



# Education Partnership and Resources Evaluation Technical Assistance Center (ETAC)

## 2021 Reporting Cycle

Visit “View Reporting Resources” for additional support: <https://dodeagrants.org/reporting-resources>

### Semester Reports

#### Fall Semester Report

- ETAC reporting website is open for semester report inputs January 1 – 31, 2021
- Report is due on or before **January 31, 2021**

#### Spring Semester Report

- ETAC Reporting website is open for semester report inputs July 1 – 31, 2021
- Report is due on or before **July 31, 2021**

*Reminder: Summer Semester Report (formerly due October 31) is **CANCELLED** for 2021*

### Annual Report

- ETAC reporting website is open for annual report inputs October 1 – 31, 2021
- Evaluation and SF425 Financial Reports are due on or before **October 31, 2021**
  - SF425 Financial report must be submitted via the “Financial Review” section of [dodeagrants.org](https://dodeagrants.org)

### Reporting Notes by Award Year

#### 2020 Award Year

- Annual Report: Grantees in the first year of the five-year grant cycle (Planning Year) do **NOT** have a five-page evaluation narrative due as part of the annual report.

#### 2017-2019 Award Years

- Annual Report: Grantees in years 2-4 of the five-year grant cycle (Implementation Years) must submit a five-page evaluation narrative as part of the annual report.



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## 2016 Award Year

- Period of performance: The period of performance (PoP) ends **May 31, 2021**.
  - All spending and grant activities need to be completed in time to submit all invoices in Wide Area Work Flow (WAWF) by May 31, 2021.
- Semester Report: Grantees in the last year of the five-year grant cycle (Closeout Year) must complete a Fall Semester Report (due on or before January 31, 2021). This is the final semester report that must be completed before the period of performance ends.
- Closeout Report: Closeout Year grantees must submit a final, cumulative evaluation report and final SF425 Financial Report on or before **September 30, 2021**.
  - Closeout report must be submitted through the Reporting section of the ETAC website by selecting the “Closeout Report” option.
    - The Final Evaluation Report is up to 15-pages in length.
  - SF425 Financial report must be submitted via the “Financial Review” section of [dodeagrants.org](http://dodeagrants.org).