Interim Reporting Worksheet

Interim reports in project performance must be submitted to NPS within 30 days of the end date of the reporting period outlined in your grant agreement. If this is the annual report, it must be submitted within 90 days.

|  |
| --- |
| **Federal Grant #:** Click or tap here to enter text. |
| Recipient Name: Click or tap here to enter text. |
| Project Director Name: Click or tap here to enter text. | Project Director Title:Click or tap here to enter text. |
| Project Director Phone: Click or tap here to enter text. | Project Director Email:Click or tap here to enter text. |
| Project Title:Click or tap here to enter text. |
| Reporting Period: Start date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |

**Instructions:** Answer the questions below. Include/attach required SF-425 *Federal Financial Report* and any other documents.

**Project Information**

1. Summarize the work completed on the project during this reporting period as it relates to the objectives of this grant and identify the articles of the grant agreement that this work satisfies.

Click or tap here to enter text.

1. Identify estimated hours of employment to date below (total to be reported in [final report](https://www.nps.gov/preservation-grants/civil-rights/reporting.html)).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Hours of employment funded by project to date. (best estimate)* | **Project Management** | **Consultants** | **Project Work** | **Total** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. Briefly describe any problems, delays, or adverse conditions which will impair the ability to meet the objectives of this grant and include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

Click or tap here to enter text.

1. Briefly describe favorable developments, community engagement, new partnerships, and any other successes.

Click or tap here to enter text.

1. Do you need an extension to the end date of the grant? If so, please explain why and provide a new timeline for completion of the grant work.

Click or tap here to enter text.

1. Do you need to request a modification to the budget, scope of work, or deliverables?

If so, please explain the change you wish to make. Use [Budget Modification Table](#Budget) on next page to state the requested budget modification.

Click or tap here to enter text.

1. Provide an update on what you have spent to date by completing the [Funds Expended to Date Table](#Funds).

**Budget Modification Table**

For budget modifications, please fill out the following table by double clicking on it to edit. Your current budget is in your grant agreement or is the last approved budget modification.



* **Budget modifications**.  Unless otherwise stated, you may modify up to 10% of your total NPS-approved budget amount among direct cost budget items or programs ([2 CFR 200.308](https://www.ecfr.gov/cgi-bin/text-idx?SID=cbc10257f8e1a77c8899fd26f7e6af5e&mc=true&node=se2.1.200_1308&rgn=div8)). However, if you have exceeded or expect to exceed 10% of your total NPS-approved budget among budget items or programs, you must request a modification in writing to your NPS grant manager. Please provide explanation for changes in your budget below.
* **Administrative costs must be reported separately above**. The total amount of administrative costs and indirect costs combined must not exceed 25% of the total amount of the budget. Administrative costs are: Allowable, reasonable, and allocable costs related to the overall management of activities directly related to finance (accounting, auditing, budgeting, contracting), general administrative salaries and wages (grant administration, personnel, property management, equal opportunity) and other “overhead” functions (general legal services, general liability insurance, depreciation on buildings and equipment, etc.) not directly attributable to specific program areas identified in the grant agreement. All administrative costs reported must be absolutely necessary for project and/or program implementation, such as the cost items identified in the final grant agreement or items otherwise approved in writing by the NPS Awarding Officer (AO).

Please use the space below to explain the requested changes in your budget.

Click or tap here to enter text.

**Funds Expended to Date Table**

Please fill out the following table to show where expenses have been applied to so far by double clicking on it to edit. This should be a running total of funding you have spent to date on the project and includes both NPS grant funds and any matching share required.



**Reports must be submitted electronically to your Agreement Technical Representative (grant manager) or to** **STLPG@nps.gov****. It may also be mailed to the address at the top of the report.** Please send by private carrier to avoid delays and damage caused by the irradiation of all mail sent via U.S. Postal Service.

|  |  |
| --- | --- |
| **Attachments** | **Attached** |
| Signed [SF-425](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1) (Federal Financial Report)***Even if no funds have been expended in this period a signed SF-425 is required.*** | [ ]  |

If Applicable:

|  |  |
| --- | --- |
| Draft Products/ Deliverables | [ ]  |
| Proof of Liability Insurance | [ ]  |
| Consultants/ contractor approval documentation | [ ]  |
| Copy of public notice of project | [ ]  |
| [SF-428 A](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1)-C – Equipment Report (for any item valued over $5,000) | [ ]  |
| Project sign  | [ ]  |
| Draft/final easement or covenant | [ ]  |

**Attachments Guidance:**

1. Please attach copies of any draft deliverables, easements, public notices of events or press releases, project signs, etc. for NPS advance approval.
2. Refer to your grant agreement article titled, “Reports, Drafts, and Deliverables” for instructions on submitting photos of work completed and other deliverables due for during this reporting period. List what items are included in this report and provide an update on each item.
3. Identify any equipment (items with a useful life of more than a year and costing $5,000 or more per unit) that you are requesting to purchase with grant funds for NPS prior approval. Attach a signed copy of theSF-428A – [*Annual Tangible Personal Property Report*](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1) if your approved project included equipment that cost more than $5,000.00 per unit. Attach a signed copy of the [SF-428C](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1) if you would like to request permission to dispose of previously purchased equipment.
4. As a reminder, NPS will be checking to see if you have submitted information for the *Technical Review*,*Section 106/110* and *National Environmental Policy Act* articles (as applicable) in your grant agreement.  If your submission is delayed, please indicate why.

Interim date due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised May 5, 2020