ACL GRANT REPORTING REQUIREMENTS FOR FALLS PREVENTION

REPORTING CALENDAR (Grantees 2023-27)

Year	Final Reports[1]	Semi-Annual[2] and Final Program Reports[3]
2023	**Annual SF-425**	
		Semi-Annual Report Due – November 30, 2023 Monitoring Call – December 2023 (For the Period May 1, 2023 – October 31, 2023)
2024		
	Annual SF-425 – May 31, 2024 (For the Period May 1, 2023 – April 30, 2024)	Semi-Annual Report Due – May 31, 2024 Monitoring Call – June 2024 (For the Period November 1, 2023 – April 30, 2024)
		Semi-Annual Report Due – November 30, 2024 Monitoring Call – December 2024 (For the Period May 1, 2024 – October 31, 2024)
2025		
	Annual SF-425 – May 31, 2025 (For the Period May 1, 2024 – April 30, 2025)	Semi-Annual Report Due – May 31, 2025 Monitoring Call – June 2025 (For the Period November 1, 2024 – April 30, 2025)
		Semi-Annual Report Due – November 30, 2025 Monitoring Call – December 2025 (For the Period May 1, 2025 – October 31, 2025)
2026		
	Annual SF-425 – May 31, 2026 (For the Period May 1, 2025 – April 30, 2026)	Semi-Annual Report Due – May 31, 2026 Monitoring Call – June 2026 (For the Period November 1, 2025 – April 30, 2026)
		Semi-Annual Report Due – November 30, 2026 Monitoring Call – December 2026 (For the Period May 1, 2026 – October 31, 2026)
2027		
	FINAL FINANCIAL REPORT – August 30, 2027 (Cumulative for the Period May 1, 2023 – April 30, 2027)	**FINAL REPORT** – August 30, 2027 (Cumulative for the Period May 1, 2023 – April 30, 2027)

Other Instructions:

- *In addition to the financial and program reporting noted here, grantees must also enter data on programs and participants into the online Healthy Aging Program Integrated Database (HAPID®) within 30 days of program completion.*
- *Thoroughly review ACL's webpage on "Managing a Grant"- https://acl.gov/grants/managing-grant.*

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1. Financial reporting should be done through the Payment Management System (PMS). For financial reporting instructions, see: https://pms.psc.gov/, https://acl.gov/grants/managing-grant, **and** your official grant Notice of Award.
2. Semi-Annual Reports should be: 1) uploaded as "*Messages*" in GrantSolutions (https://www.grantsolutions.gov); and 2) emailed to Binod Suwal at binod.suwal@ncoa.org **and** ACL Project Officer. For the semi-annual reporting instructions and template, see: ACL Grant Reporting Requirements for Falls Prevention.
3. Final Reports should be: 1) uploaded as "*Messages*" in GrantSolutions (https://www.grantsolutions.gov); and 2) emailed to Binod Suwal at binod.suwal@ncoa.org **and** ACL Project Officer. For the final reporting instructions and template, see: ACL Grant Reporting Requirements for Falls Prevention. Note that a Property Disposition Statement is required as part of the Final Report.
4. A Grant Impact Summary is also due within 120 days of the project completion date. NCOA will provide the template at the end of the grant period. This summary highlights significant accomplishments and lessons learned through the grant period and the sustainability plan after the grant period. Submit the summary to binod.suwal@ncoa.org. The summary will be posted on the NCOA website.