

COVID-19 Response Fund Grant Reporting Requirements beginning January 1, 2021*

REPORTING REQUIREMENTS AND DUE DATES

Monthly Rapid Reports will be required each month after receiving an award until grant funds have been expended and funded services concluded or through November of 2021. The window for completing Rapid Reports opens on the 1st of each month and reporting is due on the 10th. Each Rapid Report will address programs or services offered during the prior month.

Example: The February 2021 Rapid Report (completed between February 1 and February 10) will address any programs or services offered between January 1 and January 31.

Grantees are required to begin completing Rapid Reports the month after accepting an award—even if only minimal services (or no services) are provided during the first month. All grantees will complete at least one Rapid Report, even if their program or service is brief, e.g., a meal service operating for one month.

Example: An organization accepting an award on January 20 would be expected to complete the February Rapid Report, even if programming had not reached full implementation. As appropriate, the grantee would simply enter 0s into for questions about services that had not yet started.

Example: An organization accepting an award on February 1 would not be expected to complete the February Rapid Report. In this case, the first Rapid Report requirement would be March.

REPORTING CONTENT

All grantees will report on the following indicators, even if reporting 0s.

- Grant award date
- Counties and zip codes served
- Total volunteers this month, new volunteers this month, total permanent staff this month, new permanent staff this month, total temporary staff this month, new temporary staff this month, were any of these additions due to COVID-19 creating a loss of the volunteer base
- Dollar amount (of the grant) devoted to: retaining staff (i.e., staffing costs not associated with adding staff members), adding staff, purchasing supplies (i.e., non technology), purchasing technology, repairs/maintenance, facilities rent, other (with description)
- Dollar amount (of the grant) that offset revenue loss due to missed fundraising activities.
- [If any money spent on technology] Did the additional technology support remote or alternative (hybrid) working arrangements for staff?
- Funding from other sources and amounts
- Is this an ongoing project and date ended (if applicable)
- Service to special populations (e.g., young children, older adults, disabled populations)
- Number of unemployed or furloughed employees who gained employment this month as a result of services
- Total individuals served this month, new individuals served this month, total households served this month, new households served this month, total ALICE households served this month, new ALICE households served this month

Additionally, grantees will report on indicators specific to the objective(s) and Regional Communities Resilience Framework drivers they are advancing. In most cases, these indicators will involve counts of services or individuals receiving services (e.g., number of individuals served with food/supplies, number of trainings offered). In some cases, grantees will also be prompted to provide ratings or narrative descriptions of the impact these services are having.

For additional information on defining the ALICE population or understanding the Regional Communities Resilience Framework drivers and funding objectives, please visit the Resource Center within e-Impact.