



Reporting Timelines

The tables below show the dates during which evaluation and reporting activities are expected to be completed for FY 2016 planning, implementation, support service and training grantees.

FY 2016 Planning Grantees

<u>Dates</u>	<u>Activity</u>
February 12, 2016	Complete baseline questionnaire
April 30, 2016	Complete semi-annual (SA) progress/financial reports for Quarters 1 & 2 (December 1, 2015 – March 31, 2016)
August 15, 2016	Complete grantee satisfaction survey
October 31, 2016	Complete SA progress/financial reports for Quarters 3 & 4 (April 1, 2016 – September 30, 2016)
April 30, 2017	Complete SA progress/financial reports for Quarters 5 & 6 (October 31, 2016 – March 31, 2017)
Ongoing	Final progress and financial reports are due 90 days after the close of the project period.
Ongoing	FY 2016 Planning grantees with no-cost extensions must continue to report on a semiannual schedule. Final reports are due 90 days after the close of the project period.



FY 2016 Implementation Grantees

<u>Due Dates</u>	<u>Activity</u>
January 31, 2016	Complete quarterly financial report* for Quarter 1 (December 1, 2015 – December 31, 2015)
February 12, 2016	Complete baseline questionnaire
April 30, 2016	Complete quarterly progress/financial reports for Quarter 2 (January 1, 2016 – March 30, 2016)
July 31, 2016	Complete quarterly progress/financial reports for Quarter 3 (April 1, 2016 – June 30, 2016)
August 15, 2016	Complete annual optional grantee satisfaction survey
October 31, 2016	Complete quarterly progress/financial reports for Quarter 4 (July 1, 2016 – September 30, 2016)
December 31st, 2016	One year projects end
January 31, 2017	Complete quarterly progress/financial reports for Quarter 5 (October 1, 2016 – December 31, 2016)
March 31, 2017	Complete final report (one year projects)
April 30, 2017	Complete quarterly progress/financial reports for Quarter 6 (January 1, 2017 – March 31, 2017)
July 31, 2017	Complete quarterly progress/financial reports for Quarter 7 (April 1, 2017 – June 30, 2017)
August 15, 2017	Complete annual optional grantee satisfaction survey
October 31, 2017	Complete quarterly progress/financial reports for Quarter 8 (July 1, 2017 – September 30, 2017)
December 31, 2017	FY 2016 Two year projects end
March 30, 2018	Complete final report (2 year projects)
Ongoing	FY 2016 Implementation grantees with no-cost extensions must continue to report on a quarterly schedule. Final reports are due 90 days after the close of the project period.

* Grantees do *not* need to complete a **progress report** for quarter one (October – December 2015). Please include all activity from December 2015 in the progress report completed for quarter two.



FY 2016 Support Service Grantees

<u>Due Dates</u>	<u>Activity</u>
January 31, 2016	Complete quarterly financial report* for Quarter 1 (December 1 – December 31, 2015)
February 12, 2016	Complete baseline questionnaire
April 30, 2016	Complete quarterly progress/financial reports for Quarter 2 (January 1, 2016 – March 30, 2016)
July 31, 2016	Complete quarterly progress/financial reports for Quarter 3 (April 1, 2016 – June 30, 2016)
August 15, 2016	Complete annual optional grantee satisfaction survey
October 31, 2016	Complete quarterly progress/financial reports for Quarter 4 (July 1, 2016 – September 30, 2016)
December 31st, 2016	One year projects end
January 31, 2017	Complete quarterly progress/financial reports for Quarter 5 (October 1, 2016 – December 31, 2016)
March 31, 2017	Complete final report (one year projects)
April 30, 2017	Complete quarterly progress/financial reports for Quarter 6 (January 1, 2017 – March 31, 2017)
July 31, 2017	Complete quarterly progress/financial reports for Quarter 7 (April 1, 2017 – June 30, 2017)
August 15, 2017	Complete annual optional grantee satisfaction survey
October 31, 2017	Complete quarterly progress/financial reports for Quarter 8 (July 1, 2017 – September 30, 2017)
December 31, 2017	FY 2016 Two year projects end
March 30, 2018	Complete final report (2 year projects)
Ongoing	FY 2016 Support Service grantees with no-cost extensions must continue to report on a quarterly schedule. Final reports are due 90 days after the close of the project period.

* Grantees do *not* need to complete a **progress report** for quarter one (October – December 2015). Please include all activity from December 2015 in the progress report completed for quarter two.



FY 2016 Training Grantees

<u>Dates</u>	<u>Activity</u>
January 31, 2016	Complete quarterly financial report for Quarter 1 (December 1 – 31, 2015)
April 30, 2016	Complete semiannual (SA) progress report for Quarters 1 & 2 (December 1, 2015 – March 31, 2016)
April 30, 2016	Complete quarterly financial report for Quarter 2 (January 1, 2016 – March 31, 2016)
August 15, 2016	Complete optional grantee satisfaction survey
July 31	Complete quarterly financial report for Quarter 3 (April 1, 2016 – March 31, 2016)
October 31, 2016	Complete semiannual progress report for Quarters 3 & 4 (April 1, 2016 – September 30, 2016)
October 31, 2016	Complete quarterly financial report for Quarter 4 (July 1, 2016 – September 30, 2016)
December 31, 2016	End of FY 2016 training grant project period
January 31, 2017	Complete semiannual financial report for Quarter 5 (October 1, 2016 – December 31, 2016)
March 31, 2017	Complete final reporting survey (due 90 days after the close of the project period)
Ongoing	FY 2016 Training grantees with no-cost extensions must continue to report on a semiannual schedule. Final reports are due 90 days after the close of the project period.

* Last updated on January 25, 2016