

## **FY24 Organized Retail Crime Grant Quarterly Reporting Requirements**

**Please use the AmpliFund portal to complete all of your grant-funded reporting requirements.**

- Q1: Due – 11/15/23 – Expenditures/activities that occurred between 7/1/23 and 9/30/23
- Q2: Due – 1/15/24 Expenditures/activities that occurred between 10/1/23 and 12/31/23
- Q3: Due – 4/15/24 Expenditures/activities that occurred between 1/1/24 and 3/31/24
- Q4: Due – 7/15/24 Expenditures/activities that occurred between 4/1/24 to 6/30/24

### **Specific Investigation grants (if applicable)**

- **Expense Reporting**
  - Upload applicable receipts for expenses that occurred within the quarter.
- **Performance Reporting**
  - Attach a performance narrative that highlights the impact the awarded funds contributed to combating retail crime during the quarter.

### **Training and Equipment grants (if applicable)**

- **Expense Reporting**
  - Upload proof of training along with receipts for payment of the training, travel, and other related expenses that occurred within the quarter.
  - Upload contracts/receipts for equipment purchased/installed within the quarter.
- **Performance Reporting**
  - Attach a brief performance narrative that highlights the impact the awarded funds contributed to combating retail crime during the quarter.

### **Overtime grants (if applicable)**

- **Expense Reporting**
  - Upload proof of payments that occurred within the quarter.
- **Performance Reporting**
  - Attach a brief performance narrative that highlights the impact the awarded funds contributed to combating retail crime during the quarter.

### **Important Notes**

- When purchasing equipment that requires a service/maintenance contract, be aware that **this grant can only fund the first or current year of the contract**. Grant funds for FY24 cannot be used to pay future years on a multi-year contract.
- If you have any questions about your receipts, please contact your Grant Administrator.

**All funds must be obligated or expended by June 30, 2024, or are subject to return to the Administrator within forty-five (45) days after the end of the term.**