

## **FY13 Final Report Information**

The FY13 Organizational Grant final report is now ready for you to access in [SAGE](#) for GOS, GPS, APS, AESI, and CSP grants. Please use the same login and password used to file your grant agreement.

The purpose of the final report is to close out most grant awards and initiate final grant payments. **The deadline to submit a final report is Wednesday, August 28, 2013.** Submission of the final report involves completing the required information and hitting the “submit” button by midnight on the deadline date, after which time the system will be closed to you. A signed certification page and payment voucher must be postmarked no later than August 30, 2013. Please be sure to upload any documents that might be required as noted in Attachment C. If your grant period ends on another date, your report is due 30 days after that grant period ends.

Organizations are encouraged to submit early as reports are reviewed and processed in the order received. If your organization is unable to meet the filing deadline it is very important that a request for extension be filed using the appropriate Document Extension Request form available on the Council website. Deadlines will not be extended past October 31, 2013 for grants ending on June 30th.

In addition, the grant period for any FY13 grant cannot be extended beyond December 31, 2013. Delinquent grantees risk losing all or portions of the grant. **Payments are not released until a report is received, determined to be complete and correct, and all required conditions are met by the organization.** Please remember that the first payment for FY14 grant awards may not be released until your FY13 grant is closed out.

Reminder: It is vital that your organization submit the final report in a timely manner. If corrections are needed, please respond immediately. **FY13 grant awards not closed out by December 2013 may be withdrawn or rescinded.**

It is important for all grantees to **check Attachment C of the grant agreement** for any requirements that are a condition of receiving final payment. Also remember to check your status with the **NJ Division of Revenue** and **Charities Registration Bureau** to be sure that your organization is up to date with all required filings. Delinquency in either of these areas, or with meeting the **Council’s ADA and audit requirements**, precludes release of payments.

The final report should be familiar to most, but please don’t hesitate to contact our staff via email or phone if you have questions.

**SAGE link:** <https://enterprisegrantapps.state.nj.us/NJSAGE/Login.aspx?APPTHEME=NJSAGE>

**Contact the Council office:** [NJSCA@sos.state.nj.us](mailto:NJSCA@sos.state.nj.us) or 609-292-6130