AFI Reporting Requirements

This portion of the HANDBOOK provides specific information on the following topics:

- The types and frequency of reports required from all AFI Projects.
- Examples of required reports and related forms.
- Detailed guidance on how to prepare the reports.
- Instructions on where and how to submit reports.
- A checklist of reports that grantees can customize with their individual information.

Types of Required Reports

AFI Projects must submit three distinct types of reports: 1) financial status reports—Standard Form 269; 2) narrative program progress reports; and 3) data reports for the annual report to Congress.

Financial and narrative program progress reports are due semiannually for the first year of an AFI grant and annually thereafter. Data reports for the annual report to Congress are due annually. A checklist of due dates for all three types of reports is included at the end of this section.

1. FINANCIAL STATUS REPORTS—SF 269

The Financial Status Report (Long Form), or Standard Form 269, is an instrument to report AFI Project financial activities to the Office of Grants Management (OGM) and the Office of Community Services (OCS). Grantees are required to use this form to report the status of funds (both Federal and nonfederal cash). The Federal grant award number must always be included on all reports. (You can download a financial status report form from the AFI Asset-Building Web page. A reduced-size sample of the SF 269 appears on the following page.)

Special step-by-step instructions on how to fill out the SF 269, "Instructions for Completing the SF 269—Financial Reporting for AFI Grantees," are also included in this section. Because AFI has unique financial reporting requirements, please *use these instructions* rather than the standard instructions that appear on page two of the SF 269.

- *Frequency of submission*. SF 269s are due semiannually the first year and annually for years 2 through 5.

- *Deadlines*. Two financial reports are due during the first year of the grant. The first is due 60 days after the grant's six-month mark. The second is due 60 days after the grant

anniversary date. Only one financial report is required annually for each of years 2–5 of the grant period. Of these, all but the final report are due 60 days after the grant anniversary date. The final (year 5) report is due 90 days after the grant expiration date. OGM will approve requests for extensions of reporting deadlines upon written request from the grantee. Any grant extension approval notices must be in writing from Office of Grants Management.

- *Quantity to provide*. Submit an original and one copy (both in paper format) to OGM and one copy (in paper or electronic format) to the AFI Program Manager.

- *Where to submit*. See the "Where to Submit Required Reports" page at the end of the discussion of all the types of reports.

All financial status reports must be signed by the recipient organization's financial officer. Another individual may sign if he or she has been authorized to do so and the Office of Grants Management has received and approved this designation. Failure to submit reports when due will indicate noncompliance with the award terms and conditions.

Note: A grantee's final financial status report (SF 269), submitted at the end of the five-year project period, must reconcile with the HHS Division of Payment Management disbursement report for the project period. For this last financial status report to be considered final, all unliquidated obligations must have been paid and $0 entered on line 10(k) of the final financial status report.

Following is a sample SF 269 and, after that, detailed instructions for completing this form. Please follow these instructions. AFI has unique financial reporting requirements that the standard instructions found on the form you download do not address.

FINANCIAL STATUS REPORT
(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency		OMB Approval No. 0348-0039	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)				

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accrual

8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	I This Period	III Cumulative
a. Total outlays			0.00
b. Refunds, rebates, etc.			0.00
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays (Line a, less the sum of lines b and c)	0.00	0.00	0.00
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f or g			0.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	0.00	0.00	0.00
j. Federal share of net outlays (line d less line i)	0.00	0.00	0.00
k. Total unliquidated obligations			
l. Recipient's share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share (sum of lines j and m)			0.00
o. Total Federal funds authorized for this funding period			
p. Unobligated balance of Federal funds (Line o minus line n)			0.00
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized (Sum of lines q, r and s)			0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Signature of Authorized Certifying Official	Date Report Submitted September 22, 2005

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269-104

200-498 P.O. 139 (Face)

Standard Form 269 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

FINANCIAL STATUS REPORT
(Long Form)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0039), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award (e.g., how to calculate the Federal share, the permissible uses of program income, the value of in-kind contributions, etc.). You may also contact the Federal agency directly.

Item	Entry

1, 2 and 3. Self-explanatory.

4. Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.

