

Title V State Abstinence Guidance Documents

Table of Contents

1. Mentoring, Counseling and Adult Supervision Resources
2. Post Award State Plan Checklist
3. Budget Guidance
4. Financial and Progress Report Checklists
5. Continuation of Program Guidance
6. Program Timeline
7. State Abstinence Orientation Frequently Asked Questions (FAQs)

Mentoring, Counseling and Adult Supervision Resources

The purpose of an allotment under subsection (a) to a State is to enable the State to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity...

Defined as:

- **Mentoring:** provide young people with safe and trusting relationships; healthy messages about life and social behavior; appropriate guidance from a positive adult role model; and opportunities for increased participation in education, civic service, and community activities
- **Counseling:** Guidance to individuals, families, groups, and communities by such activities as giving advice, delineating alternatives, helping to articulate goals, and providing needed information.
- **Adult Supervision:** Monitoring and assistance provided to support positive developmental, structured activities.

Resources:

The Find Youth Info website offers a comprehensive look at a broad spectrum of youth programs, including programs that incorporate mentoring, counseling and adult supervision. <http://www.findyouthinfo.gov/index.shtml>

Center for Disease Control.

<http://www.cdc.gov/TeenPregnancy/index.htm>

National Mentoring Center: The national mentoring center is a great resource where you can learn about program practices associated with effective mentoring programs.

Go to the link for resource collections link on the left side of the page.

<http://educationnorthwest.org/nmc>

National Mentoring Partnership: The national mentoring partnership has a publication regarding the elements of effective practice that could be a good resource to programs seeking to develop a mentoring program.

http://www.mentoring.org/program_resources/elements_and_toolkits

Public and Private Ventures: Public and Private ventures has conducted a good deal of research on mentoring and they have many practice guides and studies available on their website.

<http://www.ppv.org/ppv/mentoring.asp>

David Dubois is a leader in the field, and has published a book based on his research.

<http://www.ihrp.uic.edu/researcher/david-dubois-phd>

Additional resources will be available on the FYSB website. A link will be provided all grantees via email following the Webinar.

Post Award State Plan Checklist

The Abstinence Funding Opportunity Announcement (FOA) provides extensive guidance on the form and substance required for the Post-Award state plan. When developing your plan, please adhere strictly the FOA outlined requirements.

<input type="checkbox"/>	State Plan cover page and table of contents
<input type="checkbox"/>	<p>Program narrative</p> <p><input type="checkbox"/> In addition to all the Funding Opportunity Announcement required content, please also include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The target population or demographic. <input type="checkbox"/> Location of program delivery (school, community facility, etc.)
<input type="checkbox"/>	Description of Problem and Need
<input type="checkbox"/>	<p>Implementation Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Barriers <input type="checkbox"/> Mechanisms <input type="checkbox"/> Monitoring <input type="checkbox"/> Coordination <input type="checkbox"/> Service recipient involvement <input type="checkbox"/> Referrals
<input type="checkbox"/>	Objective Performance and Efficiency Measures
<input type="checkbox"/>	<p>Description of Programmatic Assurances (Medical Accuracy)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legislative application to sub-awardees. <input type="checkbox"/> Public Health Service Act
<input type="checkbox"/>	<p>Budget Discussion (different than narrative), describe the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> sub-award process <input type="checkbox"/> Allocation to support services recipients <input type="checkbox"/> Identify sources of non-federal fund (match) <input type="checkbox"/> Qualifications of key personnel <input type="checkbox"/> Assurance of personnel support for the Program <input type="checkbox"/> Sub-awardee documents <input type="checkbox"/> Budget for annual conference
<input type="checkbox"/>	Appendices- Medically Accuracy Certification
<input type="checkbox"/>	<p>Application for Federal Assistance (SF-424) and the Project/Performance Site Location (SF-P/PSL)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resubmit SF-424 with any necessary revisions. If no revisions, submit a copy of the original. <input type="checkbox"/> SF-P/PSL- Site the primary location for operation (recipient) and up to 30 project performance sites (sub-awardees and recipients).

