



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Reporting Requirements

Quarterly Financial Reports

Grantees are required to submit a Quarterly Financial Report electronically in the Payment Management System (PMS) 30 days after the end of each quarter. The Cash Transaction Report is the top portion of the form, or lines 10a-c, and is used to report cash on hand to PMS. The rest of the form, lines 10d-o, 11, and 12 is the Financial Status Report which details program expenditures for MEPI. The PMS system can be accessed [here](#).

- The QFR is due quarterly and must be submitted within 30 days after the end of each quarter. If the report is not submitted on or before the due date, future fund requests will be restricted or delayed.
- PMS provides on-line training for filling out the SF-425, including a recorded webinar session. For additional information on how to complete the QFR in PMS go to http://dpm.psc.gov/grant_recipient/ffr.aspx.
- Detailed, step-by-step instructions for filling out the SF-425 are also available upon request from your Grants officer

Quarterly Programmatic Reports

Grantees are required to submit quarterly program reports in the private database managed by MEPI 30 days after the end of each quarter. The QPR summarizes major achievements of the quarter, indicates the actual implementation date of all planned activities (or requests to modify the target date), and includes reporting data for all indicators. A narrative analysis of work plan progress and results is also part of the template. The reports will be submitted in the MEPI database located [here](#).

Retention and Access Requirements for Records

The Recipients must maintain financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of three years from the date of submission of the final financial report. However, if any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Address questions about the necessary reporting requirements to your Project or Grants Officer.