

2025-2028 CDSME GRANTEE REPORTING CALENDAR
(Grant Period: September 1, 2025 – August 31, 2028)

Year	Financial Reports¹	Semi-Annual² and Final Program Reports³
2026	Annual SF-425	
		Semi-Annual Report- March 30, 2026 (For the Period September 1, 2025 – February 28, 2026)
2026		
	Annual SF-425- September 30, 2026 (For the Period September 1, 2025 – August 31, 2026)	Semi-Annual Report- September 30, 2026 (For the Period March 1, 2026 – August 31, 2026)
2027		
		Semi-Annual Report- March 30, 2027 (For the Period September 1, 2026 – February 28, 2027)
2027		
	Annual SF-425- September 30, 2027 (For the Period September 1, 2026 – August 31, 2027)	Semi-Annual Report- September 30, 2027 (For the Period March 1, 2027 – August 31, 2027)
2028		
	Annual SF-425- September 30, 2028 (For the Period September 1, 2027 – August 31, 2028)	Semi-Annual Report- March 30, 2028 (For the Period September 1, 2027 – February 29, 2028)
		Semi-Annual Report- September 29, 2028 (For the Period March 1, 2028 – August 31, 2028)
2028		
	FINAL REPORT and GRANT IMPACT SUMMARY - December 29, 2028 (Cumulative for the Period September 1, 2025 – August 31, 2028)	FINAL REPORT and GRANT IMPACT SUMMARY⁴ - December 29, 2028 (Cumulative for the Period September 1, 2025 – August 31, 2028)

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.
- Review and refer to the [CDSME Frequently Asked Questions](#) document for more information.
- Thoroughly review ACL's webpage on "Managing a Grant"- <https://acl.gov/grants/managing-grant>.

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 Chronic Disease Self-Management Education](#).

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 Chronic Disease Self-Management Education](#). 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.