

## **School Security Competitive Grant Program (SSCGP) Quarterly Monitoring Report**

**Summary:** On a quarterly basis, each School Security Competitive Grant Program (SSCGP) recipient, with open grants, must provide the grantor agency (DESPP/DEMHS) with a quarterly status update of its progress; this report includes both programmatic and financial status updates. A report must be provided for each open grant. Failure to provide this report on a quarterly basis may result in funding being withheld and/or the closure of your grant.

**Directions:** Please fill out each question on the following pages thoroughly and completely to provide DESPP/DEMHS with a complete picture of your program. Completed reports should be emailed to [SchoolSecurityGrant@ct.gov](mailto:SchoolSecurityGrant@ct.gov).

**Time:** This form is designed to take approximately 30 minutes to complete. To assist in your completion of this report, it may be helpful to have you master grant file/binder with you as well as any expenditures or contracts entered into during the quarter.

**Submission:** This form should be submitted by one of the following: the Authorized Signatory for the organization, the Project Director, or the Chief Financial Officer for the organization. If you have any questions or concerns regarding the submission of this report please contact us at [schoolsecuritygrant@ct.gov](mailto:schoolsecuritygrant@ct.gov).

**Note:** If you have missed any reports, please provide a report for the quarter missed and indicate in the narrative that a report has been missed.

### **Report Due Dates:**

January 1 - March 30 due not later than April 30

April 1 - June 30 due no later than July 30

July 1 - September 30 due no later than October 30

October 1 - December 31 due no later than January 31

## *School Security Competitive Grant Program (SSCGP) Quarterly Monitoring Report*

### **General Information**

This section provides identifying information for your open grant. One quarterly report must be submitted for each open SSCGP grant. Your grant award number can be identified on your initial Grant Award Notice.

Grant Award Number (Located on award, ex: 014SXXXXA) \*

Grantee Name \*

Report Date \*

Quarter \*

Report Year

### **Grant Deliverable Status Update**

This section of the Quarterly Self-Monitoring Report pertains to the status of key grant deliverables required under the SSCGP program (Public Act 13-3 and subsequent legislation).

Date School Safety and Security Plan Submitted to the DEMHS Regional Coordinators Office  
(Submission Required Yearly) \*

If plan not yet finalized, what is the anticipated completion date?

Has the Full NCEF Checklist been filed for each completed school?

Number of Reimbursement Requests Submitted Overall for this Grant?

**Financial and Programmatic Update**

This section of the Quarterly Self-Monitoring Report provides DESPP/DEMHS with an update on your financial progress as well as an update regarding any programmatic and administrative aspects of your project. Please answer these questions to the fullest extent possible as the answers help DESPP/DEMHS report overall project status to senior leadership, oversight agencies and state auditors.

Total Amount Expended:

Amount Expended this Quarter:

Amount of Budget Remaining:

What is the expected completion date for this project?

Have bidding materials been released or contracts issued during this quarter? (Please List)

What are some successes or best practices related to your program in this quarter?

**Authorization**

I certify that the information contained in this form is true and correct to the best of my knowledge. I further certify that I am authorized to submit this information on behalf of the grantee and am aware that I may be requested to furnish backup documentation.

Certification \*: I agree with the statement above.

Type Full Name \*

Date

Please submit this form to [schoolsecuritygrant@ct.gov](mailto:schoolsecuritygrant@ct.gov) within 30 days of the close of the quarter