



Connecting Older Adults with Community-based Resources and Options

Reporting Requirements and Due Dates FY 2025

Red indicates end of reporting for FY2024 data.
Green indicates start of reporting for FY2026 data.

Program Reports	Staff contact	How to submit	Month & Day													
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
Monthly																
ADRD Gap Filling Applications	See MS Forms link:	https://forms.microsoft.com/r/FLJPLBr2x	5	5	5	5	5	5	5	5	5	5	5	5	5	5
ARPA Home Preservation Direct Service Reporting Form (Gap Filling Dollars)	See MS Forms link:	https://forms.office.com/r/KEkDrz8h9b	15	N/A; program ends effective 09/30/2024												
NAPIS (National Aging Program Information System) Data (AgingIS or interface)	Lucas Dvorscak	Enter/interface into AgingIS	15	15	15	15	15	15	15	15	15	15	15	15	15	15
SHAP/MIPPA Program Reports	Jennifer DiNicola/Mauria Owens	biereports@ageoptions.org	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Title IIIIE Respite Delivery Reports	Kushal Paudel	reports@ageoptions.org	10	N/A; IIIIE Respite is managed by grantees effective FY25												
Quarterly																
ARPA Home Preservation Impact of Work Forms	Laona Fleischer	laona.fleischer@ageoptions.org	31	N/A; program ends effective 09/30/2024.												
Evidence Based Mental Health financial reports (PEARLS or Healthy IDEAS)	Jason Echols	jason.echols@ageoptions.org	16	N/A; program ends effective 09/30/2024.												
GRG State Funds Stipend Usage Report	Cynthia Ayala	cynthia.ayala@ageoptions.org	31				31				30				31	
Title IIIB, IIIC1, IIIC2, IIID, IIIE, Ombudsman Quarterly Service Cost Reports	Irma Lopez-Heredia or Valencia Myles	Grants Portal					15				15				15	
Title IIIC1 (Congregate) Outreach Plans	Phillip Lanier	reports@ageoptions.org	1								1					1
Annually																
Audit Reports	Sandra Pothast	Grants Portal	Either 6 or 9 months after the provider's audited fiscal year, determined by federal spending levels (see General Requirements).													
Final Budget	Irma Lopez-Heredia or Valencia Myles	Grants Portal	8/23/2024													
Inventory of Assets Purchased with Title III Funds	Irma Lopez-Heredia or Valencia Myles	Grants Portal		10												10
Performance Plan	Irma Lopez-Heredia or Valencia Myles	Grants Portal	After budget is approved													
Title IIIC Fire and Health Inspections	Phillip Lanier	In person	At annual nutrition site visit													
As needed																
Budget Revisions	Paula Bartolozzi	Grants Portal	As needed throughout the fiscal year up to August													
Title IIIC Menus	Kristin Leicht	menus@ageoptions.org	Four weeks in advance of service													