

GRID REPORTING AND DUE DATES

Project Management Plan (PMP) Quarterly Progress Report

Purpose: For recipients to report on the progress of their project(s).

Due within the first 90 days of signed contract and quarterly due on:

- Q1: January 15
- Q2: April 15
- Q3: July 15
- Q4: October 15

Template file name: Entity - PMP QRP

Financial Report SF-425

Purpose: For recipients to report on their grant's financial progress.

Semi-Annually and Final (close out).

Due date:

- October 5
- April 5

Template file name: Entity - SF425-V1.0

Annual Program Metrics and Impact Report

Purpose: For recipients to report on the impact of their project(s).

Yearly. Due date:

- December 30.

Template file name: Entity - Greater than 500k - Annual Report or Entity - Lesser than 500k - Annual Report