

**E3 PROGRAM EXPANSION
PERFORMANCE / PROGRESS REPORT REQUIREMENTS**

- A. The Grantee shall submit the following reports on the following dates:
- Financial Status Reports: EGrAMS
 - Non-Health Departments-Due Monthly (30 days after the end of the month)
 - Local Health Departments- Due Quarterly
 - Q1- October 1-December 30th (due January 30th)
 - Q2- January 1-March 30th (due April 30th)
 - Q3-April 1-June 30th (due July 30th)
 - Q4-July 1-September 30th (due October 30th)
 - Quarterly Program Data Report: Clinical Reporting Tool (CRT)
 - Q1- October 1-December 30th (due January 30th)
 - Q2- January 1-March 30th (due April 30th)
 - Q3-April 1-June 30th (due July 30th)
 - Q4-July 1-September 30th (due October 30th)
 - Work Plan Report: EGrAMs (Non LHDs), Email (LHDs)
 - Q1- October 1-December 30th (due January 30th)
 - Q2- January 1-March 30th (due April 30th)
 - Q3-April 1-June 30th (due July 30th)
 - Q4-July 1-September 30th (due October 30th)
 - Annual Program Narrative: End of the year narrative
 - September 30, 2021 report due October 30, 2021
- B. Any such other information as specified in the Statement of Work, Attachment A shall be developed and submitted by the Grantee as required by the Contract Manager.
- C. The Contract Manager shall evaluate the reports submitted as described in Reference C, Items A. and B. for their completeness and adequacy.
- D. The Grantee shall permit the Department or its designee to visit and to make an evaluation of the project as determined by Contract Manager