

Report Submission Instructions

All reports **must** be submitted through the Application/Report Portal at agelinc.org. Reports should be accurate and submitted according to the report schedule.

Report submission is an important factor that is evaluated during the grant application and renewal process, during annual compliance reviews, and on a regular ongoing basis. AgeLinc can request a Corrective Action Plan at any time for any organization that does not adequately comply with required reporting procedures.

Each agency has one user name and password, and can designate a single user or multiple users who share the username and password.

Select the *Partners* tab at agelinc.org to access and download instructions and blank report forms as needed.

When you are ready to submit your reports, select the Secured Website icon to the right of the screen. You will be prompted to enter a username and password. Your username and password were sent in this email when originally applying for the grant(s). If you need your username, please email Rebecca Keck at rkeck@agelinc.org.

You will have a green button labeled *+Folder* after logging in. Select that button and create a folder for **each** individual program your agency provides and one folder for Fiscal.

All fiscal reports should be submitted to the Fiscal folder, all Nutrition reports submitted to the Nutrition folder, SHAP reports to the SHAP folder, etc.

Please label reports using this pattern: FYXX Agency Initials Program Time Period.

Examples: FY21 AAAL SHAP October

Or

FY21 AAAL Transportation qtr. 1

You do NOT need to create a new folder each month/quarter. Simply label reports accordingly and submit to the correct folder.

If you have any questions, please contact Rebecca Keck at rkeck@agelinc.org.