

Data Report Closeout Checklist

Please ensure before submitting you have all required information below.

Submit the Excel version of your report along with the signed PDF version due no later than July 30, 2019.

Each tab of the report is represented on the closeout tab in the same order. Please be sure you scroll all the way to the bottom and complete all sections in blue.

If there are numbers that are displaying that do not seem correct or no number is showing you can manually determine the number and enter it OR call/email Lacey for guidance.

CHECKLIST		
<input type="checkbox"/>	Committee Data	<p>The name, projections, and totals for each of your committees should auto-fill and be appearing. Ensure that numbers are appearing and seem accurate.</p> <p>Enter the outcomes information –</p> <ul style="list-style-type: none"> • Successes, • Challenges, and • Next Steps. <p>All three sections are <u>required</u>. Be thoughtful and thorough – do not just copy and paste from previous narratives.</p>
<input type="checkbox"/>	Non-Arrest Trainings	<p>The projections, and totals for your non-arrest trainings should auto-fill and be appearing. Ensure that numbers are appearing and seem accurate.</p> <p>Enter the outcomes information –</p> <ul style="list-style-type: none"> • Successes, • Challenges, and • Next Steps. <p>All three sections are <u>required</u>. Be thoughtful and thorough – do not just copy and paste from previous narratives.</p>
<input type="checkbox"/>	Arrest Protocol Trainings	<p>The projections, and totals for each type of arrest protocol trainings should auto-fill and be appearing. Ensure that numbers are appearing and seem accurate.</p> <p>Enter the outcomes information –</p> <ul style="list-style-type: none"> • Successes, • Challenges, and • Next Steps. <p>All three sections are <u>required</u>. Be thoughtful and thorough – do not just copy and paste from previous narratives.</p>

CHECKLIST		
<input type="checkbox"/>	Arrest Mini-Toolkit Trainings	<p>The projections, and totals for each type of arrest mini-toolkit trainings should auto-fill and be appearing. Ensure that numbers are appearing and seem accurate.</p> <p>Enter the outcomes information –</p> <ul style="list-style-type: none"> • Successes, • Challenges, and • Next Steps. <p>All three sections are <u>required</u>. Be thoughtful and thorough – do not just copy and paste from previous narratives.</p>
<input type="checkbox"/>	Community Awareness Data	<p>The projections, and totals for each community awareness objective should auto-fill and be appearing. Ensure that numbers are appearing and seem accurate.</p> <p>Enter the outcomes information –</p> <ul style="list-style-type: none"> • Successes, • Challenges, and • Next Steps. <p>All three sections are <u>required</u>. Be thoughtful and thorough – do not just copy and paste from previous narratives.</p>
<input type="checkbox"/>	Narrative & Certification	<ul style="list-style-type: none"> • In the narrative box provide any additional information that you would like us to know about the data submitted and your grant year. <ul style="list-style-type: none"> ○ Include overall successes and challenges as well as strategies to overcome challenges. • Signatures ***NOTE: Two signatures are required on the report. <p>When you submit your closeout report send the Excel file and a PDF of the entire closeout tab with signatures. You only need to submit a PDF of the closeout tab – no other tabs are needed.</p>