Project

Projection Report by Emphasis Areas

Expense Report (All Grantees)

Expense Report by Grantee

Quarterly Program Performance Review

Quarterly Reports List

APPR Part I

Quarterly Summary Activities
269 Backup Data and Supplemental Report
Stipends Report

Tennessee:

Start and end dates
Amount of Grant and match
Contact Information
Quarterly review of achievement of milestones report in table format

Connecticut:

Grantee Name
Numerical code identifying the source of funds
Type of grantee
Federal fiscal year
Area of emphasis
Council's project officer
Amount of award
Date award letter send
Date contract returned
Date contract signed
Date each invoice is signed
Dates interim, end-of-year and audits received
Space to note special circumstances

To track no-federal match the following is collected:

Interim and end-of-year fiscal reports
Grant recipient name
Numerical code
Grant period
Total award
Council funds
Percent match
Match due
Match received
Balance of match

Council contracts include:

Date submitted
Award number (identifies contracting agency, fund, state ID number, kind of entity receiving the grant)
Agency issuing the contract
Kind of activity
Area of emphasis
Federal fiscal year
Name and address of grantee
FEIN or SSN
Funding period
Total mount of funds
Payment schedule
Payment restrictions

Grantee signatures
Signature from the administering agency

Additional exhibit pages to the contract include:

Mandatory terms and conditions
Info that Council has sole responsibility for rendering decisions
Giving credit to the council in publications
Maintenance of accounting system
Hold harmless language
Nondiscrimination
Use of minority businesses
Use of non-segregated facilities
Ethics and anti-lobbying
Evaluation
Audits
Settlement of disputes
Revisions
Prohibition on capital expenditures
Surplus funds
Violence in the workplace
The authorized budget including match and any funds carried over from the previous year

Idaho:

Each contract/grant has measures designed specifically for that contract

New York:

Federal funds form
Agency form
Contact form
Master grant form
Grant info form
Performance indicators
Award letter and contract package
Contract form
Report dates form
Payment schedule form
Performance report form and budget form
Performance agreements and budget
Performance agreement form
Budget form
Encumbrance form
Expenditure reports form
Grant notes
Payments form
Time amendments
Program modification
Trouble grants
Budget modification
Site visit
Comments
Grant completed

Follow-up
Product form

Missouri:

Expenditures and balances of available DD funds and spend down match are tracked

Wisconsin:

Outcome measure requirements are built into the contracts

Written progress reports/updates are given to the Council bi-monthly

Fiscal monitoring of invoices submitted and payments made

Written final reports are submitted by grantees

Selective project evaluations/site visits

Selective surveys of project effectiveness (i.e., customer satisfaction questionnaires)

Zero-based budgeting assessments of progress made by all grants/contracts