

MN SRAE Grantee Reporting Schedule

FFY 2025

October 1, 2024 – September 30, 2025

| Submission Due Date | Report Due | Reporting Period Covered | Submitted To |
|----------------------------|--|---------------------------------------|------------------|
| Within 3 days of a session | <ul style="list-style-type: none"> Fidelity Monitoring Tool | Each session | Evaluator |
| October 20, 2024 | <ul style="list-style-type: none"> Final FFY24 Quarterly Progress Report | July 1, 2024 to September 30, 2024 | Grant Manager |
| | <ul style="list-style-type: none"> Final FFY24 Quarterly Invoice | July 1, 2024 to September 30, 2024 | Invoices Mailbox |
| January 10, 2025 | <ul style="list-style-type: none"> Attendance, Reach and Dosage Workbook Ensure all Entry and Exit Surveys have been submitted through online link | July 1, 2024 to December 31, 2024 | Evaluator |
| January 20, 2025 | <ul style="list-style-type: none"> Quarterly Progress Report | October 1, 2024 to December 31, 2024 | Grant Manager |
| | <ul style="list-style-type: none"> Quarterly Invoice | October 1, 2024 to December 31, 2024 | Invoices Mailbox |
| April 20, 2025 | <ul style="list-style-type: none"> Quarterly Progress Report | January 1, 2025 to March 31, 2025 | Grant Manager |
| | <ul style="list-style-type: none"> Quarterly Invoice | January 1, 2025 to March 31, 2025 | Invoices Mailbox |
| July 10, 2025 | <ul style="list-style-type: none"> Structure, Cost, and Support Workbook | October 1, 2024 to September 30, 2025 | Evaluator |
| | <ul style="list-style-type: none"> Attendance, Reach and Dosage Workbook Ensure all Entry and Exit Surveys have been submitted through online link | January 1, 2025 to June 30, 2025 | Evaluator |
| July 20, 2025 | <ul style="list-style-type: none"> FFY 2026 Workplan FFY 2026 Budget | October 1 2025 to September 30, 2026 | Grant Manager |
| | <ul style="list-style-type: none"> Quarterly Progress Report | April 1, 2025 to June 30, 2025 | Grant Manager |
| | <ul style="list-style-type: none"> Quarterly Invoice | April 1, 2025 to June 30, 2025 | Invoices Mailbox |
| October 20, 2025 | <ul style="list-style-type: none"> Final FFY 25 Quarterly Progress Report | July 1, 2025 to September 30, 2025 | Grant Manager |
| | <ul style="list-style-type: none"> Final FFY25 Quarterly Invoice | July 1, 2025 to September 30, 2025 | Invoices Mailbox |

As of 10/1/2024:

Grant Manager: Emily McDowell, Emily.McDowell@state.mn.us

Evaluator: Kaitlyn Traub, Kaitlyn.Traub@state.mn.us (Please cc Emily McDowell while Kaitlyn is on leave through January 2025)

Invoice Mailbox: health.MCHInvoices@state.mn.us

MN SRAE Grantee Training Schedule

FFY 2025

October 1, 2024 – September 30, 2025

Optional

| Date | Event | Staff Required | Location |
|--|---|----------------|----------|
| 3 rd Thursday of Every Month from 10am-11am | Monthly Office Hours Relevant grantee information on sexual health and/or youth development topics. Reminders for upcoming events, trainings, requirements. Open time to ask the Grant Manager questions. | None | Virtual |

Required

All events below are required for MN SRAE grantees.

| Date | Event | Staff Required | Location |
|---------|--|---|-------------------------------|
| January | Winter All-Grantee Meeting Relevant sexual health and/or youth development technical assistance, training, and program updates provided by MDH or guest speakers. | At least 1 member of leadership staff At least 1 member of education staff | Virtual |
| June | Summer All-Grantee Meeting Relevant sexual health and/or youth development technical assistance, training, and program updates provided by MDH or guest speakers. | At least 1 member of leadership staff At least 1 member of education staff | In-Person |
| June | State of Adolescent Sexual Health in Minnesota Provided by the PREP/SRAE training partner, the University of Minnesota Center for Youth Development. Presentation will provide the most current statistics on the sexual health of MN youth and provide time for answering questions. Presentation is available in person in the Twin Cities in June, virtually in June, and in person in Bemidji in October. Grantees will be required to attend at least one of the presentations. | At least 1 member of leadership staff At least 1 member of education staff | Virtual and In-Person options |