

Attachment G

Schedule of Reports and Deliverables

REPORT/ DELIVERABLE	DESCRIPTION	DUE
Key Personnel Contact Information	Provide a list of all Key Contractor Personnel with contact information to include name, title, address, phone number(s), fax number, and email address.	Update as needed.
Independent Certified Audit Report	Submit a copy of independent certified audit report within thirty (30) calendar days after its receipt by the Contractor and not later than 9 months after the end date of the C2 GPS Fiscal Year.	Annually
Monthly Contractor Report	<ol style="list-style-type: none"> 1. Financial Report which includes the following: <ol style="list-style-type: none"> A. Report Expenditures overall B. Monthly Request for Payment C. Numerical Variance Report of Budgeted Expenditures vs. Actual Expenditures 2. Programmatic Report: <ol style="list-style-type: none"> A. Written reports, material and data which will communicate the dashboard indicators, an overview of progress on goals, measures and deliverables to include all funding sources, grants, partners, special projects. This shall include the leading indicator performance measures developed included in the narrative RFP (Section 6.22) (Not to exceed 12 Pages) B. Written summary of continuous quality improvement activities and progress for staff. C. Dashboard indicators will be adjusted as necessary with input from contractor and Board. Initially shall include: #s of employed, job orders, businesses served and new businesses using CSBCC services. D. Written summary for CSB’s mandated partners including updates to partner strategies to coordinate and deliver services, participant outcomes, partner success stories, and highlights of services coordination efforts. E. Other reports as determined by BWDB 3 Reporting will include participation in the Senior/Senior quarterly meeting scheduled to present and discuss performance and coordination. 	Monthly – 10 th of each month for the previous month’s activities 15 th of each month Quarterly based schedule provided by BWDB
Close-out Report	<ol style="list-style-type: none"> 1. Contract Close-out Report: Provide report within 15 days after contract expiration summarizing all payment requests, actual expenses, inventory, obligated funds by funding source and other items requested by BWDB. 2. Close-out Budget: Provide a report of anticipated close-out costs prior to the expiration of the contract. 3. Other reports as determined by BWDB 	July 15 of the year contract expires or as determined by BWDB
		May 15 of the year contract expires or as determined by BWDB
		TBD