



2017-FY18 ThreeStar – Bi-Monthly Report

Due on the 5th of each odd month: 09/05/2017; 11/05/2017;
01/05/2018; 03/05/2018

Today's date: _____

County name: _____ Grantee: _____

Administrator name: _____ Phone: _____

Project begin date: _____ Projected end date: _____

Remember to take photos of activity / project to submit with reports

- Tracking needs to include the level of volunteer and any other funds / in-kind contributions leveraged

Remember, invoices must be submitted following the timeline below

- From contract start date – September 30, 2017: must be submitted by October 30, 2017
- October 1, 2017 – December 30, 2017: must be submitted by January 30, 2018
- January 1, 2018 – March 30, 2018: must be submitted by April 30, 2018
- April 1, 2018 – April 30, 2018: must be submitted by May 30, 2018

Remember no expenses outside of the contract period will be reimbursed

Date of most recent request for payment: _____

Expected closeout: _____ Is this a change from the last report? Yes _____ No _____

What has happened since the last report?

Have any contract amendments been requested or made since the last report? Yes _____ No _____

If so, to whom? _____

Any issues or delays? How have they been / are they being addressed?

What will occur during the next month?

How can TNECD help?