Grant Application Budget Related Documents

SF-424A Form Budget Information – Non-Construction Programs

The form can be found at this URL:

http://www.acf.hhs.gov/Programs/Programs_resources.html

Budget and Budget Narrative Documents

1. **Budget** – This should be in a spreadsheet or table format. Both the Federal and non-Federal budget items should be clearly marked. The budget should reflect the budget cost categories outlined in SF-424A (i.e. personnel, benefits, travel expenses, equipment, supplies, contractual, other, indirect costs, matching and in-kind contributions) and identify all line items within each category. Programs should provide a specific itemization of the budget.

2. **Budget Narrative** – The Programs should provide a justification supporting the need to allocate funds for items in the spreadsheet or table format of the itemized Federal and non-Federal budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities. In the contractual category, indicate if the sub-award was awarded competitively or non-competitively. If the sub-award is a sole source/non-competitive award, provide a brief explanation of the rationale for the selection of the sub-awardee(s).

Budget Categories

The components of the budget and budget narrative are the line item categories and the type of funding (Federal and non-Federal share), as indicated below:

- 1) Personnel – Salaries of staff performing tasks directly related to the project.
- 2) Fringe Benefits – The amount paid by an employer to cover non-wage benefits. This includes (but is not limited to) health insurance, disability insurance, retirement, pensions, life insurance, and dental insurance.
- 3) Travel – Lodging, transportation and per diem costs for out of town meetings and conferences for salaried personnel only (not consultants or contractors).
- 4) Equipment – Tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- 5) Supplies – All personal property excluding equipment, such as office supplies.
- 6) Contractual – Costs of subcontracts for services and goods except for trainer and consultant costs, which should be indicated in the “Other” category. SubPrograms and sub-awards are contracts, as they require another entity to provide services to meet the scope of work as indicated in the funding opportunity announcement.
- 7) Other – Such costs, where applicable and appropriate, may include but are not limited to insurance, food, professional services costs (consultants), space and equipment rentals, printing and publication, computer use, training costs, tuition and stipends, staff development costs, furniture, fuel, program supplies, local travel, accounting, evaluation, and administrative costs.
- 8) Total Direct Charges – The costs that can be specifically identified with a particular project, program, or activity.
- 9) Indirect Costs – Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, administrative salaries, etc. An Indirect Cost Rate

Agreement provided by a Federal government agency establishes the percentage of the organization's total costs to its direct cost base.

- 10) Non-federal/Matching- Describe the source and use of any matching funds, including in-kind funds. In-Kind funds can come from a variety of sources such as services, supplies, equipment, space, or staff. In-kind contributions must be fairly evaluated; must be an allowable cost under the terms of the Program, if the party receiving the contributions were to pay for them; and volunteer services must be an integral and necessary part of the project.

Indirect Cost Rate Agreement

Website for requesting instruction on how to obtain an Indirect Cost Rate:

<http://rates.psc.gov/>

Website of contacts for assistance in obtaining an Indirect Cost Rate Agreement:

<http://rates.psc.gov/fms/dca/map1.html>

Sample Format for Itemized Budget
(Note: This is only a sample. The exact formatting is not required.)

Categories of Funding	Federal Funding	Non-Federal Funding (if applicable)
Personnel		
Position 1 (FTE .50) Salary \$50,000	\$25,000.00	
Position 2 (FTE 1.0) Salary \$45,000	\$45,000.00	
Department of health and Human Services staff 80 hours of service		\$41,111
Personnel Total	\$101,111.00	
Fringe Benefits		
Social Security (6%)	\$3,000.00	
Medicare (5%)	\$2,000.00	
Health Insurance (3%)	\$1,000.00	
Fringe Benefits total	\$6,000.00	
Travel		
Travel Total	\$2,790.00	
Equipment		
Equipment Total	\$0.00	
Supplies		
Videos 3 * 55.00/eac	\$165.00	
Supplies Total	\$165.00	
Contractual		
A Research Co. 3 studies @ \$6000 ea.	\$18,000.00	
Contractual Total	\$18,000.00	
Other	\$0.00	
School building use		\$32,030
Other Total	\$32,030	
Indirect Costs	\$0.00	
Indirect Costs Total		
Matching Total		
Federal and Matching Total	\$96,995	\$731,141
Total Project Budget	170,096	

