



Programmatic Quarterly Report Instructions

1. Programmatic Quarterly Reports are due by the 10th of the month following the end of each fiscal quarter (January, April, July, and October).
2. Reports will only be accepted through postal mail or hand delivery:
The Senior Alliance
Attn: Contracts
3850 Second Street, Suite 201
Wayne, MI 48184

Submissions in any other format **WILL NOT** be accepted. All reports **must** be received by the 10th of the month of which they are due. If the 10th falls on a weekend or holiday, reports are due by noon on the next business day. Contractors may also hand deliver documents. All documents must be typed and properly dated.

3. All report packets must be stapled and assembled in the following order:
 - Quarterly Narrative
 - Unduplicated Client and Unit Count Quarterly Report
 - Unduplicated Client Count by Community
 - Community Development Block Grant Forms (CDBG) for select communitiesPlease do not staple cash request forms to the quarterly reporting. PATH reporting should be stapled together separate from other reporting.
4. All Quarterly Report forms and instructions may be accessed on The Senior Alliance's website:
 - www.thesenioralliance.org
 - Doing Business with TSA
 - Current Contractor Report Forms
5. Questions about how to complete the programmatic Quarterly Reports should be directed to the Contracts Specialist at (734) 722-2830.
6. Late and incomplete reports are compliance issues and can affect funding. Reports that are incomplete will be returned to the contractor. All report corrections are due back to TSA within 14 calendar days or your next payment will be delayed.