5. Space reserved for an account number or other identifying number assigned by the recipient.

6. Check *yes* only if this is the last report for the period shown in item 8.

7. Self-explanatory.

8. Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."

9. Self-explanatory.

10. The purpose of columns, I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report *in the same funding period*. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.

10a. Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10r or 10s.

For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.

10b. Enter any receipts related to outlays reported on the form that are being treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.

10c. Enter the amount of program income that was used in accordance with the deduction alternative.

Note: Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.

10d, e, f, g, h, i and j. Self-explanatory.

10k. Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors.

Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded.

Do not include any amounts on line 10k that have been included on lines 10a and 10j.

On the final report, line 10k must be zero.

10l. Self-explanatory.

10m. On the final report, line 10m must also be zero.

10n, o, p, q, r, s and t. Self-explanatory.

11a. Self-explanatory.

11b. Enter the indirect cost rate in effect during the reporting period.

11c. Enter the amount of the base against which the rate was applied.

11d. Enter the total amount of indirect costs charged during the report period.

11e. Enter the Federal share of the amount in 11d.

Note: If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

SF-269 Back (Rev. 7-97)

Strengthening Families...Building Communities

Instructions for Completing the SF 269
Financial Reporting for AFI Grantees

STEP 1. Download the Financial Status Report (Long Form), SF 269, in portable document format (PDF) from the AFI Asset-Building Web site and make copies as worksheets.

STEP 2. Complete it! (These instructions supersede instructions on the form itself. Please follow *these* instructions carefully.)

- Item 1: Enter "HHS/ACF/OGM."

- Item 2: Enter the AFI grant number. Remember, a grantee organization with multiple AFI awards must submit *separate* reports for *each* grant award. The grant number is in the format: 90EI0XXX.

- Item 3: Enter the grantee organization name and complete address. This information must be as it appeared in the approved grant application and in Box 11 of the financial assistance award (FAA). Please notify the Office of Grants Management in writing if this information changes over the life of the project.

- Item 4: Enter the grantee organization's employer identification number as assigned by the IRS. This number must be as listed on the approved grant application and in Box 22 of the FAA form.

- Item 5: Leave blank.

- Item 6: Check "Yes" *only if this is the last financial report for this grant*—that is, the organization is closing the grant and sending the final financial report.

- Item 7: Check the "Cash" basis box.

- Item 8: Enter the beginning and ending dates of the five-year project period for the grant. If ACF has approved a 12-month no-cost extension, the end date should reflect the additional year.

- Item 9: Indicate the period of time covered by the report. The report will cover periods of six months during the first year of the grant (semiannual reports are required) and will cover 12 months for the remaining years of the grant (annual reports are required). Please note, even though you will be reporting *cumulative* information, the *dates* in this item should be for only a 6-month or 12-month period (the "from" date is not the start date of your grant unless it is the very first report).

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- Item 10: The three columns under this item are designed to capture *cumulative* financial information. The amounts entered in column I are typically the same as those entered into column III of the previous financial report.

  a. **Total outlays**: This is the *total amount of funds spent from the Project Reserve Account **excluding** account interest*. Remember, the Project Reserve Account includes three sources of funds: 1) Federal grant money, 2) the organization's nonfederal funds, and 3) any interest earned in the account. "Total outlays" includes the amount of Federal and nonfederal funds spent. You will report interest (if your Project Reserve Account is in an interest-bearing account) in items 10q–t.

  b. **Refunds, rebates, etc**.: Enter 0.

  c. **Program income used in accordance with the deduction alternative**: Enter "0." You will report any interest earned on the Project Reserve Account in items 10q–t below.

  d. **Net outlays (line a, less the sum of lines b and c):** For this purpose, this will equal the amount entered in 10a.

