

Performance Reporting Guide

Applies to: MBCC subgrantees with grants in AmpliFund.

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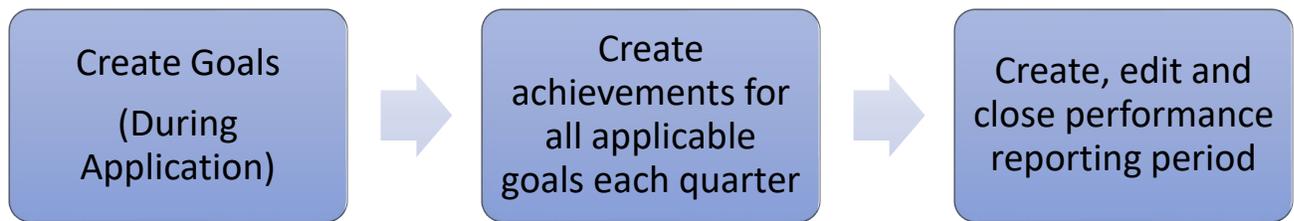
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Performance Reporting process At-A-Glance



Report Due Dates

All MBCC grantees must submit online reports within fifteen days following the end of each reporting period.

Quarterly reporting periods are as follows:

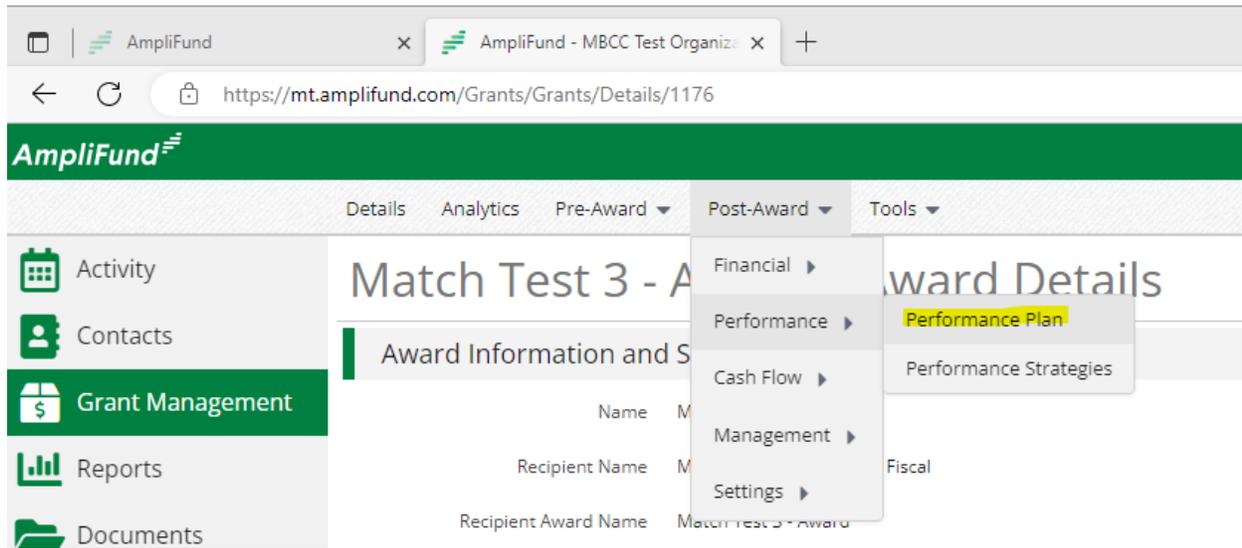
Reporting Period	Report Due Date
Quarter 1: July 1 – September 30	October 15
Quarter 2: October 1 – December 31	January 15
Quarter 3: January 1 – March 31	April 15
Quarter 4: April 1 – June 30	July 15

