

RFP Addendum

Addendum No. 001

Date: June 30, 2025

To: All Prospective Applicants

Subject: Clarification on Grant Reporting Requirements

Grant Reporting Requirements

REPORTING REQUIREMENTS

NCA reserves the right to revise scheduled dates and processes for reporting requirements, including expenditure reports and performance reports.

Performance Measures/Progress Reports

All subrecipients are required to report non-cumulative performance data to NCA. Data reported should represent services provided only by NCA paid staff. Similarly, performance data should only include information on clients/program beneficiaries who are served by NCA paid staff. Data on services provided by other staff should not be included. Additionally, each reporting period subrecipients must submit a non-cumulative progress report on their chosen objectives and outcomes completed during the reporting period. All data points for both performance and progress measures will be reported within the Grantee Portal. Post-award webinars will be offered to subrecipients to provide an overview of the required performance measures/progress reporting and to provide a tutorial on the submission process.

Financial Report

In addition to the quarterly performance measures/progress report, a quarterly grant expenditure report is required.

As a cost reimbursement grant, all requests for reimbursement within expenditure reports must be for actual approved and incurred expenses. Expenditures should be reported in the period in which the expenses were incurred. Detailed backup documentation to support all costs requested for reimbursement must be submitted by the subrecipients agency.

NCA reserves the right to set or adjust what backup documentation is required within the course of an award cycle. The level of backup documentation required with the submission of expenditure reports will change immediately if complete backup documentation to support

expenditures is not available upon request.

Backup documentation for expenditure reports should not include any personally identifiable client/program participant information. If documents that include client information must be submitted as backup documentation, all client information must be thoroughly redacted prior to submission. Examples of client information that should not be included in submitted backup documentation are names, addresses, and dates of birth.

Performance Measures/Progress and Financial Reports must be submitted as instructed according to the following dates:

Requirement	Reporting Period	Dates
Quarterly Reports 1 Due	January 1 through March 30	April 10, 2026
Quarterly Reports 2 Due	April 1 through June 30	July 10, 2026
Quarterly Reports 3 Due	July 1 through September 30	October 10, 2026
Quarterly Reports 4 Due	October 1 through December 31	January 10, 2027

The expenditure report form is contained within the Grant Reporting Workbook. All reports must be submitted via the grantee portal and will require NCA approval. Report submissions must include:

- Grant Reporting Workbook with the relevant reporting period tab completed;
- All supporting fiscal documentation;
- Performance Measures & Programmatic Status Update fields completed by subrecipient in Grantee Portal.

Expenditure reports will not be considered received and eligible for reimbursement until they are submitted accurately and with all necessary accompanying documentation. Reimbursements will then be processed within 45 days.

NCA has created a [Required Fiscal Documentation](#) guide that will help subrecipients ensure they are including the correct documentation with their fiscal reports.