

CTF Reporting Timetable

Quarterly Program Reports

Submit electronically to Andrew Dietz – anddietz@pa.gov and copy Rijelle Kraft - rkraft@csc.csiu.org Questions: Rijelle Kraft

QUARTER	REPORTING PERIOD	DUE DATE 30 days after end of quarter
1 st Quarter	November 1 - January 31	Last working day of February
2 nd Quarter	February 1 - April 30	Last working day of May
3 rd Quarter	May 1 - July 31	Last working day of August
4 th Quarter	August 1 - October 31	Last working day of November

Data Spreadsheets

Submit through the Docushare Website. Questions: Deepa Saravana - dsaravanav@pa.gov

REPORTING PERIOD	DUE DATE 30 days after end of reporting period
November 1 – April 30	Last working day of May
May 1 - October 31	Last working day of November

Quarterly Expenditure Reports

Submit signed and scanned copy to RA-PWOCDELExpeditur@pa.gov.
Questions: Brent Gordon - brgordon@pa.gov

QUARTER	REPORTING PERIOD	DUE DATE 15 days after end of quarter
1 st Quarter	November 1 - January 31	February 15 or next working day
2 nd Quarter	February 1 - April 30	May 15 or next working day
3 rd Quarter	May 1 - July 31	August 15 or next working day
4 th Quarter	August 1 - October 31	November 15 or next working day

All revision requests are due no later than 30 days before the end of the grant year for the current grant year.