

Section 7.2.1: Programmatic Reports

PURPOSE AND POLICY

Grantees are required to submit programmatic progress reports to the grantor that describe project status and accomplishments. These reports measure the progress achieved on each task in relation to the approved schedule and project milestones for that reporting period. The grantee's review of the project, its functions, and activities are included in the progress report. Generally, progress reports are brief (normally less than five pages) and are in chart form, narrative form, or both. Grantees must also report on performance measures in progress and performance reports. Performance measures are defined in grant solicitations on a program-by-program basis. They are used to provide a quantitative element to evaluating the grantee's performance in executing the grant program. It is state policy that programmatic reports are included in the eCivis grant file.

PROCEDURE

1. **Schedule reporting tasks in eCivis.** The reporting requirements, including the schedule, are included in the grant agreement. During the grant set-up in eCivis, the grant program manager should assign scheduled reporting tasks (with reminders). Technical guidance for task assignment is included in the [eCivis User Guide for Grant Implementation](#).
2. **Grant program manager submits program progress report.** The grant program manager submits program progress reports to the grantor within the grantor's reporting system according to schedule. The grant program manager must complete all required fields; incomplete reports will be returned. Grant program managers can attach additional files containing any further details required to complete the report. After submitting the report to the grantor, the grant program manager uploads the report and supporting documentation to the grant file in eCivis.
3. **Report approval or change request.** The grantor program staff is responsible for the timely acceptance, review, analysis, and approval of reports. When questions or concerns arise from the review of the report, the grantor program staff will contact the grant program manager to discuss and resolve them. Both parties should document the issues and any agreements to resolve them. If the program report is not acceptable, the grant program manager will receive a change request from the grantor. The grant program manager should resolve any outstanding issues promptly and resubmit the report.