

## Appendix A.5 – Quick Reference Chart for Senior Corps Reports and Due Dates

The Notice of Grant Award (NGA) is the project sponsors’ official notification of reporting requirements, due dates, and any special conditions (requirements) of the grant. **Check your NGA, including the [Terms and Conditions](#) to verify your due dates and any special conditions.**

Report	Due Date	Where to Submit	
<b>SF424- Grant Application</b> (New, Renewal or Continuation)	Due date is given in Senior Corps Notice of Funding Available for renewals or competitions, and in the Grant Continuation letter from your CNCS Program Officer/Portfolio Manager. Generally due about 9-10 weeks before your grant end date.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> <li>Required Documents- submit as directed to CNCS Program Officer/Portfolio Manager</li> </ul>	
<b>Progress Report</b>	Grantees must prepare the <b>Progress Report-Annual</b> at the end of the budget period. Grantees will complete the <b>Progress Report Semi-Annual- Lite</b> half way through the budget year. Reports must be submitted in the electronic grants management system no later than 30 days after the end of the designated reporting period.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>	
<b>Progress Report Supplement (PRS):</b>	Due date is announced in October-December, the first quarter of the Federal Fiscal Year. The reporting period is October 1 through September 30, the prior federal fiscal year. This report was formerly referred to as the PPVA.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>	
<b>FFR:</b> <i>Federal Financial Report to CNCS</i>	30 days after the first, and each consecutive 6-month reporting period based on your grant period. See below for Final FFR. Data is cumulative for the 3-year grant period.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>	
<b>FFR - Final</b>	90 after the end of year 3 of the grant performance period	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>	
(HHS PMS) <b>FFR – Cash Transactions Report SF 272</b>	For disbursement activity during the months of: April 01 through June 30 - 3rd Qtr. July 01 through September 30 - 4th Qtr.	The FFR is due on: July 30 October 30	<ul style="list-style-type: none"> <li>HHS/PMS</li> </ul>
<b>Re-Budget:</b> <i>Revision of budget, changes requiring approval.</i>	If necessary, no later than 30 days before the end of the budget period. Discuss budget revisions with your Program Officer/Portfolio Manager prior to initiating an amendment in the electronic grants management system	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>	

### Federal Fiscal Year - October 1 – September 30

Reporting Periods			
Federal Quarter	Start	End	Due Date
<b>Quarter 3</b>	April 1	June 30	July 30
<b>Quarter 4</b>	July 1	September 30	October 30