

2024-2025 CVS COALITION Grants Reporting Timeline

Grant Period: 10/1/23 - 9/30/25

Grant Activity Quarter:	Q1 Oct. 1 st - Dec. 31 st	Q2 Jan. 1 st – March 31 st	Q3 April 1 st – June 30 th	Q4 July 1 st – Sept. 30 th
Due Dates:	1/30/24 1/30/25	4/30/24 4/30/25	7/30/24 7/30/25	10/30/24 10/30/25
Reports Due:	▪ Financial Status Report	▪ Financial Status Report ▪ Quarterly Progress Report	▪ Financial Status Report ▪ Quarterly Progress Report	▪ Financial Status Report ▪ Quarterly Progress Report ▪ Year-end Report

All reports are submitted in [E-grants](#) and **must be submitted before the FSR can be approved.** Reporting extensions are not permitted and late reports may result in a notice of [non-compliance](#).

Financial Status Reports (FSR) are due at least quarterly, even if zero expenses during the quarter. See the FSR [description requirements](#) and [e-grants instructions](#) for submitting FSRs.

- Grantees who choose to submit monthly FSRs are required to provide a short progress update to ensure grant funds are being used for the intended purpose. Please provide a short list or a 2-3 sentence narrative to summarize activities accomplished with grant funds completed during the FSR reporting period, (for example, number of people served, training provided, relationships built, etc.). This information should be included in the “Comments to the Review Team from the Grantee:” box on the FSR/Payment Request Summary page.

Quarterly Progress Reports are due quarterly in e-grants. Upload a short narrative detailing the successes and challenges in meeting the [Statewide Coalition Standards](#) during the quarter. See [e-grants instructions](#) for submitting progress reports.

Year-end Reports include annual training and outreach numbers, funding/staffing/volunteer data, and a narrative report. See [e-grants instructions](#) for submitting progress reports and contact your grant manager with any questions about the year-end report.

Budget Revisions are required to add new line items to the budget, or shift funds between budget categories if expenditures exceed 110% of the budget category total; see [budget revision instructions](#). Multiple budget revisions are allowed, and **all final budget revisions must be initiated by 8/30/25.**

Grant Amendments are needed for any material change to the grant agreement, (i.e. extending the grant period). Contact your grant manager if you think you need an amendment. **All grant amendments must be initiated by 8/21/25.**

Visit the [OJP website](#) to view the [OJP Grant Manual](#), resources, and more information.