  Recipient's share of net outlays, consisting of:

  e. **Third-party (in kind) contributions**: Enter "0." While your project may benefit from third-party in-kind contributions, you do not need to report on this resource.

  f. **Other Federal awards authorized to be used to match this award**: Enter "0." Enter "0" in this item even if your project uses Federal Community Development Block Grant (CDBG) funds as part of their nonfederal cost share (which are the *only* Federal funds that may be used for this purpose).

  g. **Program income used in accordance with the matching or cost-sharing alternative**: Enter '0.' This is not the place to report interest earned on the Project Reserve Account funds. Grantees will report interest in items 10q–t below.

  h. **All other recipient outlays not shown on lines e, f, or g**: This is the *total amount of nonfederal (non-AFI) funds that the grantee has spent so far from the Project Reserve Account.* (We call these the nonfederal funds, although, technically, this amount may also include CDBG funds, if the grantee has them.)

  i. **Total recipient share of net outlays (sum of lines e, f, g, and h)**: Enter the same amount as in 10h. *Note:* because Federal and nonfederal funds are always spent in equal amounts in AFI Projects, this number will be the same as the number in 10j below.

j. **Federal share of net outlays (line d less line i)**: This is the *amount of Federal award funds (AFI grant funds) that the grantee has spent so far from the Project Reserve Fund*. Remember, because Federal and nonfederal funds are always spent in equal amounts, this number will be the same as the number in 10i above.

k. **Total unliquidated obligations**: This is *the total amount currently in the Project Reserve Account*, composed of both Federal and nonfederal funds. This amount will be the sum of 10l and 10m below.

l. **Recipient's share of unliquidated obligations**: This is the *portion of funds currently in the Project Reserve Account that are the grantee's nonfederal cash funds*. Remember, because Federal and nonfederal funds (which may include CDBG funds) are always spent in equal amounts, this number will be the same as the number in 10m below.

m. **Federal share of unliquidated obligations**: This is the *portion of funds currently in the Project Reserve Account that are the grantee's Federal AFI grant funds (AFI funds)*. Remember, because Federal and nonfederal funds are always spent in equal amounts, this number will be the same as the number in 10l above.

n. **Total Federal share (sum of lines j and m)**: This calculation will equal the *total amount of Federal funds the grantee has drawn down* from ACF's Payment Management System, regardless of whether they are expended or not.

o. **Total Federal funds authorized for this funding period**: This is the amount of the organization's Federal AFI grant award as indicated in Box 20 on the Financial Assistance Award (FAA) form. This original award amount will never change from report to report.

p. **Unobligated balance of Federal funds (line o minus line n):** This calculation will equal the amount of Federal funds remaining in the grantee's Payment Management System account that the grantee has not yet drawn down.

(Items 10q–t track interest earned on the Project Reserve Funds. You need not distinguish here between interest distributed to participant IDAs and interest used to support the project. See the notes section below for further discussion about interest income.)

Program Income, consisting of

q. **Disbursed program income shown on lines c or g above**: Enter "0"

r.   **Disbursed program income using the addition alternative**: This is the amount of interest earned on money in the Project Reserve Account that has been disbursed.

s.   **Undisbursed program income**: This is the amount of interest earned on money in the Project Reserve Account that has *not* been disbursed.

t.   **Total program income realized (sum of lines q, r, and s):** This is the total amount of interest earned on any funds in the Project Reserve Account: the sum of the disbursed and undisbursed funds (sum of 10r and 10s).

- Item 11: You may leave this section blank. No indirect expenses can be charged to the Project Reserve Account; therefore, there is nothing to report in this section.

- Item 12: Respond, if any remarks.

- Item 13: Certify, complete, sign, and date these sections.

STEP 3. Submit the form to OGM and OCS. Keep a copy for your records. Send the *original*, with original signatures, and one copy to the Office of Grants Management. Send, fax, or email a copy to the Office of Community Services.

Additional Notes on the SF 269

PROJECT RESERVE ACCOUNT INTEREST

Keep in mind that grantees are not required to structure their Project Reserve Account as an interest-bearing account. However, funds earned as interest can benefit both the grantee and participants and may be worth the administrative effort.

Grantees that choose to earn interest on their Project Reserve Account should think carefully about how they will track interest. For reporting purposes on the SF 269, ACF requires only that grantees differentiate between disbursed and unspent interest. However, grantees will need to keep a more detailed record of interest for their own accounting purposes.

Interest earned on Project Reserve Accounts may *never* substitute for grantee nonfederal cash match.

NETWORK PROJECTS

For those AFI Projects that are structured as networks with subgrantees or partner sites, keep in mind that subgrantee Project Reserve Account must also be incorporated in the

financial report submitted by the lead organization. This information should not be excluded or reported separately. It is good accounting practice for the grantee to track all the subgrantee financials separately for their own internal accounting purposes, even though OGM and OCS ask for only the aggregate information.