Financial Status Reports Checklist

	General Reporting Requirements: State Programs are required to submit program progress reports and financial status reports semi-annually. Reports will be due 30 days after the conclusion of the reporting period.
<input type="checkbox"/>	Financial Status Reports for FY 2010 Funds:
<input type="checkbox"/>	Interim Financial Status Report due December 30, 2010?
<input type="checkbox"/>	Final fiscal report is due December 30, 2011
<input type="checkbox"/>	Savable version of the SF-269A can be found at Programs.gov.
<input type="checkbox"/>	See Abstinence Timeline for future FY filing dates.
<input type="checkbox"/>	Financial Report Submission: to the State Abstinence Programs Management Office, care of Nathaniel Morris West Financial Management Specialist Administration of Children and Families Office of Programs Management Division of Mandatory Programs 370 L'Enfant Promenade, SW. Washington, D.C. 20024

Progress Report Checklist

<input type="checkbox"/>	Program Progress Report Documents: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Forms, as provided. Instructions to complete the forms can be found in appendix C of the Funding Opportunity Announcement.
<input type="checkbox"/>	Due: FY 2010 due on April 30, 2011.
<input type="checkbox"/>	Mail To: Griffin Mulcahey Management and Program Analyst US Department of Health and Human Services Administration for Children and Families Family and Youth Services Bureau 1250 Maryland Avenue SW 8th Floor, Rm. 8315 Washington, DC 20024

Program Continuation (FY 2011-FY 2014)

Letter of Intent must address:

- Grant Document Number (1001-*State Abbreviation*-Abstinence)
- Level of refunding (i.e. allotment) and Amount of Match
- Description of changes to the previously approved plan
- Corrective Action update, as applicable and as requested
- Addendum Documents: Submission of modifications of changes to any aspect of the original application (FY2010 or FY2011), to include SF-424, SF-424A, budget, budget narrative, SF-P/PSL, and lobbying certification.
- Signed by Authorized Representative on the Grant Application (SF-424)
- FYSB will notify and instruct the grantees via writing of the documents required for the letter of intent.
- FYSB will distribute additional guidance regarding letters of intent for FY 2012, 2013, and 2014.**
- Letter of Intent to be submitted via mail to:

Griffin W. Mulcahey
US Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
1250 Maryland Avenue SW, Rm. 8315
Washington, DC 20024

**State Abstinence Education Program
Reporting Requirements Timeline
Budget Period: FY 2010**

Grant Document Number: _____

Program Specialist: Griffin Mulcahey 202-205-9605 griffin.mulcahey@acf.hhs.gov
 Program Specialist: Morris White 202-401-1230 nathaniel.west@acf.hhs.gov

Program Specialist Mailing Address:
 ATTN: Program Specialist
 Family and Youth Services Bureau
 1250 Maryland Ave, SW 8th Floor
 Washington, DC 20024
 Fax: 202-205-9535

Grant Officer Mailing Address:
 ATTN: Grant Specialist
 Office of Programs Management
 370 L'Enfant Promenade, SW, 6th Floor
 Washington, DC 20447
 Fax: 202-205-8267

