

SPF REQUIREMENTS for FY 10



Please read this document carefully as you are responsible for submitting all the information described within. Please contact me at 802-652-4149 with your questions and comments. Thank you.

The “WHEN” - Due Dates for FY 10 (July 1, 2009 to June 30, 2010)

October 31, 2009 - for the period July 1 to September 30, 2009

January 30, 2010 - for the period October 1 to December 31, 2009

April 30, 2010 *- for the period January 1 to March 30, 2010

July 31, 2010 - for the period April 1 to June 30, 2010

* on page 5 of your FY 10 grant award, the April due date is mistakenly listed as April 1st – reports are NOT due on April 1st but on April 30, 2010

The “WHAT” – The reports below are due on the due dates above.

1. Implementation Work Plans (one per evidence-based strategy)

2. Capacity Building Work Plan – if you haven’t already, PLEASE add a column titled, “Comments” in which to tell us of your progress for the quarter.

3. FY 10 Excel Budget expense form (ONLY the excel form will be accepted)

4. FY 09 Excel Budget expense form ONLY if you are spending down carry forward funds

Previously referred to as “progress reports,” they will now be called Implementation Work plans – you will submit **one Implementation work plan for each strategy** you are schedule to work on during that time period.

The “HOW” – The reports should be submitted in the manner below.

Please **bold** all NEW comments each quarter. For the second, third and fourth quarter, please go back and un-bold the comments from the previous quarter resulting in **bold** text for only the quarter you are reporting on. This will help us identify each quarter's activities and will give you a visual of your progress each quarter with the text in bold.

Submitted via e-mail to Lori Uerz, your Prevention Consultant, Amy Livingston and Victoria Evans by the due date.

e-mail addresses: luerz@vdh.state.vt.us alivingston@vdh.state.vt.us
vevans@vdh.state.vt.us

If you do not know your PC's e-mail address, please contact me at 802-652-4149

Requests for extensions should be received by Lori at least 2 weeks prior to the deadline and PLEASE share the deadlines with your staff, fiscal agent including the VDH forms so they can be prepared to complete all required information in a timely manner.

Questions? Call Lori at 802-652-4149 or e-mail at luerz@vdh.state.vt.us