

YOUR QUARTERLY REPORT

Quarterly reports are essential for effective and meaningful project management.

The information you provide in your quarterly report allows the Department of Public Safety – Office of Traffic Safety (DPS-OTS) to showcase project accomplishments, identify best practices, strengths and needs. They also provide an evaluation of your overall performance toward the attainment of your goals and objectives. DPS-OTS uses the information you provide to measure success and we incorporate your quarterly report data into our Annual Performance Report to the State Legislature and Federal Government. We also use quarterly reports to help identify recipients for awards and commendations and to justify future funding for highway safety projects. Your reports are critical to the success of your agency and to the Nevada Department of Public Safety – Office of Traffic Safety.

When is my Quarterly Report due?

Quarterly reports cover the preceding three months' activities and must be forwarded to DPS-OTS (in single copy) so as to arrive not later than 15 working days after the completion of the quarter (January 15, April 15, July 15, and October 15). Failure to submit required reports can result in a delay in reimbursement payments, reduction in grant awards, and grant termination.

What do I put in my Quarterly Report?

The quarterly report should contain three elements: 1) Narrative 2) Goals and Objectives and, 3) Documentation (e.g., original copies of project related newspaper articles, sample public information and education items, and news releases).

What information should I include?

You must report on each goal and objective contained in your project agreement. Begin your narrative section by copying your goals and objectives in the numbered order as shown in your project agreement. In broad terms, use the following guidelines to help you prepare your report:

- When possible, quantify accomplishments for the current quarter and operational year.
- Describe how much was accomplished? What work was done? Discuss the various tasks that were carried out by project personnel. This description should relate to the program activities outlined in your project agreement.
- Did you encounter problems that affected project progress, and what corrective action was taken and/or is planned?
- What strategies are working, not working? To improve the traffic safety impact of your activities, you might want to revise your grant objectives.
- Have you discovered a new or better way to implement a traffic safety strategy? Are you conducting other types of “best practice” procedures that DPS-OTS could share with other grantees? Quarterly reports serve as an excellent learning tool for us all.

What data should I include in my report?

The data elements you report on are listed in your project agreement. If you said you were going to lower the number of crashes on College Parkway, then tell us how many crashes you had before starting this project and how many there were during the quarter. Attached is a sample report that lists different objectives and examples for reporting. The data we are looking for, however, is listed in your project agreement under project goals, objectives and activities.

What supporting documentation is needed?

Send copies of press releases, newspaper articles concerning your grant, copies of public information and education items you purchase, booklets, handouts, flyers, workshop agendas, Public Service Announcements, attendance rosters, videos, letters from concerned constituents, and anything relevant to your project.

I have a Mini-Grant. Do I need to do a Quarterly Report?

Mini-grants are projects under \$2,000, for a specific purpose and for a limited duration. If you are a mini-grant recipient, yes, are you required to do a quarterly report for each quarter of your grant. If you complete your entire project in one calendar quarter, then you are only required to do one quarterly report. If your mini-grant extends into a second quarter, then you must do a report in that quarter also.

Will a Quarterly Report serve as a Final Report for my project?

No. Your project agreement specifies that you will do a quarterly report for each quarter of your project and a final report. Your last quarterly report should be limited to what you did during that quarter of your grant. Your final report should be a wrap up of the entire project. Mini-grant recipients must also submit a final report.

I started my grant late in the quarter and didn't get much done. Do I still need a Quarterly Report?

Yes. We need to know what you didn't do as well as what you did in a quarter. If you didn't have sufficient time to implement or evaluate your grant in a quarter, it is important for us to know that as well. You will not be penalized if your reports reflect that you did not have the necessary time to initiate your project during the quarter. You might be penalized, however, if you fail to submit a quarterly report.

Where do I send my report?

Send your report to the Nevada Department of Public Safety, Office of Traffic Safety, 555 Wright Way, Carson City, NV 89711. You can fax the report to: (775) 684-7482 or e-mail it to tsafety@dps.state.nv.us.

What happens if I don't submit a Quarterly Report?

Failure to submit a quarterly report or submission of an incomplete report will result in a delay in processing your reimbursement claim(s). Repeated failure to submit reports may result in termination of your grant.

Questions?

If you have any questions concerning your quarterly report, contact your assigned DPS-OTS Program Manager or call (775) 684-7470.

Format for Quarterly Reports

Project #:

Administering Organization:

Report number:

Reporting period:

Person submitting the report:

Is progress being made toward achieving the objective(s) stated in the application?

yes _____ Please write a short paragraph describing that progress

no _____ If not, why not?

Is the project on schedule?

yes _____

no _____

If not, what changes have been made to the implementation schedule?

Have all activities in the timeline scheduled to be accomplished to this point been completed?

yes _____

no _____

If not, what adjustments have been made to the timeline?

Are communication lines being maintained between all parties associated with the project (OTS, vendors, collaborative partners, etc.)?

yes _____

no _____

If not, what difficulties are being encountered?

Are purchase orders being released in a manner which facilitates completion of the project?

yes _____

no _____

If not, please explain why:

Have minor changes been made to the budget?

yes _____ no _____

If so, what?

Has data to be used in the evaluation of the project begun to be collected?

yes _____ Please elaborate.

no _____ If not, what delays are being encountered?

Please provide any additional details or explanations you feel pertinent:

Provide a brief (one or two paragraph) analysis statement, evaluating the project to date, in your estimation.

Please include as attachments any products associated with the project, such as giveaway items, educational, promotional, and/or training manuals. Also attach any press releases, newspaper articles, etc. pertaining to the project.

