



More About The Reporting Form and Requirements



Reporting Form

The Reporting Form must be completed:

- Mid-Year Report (July 1 to December 31, 2024), Due January 15, 2025
- Year-End Report (January 1 to June 30, 2025) Due July 15, 2025
- These are two separate reporting periods.
- The Reporting Form will be emailed to the agency when it is due.

Agencies must report on actual performance and expenditures compared to the pre-determined targets.



Completing the Reporting Form– Performance

- Developing performance measures:
 - Outcome oriented – how the services benefit the community
 - Example:
 - Output: Number of individuals completing workshops/ programs
 - Outcome: Improvements to health, employment status, etc. of the individuals
 - Measures should be selected that best represent the performance of the program
 - SMART: Specific, Measurable, Achievable, Relevant, Time-Bound



Completing the Reporting Form– Performance

- SMART: Specific, Measurable, Achievable, Relevant, Time-Bound

	Not SMART	SMART
SPECIFIC	Transportation	Number of individuals accessing medical care through transportation services
MEASURABLE	Services delivered efficiently and effectively	Percentage of clients rating quality of services as Above Average or Excellent on customer satisfaction survey
ACHIEVABLE	Percentage of clients obtaining a job within 1 hour of completing program	Percentage of clients obtaining a job within 1 month of completing program
RELEVANT	Percentage increase in donations	Percentage of clients remaining drug-free 6 months after completing program
TIME-BOUND	Measures will be assumed to be annual unless otherwise specified	



Mid-Year & Year-End Reporting-Performance

NON-COUNTY AGENCY REPORTING FORM

This form will be used to submit your mid-year report, due January 15, 2025, and your year-end report, due July 15, 2025.

Legal Agency/Program Name:

Total Agency Budget: Requested Funding for FY24-25:
 Awarded Funding for FY24-25:

Note: Any changes to the targets or spending plan will need to be requested by email and pre-approved.

MEASURABLE RESULTS	July 1 to December 31, 2024		January 1 to June 30, 2025	
	Target	Actual	Target	Actual
Number of Individuals Served (unique)	500		500	
Measures				
Volunteer Hours	25		25	
Clients Signed Up for Classes	350		350	
Classes Held	7		10	

- Fill out the “Actual” column only for the reporting period due.
- If performance is not in line with targets, agencies must explain the deviation and describe corrective actions being taken. Give short, specific explanations as to why target wasn’t met.



Mid-Year & Year-End Reporting-Expenditures

- Only the “Actual” columns will be completed for the December 31 and June 30 reporting; due dates are January 15 and July 15
- Expenditure targets were set earlier during application/contracting process
- Any major deviations must be explained

PROGRAM/SERVICE BUDGET			SPENDING PLAN FOR REQUESTED NHC FUNDS			
SEE DEFINITIONS	Total Cost	NHC Funds	Dec. 31 Target	Dec. 31 Actual	June 30 Target	June 30 Actual
Salary & Benefits*	\$ 280,951	\$ 24,125	\$ 12,063	\$ 12,063	\$ 12,062	\$ 12,062
Program Supplies	\$ 13,153	\$ 7,500	\$ 3,750	\$ 3,700	\$ 3,750	\$ 3,800
Training	\$ 500					
Travel/Mileage	\$ 4,250					
Printing	\$ 1,500					
Rent						
Utilities & Other Occupancy Costs	\$ 20,830					
Technology	\$ 6,200					
Other Program Costs**	\$ 98,525	\$ 8,375	\$ 4,187	\$ 4,100	\$ 4,188	\$ 4,275
TOTAL	\$ 425,909	\$ 40,000	\$ 20,000	\$ 19,863	\$ 20,000	\$ 20,137