

GRANTEE REPORTING REQUIREMENTS

YEAR 1 - GRANT CYCLE REPORTING REQUIREMENTS

1 IGNITION (PAYMENT 1A REQUIREMENTS) - DUE SEPT 15

1. Attend Grantee Orientation
 2. Complete Organization Assessment Survey
 3. Submit W-9 and ACH
 4. Approved Annual Program Budget
- Sign Grant Agreement

**Requirements 1-4 must be approved to receive and sign your grant agreement*

See the appendix
of the grant manual
for more detail

2 LIFTOFF (PAYMENT 1B REQUIREMENTS) - DUE OCT 15

- Upload Annual Certificate of Insurance containing all insurance requirements
- Upload Annual Criminal History Record Check Attestation form
- Submitted MOED Local Hiring Law Employment Analysis Form
- Financial Technical Assistance Appointment **Not required by all*

3 FLIGHT (PAYMENT 2 REQUIREMENTS) - DUE MARCH 1

- Has met requirements for Payments 1a & 1b
- Up to date through December on:
 - Quarterly Programming Reports
 - Monthly Financial Expense Reports
 - Monthly Staffing Reports (for MOED)



YEAR 2 AND BEYOND - GRANT CYCLE REPORTING REQUIREMENTS

1 ONWARD AND UPWARD (50% OF ANNUAL FUNDING TOTAL) - DUE SEPT 15

- Approved Annual Budget
- Confirm Review of the Grant Manual
- Upload Annual Certificate of Insurance containing all insurance requirements
- Upload Annual Criminal History Record Check Attestation form
- Annual Site Visit
- Grantees must be up to date through June on:
 - Monthly Financial Expense reports
 - Quarterly Programming Reports
 - MOED Monthly Staffing Reports

2 ONWARD AND UPWARD (50% OF ANNUAL FUNDING TOTAL) - DUE MARCH 1

- Grantees must be up to date through December on:
 - Monthly Financial Expense reports
 - Quarterly Programming Reports
 - MOED Monthly Staffing Reports