Reporting Requirements Acknowledgement

Program Contact Name
College
Address

Enclosed you will find the exhibits you will be using to report to the *project facilitator* both quarterly and at the end of each semester. Each of the exhibits will show the reporting date requirements.

The funding is granted to you annually but will be distributed twice a year, once in January and once in June. Your distributions amounts are:

      January $ July $

You will need to complete a full set of exhibits prior to the first January distribution. The quarterly dates for the Action Plan (Exhibit 2) and the Budget (Exhibit 3) are:

- March 31st
- June 30th
- September 30th
- December 31st

The reports will **be due 30 days after the end of the quarter**.

The Project Summary Sheet (Exhibit 1) will be updated at the end of each semester. A report will be due 30 dates after:

- Fall Semester
- Spring Semester
- Summer Semester

The full expenditure of your distribution will be checked prior to distributing additional funds. We will work with you on annual commitments that you need to make for salaries or other expenses.

The reports can be sent electronically, faxed or surfaced mailed. Please make the Project Coordinator aware of your method of delivery. If you need help with any of the reporting requirements the Project Coordinator can provide it either in person or through email and phone calls.

Please sign and return this acknowledgement with your first set of exhibits.

_____   _____

(Title)   Date