

GRANT REPORTING INSTRUCTIONS

(RFA # 16-066 & 16-080)

The grant report consists of two pages, the Activity Report and an Expenditure Statement. Failure to submit the grant report can result in withholding of funds.

The report must reflect cumulative expenditures. Grantees must **mail two copies (signature in blue ink) and email** the grant report to the Chancellor's Office Project Monitor. The grant report must be received **on or before** the following deadlines:

REPORTING SCHEDULE	REPORT TYPE
Planning Grants	
April 1, 2017	Quarter 1
July 1, 2017	Quarter 2
October 31, 2017	Final
Implementation Grants	
April 1, 2017	Quarter 1
July 1, 2017	Quarter 2
September 30, 2017	Quarter 3
January 31, 2018	Final

Note: All products developed as a result of this grant must be made available to the Chancellor's Office Project Monitor upon request and posted to a web site location to be determined.