# General Revenue Funds (GRF) User Training

# AGENDA

- Housekeeping
- DCEO Introduction to Grant Reporting Requirements

**GRF Demonstration**

- **Enter Grant and Work Plan Information**
- **Add/Upload Customer Information**
- **Customer Progress Page**
- **Add/Update Capacity Building Data**
- **Planned vs. Actual Dashboard**
- Partner Guide
- Q & A Session
- Next Steps

# DCEO Grant Reporting Requirements

- Anticipate the reporting system will go "live" on April 1st
- Work Plan information will be entered in the system
- Data entry can be completed in real-time (monthly at minimum)
- DCEO will generate reports to track project progress and outcomes
- Grantees should continue to submit the PPR and PFR each quarter through the normal process
- Anticipate the addition of case management tools in next program year

# NEXT STEPS

- Review the instructions and training videos that are provided on the partner guide.

- Utilize the training environment to become familiar with the GRF system.
  *Note: Data will only stay in the system for 24 hours and then it is removed.

- Make sure the appropriate individuals have access to the GRF system.

- Prepare your grant information to ensure you are ready to go on April 1st.

- We encourage you to use the training information to get familiar with the system.
  *We have office hours scheduled next week on Tuesday from 10-11am and Thursday 1:30-2:30pm. Please come prepared with your questions. The information for the office hours can be found on the partner guide.