2. NARRATIVE PROGRAM PROGRESS REPORTS

The narrative program progress report (PPR) outlines activities of funded AFI Projects. It allows grantees to tell OCS and OGM, in detail, about progress on their project.

- *Frequency of submission*. Narrative PPRs are due semiannually the first year and annually for years 2 through 5.

- *Deadlines*. Two narrative PPRs are due during the first year of the grant. The first is due 60 days after the grant's six-month mark. The second is due 60 days after the grant anniversary date. Only one report is required annually for each of years 2 through 5 of the grant period. Of these, all but the final reports are due 60 days after the grant anniversary date. The final (year 5) report is due 90 days after the grant expiration date. OGM will approve requests for extensions of reporting deadlines upon written request from the grantee. Any approval notices will be in writing from OGM.

- *Quantity to provide*. Submit an original and one copy (both in paper format) to OGM and one copy (in paper or electronic format) to the OCS program office.

- *Where to Submit*. See "Where to Submit Required Reports" at the end of the discussion of all the types of reports.

Sample Contents for Narrative Program Progress Reports

1. **Grant Number:** The grant number must be included. Remember, each grant must have a separate report. The grant number is in the format 90EI0_____.

2. **Period covered by report**. _____ through _____. These are the dates of the reporting period. The narrative report is not cumulative.

3. **Major Activities and Accomplishments**. Describe activities and accomplishments during this reporting period. Grantees may use project task charts from their grant applications and/or project work plans with this section. Describe any draft or final products in this section.

4. **Problems**. Describe any deviations or departures from the original project plan, including actual or anticipated slippage in task completion dates and special problems encountered or expected. Use this report section to advise OCS and OGM of assistance needed. OCS encourages grantees to contact the AFI Resource Center for assistance as soon as they identify barriers to progress so that projects may move forward successfully.

5. **Significant Findings and Events**. Use this portion of the report to highlight particular points in your experience that lead to learning or that may be helpful as models to improve overall AFI performance.

6. **Dissemination Activities**. Briefly describe project marketing and information dissemination activities carried out over the reporting period. Itemize and include a copy of any newspaper, newsletter, magazine articles, or other published materials considered relevant to project activities, or used for project information or public relations purposes.

7. **Other Activities**. Briefly describe.

8. **Activities Planned for Next Reporting Period**. Briefly describe, including how your project plans to address any problems identified earlier in the narrative report.

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3. DATA REPORTS FOR THE ANNUAL REPORT TO CONGRESS

AFI is a demonstration program established to investigate new strategies for helping low-income families become economically self-sufficient. To better identify effective practices, each AFI Project provides regular data reports for the annual report to Congress. This report is separate from the national AFI evaluation activities.

- *Frequency of submission*. One data report for each AFI Project grant is due annually for years 1 through 5.

- *Deadlines*. Data reports for all AFI Projects are generally due annually on December 1.

- *Where to submit*. See "Where to Submit Required Reports" at the end of the discussion of all the types of reports.

Data Reporting Form

The data reporting form is a multipage document with a series of questions about several aspects of your AFI Project. The questions are essentially the same from year to year, with some minor revisions. Please see the following document (AFI Congressional Data Report Worksheet, Doc 5-7) for a sample of the form. You may use this form as a worksheet to prepare for the actual report. You will fill out the report online with assistance from the AFI Resource Center.

Key categories of questions include

- **AFI Project structure:** Staffing and project sites.

- **Project features:** IDA design, match rate, maximum savings times, financial literacy training requirements, and other services offered to participants.

- **IDA account holder characteristics:** Number who attended orientation, number who enrolled, number with IDAs, participant demographics, intended uses of IDA savings.

- **Project Reserve Account Funds:** Amount of Federal AFI grant drawn down, amount of funds in Project Reserve Account, name(s) of financial institution partners.

- **IDA account holder savings**: Amount of funds in participant IDAs, number of participant IDAs that have been opened or closed.

- **IDA account holder withdrawals:** Amount of funds that have been withdrawn from participant IDAs.

