



## RSAT PROGRAM PROGRESS REPORTING SCHEDULE

RSAT Program Grantees must submit a **Progress Report** for each quarter of the grant period.

- **The OPM Program Manager will electronically send the appropriate Progress Reporting forms to the Grantee's designated Project Director.**
- RSAT Program Grantees must submit **Quarterly Progress Reports** and a **CY Federal Annual Progress Report**.
- All RSAT Progress Reports must be submitted electronically to the OPM Program Manager at this email address: [Stephen.Moniz@ct.gov](mailto:Stephen.Moniz@ct.gov)

### Due Date and Submission Requirements

Progress reports are due 15 days after the end of each quarter according to the following schedule:

Reporting Period	Type of Report Due	Due Date
July 1 – Sept. 30	<b>Quarterly Progress Report:</b> provide an update on grant funded activities taking place during the quarter	October 15
Oct. 1 – Dec. 31	<b>CY Federal Annual Progress Report:</b> provide a summary of grant-funded activities taking place during the calendar year. Includes federally-required performance metrics and performance measures.	January 15
Jan. 1 – March 31	<b>Quarterly Progress Report:</b> provide an update on grant funded activities taking place during the quarter	April 15
April 1 – June 30	<b>Quarterly Progress Report:</b> provide an update on grant funded activities taking place during the quarter	July 15

- A progress report must be submitted even if no grant funds were expended or no grant activities took place; the report must explain the lack of activity: e.g. delay in recruitment or hiring, purchasing process, planning phase, etc.

### Failure to submit Progress reports may result in suspension of grant payments

Questions concerning Progress Reporting should be directed to Stephen Moniz: Phone: 860-418-6341; FAX: 860-418-6496; Email: [Stephen.Moniz@ct.gov](mailto:Stephen.Moniz@ct.gov)