



Tip Sheet for Quarterly Programmatic Report

To help you complete the Quarterly Programmatic Report, we encourage you to follow the tips below. Please refer to the Programmatic Report template when reading these tips, found in the Policies and Forms Library (<https://www.holocaustsurvivorcare.org/grant-information/center-policies-and-forms>).

- As per the JFNA Cooperative Agreement, all subgrantees are required to submit Quarterly Programmatic and Spending Reports to remain in compliance with the grant requirements. On page 2 of this tip sheet is a chart listing all report due dates.
- If an extension is needed on any quarterly report, prior to the due date contact your program manager – either Leah Miller (Leah.Miller@JewishFederations.org) or Amanda Jarvis (Amanda.Jarvis@JewishFederations.org), copying HolocaustCenter@JewishFederations.org – and briefly explain the extenuating circumstances.
- For the grant number, please refer to your Cooperative Agreement. If you're part of the Delta Cohort, your grant number will begin with "D" and then a number. If you're part of the Echo Cohort, your grant number will begin with "E" and then the number.
- Question 2B: Include the goals you honed on your JFNA evaluation consultation call. Please ensure each project is summarized.
- Question 3: If you are not serving any of the listed populations (i.e. Holocaust survivors, family caregivers, or professional service providers), answer "0" accordingly. If you are still ramping up your program and intend to serve one of the populations listed above – but have not yet served that population – also answer "0". Please include both the anticipated and actual number of participants per project.
- Question 4: Again, if you are not serving any of the listed populations, answer "0" accordingly. Please list the number of **new AND unduplicated** individuals served each quarter. If an individual has participated in multiple of the projects/services your agency provides, only list that participant as **one** individual. If an individual participated in the service for both Q1 and Q2, write "1" for Q1 and then "0" for Q2 as they are no longer a **new** participant.
- Question 5B: JFNA recognizes that your approved work plan may no longer be feasible and realistic on account of the current pandemic. Please respond to the question honestly to help JFNA identify trends and ways to better support your work.



- Question 5C: Please include a brief explanation of how you've adapted your programs to still achieve your goals and overcome pandemic-related challenges.
- Question 7: If you choose to submit any photos as products, you **must** also submit a JFNA photo release form *for each individual in the photo*. The photo release can be found embedded in the Quarterly Programmatic Report, as well as in the Policies and Forms Library (<https://www.holocaustsurvivorcare.org/grant-information/center-policies-and-forms>).
- Question 9: We encourage two impact stories per quarter, though they are not mandatory.

Program Year 5 Calendar and Reporting Deadlines

Event	Due Date
Q1 Programmatic & Spending Reports	June 30, 2020
Evidence of Match	August 31, 2020
Q2 Programmatic & Spending Reports	September 30, 2020
Evaluation Update Report	September 30, 2020
Q3 Programmatic & Spending Reports	December 31, 2020
No-Cost Extensions (Delta only) and Carry-Over Requests (Echo only)	December 31, 2020
Q4 Programmatic & Spending Reports	March 31, 2021
End of Program Summary	March 31, 2021
Annual Evaluation Report(s)	March 31, 2021
Year 2 Work Plan (Echo only)	March 31, 2021

*Note: All dates subject to change or extensions.