Due Date	What's Due	Project Period Covered	Submit
December 10, 2010	Post Award State Plan (SF-424)	8/2/2010-9/30/2011	<ul style="list-style-type: none"> • Original and two copies to Program Specialist
February 30, 2011	Letter of Intent (and Plan) for FY 2011	9/30/10-9/30/2012	<ul style="list-style-type: none"> • Original to Program Specialist
April 30, 2011	1 st Semi- annual Program Progress Report	9/30/2010 - 3/31/2011	<ul style="list-style-type: none"> • Original mailed to Program Specialist • Faxed or emailed copy to Program Specialist
April 30, 2011	1 st Semi-annual Financial Status Report (SF 269)	9/30/2010-3/31/2011	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
October 31, 2011	2 nd Semi-annual Program Progress Report	4/1/2011-9/29/2011	<ul style="list-style-type: none"> • Original to Program Specialist
October 31, 2011	2 nd semi-annual Financial Status Report (SF 269)	4/1/2011-9/29/2011	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
April 30, 2012	Semi- annual Program Progress Report	9/30/2011 - 3/31/2012	<ul style="list-style-type: none"> • Original mailed to Program Specialist
April 30, 2012	1 st Semi-annual Financial Status Report (SF 269)	9/30/2011-3/31/2012	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist

April 30, 2012	1 st Semi-annual Financial Status Report (SF 269)	9/30/2011-3/31/2012	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
October 31, 2012	2 nd Semi-annual Program Progress Report	4/1/2012-9/29/2012	<ul style="list-style-type: none"> • Original to Program Specialist
October 31, 2012	2 nd semi-annual Financial Status Report (SF 269)	4/1/2012-9/29/2012	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
April 30, 2013	Semi- annual Program Progress Report	9/30/2012 - 3/31/2013	<ul style="list-style-type: none"> • Original mailed to Program Specialist
April 30, 2013	1 st Semi-annual Financial Status Report (SF 269)	9/30/2012-3/31/2013	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
October 31, 2013	2 nd Semi-annual Program Progress Report	4/1/2013-9/29/2013	<ul style="list-style-type: none"> • Original to Program Specialist
October 31, 2013	2 nd semi-annual Financial Status Report (SF 269)	4/1/2013-9/29/2013	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
April 30, 2014	Semi- annual Program Progress Report	9/30/2013 - 3/31/2014	<ul style="list-style-type: none"> • Original mailed to Program Specialist
April 30, 2014	1 st Semi-annual Financial Status Report (SF 269)	9/30/2013-3/31/2014	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
October 31, 2014	2 nd Semi-annual Program Progress Report	4/1/2014-9/29/2014	<ul style="list-style-type: none"> • Original to Program Specialist
October 31, 2014	2 nd semi-annual Financial Status Report (SF 269)	4/1/2014-9/29/2014	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist

Note: The reports must be signed by your **Authorized Representative** as named in your original Program application.

The Financial Status report can be found online at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>
 Scroll down to reports and click on **SF- 269 FORM**

Title V State Abstinence Program Frequently Asked Questions (FAQs)

1. What is the timeframe for Abstinence program budget expenditure?

Section 503(b) of the Social Security Act (42 U.S.C. § 703(b)), which governs the timeframe during which State Abstinence Education funds are available for expenditure, provides that “[a]ny amount payable to a State under this title from allotments for a fiscal year which remains unobligated at the end of such year shall remain available to such State for obligation during the next fiscal year. No payment may be made to a State under this title from allotments for a fiscal year for expenditures made after the following fiscal year.” Thus, States are to follow the guidelines for FY2010 awards as stated in the Notice of Award and Terms and Conditions documents forwarded by the Office of Grants Management. The project period for FY2010 awarded funds is August 2, 2010 through September 30, 2011. All FY2010 award funds must be expended by September 30, 2011, with all accounts settled by December 30, 2011.

States will be allowed to submit a letter of intent to continue the program with their FY2011 allotment. The budget period for FY2011 funds began on 10/1/2010 and will end on 9/30/2012. States will have two years to expend FY2011 funding and an additional 90 days for closeout

2. Can funds be obligated retroactively before approval of the plan?

Yes. States are entitled to pre award costs including the costs of developing and submitting the Application and Post Award Plan to the Grants office. This contradicts previous information provided in the FOA, Expenditure Restrictions (p. 12) which misstated the funding restrictions. Please include the costs of Plan development and submission in your program budget and budget narrative.

