FY25 ORC Reporting Requirements

All ORC Reports are submitted using the Grant Management System; AmpliFund.

FY25 ORC Grantees are required to submit reports quarterly.

Report Due Dates:

Q1: October 15, 2024

Q2: January 15, 2025

Q3: April 15, 2025

Q4: July 15, 2025

All reports must include expenses incurred within the quarter and an achievement narrative.

Adding Expenses

Expenses are charges spent against approved line items.

1. Open Grant Management>Grants>All Grants>FY25 ORC
2. Open Post-Award>Financial>Budget
3. Under Options > Select the line-Item box to see the budget details
4. Click the $ (Expenses icon) next to a line item to add an expense
5. Click the + (Create icon) located under *Actions*
6. Enter in the Direct Cost
7. Enter in the Expense Date; date that expense was incurred
8. Select the Expense Status >Reviewed; expenses **must** be marked "Reviewed"
9. Click "Save"

Repeat steps for each line item that has a reportable expense.

Adding Achievements

The Narrative should include quantitative results/outcomes (#'s, $'s, etc.) resulting from ORC activities during the reporting quarter. Of note: Purchases are not considered results or outcomes.

1. Open Grant Management>Grants>All Grants> FY25 ORC
2. Open Post-Award>Performance>Performance Plan
3. Click the 🏆 (Achievements icon) next to the goal
4. Click the + (Create icon) in the *Icon Bar*
5. Enter in Achievement Date
6. Add achievement information > attach a detailed narrative that highlights the impact the awarded funds contributed to combating retail crime during the quarter> Click "Save"

Creating and Closing Reporting Period

Closing a reporting period will send report to funder for review.

1. Open Grant Management>Grants>All Grants> FY25 ORC Grant

2. Open Post-Award>Management>Reporting Period

3. Click + (Create)> Select Expenses and Achievements

4. Select Reporting Period

   Q1: 7/1/2024-9/30/2024

   Q2: 10/1/2024-12/31/2024

   Q3: 1/1/2025-3/31/2025

   Q4: 4/1/2025-6/30/2025

5. Click Save> Select saved reporting period>Review the reporting period to ensure all information is entered in correctly

6. Close the reporting period > Confirmation submission window will appear

7. You have successfully submitted the Quarterly Report