

# MN SRAE Grantee Reporting Schedule

**FFY 2024**

*November 1, 2023 – September 30, 2024*

Submission Due Date	Report Due	Reporting Period Covered	Submitted To
Within 3 days of a session	<ul style="list-style-type: none"> <li>Fidelity Monitoring Tool</li> </ul>	Each session	Evaluator
January 10, 2024	<ul style="list-style-type: none"> <li>Attendance, Reach and Dosage Workbook</li> <li>Ensure all Entry and Exit Surveys have been submitted through online link</li> </ul>	July 1, 2023 to December 31, 2023	Evaluator
January 20, 2024	<ul style="list-style-type: none"> <li>Quarterly Progress Report</li> </ul>	October 1, 2023 to December 31, 2023	Grant Manager
	<ul style="list-style-type: none"> <li>Quarterly Invoice</li> </ul>	October 1, 2023 to December 31, 2023	Invoices Mailbox
April 20, 2024	<ul style="list-style-type: none"> <li>Quarterly Progress Report</li> </ul>	January 1, 2024 to March 31, 2024	Grant Manager
	<ul style="list-style-type: none"> <li>Quarterly Invoice</li> </ul>	January 1, 2024 to March 31, 2024	Invoices Mailbox
June 20, 2024	<ul style="list-style-type: none"> <li>FFY 2025 Workplan</li> <li>FFY 2025 Budget</li> </ul>	October 1 2024 to September 30, 2025	Grant Manager
July 10, 2024	<ul style="list-style-type: none"> <li>Structure, Cost, and Support Workbook</li> </ul>	October 1, 2023 to September 30, 2024	Evaluator
	<ul style="list-style-type: none"> <li>Attendance, Reach and Dosage Workbook</li> <li>Ensure all Entry and Exit Surveys have been submitted through online link</li> </ul>	January 1, 2024 to June 30, 2024	Evaluator
July 20, 2024	<ul style="list-style-type: none"> <li>Quarterly Progress Report</li> </ul>	April 1, 2024 to June 30, 2024	Grant Manager
	<ul style="list-style-type: none"> <li>Quarterly Invoice</li> </ul>	April 1, 2023 to June 30, 2024	Invoices Mailbox
October 20, 2024	<ul style="list-style-type: none"> <li>Quarterly Progress Report</li> </ul>	July 1, 2024 to September 30, 2024	Grant Manager
	<ul style="list-style-type: none"> <li>Quarterly Invoice</li> </ul>	July 1, 2024 to September 30, 2024	Invoices Mailbox

*As of 11/1/2023:*

Grant Manager: Emily McDowell, [Emily.McDowell@state.mn.us](mailto:Emily.McDowell@state.mn.us)

Evaluator: Kaitlyn Traub, [Kaitlyn.Traub@state.mn.us](mailto:Kaitlyn.Traub@state.mn.us)

Invoice Mailbox: [health.MCHInvoices@state.mn.us](mailto:health.MCHInvoices@state.mn.us)

Minnesota Department of Health  
MN SRAE  
PO BOX 64975  
St. Paul, MN 55164-0975  
[health.MCH@state.mn.us](mailto:health.MCH@state.mn.us)

To obtain this information in a different format, call: 651-201-3650.