DEPARTMENT OF HEALTH

MN PREP/SRAE Grantee Reporting Schedule

FFY 2026

October 1, 2025 – September 30, 2026

Submission Due Date	Report Due	Reporting Period Covered	Submitted To
Within 3 days of a session	• Fidelity Monitoring Tool	Each session	Evaluator
October 20, 2025	• Final FFY25 Quarterly Progress Report	July 1, 2025 to September 30, 2025	Grant Manager
	• Final FFY25 Quarterly Invoice	July 1, 2025 to September 30, 2025	Invoices Mailbox
January 10, 2026	• Attendance, Reach and Dosage Workbook • Ensure all Entry and Exit Surveys have been submitted through online link	July 1, 2025 to December 31, 2025	Evaluator
January 20, 2026	• Quarterly Progress Report	October 1, 2025 to December 31, 2025	Grant Manager
	• Quarterly Invoice	October 1, 2025 to December 31, 2025	Invoices Mailbox
April 20, 2026	• Quarterly Progress Report	January 1, 2026 to March 31, 2026	Grant Manager
	• Quarterly Invoice	January 1, 2026 to March 31, 2026	Invoices Mailbox
July 10, 2026	• Structure, Cost, and Support Workbook	October 1, 2025 to September 30, 2026	Evaluator
	• Attendance, Reach and Dosage Workbook • Ensure all Entry and Exit Surveys have been submitted through online link	January 1, 2026 to June 30, 2026	Evaluator
July 20, 2026	• FFY 2027 Workplan • FFY 2027 Budget	October 1 2026 to September 30, 2027	Grant Manager
	• Quarterly Progress Report	April 1, 2026 to June 30, 2026	Grant Manager
	• Quarterly Invoice	April 1, 2026 to June 30, 2026	Invoices Mailbox
October 20, 2026	• Final FFY26 Quarterly Progress Report	July 1, 2026 to September 30, 2026	Grant Manager
	• Final FFY26 Quarterly Invoice	July 1, 2026 to September 30, 2026	Invoices Mailbox

As of 10/1/2025:
Grant Manager: Emily McDowell, Emily.McDowell@state.mn.us *(Please cc Kaitlyn Traub while Emily is on leave during Spring 2026)*
Evaluator: Kaitlyn Traub, Kaitlyn.Traub@state.mn.us
Invoice Mailbox: health.MCHInvoices@state.mn.us

MN PREP/SRAE Grantee Training Schedule

FFY 2026

October 1, 2025 – September 30, 2026

Optional

Date	Event	Staff Required	Location
2nd Wednesday of Every Other Month from 1-2pm	**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/SRAE grantees.

Date	Event	Staff Required	Location
December	**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 September. 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