

TEEN PREGNANCY PREVENTION INITIATIVE FY 2010 REPORTS FACT SHEET

WHEN ARE REPORTS DUE?

REQUIRED REPORT	DUE DATE
<p>Quarterly Narrative Report</p> <ul style="list-style-type: none"> • Successes/Challenges • Advisory Council • Evaluation • Community Awareness • Technical Assistance Needs 	<p>October 1 - December 31, 2009 – DUE January 30, 2010 January 1 - March 31, 2010 – DUE April 30, 2010 April 1 - June 30, 2010 – DUE July 30, 2010</p> <p style="text-align: center;"><i>*The fourth quarter narrative report will be waived in lieu of the year-end report.</i></p>
<p>Quarterly Work Plan Report</p> <ul style="list-style-type: none"> • Summary of progress on objectives and activities. 	<p>October 1 - December 31, 2009 – DUE January 30, 2010 January 1 - March 31, 2010 – DUE April 30, 2010 April 1 - June 30, 2010 – DUE July 30, 2010</p> <p style="text-align: center;"><i>*The fourth quarter work plan report will be waived in lieu of the year-end report.</i></p>
<p>Quarterly Local Match Report</p> <ul style="list-style-type: none"> • Summary of local match resources received this quarter. YTD totals included. 	<p>October 1 - December 31, 2009 – DUE January 30, 2010 January 1 - March 31, 2010 – DUE April 30, 2010 April 1 - June 30, 2010 – DUE July 30, 2010</p> <p style="text-align: center;"><i>*The fourth quarter local match report will be waived in lieu of the year-end report.</i></p>
<p>Quarterly Program Numbers</p> <ul style="list-style-type: none"> • Number of youth <u>receiving</u> any programming and number of youth <u>reaching</u> 14+ hours of programming this quarter. YTD totals included. 	<p>October 1 - December 31, 2009 – DUE January 30, 2010 January 1 - March 31, 2010 – DUE April 30, 2010 April 1 - June 30, 2010 – DUE July 30, 2010</p> <p style="text-align: center;"><i>*The fourth quarter program numbers will be waived in lieu of the year-end report.</i></p>
<p>Final Year-End Report</p> <ul style="list-style-type: none"> • Covers the period of <u>October 1, 2009 - September 30, 2010</u>. <i>There is a required format for this report, which will include the same information as the quarterly report.</i> 	<p>November 30, 2010</p>

WHEN ARE FINANCIAL STATUS REPORTS DUE?

Monthly financial status reports (FSRs) are required for all Teen Pregnancy Prevention Initiative grantees. These reports should be submitted on the following:

REQUIRED REPORT	DUE DATE
Monthly Financial Status Report (includes expenditures for the previous month)	Due 30 th of each month <i>(for previous month)</i>
Final Financial Status Report (includes expenditures for the period of October 1, 2009 – September 30, 2010)	November 30, 2010

WHO SHOULD REPORTS BE SUBMITTED TO?

Program Reports:

Kara Anderson
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109 W. Michigan Ave., 4th Floor
Lansing, MI 48913

Financial Status Reports:

Michigan Department of Community Health
Bureau of Finance
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