

Addendum 3

Reporting Requirements

A. Performance Goals

To ensure accountability, transparency, and alignment with the Council's R² priorities, all CBOs awarded funding under this NoFO will be required to comply with ongoing reporting and monitoring obligations. These reporting and compliance requirements include but are not limited to the following:

- Completion and submission of monthly financial reporting. *Form to be completed using the Council's grants management system.*
- Completion and submission of the quarterly periodic programmatic reporting. *Form to be completed using the Council's grants management system.*
- Annual completion and submission of the consolidated fiscal and programmatic reporting templates. *Form to be completed using the Council's grants management system.*
- Participation in annual site visits conducted by the Grant Manager. Grant managers may conduct additional site visits as determined necessary.

Data and outcomes included in required reports must be corroborated by empirical data collected, case files, internal reports, or documentation, as applicable to each program.

B. Program Reporting

The selected organization will be required to collect and provide information generally and across the three priority areas of Economic Development, Reentry Initiatives, and Youth Initiatives. Broadly, data will be collected in the following areas:

- General: identifying characteristics of the organization, organizational statistics as it related to staff operations and capacity changes, and demographic information of client served.
- Economic Development: general information on services provided, including employment trends, funds disbursed, etc., programs encouraging collaboration with employers in the Target Regions, programs that increase

job-readiness for Target Region residents, programs that increase employability for target region residents, and decrease the under-employed, programs providing childcare services to those who need it in Target regions, programs impacting physical structures in target regions (not full construction costs, but enhancements to Brick & Mortar), economic programs supporting victims of domestic violence.

- Reentry Initiatives: overall trends of Target Region justice impacted clients, programs increasing employability for Target Region justice impacted residents, educational programs for Target Region justice impacted residents, Legal representation and assistance for Target Region justice impacted residents, programs increasing access to housing for Target Region justice impacted residents, programs that provide wrap-around services to Target Region justice impacted residents, and programs focused on Target Region justice impacted youth.
- Youth Initiatives: total amount of clients served, programs increasing post-secondary knowledge and skills, programs for youth during summer months and out of school hours, programs that encourage youth employability/entrepreneurship, and programs providing wrap-around services to youth and families.

General

Share organization's identifying characteristics.
Grant ID
Organization name
Program Type (service delivery or assessment and planning)
Target Region
Full name of person completing quarterly report
Email of person completing quarterly report
STAFFING
Share organizational statistics as it relates to staff operations and capacity changes.
Number of paid staff overall
Start of quarter amount of staff
End of quarter amount of staff
DEMOGRAPHICS
Share the demographic information of clients served.
Client race/ethnicity
Clients age (range provided)
Youth Initiatives Only Demographics
Family Size: 0-2
Family Size: 3-5
Family Size: 6-10
Clients in a Single-Family Home
Clients in a Multi-Generational Home
Clients in a Multi-Family Home

Economic Development

GENERAL:
Share the general information on services provided, including employment trends, funds disbursed, etc.
Number of clients provided economic development services
Number of clients who reported being unemployed
Number of clients who reported job loss
Number of clients who reported new employment
Number of clients that gained new subsidized employment
Number of clients that gained new unsubsidized employment
Number of clients that obtained wage increases (as a result of raise, promotion, or new employment)
Average amount of wage increase (dollars per hour)
Number of clients promoted
Average number of days clients maintain employment
Number of clients who maintained employment for 30, 60, or 90 days
Number of clients who reported household income under state poverty line
Average amount of client household income increase
Employment Access
Programs encouraging collaboration with employers in the Target Regions.
Number of official partnerships established with employers
Number of clients referred to partner employers
Job and Skills Training
Programs that increase job-readiness for Target Region residents.

Number of clients engaged in soft skills training (interview skills, professionalism, workplace communication, etc.)
Number of clients engaged in professional/job training programs
Number of clients who obtained professional/job training certifications
Number of clients engaged in entrepreneurship training
Workforce Development
Programs that increase employability for Target Region residents, and decrease the under-employed.
Number of clients paired with a workforce mentor
Number of clients engaged in professional development
Number of clients enrolled in educational programming
Number of clients who obtained a high school diploma/GED
Number of clients who received transportation assistance/solutions
Number of unique service hour childcare programs (2nd & 3rd shift)
Childcare
These programs provide childcare services to those who need it in the Target Regions.
Number of childcare programs funded
Number of children being serviced
Number of children leaving childcare program (aged out, financial, or other reason)
Number of children in childcare program K-12
Neighborhood Revitalization (Brick & Mortar)
These are programs impacting physical structures in the Target Regions, not full construction costs, but enhancements to Brick & Mortar.
Number of neighborhood revitalization events held
Number of households impacted by redevelopment (electrical, heating, roofing, etc.)