Step 1 Achievements

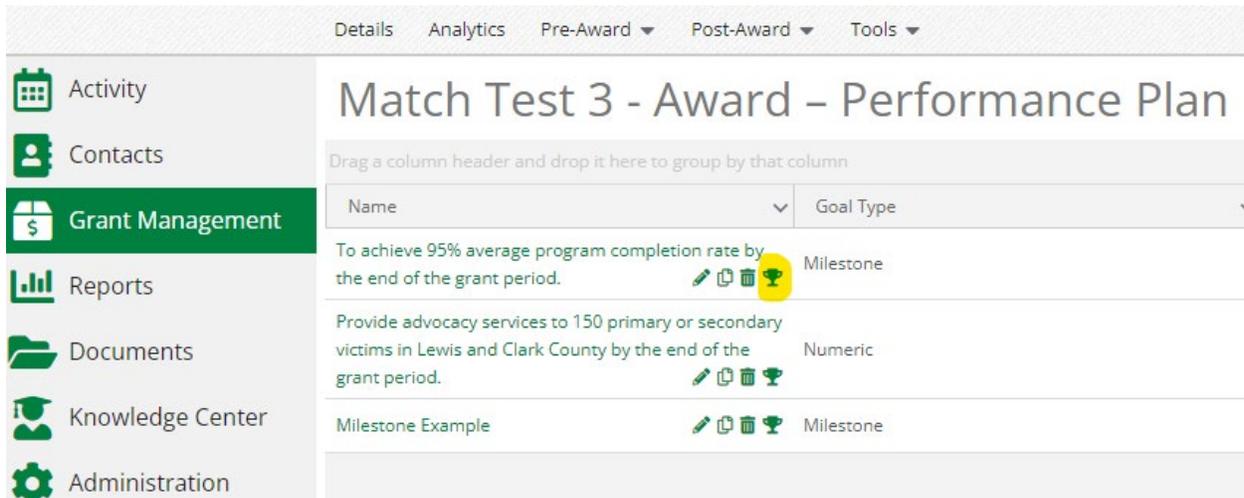
Achievements are a tool for reporting on the progress of your program goals. They must be created before submitting your quarterly report.

1. **Login to your account at mt.amplifund.com**
2. **Navigate to your grant by clicking on Grant Management > Grants > Your Grant**

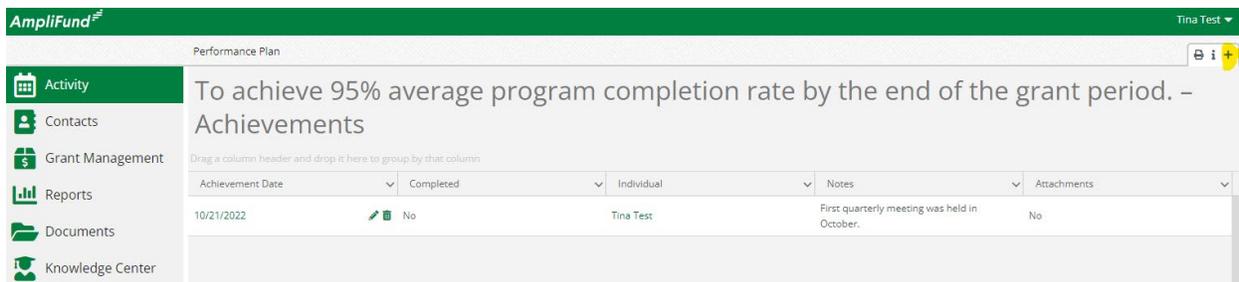
3. From the award Details page click on Post Award > Performance > Performance Plan



4. The Performance Plan screen displays the goals created at the time of application. Click on the trophy icon next to the goal you would like to create an achievement for.



5. Click on the plus sign (+) in the top right corner to create a new achievement.

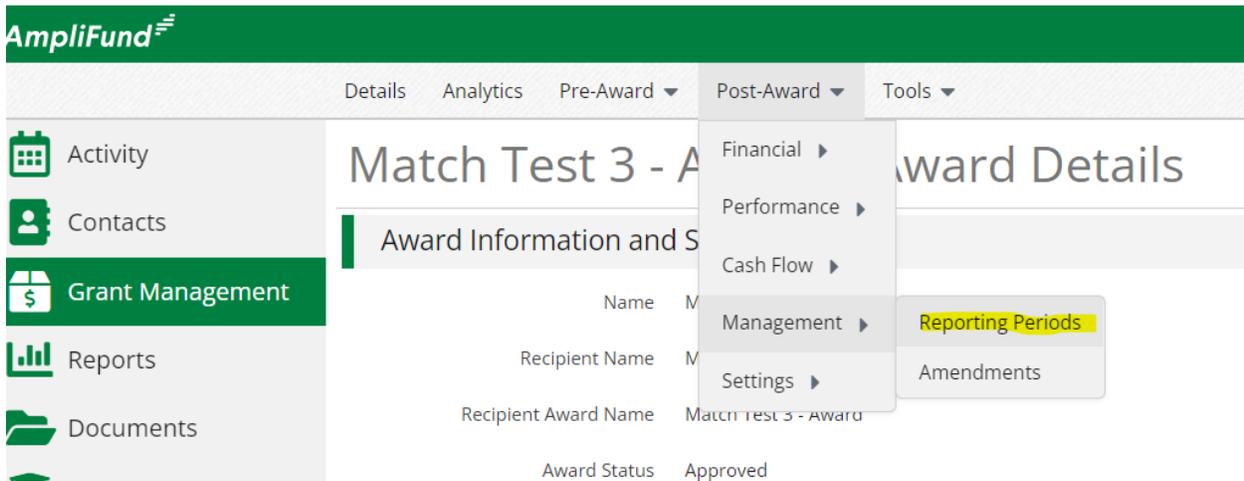


6. In the pop-up window, select an achievement date and write a description of the activities performed. Be sure the achievement date is within the reporting period that it occurred otherwise it will not pull to the correct report. Achievements can be created at the time they occurred or at the end of the reporting period.
7. Click Create
8. Repeat this process for all applicable goals each quarter.

