

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.