3. How is the Non-Federal funding (matching) minimum amount calculated?

See Section III.B Cost Sharing or Matching (p. 12) of the FOA. The matching requirement for the Abstinence program remains the same as previous years under Title V. The Grantee must fund at least 43% of the total program costs with federal resources funding no more than 57% of the total program costs. For example, if a States total program costs a \$100,000, the ACF will award \$57,000 and the State must provide \$43,000.

The Formula to calculate the match requirement is based on the given federal allotment:

(Federal Grant x (100/57)) x 43%= Match Requirement

4. *If a grantee submits a Post Award State Plan early will the funding become available before January 23, 2010?*

Yes, any Plans submitted early will received written notice of the ACF approval decisions within 45 days. If approved, the grantees funds will become available immediately after approval notice.

5. *If a grantee plans to sub-contract funds, but cannot enter contracts until the funds are available, how can they identify the sub-awardees in the Plan?*

We understand many states face this problem. We will provide a grace-period following the approval of your funds in which grantees can identify sub-awardees. Grantees must submit an addendum, no later than 30 days after the funds are released to the State.

6. *How do grantees request FY 2011 funds and funds for future years?*

Grantees must submit a letter of intent. For FY2011 Funds, grantees must submit a Letter of Intent by February 30, 2011. The letter of intent must include the grant document number, level of refunding requested, a description of changes to the previously approved plan, and a corrective action update, as applicable and as requested. If the State's FY 2010 Plan was approved, than the FY 2011 funds will be available immediately upon FYSB's receipt of the letter of intent.

For FY 2012 and beyond, the same letter of intent requirements apply, and in addition we ask grantees to submit additional addendum documents, to include submission of modifications of change to any aspect of the original application, to include SF-424, SF 424A, budget, budget narrative, SF-P, PSL, lobbying certification, etc. The government will send guidance to grantees each year specifying the requirements for continuation of funding.

7. *Is there a Federal Protocol for selecting Program vendors?*

No, the states have discretion to select vendors as applicable to each particular grantee state requirements.

8. *Does FYSB have any additional guidance for mentoring, counseling and adult supervision?*

Yes. Please see the Mentoring, Counseling and Adult Supervision material included within this Guidance Document.

9. *What can be used for In-Kind matching?*

See Section III.B Cost Sharing or Matching (p. 12) of the FOA. In kind contributions can come from a variety of sources. The contributions must; be fairly evaluated, be an allowable cost under the terms of the grant if the party receiving the contributions were to pay for them. Some examples include services, space, equipment, supplies, or volunteer services. Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program (Title 45 CFR 74.23).

10. *What if we cannot spend all the FY 2010 Funds?*

See Section 503 of the Social Security Act (42 U.S.C. 703). Unfortunately if you do not allocate the FY 2010 funds by September 30, 2011, and spend those funds within 90 days thereof, the federal government retains all expended funds.

11. *If a state does not think they can make the match, can we ask for less federal funding?*

No. Please see the FOA Section C. Other Program Requirements, Allocations p. 11. Under the mandatory grant the federal allotment, and subsequently minimum mandatory match, are determined by a formula using the State's population if low-income children compared to the total of low-income children in the U.S. The allotment for each State or Territory will be updated based on the census data and will be communicated to the States by August 15, annually.

12. *Must each A-H component as indicated in Section I.A. (Section 510 of the Social Security Act) be included in the Abstinence Education Program?*

See Section 1.B Program Design (p. 6) of the FOA. "The stated purpose of this funding is "to enable the State to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling and adult supervision to promote abstinence from sexual activity." For that reason, States may fund abstinence education as defined by Section 510(b)(2) of the Social Security Act (42 U.S.C. § 710(b)) or programs that provide mentoring, counseling and/or adult supervision as a means of promoting abstinence from sexual activity. All programs incorporated by a State must ensure that abstinence from sexual activity is an expected outcome." States must determine the appropriate emphasis for their target population.

