

Reporting

The CSDJFS Monthly Report webform should be submitted by going to:

tinyurl.com/provmonthly77

This is due by the fifteenth (15th) day of the month following the month being reported. If no activity occurred during the month, a submission is still required.

Semi-Annual and Annual Reports

The subrecipient shall submit an annual report of their program's outcomes to their designated CSDJFS Social Program Analyst (or their designee/indicated email recipient). A semi-annual report may also be required.

Generally, these annual/semi-annual reports are due by the last day of the month, following the month when the six or twelve months of service delivery concluded.

Subrecipient is responsible for maintaining all records that will inform such reports. Failure to submit reports timely or as required may result in technical assistance or other actions as outlined in the Subrecipient Agreement.