OCS sponsors special information sessions and technical assistance efforts to ensure that AFI Project organizations are able to comply with this reporting requirement. The AFI[2] Program Management Tool is designed to reduce greatly the amount of effort required for grantee organizations to provide the information for the annual data report. AFI[2] and its reporting functions capture some of the data if updated regularly. Grantees using other systems should review the sample data reporting form and plan to have the relevant information available annually.

Where to Submit Required Reports

FINANCIAL STATUS AND NARRATIVE PROGRAM PROGRESS REPORTS

Please submit *one original and one copy* (in paper format) of *each* financial status report and narrative program progress report to the Office of Grants Management and *one copy* (in paper or electronic format) to the Office of Community Services.

Office of Grants Management

When submitting by mail:

> ATTN: *name of the assigned Grants Management specialist*
> Division of Discretionary Grants
> Office of Grants Management
> Administration for Children and Families
> 370 L'Enfant Promenade SW, 4th Floor
> Washington DC 20447

When submitting in-person (hand-carrying):

> ATTN: *name of the assigned Grants Management specialist*
> Division of Discretionary Grants
> Office of Grants Management
> Administration for Children and Families
> 901 D Street SW, 4th Floor
> Washington DC 20024

Office of Community Services

> James Gatz, Manager
> Assets for Independence Program
> Office of Community Services
> 370 L'Enfant Promenade SW, 5th Floor
> Washington DC 20447
> Phone: 202-401-4626
> Fax: 202-401-5718
> Email: afiprogram@acf.hhs.gov

DATA REPORTS FOR THE ANNUAL REPORT TO CONGRESS

Data reports for the annual report to Congress are due annually and are submitted online. Before the submission date, the Office of Community Services will provide information about the annual data collection process and where and how to make submissions.

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AFI Reports Checklist

Customize the table on the following page with information about due dates for financial status reports, narrative program progress reports, and data reports for the annual report to Congress. If your organization has multiple grants, complete one table for each grant.

First, fill out the project period start date and end date for the grant. These dates are the official dates of the five-year AFI grant and are found in Box 8 and 9 on the Financial Assistance Award for each grant.

Next, calculate and fill in the due dates for each report under the "Due Date" column.

As you submit reports, note the date of submission in the "Date Submitted" column, and keep copies of each report in this section of the HANDBOOK for quick future reference. It's a good idea to keep copies of all official reports developed for the AFI Program, so you will have them in the event that the OGM misplaces them or needs another copy. Saving copies also allows you to access easily data that may be helpful in making your case to potential funders and for your internal monitoring and improvement processes.

Custom AFI Project Reports Checklist

Grantee name:
Grant number:
Official grant project period start date: _____ **End date:** _____

Financial Status Report (SF 269)	Reporting Period	Date Due	Date Submitted
	Year 1 First Semiannual Report (60 days after first 6 months from Start Date)		
	Year 1 Second Semiannual Report (60 days after 1st anniversary of Start Date)		
	Year 2 Annual Report (60 days after 2nd anniversary of Start Date)		
	Year 3 Annual Report (60 days after 3rd anniversary of Start Date)		
	Year 4 Annual Report (60 days after 4th anniversary of Start Date)		
	Year 5 Annual Report (Final) (90 days after official End Date)		
Narrative Program Progress Report	Reporting Period		
	Year 1 First Semiannual Report (60 days after 6 months from Start Date)		
	Year 1 Second Semiannual Report (60 days after 1st anniversary of Start Date)		
	Year 2 Annual Report (60 days after 2nd anniversary of Start Date)		
	Year 3 Annual Report (60 days after 3rd anniversary of Start Date)		
	Year 4 Annual Report (60 days after 4th anniversary of Start Date)		
	Year 5 Annual Report (Final) (90 days after official End Date)		
Data Report for the Annual Report to Congress	Reporting Period		
	Year 1 Annual Report (December 1 after 1st anniversary of Start Date)		
	Year 2 Annual Report (December 1 after 2nd anniversary of Start Date)		
	Year 3 Annual Report (December 1 after 3rd anniversary of Start Date)		
	Year 4 Annual Report (December 1 after 4th anniversary of Start Date)		
	Year 5 Annual Report (Final) (December 1 after official End Date)		

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