SAMPLE REPORT

EVERY TOWN POLICE DEPARTMENT

Project: 25-AL-99

Elko Alcohol Enforcement Program

Quarterly Report

October – December 2004

Due Date:

January 15, 2008

1. To reduce the total fatal and injury collisions 10% from the calendar 1997 base year total of 1,000 to 900 by December 31, 2005.

List the year-to-date percentage change for fatal and injury collisions. For example, year to date fatal and injury collisions are down 20% (1000 vs. 800) from the same base year period last quarter. List any known contributing factors to the increase or decrease in fatal injury collisions.

2. To fax DPS-OTS at least monthly in advance, a short description of any new traffic safety event or programs.

List faxes during the current quarter. Year to date faxes. Describe the type of event or programs faxed to DPS-OTS.

3. To develop local hotlines to report DUI offenders that continue to drive with a suspended or revoked license and to distribute the offender "hot list" to traffic and patrol officers.

How many people called the hotline (current quarter and year to date)? How is the list distributed to officers? Include the number of hot sheet arrests. Were any of the arrests unusual (e.g., 10 times DUI offender or was offender also arrested for a criminal offense). Is the program effective? What are the officers and public's reaction? How are you publicizing the hotline telephone number?

4. To monitor the judicial disposition of citations for driving with a suspended or revoked license. In addition, meet with judges to support the strict enforcement of driver license laws.

What is the conviction rate for defendants who appear in court revocation? Are these cases filed as misdemeanors? If your conviction rate is low what are your plans to rectify the problem?

5. To conduct a minimum of 15 DUI checkpoints by December 31, 2004.

List the number of current quarter checkpoints and year to date DUI checkpoints, DUI arrests, and criminal arrests for each checkpoint. Include the day of the week and hours you operated your checkpoints.

Grantees should strive to operate checkpoints at times and locations with the highest probability of making DUI arrests and that historically have a disproportionate number

of alcohol involved collisions. Note: Officer safety is an overriding consideration when selecting a location.

What are the reasons DUI arrests are increasing or decreasing at checkpoints? Did you successfully generate pre-post checkpoint publicity? Please describe any high profile criminal arrests from a checkpoint (e.g., murder suspect or someone with a felony warrant).

Describe the profile of your typical checkpoint arrestee (e.g., resident, age, etc.). Is the profile changing: Are you considering changing locations, day and/or time of days? List your planned dates to conduct future checkpoints.

6. To measure the grant's impact on crime by tracking non-traffic related arrests that initiate from a checkpoint, STEP or Saturation Patrol. Some of the crime statistics to be recorded include: narcotics arrests, confiscated weapons, stolen vehicles recovered, criminal misdemeanor arrests, criminal arrests, and felony warrant arrests.

List any unusual high profile criminal arrests that were initiated from a grant sponsored activity. Conducted (how many) special enforcement operations aimed at the persistent drinking driver and those that continue to drive with a suspended or revoked license. Be sure to list the number of overtime hours spent on each operation and the traffic and criminal activity generated.

7. To increase DUI arrests by 5% from the calendar year 2004 base of a total of 1,000 to 1,050 by December 31, 2005.

Report total department wide DUI arrests for the current quarter. If you are below the year to date target, please explain contributing factors. What DUI arrests come from collision situations? NHTSA estimates that 20% or less of all DUI arrests should come from collision situations.

Are you currently arresting more DUI's than you did during the base year? What is the average DUI arrestee profile? Do you see more or less out of town drivers arrested for DUI? Out of town drivers are less likely to benefit from your public information and education.

8. To issue seat belt citations equaling at least 15% of total hazardous citations and child restraint citations equaling at least 3% of total hazardous citations.

Safety belt citations issues in the current quarter. Percent (+ %) above or (- %) below the objective target of 15%. Child safety seat citations issued current quarter. Percent (+ %) above or (- %) below the objective target of 3%. If you are below the objective target, please explain contributing factors and corrective action taken or planned.

9. To begin deploying the visible display radar trailer at least four times per week by October 2005.

Current quarter speed trailer deployments. Year to date speed trailer deployments. Is the speed trailer deployed an average of four times a week? Are resident's requests for the speed trailer changing? Have vehicle speeds decreased in areas near the trailers? Is the speed trailer computer generating useful information?

10. To conduct at least 20 speed enforcement operations in conjunction with the speed trailer by January 2005.

Number of deployments this quarter. Speed enforcement operations this quarter. Are you above or below your projected number of speed enforcement operations?

Describe the current quarter speed enforcement operations (e.g., number and types of citations, number of officers and hours deployed, and operational plans). What was the reaction of motorists cited for speeding violations? When are you planning to conduct future speed enforcement operations?

11. To establish a child safety seat court diversion program by October 2005.

*Violator attendance for the current quarter. Year to date violator attendance
Cost recovery fees collected this quarter. Costs recovery fees collected year to date. Was the program implemented on schedule? What program materials are being used? Do you inspect seats in violator's vehicles to ensure compliance?
How much does each violator pay to attend?*

12. To conduct child safety seat "misuse" checkups during the months of March and September.

What is the misuse rate? What are the most common errors? How many children in child safety seats were inspected and properly fitted? What kind of publicity was generated? What are your plans for future checkups?

13. Distribute at least 50 low cost child safety seats by December 2005.

Seats distributed this quarter. Distributed year to date. How are parents referred to your program? What is the cost for someone requesting a seat? Describe your course of instruction.

14. To conduct 16 school-based bicycle rodeos at 15 schools impacting approximately 20,000 students by October 2005.

School-based rodeos conducted current quarter. Conducted year to date. Attendees year current quarter. Attendee's year to date. How was your rodeo unique? Do you have plans to change your operation plan? How many helmets were inspected for correct fit? How are helmets distributed? What is the reaction of students? The reaction of school officials?