Who must report using the online reporting process?
If you received a grant award from the MHCRC in June 2004 or later you are required to use the online reporting tool.

Does the MHCRC allow other forms of report submission other than using the online reporting application?
If electronic submission is not possible for you, please contact MHCRC staff and we will discuss an alternative reporting format.

What are my reporting obligations to the MHCRC?
Your reporting obligations depend on the nature of your Grant and Contract Agreement terms. In general, you should expect to submit Interim and Final Reports including both programmatic and financial information. For details, please review the reporting guidelines found under Reporting Instructions as well as the grant reporting schedule found in Section 4 of your Grant Contract Agreement.

What is the difference between the Interim and Final Reports?
For specific guidelines, please refer to the MHCRC Reporting Instructions.

**Interim Reports** are filed according to the schedule outlined in Section 4 of your Grant Contract Agreement. Your interim reporting schedule corresponds with the timeline and milestones outlined in your grant proposal. These reports are our principal means of staying informed about your project as it develops.

**Final Reports** are filed at the end of your grant and cover the entire grant period. The Final Report does not take the place of the Interim Report in the last year of the grant. It is a substantive record both of the activities conducted during the entire grant period and how they met the goals set forth in your proposal, and of the accomplishments of the project. The Final Report should detail the results of your evaluation of the project, including methods, outcomes, and lessons learned.

What are my financial reporting obligations?
For specific guidelines, please refer to the MHCRC Reporting Instructions and Section 3 of your Grant Contract Agreement.

All grantees are required to submit financial information as part of the Interim and Final Reports. Expenditures must be reported against the line-item budget that was approved for your grant. In addition, you will be asked to provide a narrative of each line item expenditure as it relates to your original grant budget and explain any expenditure that substantially differs from the original grant budget.
Who can submit reports?
MHCRC staff will provide the Project Contact Person listed on the Grant Proposal with a unique PIN Number. It is up to the Project Contact Person as to who should have access to the reporting system. The Project Contact Person is encouraged to coordinate programmatic and financial report information with appropriate staff members and project partners in order to ensure timely submission of reports.

I forgot my PIN number. How can I find out what my PIN number is?
Open your browser to the Online Reporting log-in page and click the link provided. The PIN Number will be emailed to the Project Contact Person listed on the Grant Proposal.

Is my Interim Financial Report considered an invoice for reimbursement of grant funds spent?
No. You must submit under separate cover an invoice for actual capital expenditures related to the Grant for reimbursement. The invoice must include paid receipts, a line-item accounting and a line item narrative which accord with the approved Grant project budget. Upon certification by MHCRC staff that the invoice is in accordance with the Contract Agreement and Project Proposal, a payment will be issued within thirty (30) days after receipt of the invoice.

If your contact allowed for grant funds to be awarded in a lump sum at the start of project implementation then you are required to account for grant funds in a separate book of accounts and charge only grant-related expenditures to the account. You are required to submit the following financial documentation as part of your Final Reporting obligations: 1) receipts of all expenses paid by grant funds; 2) a line-item accounting of expenses; and, 3) a line item narrative which accords with the approved grant project budget.

What do I do if I need more time to complete a report or to provide information to the MHCRC?
If you are unable to complete and submit a report by the designated due date, please contact MHCRC staff immediately to discuss an extension. MHCRC staff can be reached at 503.823.5385 or mhcrcinfo@ci.portland.or.us.

Who reviews my Interim and Final Reports?
The MHCRC has authorized staff to monitor individual grant contract compliance, which includes Interim and Final Report review.

How do I submit a copy of a publication or video to the MHCRC?
You may submit a copy of a publication or video as example of project work to MHCRC staff by simply mailing it to: The Mt. Hood Cable Regulatory Commission, 1120 SW Fifth Ave., Rm 1305, Portland, OR 97204.

You will be prompted at the end of the Interim Reporting process and at the end of the Final Reporting process to indicate whether or not a publication or video was sent to MHCRC staff.
How will I know if I have met my Grant Reporting obligations?
The Project Contact Person will receive an email confirmation that a report has been successfully submitted to MHCRC staff.

The MHCRC reserves the right to request additional information and/or corrections to the Interim and the Final reports at any time. MHCRC staff will contact the Project Contact Person to request additional information or to clarify statements following review of each report. Upon expiration of the Grant Contract Agreement, MHCRC staff will assess whether or not all grant obligations have been met. If approved, staff will issue a Grant Closure Notice acknowledging that all reporting obligations have been met.