



**Financial Reporting System Submission Deadlines:**

Quarter	Quarter Start Date	Quarter End Date	Report Submission Due Date
1	January 1	March 31	May 15
2	April 1	June 30	August 14
3	July 1	September 30	November 14
4	October 1	December 31	February 14

**Performance Reporting Timeframes and Submission Deadlines:**

Quarter	Quarter Start Date	Quarter End Date	Report Submission Due Date
1	January 1	March 31	May 15
2	April 1	June 30	August 14
3	July 1	September 30	November 14
4	October 1	December 31	February 14

\*If the deadline falls on a weekend or federal holiday, submit reports the business day before.

\*\*The last quarterly progress report will serve as the grant’s FINAL PERFORMANCE REPORT.

- Must provide both quarterly and cumulative information on the grant activities.
- Must summarize project activities, employment outcomes and other deliverables and related results of the project.
- Must thoroughly document the training or labor market information approaches that you used.