

Quarterly Reporting Instructions for Grantees

Every calendar quarter during the term of your contract with the Division of Housing, you are required to complete and submit quarterly reports to your Asset Manager. Quarterly reports consist of the Financial Status Report (FSR) and the Project Performance Plan (PPP-Exhibit C or D of your contract).

Each Quarterly Report you will update the milestones achieved (in the PPP) and the funds spent down (in the FSR) in that particular quarter.

Quarterly reports are due to the Division of Housing no later than the 20th day after the end of the calendar quarter. For clarification, see the following table.

Quarter	Due Date
1. January 1 through March 31	April 20 (or nearest Business day)
2. April 1 through June 30	July 20 (or nearest Business day)
3. July 1 through September 30	October 20 (or nearest Business day)
4. October 1 through December 31	January 20 (or nearest Business day)

Only one copy of each report is due each quarter. At the end of your project, you will be asked to submit **two** copies of the **Final Financial Status Report**. You must sign the FSR your reports, but the reports can be submitted via fax or e-mail. Please keep a copy of the signed report for your records. You may email a copy of the PPP to your Asset Manager.

If you have questions on how to complete and submit quarterly reports, please contact your Asset Manager.