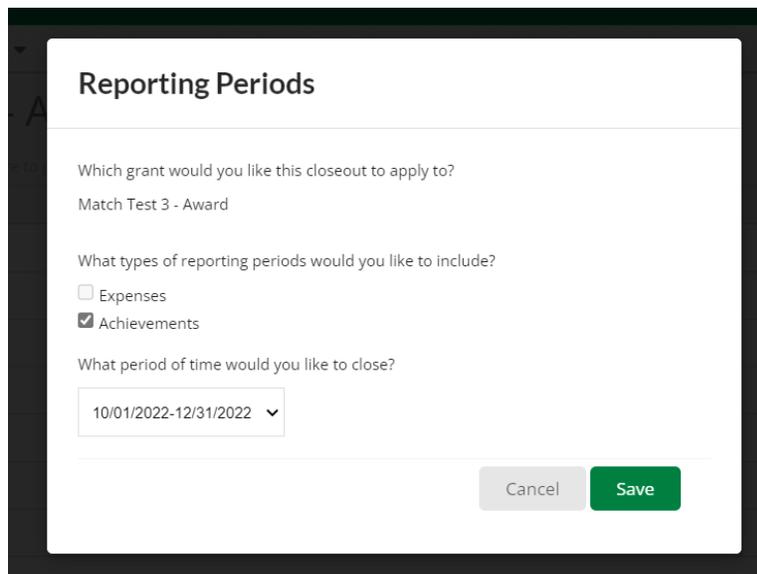
Step 2 Reporting Period

After completing your achievements, create and close a reporting period to complete your quarterly performance reporting requirements.

1. Navigate to the reporting period page by clicking on Post Award > Management > Reporting Periods



2. To create a new reporting period, click on the plus sign in the upper right corner. A pop-up window will appear.



3. Select 'Achievements'.
4. From the Dropdown, select the quarter you will be reporting on.
5. Click Save.
6. Confirm that 'Number of Goals with No Achievements' is 0. *If one or more of your goals does not apply to the entire grant period, there may be instances where you do not report any achievements for that goal and period.*
7. On the reporting period screen, add any comments as necessary.

The screenshot shows the AmpliFund web application interface. On the left is a navigation sidebar with icons for Activity, Contacts, Grant Management (highlighted), Reports, Documents, Knowledge Center, and Administration. The main content area is titled 'Reporting Periods' and 'Match Test 3 - Award - Reporting Periods'. It displays the reporting period from 7/1/2022 to 9/30/2022, with a status of 'Open'. A dropdown menu is set to 'Achievements'. Below this is the 'Overall Achievements Details' section, which shows 'Number of Goals with No Achievements' as 0. A text area for 'Comments' contains the text: 'This program continues to reach new communities but is challenged by the increased demand for staff.' At the bottom, there is an 'Attach Documentation' section with a 'Choose a file' button.

8. Achievements Closeout: Select All to complete the submitted achievements.

Achievements Closeout			
Select	Goal	Goal Type	Description
<input checked="" type="checkbox"/>	To achieve 95% average program completion rate by the end of the grant period.	Milestone	Program manager will track the at-risk youth enrolled in the delinquency preve average completion rate is 85%. Activities: 1. Develop a pre and post program s quarter. 2. Implement quarterly meetings with providers to check-in on progre
<input checked="" type="checkbox"/>	Provide advocacy services to 150 primary or secondary victims in Lewis and Clark County by the end of the grant period.	Numeric Goal	The victims advocate will track each client using VS track. Our goal of 150 client procedures are up to date by the end of the first quarter. 2. Hire and train a se target as necessary to reflect community need.
<input checked="" type="checkbox"/>	Milestone Example	Milestone	This is example goal three

9. **Click save to save the report for later editing.**
10. **Click Close to finalize the report and submit to MBCC.**

Frequently Asked Questions

Can I edit my report after it has been closed?

To edit a closed report, the reporting period will need to be rejected by MBCC and returned to you for revisions. Contact MBCC if you need to make changes to a submitted report.

Am I required to have an achievement for every goal each quarter?

Goal progress should be reported on whenever there was activity on that goal. If one of your goals does not apply to the entire grant, you would not create achievements for every quarter. In this case, please include an explanation in the comments section of the reporting period.