

QUARTERLY REPORTING FORMS

These reports are due to your Grant Monitor by the 15th of the month following the close of the quarter (October 15th, January 15th, April 15th and July 15th).

All grant recipients must submit a report for each quarter even if no expenditures were made or services rendered. Upon completion of the report, the original report quarterly report and one copy must be forwarded by mail to your Grant Monitor. No electronic submissions will be accepted. As stated in the Administrative Rules (Title 89, Chapter IX, Part 1100), failure to submit the required Quarterly Reports in a timely manner may result in reduced funding the following grant period. Extension requests will only be considered if the request is made and approved by your Grant Monitor prior to the due date of the report.

When requested, narratives should be in narrative form including all significant information. Failure to complete the report in its entirety will constitute an incomplete report and it will be returned to you. This may result in noncompliance.

Resumes for funded program staff must be included in the first Quarterly Report.

The Personnel and Personnel Expenditures section must be filled in every quarter. Months must be identified and the expenditures must match the Grant Expenditures on pages 10 and 11. No rounding of numbers will be accepted.

Any reallocation more than \$1,000.00 of grant funds or that creates a new line item must be approved in writing in advance by your Grant Monitor.

Your assigned Grant Monitor is available to help answer any questions you may have about completing the report or any other program issues. We look forward to working with you in the upcoming grant year.