

**2024-2028 CDSME GRANTEE REPORTING CALENDAR**  
**(Grant Period: June 1, 2024 – May 31, 2028)**

Year	Financial Reports <sup>1</sup>	Semi-Annual <sup>2</sup> and Final Program Reports <sup>3</sup>
<b>2024</b>	<b>Annual SF-425</b>	
		Semi-Annual Report- December 30, 2024 (For the Period June 1, 2024 – November 30, 2024)
<b>2025</b>		
	Annual SF-425- June 30, 2025 (For the Period June 1, 2024 – May 31, 2025)	Semi-Annual Report- June 30, 2025 (For the Period December 1, 2024 – May 31, 2025)
		Semi-Annual Report- December 30, 2025 (For the Period June 1, 2025 – November 30, 2025)
<b>2026</b>		
	Annual SF-425- June 30, 2026 (For the Period June 1, 2025 – May 31, 2026)	Semi-Annual Report- June 30, 2026 (For the Period December 1, 2025 – May 31, 2026)
		Semi-Annual Report- December 30, 2026 (For the Period June 1, 2026 – November 30, 2026)
<b>2027</b>		
	Annual SF-425- June 30, 2027 (For the Period June 1, 2026 – May 31, 2027)	Semi-Annual Report- June 30, 2027 (For the Period December 1, 2026 – May 31, 2027)
		Semi-Annual Report- December 30, 2027 (For the Period June 1, 2027 – November 30, 2027)
<b>2028</b>		
	Annual SF-425- June 30, 2028 (For the Period June 1, 2027 – May 31, 2028)	

	<b>FINAL REPORT</b> - September 30, 2028 (Cumulative for the Period June 1, 2024 – May 31, 2028)	<b>FINAL REPORT-</b> September 30, 2028 (Cumulative for the Period June 1, 2024 – May 31, 2028)
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***Other Instructions:***

- *In addition to the financial and program reporting noted here, grantees must also enter data on programs and participants into the online [Healthy Aging Program Integrated Database \(HAPID®\)](#) within 30 days of program completion.*
- *Review and refer to the [CDSME Frequently Asked Questions](#) document for more information.*
- *Thoroughly review ACL’s webpage on “Managing a Grant”- <https://acl.gov/grants/managing-grant>.*

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<sup>1</sup> Financial reporting should be done through the Payment Management System (PMS). For financial reporting instructions, see: <https://pms.psc.gov/>, <https://acl.gov/grants/managing-grant>, and your official grant Notice of Award.

<sup>2</sup> Semi-Annual Reports should be: 1) uploaded as a “Grant Note” in GrantSolutions (<https://www.grantsolutions.gov>); and 2) emailed to Binod Suwal at [binod.suwal@ncoa.org](mailto:binod.suwal@ncoa.org) and ACL Project Officer. For the semi-annual reporting instructions and template, see: [ACL Grant Reporting Requirements for Chronic Disease Self-Management Education](#).

<sup>3</sup> Final Reports should be: 1) uploaded as a “Grant Note” in GrantSolutions (<https://www.grantsolutions.gov>); and 2) emailed to Binod Suwal at [binod.suwal@ncoa.org](mailto:binod.suwal@ncoa.org) and ACL Project Officer. For the final reporting instructions and template, see: [ACL Grant Reporting Requirements for Chronic Disease Self-Management Education](#). Note that a [Property Disposition Statement](#) is required as part of the Final Report.