

ATTACHMENT E
REPORTING, FORMS, AND DEADLINES

The SUBRECIPIENT agrees to provide, throughout the life of the project, quarterly, results, and follow-up reports to document the project’s results during and after the culmination of the project. The required reporting forms can be found at <http://www.nctcog.org/solidwastegrants>.

Quarterly Reports. The SUBRECIPIENT shall prepare and submit to NCTCOG quarterly progress reports documenting the accomplishments and units of work performed under this Agreement. The Quarterly Summary/Results Report form provided by NCTCOG will be due to NCTCOG on the dates indicated below:

	REPORTING PERIOD	DUE DATE
Quarterly Report #1	Start of Agreement – November 30, 2022	Monday, December 7, 2022
Quarterly Report #2	December 1, 2022 – February 28, 2023	Monday, March 7, 2023
Quarterly Report #3	March 1, 2023 – April 30, 2023	Monday, May 8, 2023
Quarterly Report #4	<i>If a grant extension is provided, NCTCOG may request a fifth report that is due one week following the extended grant deadline.</i>	
Final Report	April 30, 2023 – August 31, 2023	Monday, September 11, 2023
Year Later Follow-Up Results Report	September 1, 2023 – August 31, 2024	Monday, September 9, 2024

The SUBRECIPIENT’S Reports must contain adequate descriptions of all project activities performed in order to allow NCTCOG to evaluate compliance with the provisions of this project. Performance information concerning timelines in meeting the schedule for required reports will be maintained by NCTCOG and shared as appropriate with members of the RCC. Any legal research and related legal activities shall be clearly detailed in the progress reports in order to assure NCTCOG that the activities are not prohibited. The SUBRECIPIENT shall comply with any reasonable request by NCTCOG for additional information on activities conducted for NCTCOG to adequately monitor the SUBRECIPIENT’S progress in completing the requirements of and adhering to the provisions of this Agreement.

Results Report. A Results Report will be submitted by the SUBRECIPIENT in a format provided by NCTCOG. The Results Report should include information from the end of the project to the end of the biennium, August 31, 2023.

Year Later Follow-Up Results Report. The Year Later Follow-up Results Report will provide cumulative results to document the impact of the project beyond the date of this Agreement. The reporting form will be provided by NCTCOG.