

PROGRESS REPORTING REQUIREMENTS

- Progress reports that provide a narrative description of work accomplished are due on a quarterly basis following the project start date.
- Quarters end on December 31, March 31, June 30, and September 30. Progress reports are due no later than the end of the next month – January 31, April 30, July 31, and October 31.
- The Grantee shall provide photographs and other visual materials to support the narrative description of work accomplished.
- The Grantee shall submit a final project completion report within 60 days of the project's completion date as specified in the grant agreement. The final progress report shall include appropriate deliverables produced from this grant.
- The progress reports shall be submitted to the Grants Administrator by email, fax or mail.