

Grant Reporting Workshop

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Missoula COUNTY

Outline for Workshop

Introductions

Review of
Progress
Reports

Common
Themes

Updated
Report
Templates

Changes to
FY27

Wrap-Up

Introductions

- Name
- Organization
- What funding do you receive from Missoula County
- Icebreaker: What's one thing you hope to learn from this training?

***Housekeeping**

Review of Progress Reports

- Quarter to quarter comparison
- Checking numbers
- Reviewing implementation table
- Following up with questions

Quarter to Quarter Comparison

Q2 Progress - GOAL ONE

The Goal and Objective(s) will autofill from your application's Workplan. If the fields are blank, that means there is no information to report on.

GOAL ONE

To provide rental assistance to individuals and families in the Missoula County and help them maintain housing or attain housing during the Winter months of November – April.

OBJECTIVE 1.1

To provide rental assistance to at least 50 households in the Missoula County by the end of April 2025.

Obj 1.1 - Number served this quarter*

Provide number and description. (Example: 20 meals or 100 persons or 34 bus tickets.)

11 persons with rental assistance.

Obj 1.1 - Unduplicated total since July 1, 2024*

Provide number and description.

11 persons with rental assistance.

Q3 Progress - GOAL ONE

The Goal and Objective(s) will autofill from your application's Workplan. If the fields are blank, that means there is no information to report on.

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26 rental assistance

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Provide number and description.

37

Implementation Table

GOAL ONE

Reduce underage use of alcohol, tobacco, marijuana and other substance use by high school students in In the Frenchtown high school through Licensed Addiction Counselor intervention.

OBJECTIVE 1.1

To provide Prevention Education Series (PES) to 600 unduplicated freshman and sophomore students in Health Enhancement Classes and other activities as requested by school staff.

IMPLEMENTATION 1.1

Action Steps/Activities	Responsible Party	Timeframe (Q1, Q2, Q3, Q4)
Facilitate PES in Health Enhancement Classes.	PS Counselor	Academic School Year
Facilitate PES in other areas as requested by school administration/ staff	PS Counselor	Academic School Year

Make sure to reference your implementation table while completing reports.

Have there been any significant changes to what you said you were going to do and what you are doing?

If so, let us know!

Common Themes We See in Reports

Numbers Asked to Report on

- Number served this quarter
- Unduplicated total since beginning of fiscal year, July 1, 2025
- **Unduplicated numbers** mean counting each unique individual or activity only once, regardless of how many times they participate or receive services.
- Question for the group: Unique vs Unduplicated?

Unduplicated Counting Example

Q1: Mary, Jane, Sue, Tom

Quarterly Count: 4

Unduplicated total: 4

Q2: M~~ary~~, J~~ane~~, S~~ue~~, Jim, Bill, Kathy

Quarterly Count: 6

Who is new this quarter?

Jim, Bill, Kathy: 3

NEW Unduplicated total=

Q1 Unduplicated total (4) + New this quarter (3) = 7

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What do these numbers tell us?



In Q3, 26 people received rental assistance.

Unduplicated total in Q2 + new people served = **NEW unduplicated total**

Quarter to Quarter Comparison

Q3 Progress - GOAL ONE

The Goal and Objective(s) will autofill from your application's Workplan. If the fields are blank, that means there is no information to report on.

GOAL ONE

Reduce barriers for at-risk children, families and individuals to get support.

OBJECTIVE 1.1

To forge 10 partnerships with organizations

Obj 1.1 - Number served this quarter*

Provide number and description. (Example: 20 meals or 100 persons or 34 bus tickets.)

3

Obj 1.1 - Unduplicated total since July 1, 2024*

Provide number and description.

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Q4 Progress - GOAL ONE

The Goal and Objective(s) will autofill from your application's Workplan. If the fields are blank, that means there is no information to report on.

GOAL ONE

Reduce barriers for at-risk children, families and individuals to get support.

OBJECTIVE 1.1

To forge 10 partnerships with organizations

Obj 1.1 - Number served this quarter*

Provide number and description. (Example: 20 meals or 100 persons or 34 bus tickets.)

0 new partnerships

Obj 1.1 - Unduplicated total since July 1, 2024*

Provide number and description.

0 new partnerships

What do these numbers tell us?

In Q4, no new partnerships were formed.

*Unduplicated totals should never decrease from the previous quarter.

Q3 = 14

Q4 = 0

Q4 unduplicated total should be 14

Common Things We See – *Progress Reports*

- Numbers reported in *Goals & Objectives* section not matching numbers in the *Narrative*
- For example:

Objective 1.1 number served this quarter:

50 people received assistance

Narrative:

Throughout quarter 1, we assisted 10 kids, 35 adults, and 20 seniors.

$$10 + 35 + 20 = 65$$

This does not match the **50** that was reported for the quarter total

Common Things We See - *Financial Reports*

Not filling out who completed the report

Name of person completing report ==>	
Title of person completing report ==>	
Contact phone and email address ==>	
Date completed (mm/dd/yyyy) ==>	10/15/2025
TIME PERIOD FOR USE OF FUNDS (place X on row)	
	Quarter 1 July 1, 2025 through September 30, 2025
	Quarter 2 October 1, 2025 through December 31, 2025
X	Quarter 3 January 1, 2026 through March 31, 2026
	Quarter 4 April 1, 2026 through June 30, 2026

Forgetting to update the Date Completed

Forgetting to update the Quarter

Common Things We See - Financial Reports

PROJECT/PROGRAM EXPENDITURE REPORT (for funds from Missoula County ONLY)

These line items are taken directly from your contract and cannot be modified.		FY2026 BUDGET	EXPENSES REIMBURSED FROM PRIOR QUARTERS	AMOUNT REQUESTED THIS QUARTER	REMAINING BALANCE AFTER THIS CLAIM
1	Salaries & Wages	\$ 25,000		\$ 10,000.00	\$ 5,000.00
2	Payroll Taxes	\$ 2,500		\$ 1,000.00	\$ 1,000.00
3	Employee Benefits	\$ 2,500		\$ 1,000.00	\$ 1,000.00
4	Professional Services				\$ -
5	Materials & Supplies				\$ -
6	Occupancy (e.g., rent, heat, power, utilities)				\$ -
7	Travel (e.g., mileage, vehicle operating costs)				\$ -
8	Specific Assistance for Individuals/Families				\$ -
9	Other Expense:				\$ -
GRAND TOTAL EXPENSES		\$ 30,000	\$ -	\$ 12,000.00	\$ 7,000.00

Forgetting to update the *Expenses Reimbursed From Prior Quarters*

$\$12,000 + \$7,000 = \$19,000$

Budget is \$30,000 - \$19,000 = \$11,000 missing from reported expenditures

Removing formulas and manually putting in numbers

These three columns should total your grant budget

A few new things...

- Updated report templates
- Budget revision process

Budget Revision

- Contract Language:

One budget adjustment is allowed which must be submitted on or before March 15. Adjustments between line items above 10% must be submitted and approved by the Principal Contact for the County identified in Paragraph 9.

*Adjustments under 10% per line item do not need an official budget revision but must be communicated to the Grants Administrator

What we're up to this fall

- Survey
- Evaluating application and reporting processes for fiscal year 2027
- We want to hear from you!

Questions?

Email grants@missoulacounty.us or call 406-258-4657



Missoula c O U N T Y