



Vermont Agency of Human Services

**HCBS GRANT EXTENSION REPORTING REQUIREMENTS: September 18, 2024- June 30, 2025**

This table provides an overview of common HCBS Grant Opportunity reporting requirements and due dates, and has been updated to reflect changes to previously published schedules based on No-Cost Extensions granted in September 2024. 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.

<b>Due Date: September 18, 2024</b>			
<b><u>Report name</u></b>	<b><u>Who is required to submit?</u></b>	<b><u>Submission format</u></b>	<b><u>Submit to</u></b>
<b>Updated Performance and Outcome (P+O) Measure Plan</b>	All awardees granted a 3-month or 6-month extension	Update to AHS Approved P+O Plan and Reporting Tool	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>HCBS Grant Activities Timeline and Estimated Spending Plan</b>	All awardees granted a 3-month or 6-month extension	AHS Provided Excel Template	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>HCBS Grant Extension Checklist and Approval Letter with signature</b>	All awardees granted a 3-month or 6-month extension	AHS provided letter	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Due Date: October 15, 2024</b>			
<b><u>Report name</u></b>	<b><u>Who is required to submit?</u></b>	<b><u>Submission format</u></b>	<b><u>Submit to</u></b>
<b>P+O measure reports</b>	All awardees- refer to approved P+O Plan	Refer to approved P+O plan for submission format	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Quarterly Financial Reports</b>	All awardees	AHS provided Financial Workbook	<a href="mailto:AHS.COContractsGrants@Vermont.gov">AHS.COContractsGrants@Vermont.gov</a> <b>AND</b> <a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>



**Due Date: January 15, 2025**

<u>Report name</u>	<u>Who is required to submit?</u>	<u>Submission format</u>	<u>Submit to</u>
<b>P+O measure reports</b>	All awardees- refer to approved P+O Plan	Refer to approved P+O plan for submission format	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Quarterly Financial Reports</b>	All awardees	AHS provided Financial Workbook	<a href="mailto:AHS.COContractsGrants@Vermont.gov">AHS.COContractsGrants@Vermont.gov</a> <b>AND</b> <a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Interim Narrative Report</b>	Awardees with a 6-month extension	AHS provided template	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>

**Due Date: April 15, 2025**

<u>Report name</u>	<u>Who is required to submit?</u>	<u>Submission format</u>	<u>Submit to</u>
<b>P+O measure reports</b>	All awardees- refer to approved P+O Plan	Refer to approved P+O plan for submission format	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Quarterly Financial Reports</b>	All awardees	AHS provided Financial Workbook	<a href="mailto:AHS.COContractsGrants@Vermont.gov">AHS.COContractsGrants@Vermont.gov</a> <b>AND</b> <a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Final Narrative Report</b>	Awardees with a 3-month extension	Template to be provided by AHS	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>

**Due Date: July 15, 2025**

<u>Report name</u>	<u>Who is required to submit?</u>	<u>Submission format</u>	<u>Submit to</u>
<b>P+O measure reports</b>	All awardees- refer to approved P+O Plan	Refer to approved P+O plan for submission format	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Quarterly Financial Reports</b>	All awardees	AHS provided Financial Workbook	<a href="mailto:AHS.COContractsGrants@Vermont.gov">AHS.COContractsGrants@Vermont.gov</a> <b>AND</b> <a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>
<b>Final Narrative Report</b>	Awardees with a 6-month extension	Template to be provided by AHS	<a href="mailto:AHS.HCBSGrants@Vermont.gov">AHS.HCBSGrants@Vermont.gov</a>