ACL GRANT REPORTING REQUIREMENTS FOR FALLS PREVENTION

REPORTING CALENDAR (Grantees 2024-28)

Year	Final Reports[1]	Semi-Annual[2] and Final Program Reports[3]
2024	**Annual SF-425**	
		Semi-Annual Report Due – December 31, 2024 Monitoring Call – January 2025 (For the Period June 1, 2024 – November 30, 2024)
2025		
	Annual SF-425 – June 30, 2025 (For the Period June 1, 2024 – May 31, 2025)	Semi-Annual Report Due – June 30, 2025 Monitoring Call – July 2025 (For the Period December 1, 2024 – May 31, 2025)
		Semi-Annual Report Due – December 31, 2025 Monitoring Call – January 2026 (For the Period June 1, 2025 – November 30, 2025)
2026		
	Annual SF-425 – June 30, 2026 (For the Period June 1, 2025 – May 31, 2026)	Semi-Annual Report Due – June 30, 2026 Monitoring Call – July 2026 (For the Period December 1, 2025 – May 31, 2026)
		Semi-Annual Report Due- December 31, 2026 Monitoring Call – January 2027 (For the Period June 1, 2026 – November 30, 2026)
2027		
	Annual SF-425 – September 30, 2028 (For the Period June 1, 2026 – May 31, 2027)	Semi-Annual Report Due – September 30, 2028 Monitoring Call – July 2026 (For the Period June 1, 2026 – May 31, 2027)
		Semi-Annual Report Due – December 31, 2027 Monitoring Call – January 2028 (For the Period June 1, 2027 – November 30, 2027)
2028		
	FINAL REPORT – September 30, 2028 (Cumulative for the Period June 1, 2024 – May 31, 2028)	**FINAL REPORT** – September 30, 2028 (Cumulative for the Period June 1, 2026 – May 31, 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.