Administration on Aging
and
Centers for Medicare & Medicaid Services

AGING AND DISABILITY RESOURCE CENTER GRANT PROGRAM
2004 Awards
GRANTS MANAGEMENT & REPORTING REQUIREMENTS

Project Period –
July 1, 2004 through June 30, 2007

Grant Budget Period –
July1 through June 30 of each year

Semi-Annual Program Reporting Periods –
1st reporting period – For Year 1 the 1st reporting period is July 1, 2004 through March 31, 2005 (this first reporting period is 9 months long in order to place 2004 ADRC grantees in the same program reporting cycle as other Real Choice Systems Change grants).

After year one, the 1st reporting period is October 1 through March 31

2nd reporting period - April 1 through September 30

Semi-Annual Program Report Due Dates –
Reports are due 30 days after each reporting period. Reports are therefore due:
1st reporting period - April 30

2nd reporting period - October 30

Annual Financial Report Due Dates –
Reports should cover the grant budget period and are due 90 days after the period. Reports are due each year on September 30.

Final Project Report –
The final project report is due 90 days after the project ends and is therefore due:
September 30, 2007

Report Recipients –
As stated in your Award Letter, the semi-annual program reports and final project report should be mailed to your AoA and CMS Project Officers and your AoA and CMS Grants Management Officers.

AoA annual financial reports should be sent to your AoA Project Officer and Grants Management Officer. CMS annual financial reports should be submitted to your CMS Project Officer and Grants Management Officer.

Changes in Project Scope or Major Program Changes –
Submit a signed letter to Greg Case at AoA. Greg will copy the letter to the appropriate CMS Project Officer with copies to the AoA and CMS Grants Management Officers. AoA and CMS will jointly consider the request.

Budget Changes and Minor Program Changes –
Submit an e-mail to Greg Case at greg.case@aoa.gov. Greg will forward this e-mail to the appropriate CMS Project Officer as well as the AoA and CMS Grants Management Officers. This provides a good audit trail and is good program management.