



Vermont Agency of Human Services

HCBS GRANT REPORTING REQUIREMENTS: January 1, 2024- December 31, 2024

This table provides an overview of common HCBS Grant Opportunity reporting requirements and due dates. Please note that some awardees have adjusted reporting schedules based on conversations with AHS staff. Please refer to your Grant Agreement if this pertains to your award.

<u>Report name</u>	<u>Who is required to submit?</u>	<u>Due Date</u>	<u>Submission format</u>	<u>Submit to</u>
Care Model Implementation Plan	Care Model Innovation Pilot awardees only	30 days from Executed Grant (date of last signature)	AHS provided template	AHS.HCBSGrants@Vermont.gov
Performance and Outcome (P+O) Measure Plan	All awardees	60 days from Grant Award start date (March 1, 2024)	AHS provided template (Attachment H)	AHS.HCBSGrants@Vermont.gov
P+O measure reports	All awardees	Refer to approved P+O Plan for individually negotiated cadence of submissions aligned with quarterly financial reporting dates (see below)	Refer to approved P+O plan for submission format	AHS.HCBSGrants@Vermont.gov
Certificate of Approval Or Certificate of Need Attestation	All awardees	The State will not issue Attachment B payments until this attestation is completed and approved.	AHS provided form (Attachment I)	AHS.HCBSGrants@Vermont.gov
Quarterly Financial Reports	All awardees	April 15, 2024 July 15, 2024 October 15, 2024 January 15, 2025	AHS provided Financial Workbook	AHS.COContractsGrants@Vermont.gov AND AHS.HCBSGrants@Vermont.gov
Interim Narrative Report & Sustainability Plan	All awardees	July 15, 2024	AHS provided template	AHS.HCBSGrants@Vermont.gov
Final Narrative Report	All awardees	January 15, 2025	Template to be provided by AHS	AHS.HCBSGrants@Vermont.gov