

SHAP All-Grantee Call on Reporting Requirements

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Program Requirements

- 6 month Progress Report
- Annual Progress Report
- Implementation Report
- Final Report

6 Month Progress Report

- Due February 2010
- Non-competing application
- Format
 - Project abstract
 - Program narrative
 - Goals and objectives
 - Activities and accomplishments
 - Preliminary data
 - Significant changes
 - Planned FY 2010 activities
 - Budget narrative and justification

Annual Progress Report

- Due 30 days after yearly grant period ends
- Format similar to non-competing application
- All benchmarks must be reported on

Implementation Report

- Due 6 months after implementation
- Implementation – time program begins enrolling individuals
- State specific
- Activities, accomplishments, challenges, next steps

Final Report

- Due at the end of 5-year grant period
- Annual progress reports
- Elements
 - Use of funds
 - Efficacy in accomplishing goals
 - Ongoing evaluation
 - Potential replication
 - Future education and enrollment

Fiscal Reporting

- Quarterly PSC-272
- Financial Status Report

PSC-272

- Due approximately 45 days after the end of the quarter
- Federal quarters
 - 1st Oct. – Dec.
 - 2nd Jan. – Mar.
 - 3rd Apr. – June
 - 4th July – Sept.
- www.dpm.psc.gov

Financial Status Report

- Due within 90 days of the end of budget period
- Accounting of expenditures for full project year
- Report in Electronic Handbook

QUESTIONS?

Contact

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