

**CONTRACTOR**  
**PROGRAM NAME**  
 July 1, 20XX to June 30, 20XX

**REPORTING TIMELINES**

*Narrative Progress Reports (Contract Section 2.20 - Progress Reports) and Participant, Service, and Outcome Data (Contract Section 2.21 – Evaluation Studies)*

Reports and data shall detail work performed in Section 3: Service Provisions, Exhibit B.

*[For contracts with quarterly progress reporting]:*

| Period  | Report type                                | Due date         |
|---|--|------------------|
| July 1, 20XX – September 30, 20XX                   | Quarter 1 – FY20xx-xx                      | October 30, 20XX |
| October 1, 20XX – December 31, 20XX                 | Quarter 2 – FY20xx-xx                      | January 30, 20XX |
| January 1, 20XX – March 31, 20XX                    | Quarter 3 – FY20xx-xx                      | April 30, 20XX   |
| April 1, 20XX – June 30, 20XX                       | Quarter 4 & cumulative final for FY20xx-xx | July 30, 20XX    |
| <i>If multi-year, list for each funding period:</i> |  |                  |
| July 1, 20XX – September 30, 20XX                   | Quarter 1 – FY20xx-xx                      | October 30, 20XX |
| October 1, 20XX – December 31, 20XX                 | Quarter 2 – FY20xx-xx                      | January 30, 20XX |
| January 1, 20XX – March 31, 20XX                    | Quarter 3 – FY20xx-xx                      | April 30, 20XX   |
| April 1, 20XX – June 30, 20XX                       | Quarter 4 & cumulative final for FY20xx-xx | July 30, 20XX    |

*[For contracts with semi-annual progress reporting]:*

| Period  | Report type                               | Due date         |
|---|---|------------------|
| July 1, 20XX – December 31, 20XX                    | Semi Annual – FY20xx-xx                   | January 30, 20XX |
| January 1, 20XX – June 30, 20XX                     | Year End & cumulative final for FY20xx-xx | July 30, 20XX    |
| <i>If multi-year, list for each funding period:</i> |   |                  |
| July 1, 20XX – December 31, 20XX                    | Semi Annual – FY20xx-xx                   | January 30, 20XX |
| January 1, 20XX – June 30, 20XX                     | Year End & cumulative final for FY20xx-xx | July 30, 20XX    |

**INVOICING/EXPENDITURE REPORTING TIMELINES**

*Fiscal Provisions (Contract Section 4.1, 4.3 – Payment Method, Invoices)*

Financial reports shall adhere to Section 4: Budget, Exhibit C and Exhibit D.

| Period  | Invoice/Expenditure Report type            | Due by           |
|---|--|------------------|
| July 1, 20XX – September 30, 20XX                   | Quarter 1 – FY20xx-xx                      | October 30, 20XX |
| October 1, 20XX – December 31, 20XX                 | Quarter 2 – FY20xx-xx                      | January 30, 20XX |
| January 1, 20XX – March 31, 20XX                    | Quarter 3 – FY20xx-xx                      | April 30, 20XX   |
| April 1, 20XX – June 30, 20XX                       | Quarter 4 & cumulative final for FY20xx-xx | July 30, 20XX    |
| <i>If multi-year, list for each funding period:</i> |  |                  |
| July 1, 20XX – September 30, 20XX                   | Quarter 1 – FY20xx-xx                      | October 30, 20XX |
| October 1, 20XX – December 31, 20XX                 | Quarter 2 – FY20xx-xx                      | January 30, 20XX |
| January 1, 20XX – March 31, 20XX                    | Quarter 3 – FY20xx-xx                      | April 30, 20XX   |
| April 1, 20XX – June 30, 20XX                       | Quarter 4 & cumulative final for FY20xx-xx | July 30, 20XX    |

**Submit to:**

First 5 Ventura County  
 2580 East Main Street, Suite 203  
 Ventura, California 93003