

CENTRAL ARIZONA COLLEGE GRANTS CALENDAR – PROGRESS/PERFORMANCE REPORTS SCHEDULE					
FUNDING ENTITY	GRANT	COORDINATOR	REMINDER DATE	SEND TO GRANT OFFICE	DUE DATES
U.S. Department of Housing and Urban Development	HSIAC Skill Center	Georgia White	12/5, 7/9	By 12/19, 7/25	1/1 and 8/1
Governor's Office of Youth, Children and Families	AmeriCorps State Grant	Luis Sanchez	11/5	11/26	First Monday in December of Each Year
Small Business Administration	SBDC	Jim Rhodes	12/19	1/9	1/15, 7/15/11
US Department of Labor	CBJT – Pinal County Alternative Energy Project	Peter Combs	12/20, 4/24, 7/17, 10/17	1/8, 5/8, 8/7, 11/7	2/14, 5/15, 8/14, 11/14
US Department of Labor	CBJT #2 - Sonography/HIM	Sharon Wisniewski	12/20, 4/24, 7/17, 10/17	1/8, 5/8, 8/7, 11/7	2/14, 5/15, 8/14, 11/14
Arizona Department of Economic Security	Professional Career Pathway Project	Shirley Harter	5/9, 6/9	5/23, 6/23	5/30, 6/30, 12/31, 5/31, 7/31
First Things First	Professional Career Pathway Project	Shirley Harter			10/20, 1/20, 4/20, 7/20
First Things First	First Things First - Recruitment	Barbara Mezzio	12/20, 6/25, 9/24	1/13, 7/13, 10/12	1/20, 7/20, 10/20
Arizona Science Foundation	Arizona Science Foundation	Georgia White	8/9	8/23	12/31, 3/30, 6/30, 8/30 closeout
Proposition 301/State	Workforce Development	Georgia White	7/3	7/24	7/31
National Science Foundation	University Of New Mexico, NSF	Peter Lomeli	8/6	8/24	8/31
Arizona Dept of Education	Arizona Adult Ed - Capacity Building	Ronny Douglass	8/6	8/24	8/31
US Department of Education	Congressionally Directed Nursing Grant	Julian Easter	9/5	9/23	9/30 Final Report Due
Arizona Dept of Education	Arizona Adult Ed – ABE/ASE	Ronny Douglass	8/6	8/23	8/31
Arizona Dept of Education	Arizona Adult Ed - ELAA	Ronny Douglass	8/6	8/31	8/31

AGENCY/DEPARTMENT	GRANT	COORDINATOR	REMINDER DATE	SUBMIT TO GRANTS OFFICE	DUE DATES
National Science Foundation	NSF - Mets (Arizona State University)	Clark Van Gilder	10/3	10/24	10/31
U.S. Department of Education	Title V	Jennifer Gonzales	10/1	10/15	10/20 – (30 Days after release of Annual Performance Report)
U.S. Department of Education	Hispanic Serving Institutions -STEM	Julian Easter	12/5	12/26	12/31 – report due 90 days after grant period end date
U.S. Department of Education	Title V	TBD			TBD
U.S. Department of Education	HIS STEM	TBD			TBD
U.S. Department of Education	TRIO Student Support Services	Sherrie Soria	8/6	8/23	8/30 (30 Days after release of Annual Performance Report)
Arizona Dept of Education Pass thru US Dept of Education	Carl Perkins	Al Chew	12/5	12/26	12/31

CENTRAL ARIZONA COLLEGE**PROCEDURE TITLE – EXTERNAL REPORTING FOR GRANTS AND CONTRACTS****PERSON(S) PERFORMING PROCEDURE –Grant Coordinators/Grants Accountant/Grant Resource Developer****General Statement:**

For any grant performance report due to an external agency (e.g. Department of Education, Department of Labor), the grant resource developer will create and maintain a grant calendar that lists the due date of progress/narrative reports. The Business Office (grants accountant) will provide all financial information for a progress/narrative report

1. The grants resource developer will be responsible for monitoring the grant calendar to ensure reporting compliance. The grants resource developer will send an email reminder regarding the reporting deadline to the grant coordinator approximately 20 business days before the report is due.
2. Upon completion of the progress/narrative report, the grant coordinator will attach the *Grant Performance Report Approval* form and forward the form and report to the grant resource developer, not later than five business days prior to the due date.
3. The grant resource developer will conduct a final review of the progress/narrative report. If the report is satisfactory, he/she will sign the approval form and route the documents to the grant coordinator, who will submit the performance report by the due date.
4. The grant coordinator will forward a copy of the narrative/progress report with the *Grant Performance Report Approval* form attached to the grants accountant.