Number of projects receiving gap funding
Average amount of gap funding disbursed (in dollars)
Total amount of gap funding administered (in dollars)
Number of Neighborhood Revitalization Zone (NRZ) initiatives started
Domestic Violence Support
Economic programs supporting victims of domestic violence.
Number of domestic violence impacted clients
Number of clients receiving emergency financial assistance programs
Number of clients receiving entrepreneurial training
Number of clients receiving engaged in professional/job training programs
Number of clients who received referrals for housing assistance
Number of clients who reported gaining transitional housing (temporary housing that offers a stable and supportive environment)
Number of clients who reported gaining other housing

Reentry Initiatives

General
Share the overall trends of Target Region justice impacted clients.
Number of clients provided a reentry service
Number of clients served on probation, parole, or another form of community supervision
Number of clients who recidivate during program participation
Number of clients who recidivate after program completion
Reentry Workforce:
Programs that increase employability for Target Region justice impacted residents.
Number of unemployed clients
Number of clients who obtained new employment (can be promotions, and job placements including full or part time)
Number of clients that obtained wage increases (as a result of raise, promotion, or new employment)
Average amount of wage increase (dollars per hour)
Number of clients engaged in professional/job training programs
Number of clients who obtained professional/job training certifications
Number of clients engaged in entrepreneurship training
Number of clients engaged in soft skills training (interview skills, professionalism, workplace communication, etc.)
Average number of days clients maintain employment
Number of clients who maintained employment for 30, 60, or 90 days
Reentry Education
Educational programs for Target Region justice impacted residents.
Number of clients enrolled in educational programming

Number of clients who obtained a high school diploma/GED
Number of clients who enrolled in post-secondary education
Reentry Legal Assistance:
Legal representation and assistance for Target Region justice impacted residents.
Number of clients who obtained criminal legal representation
Number of clients who received referrals for legal assistance
Number of clients who received legal advice (general, criminal, or expungement)
Number of clients who completed expungement process
Reentry Housing:
Programs that increase access to housing for Target Region justice impacted residents.
Number of clients who reported experiencing housing instability
Number of clients who received referrals for housing assistance
Number of clients who reported gaining transitional housing (temporary housing that offers a stable and supportive environment)
Number of clients who reported gaining permanent supportive housing (long-term housing that combines affordable housing with supportive services)
Number of clients who reported gaining other type of housing
Number of clients who receive long-term housing subsidies
Number of clients who receive tenant education services (e.g. application assistance, financial literacy)
Number of clients who receive housing supplies and resources (e.g. utilities assistance, start-up kits, security deposit help)
Reentry Supportive and Financial Services (including pre-trial):
Programs that provide wrap-around services to Target Region justice impacted residents.
Number of clients that received case management services (social)

Number of clients that received case management services (mental health support)
Number of clients engaged with peer navigators
Number of clients that received transportation assistance (e.g., bus cards, gas cards, shared rides, transportation coordination, mobility assistance.)
Total amount of funds provided to clients for transportation assistance (in dollars)
Number of clients receiving food, clothing, and other amenity assistance
Number of clients assisted in obtaining government identification (e.g., state ID, driver's license, social security card)
Number of clients receiving general financial education (e.g., banking, credit scores, welfare assistance, social security, etc.)
Number of clients receiving technology training/assistance (e.g., digital literacy skills, facilitating communication, access to legal information, and employment opportunities)
Number of clients receiving childcare assistance
Number of clients receiving substance abuse support/treatment
Number of clients receiving mental health support
Number of health clinics held
Total Number of health clinics attendees
Number of court watchers hired
Youth Services
Programs focused on Target Region justice impacted youth.
Number of youth clients who report substance use
Number of youth clients who report delinquent activity
Number of youth clients who received substance use support
Number of youth clients who report delinquent activity
Number of youth clients who report victimization (victim/witness of crime in community)
Number of youth clients who were arrested

Number of youth clients re-arrested
Number of youth clients participating in rehabilitation programs
Number of youth clients participating in educational programs
Number of youth clients paired with a mentor
Number of youth clients receiving mental health services
Number of justice impacted youth served

Youth Initiatives:

GENERAL:
Share the total amount of clients served.
Number of youth clients engaged in youth development activities
Education
Programs that increase youth post-secondary knowledge and skills.
Number of youth clients served while enrolled in school
Number of nutritional education events held
Number of leadership development programs held
Number of financial literacy workshops held
Number of youth clients who graduated from high school
Number of youth clients who completed their GED
Number of youth clients who were accepted to college
Number of youth clients who attended college
Number of youth clients who attended vocational school
Number of youth clients who obtained a scholarship
Average monetary amount of youth clients' scholarship obtained (in dollars)
Total amount of scholarship dollars dispersed

Out of School Programming
Programs for youth during summer months and out of school hours.
Number of youth receiving summer camp scholarships
Number of youth enrolled in afterschool enrichment programs
Number of youth enrolled in peer mentoring programs
Number of youth enrolled in leadership development programs
Number of youth enrolled in preteen programs
Number of youth enrolled in teen programs
Employment
Programs that encourage youth employability/entrepreneurship.
Number of youth entrepreneurship workshops held
Number of youth clients who gained new employment
Number of youth clients who gained internship experience
Family:
Providing wrap-around services to youth and families.
Number of adult clients engaged in youth wrap-around services
Number of adult clients engaged in parenting classes
Number of clients engaged in family counseling (includes youth and adults)
Number of youth clients engaged in family counseling
Number of adult clients engaged in family counseling
Number of single parent households
Number of children in foster care