

MN PREP Grantee Reporting Schedule

FFY 2025

October 1, 2024 – September 30, 2025

Submission Due Date	Report Due	Reporting Period Covered	Submitted To
Within 3 days of a session	<ul style="list-style-type: none"> Fidelity Monitoring Tool 	Each session	Evaluator
October 20, 2024	<ul style="list-style-type: none"> Final FFY24 Quarterly Progress Report 	July 1, 2024 to September 30, 2024	Grant Manager
	<ul style="list-style-type: none"> Final FFY24 Quarterly Invoice 	July 1, 2024 to September 30, 2024	Invoices Mailbox
January 10, 2025	<ul style="list-style-type: none"> Attendance, Reach and Dosage Workbook Ensure all Entry and Exit Surveys have been submitted through online link 	July 1, 2024 to December 31, 2024	Evaluator
January 20, 2025	<ul style="list-style-type: none"> Quarterly Progress Report 	October 1, 2024 to December 31, 2024	Grant Manager
	<ul style="list-style-type: none"> Quarterly Invoice 	October 1, 2024 to December 31, 2024	Invoices Mailbox
April 20, 2025	<ul style="list-style-type: none"> Quarterly Progress Report 	January 1, 2025 to March 31, 2025	Grant Manager
	<ul style="list-style-type: none"> Quarterly Invoice 	January 1, 2025 to March 31, 2025	Invoices Mailbox
July 10, 2025	<ul style="list-style-type: none"> Structure, Cost, and Support Workbook 	October 1, 2024 to September 30, 2025	Evaluator
	<ul style="list-style-type: none"> Attendance, Reach and Dosage Workbook Ensure all Entry and Exit Surveys have been submitted through online link 	January 1, 2025 to June 30, 2025	Evaluator
July 20, 2025	<ul style="list-style-type: none"> FFY 2026 Workplan FFY 2026 Budget 	October 1 2025 to September 30, 2026	Grant Manager
	<ul style="list-style-type: none"> Quarterly Progress Report 	April 1, 2025 to June 30, 2025	Grant Manager
	<ul style="list-style-type: none"> Quarterly Invoice 	April 1, 2025 to June 30, 2025	Invoices Mailbox
October 20, 2025	<ul style="list-style-type: none"> Final FFY 25 Quarterly Progress Report 	July 1, 2025 to September 30, 2025	Grant Manager
	<ul style="list-style-type: none"> Final FFY25 Quarterly Invoice 	July 1, 2025 to September 30, 2025	Invoices Mailbox

As of 10/1/2024:

Grant Manager: Emily McDowell, Emily.McDowell@state.mn.us

Evaluator: Kaitlyn Traub, Kaitlyn.Traub@state.mn.us (Please cc Emily McDowell while Kaitlyn is on leave through January 2025)

Invoice Mailbox: health.MCHInvoices@state.mn.us

MN PREP Grantee Training Schedule

FFY 2025

October 1, 2024 – September 30, 2025

Optional

Date	Event	Staff Required	Location
3 rd Thursday of Every Month from 10am-11am	Monthly Office Hours Relevant grantee information on sexual health and/or youth development topics. Reminders for upcoming events, trainings, requirements. Open time to ask the Grant Manager questions.	None	Virtual

Required

All events below are required for MN PREP grantees.

Date	Event	Staff Required	Location
January	Winter All-Grantee Meeting Relevant sexual health and/or youth development technical assistance, training, and program updates provided by MDH or guest speakers.	At least 1 member of leadership staff At least 1 member of education staff	Virtual
June	Summer All-Grantee Meeting Relevant sexual health and/or youth development technical assistance, training, and program updates provided by MDH or guest speakers.	At least 1 member of leadership staff At least 1 member of education staff	In-Person
June	State of Adolescent Sexual Health in Minnesota Provided by the PREP/SRAE training partner, the University of Minnesota Center for Youth Development. Presentation will provide the most current statistics on the sexual health of MN youth and provide time for answering questions. Presentation is available in person in the Twin Cities in June, virtually in June, and in person in Bemidji in October. Grantees will be required to attend at least one of the presentations.	At least 1 member of leadership staff At least 1 member of education staff	Virtual and In-Person options