

Subawardee Reporting Policy

Farmer Conservation Leader Subaward Program

We understand that project timelines can sometimes be challenging to meet, and we want to support you in fulfilling your reporting requirements. To help ensure compliance with EPA requirements and keep your projects running smoothly, please review the guidance below on our reporting policies.

1. **Request Reporting Extensions in Advance:** if you anticipate needing more time for your programmatic or financial reporting, please request an extension from your Wallace Center point of contact before the due date. We can typically accommodate requests for extensions as long as we know in advance.
2. Programmatic Reporting Deadline:
 - There is a 7-day initial grace period after the due date for submitting programmatic reports. If the report is not submitted within this period, you will receive a reminder from our team.
 - After 15 days if the report is not submitted, we must notify EPA of the missed submission.
3. Financial Reporting Deadlines:
 - Financial reports are due monthly. If you have not submitted your report by the due date, we will send you one follow-up via email or phone call.
 - If you remain behind by more than one month at the end of the quarter, we must report this to EPA.
4. Workplan Adherence:
 - If you are behind on your workplan milestones, please submit a revised workplan to reflect current progress and any updated timelines with your next quarterly programmatic report.

Our team is here to support you and your project's success. If you anticipate any delays, please communicate with us **in advance** to request an extension. We can almost always accommodate requests for more time, and it is always better to let us know early on if you are experiencing challenges. As a reminder, all templates, trainings, and guidance are available on the [subawardee website](#). By adhering to these guidelines, we can work together to ensure compliance. If something about this process is not working for you, please let us know! We are here for creative problem-solving and can often find a solution together.