13. *Can a program address the elements of 510(b)(2) A-H in one aspect of the program, but not specifically address the elements in another aspect?*

Yes, See 1.B Program Design (p. 7) of the FOA. States seeking funding should use their **discretion in coordinating components to construct abstinence programs** that best meet the needs of the populations likely to bear children out of wedlock. It is at the States discretion to balance the programmatic emphasis to meet the needs of their target population.

14. *The Guidance FAQ stated that FYSB will provide an addendum of 30 days for grantees to identify sub-awardees. However, many states must award sub-awardees through competitive procurement, which can take six to eight months. How should states with competitive procurement requirements submit the Plan addendum and complete the SF-P/PSL form?*

States must briefly describe their sub-awardee procurement process along with an estimate of the sub-awardee procurement timeframe. Once the state completes the procurement process, the State must then submit documentation regarding sub-awardee agreements and an updated SF-P/PSL to FYSB.

15. *Has FYSB set an anticipated date for the annual grantee meeting?*

We do not have a date set at this time. We anticipate hosting the conference sometime in the fourth quarter of 2011. We will follow up with additional information as soon as we finalize specific dates.

16. *States must submit a SF-424 form in conjunction with the post award state plan solely FY 2010. Are states required to submit an amended SF-424 form when requesting the FY 2011 Funds?*

Yes. The SF-424 states submit with the post-award plan addresses only FY 2010 funds. For FY 2011 funds, States must submit a letter of intent as well as an updated SF-424 for FY 2011 budget.

17. *Are states required to provide a justification for the non-federal/match in the budget and budget narrative? In previous year's states only accounted for the federal funding.*

States must include the justification or utilization of your non-federal/matching funds in budget narrative and itemized budget. The budget guidance provides an example, in spreadsheet format, for identifying the justification of both federal and matching funds. In the budget narrative, State must identify both the source of the non-federal funds and how those funds will be utilized within the program.

18. *Is there an age requirement for the program target population?*

No. Please see the Funding Opportunity Announcement Section II, Award Information, and Target Population (p. 9). States are simply required to focus on populations that are most likely to bear children out-of-wedlock. The states have the discretion to identify that demographic within the state and target their program accordingly.

19. *Due to corrections in funding period deadlines, some states had to adjust their original plan. How and where should states explain that within the state plan?*

States should identify changes in plans and plan budgets within the post award state plan narrative, budget discussion, budget narrative, budget and SF-424.

20. *The Funding Opportunity Announcement does not mention an abstract requirement for the post award state plan. Why did the webinar ask for an abstract?*

FYSB requests updated abstracts if the state made any modifications or changes to the plan between the submission of the abbreviated application and the post award state plan. Please identify those changes in an updated abstract. If the states plan remains unmodified then a state can resubmit the original abstract with the post award state plan.

21. *Are states required to submit documents again if they were previously submitted with the abbreviated plan?*

No. FYSB only asks States to resubmit documents if they modified the program between the submission of the abbreviated application and the post award state plan. If modified, please submit forms reflecting the modification.

22. *Once the plan is approved, is funding available for the program as of the approval date or retroactive to September 30, 2010?*

Funds will be unrestricted upon approval of the plan. Costs incurred in the development and submission of the post award state plan may be reimbursed dating back to August 2, 2010. All other budget expenditures begin at the approval date.

23. *Why isn't April 30th the first reporting date for 2011 and all the years thereafter? The timeline has a discrepancy.*

The timeline inadvertently listed March 30th as the first semi-annual reporting date for 2011 and 2012 with April 30th listed for 2013 and 2014. The discrepancy has been corrected and April 30th will be the first reporting date of every year. Please see the updated timeline.

FY 2011: 1st Reports due April 30th, 2011, second Reports due October 30th, 2011

FY 2012: 1st Reports due April 30th, 2012, second Reports due October 30th, 2012

FY 2013: 1st Reports due April 30th, 2013, second Reports due October 30th, 2013

FY 2014: 1st Reports due April 30th, 2014, second Reports due October 30th, 2014