

1. **No report is due the 14th or even this month!** The CRRSA and ARPA Quarterly/Final Reports are on hold for a little bit, so take that right off your calendar. The reporting requirements are in production, but need fed sign off - so here are the release dates, due dates and grant spending date ranges:

Grant Program	Report Release Date	Report Due Date	Spending Date Range
CRRSA	October 31, 2022	December 9, 2022	3/1/2020-9/30/2022
ARPA Final Report 1	November 7, 2022	December 27, 2022	1/1/2020-9/30/2023
ARPA Final Report 2	September 5, 2023	October 6, 2023	1/1/2020-9/30/2023
CCDF Quality Funds	October 31, 2022	October 6, 2023 (earlier if funds are spent)	Upon receipt of funds through 9/30/2023
NHEYP	November 21, 2022	December 27, 2022	6/1/2022-12/31/2023

2. **All invoices for ARPA Stabilization, CRRSA, NHEYP and Quality Incentives have been submitted to Finance.** I hit them with over 1200 invoices in 7 business days, all of which need to be hand-entered and go through three different groups. Your check or direct deposit is on the way. However, things do get lost in the mail so if you don't have anything by your October 19th mail delivery, please let me know via an email with the subject "Money not received".
3. **All checks that are sent out go to the exact address in your NH State Vendor file.** Be sure to check the address to see where the check may have gone.
4. **State checks look like junk mail sometimes.** The trifold check or remittance advice is green and white and can look like one of those "take out a loan easily" or "get new windows" mailers so watch for it. Also tear it open extremely carefully or you can rip the important numbers right off the bottom – makes the check un-cashable.
5. **All check amounts are accurate, so please deposit them.** I personally did all the invoices so what you are getting is what is in the check. If it is more than you were expecting.... that is a good thing. If it less, feel free to ask.
6. **Each check or direct deposit comes with remittance advice.** If you don't know what the check you got was for us this to understand the remittance information: CCDF Discretionary is the quality money; ARPA Stabilization or ARPA S is the ARPA grant money plus it will say R1 or R2 and R3 for the Round, CRRSA is just CRRSA, EYP or NHEYP

is the New Hampshire Empower Youth Program. All multi-sites also get a copy of the invoice breakdown by each location. You can move your money between sites and will just notify me in your reporting down the road.

7. **It's okay if you cannot remember what you said you were going to spend your quality money on and need a copy of your survey.** First of all, that was just a proposed plan and you do not have to stick to it, secondly I unfortunately I don't have the bandwidth myself to pull everyone's survey monkey, but I have asked for admin help to start that process next week. That will include your quarterly reports, and other survey monkey based reports as well. Hang on it is coming!

8. **If you don't know what you can do with each pot of money or when it needs to be spent by** – look at the attached allowable expenses and also register for our webinar – What do I do with the funds now? Webinar being held on Monday, October 24th at 12:30 PM and again on Tuesday, October 25 at 6:30 PM for an hour long review of the allowable uses and upcoming reporting requirements and or attend our virtual office hours on Tuesday, October 25 Wednesday, October 26, and Thursday October 27 at 12:30 to 1:00. A separate email with webinar registration and virtual office hour information will follow.