

Multistate Conservation Grants

CFDA Number: 15.628

Suggested Format for Quarterly & Annual Reports

Grant Number: [XX M-X-X, e.g. DC M-32-C]

Grant Title: [List as recorded on grant agreement]

Grant Recipient (Grantee) Name and Address:

[Organization Name]

[Address]

Grantee Contact Name: [List as recorded on grant agreement; may also list secondary]

Email Address:

Phone Number:

Fax Number:

Report Number: [Insert Year and Quarter Covered by this Report]

National Conservation Need Addressed: [Insert Year, NCN #, and Title]

Costs

Are you within the approved quarterly budget plan? ___ Yes; or ___ No

Are you within the approved budget categories? ___ Yes; or ___ No

Progress Achieved

How does this quarterly report on accomplishments compare to the overall Proposed

Project Work Plan? ___ Ahead of schedule; ___ On schedule; ___ Behind schedule?

In your prior quarterly report, did you report that your goals/objectives were achieved?

___ Yes; or ___ No (*Not applicable for first quarter reports*)

Goal/Objective 1: [Insert Title]

Planned Accomplishments:

Actual Accomplishments:

Goal/Objective 2: [Insert Title]

Planned Accomplishments:

Actual Accomplishments:

Goal/Objective 3: [Insert Title]

Planned Accomplishments:

Actual Accomplishments:

Difficulties Encountered (*If applicable*)

Goal/Objective 1: [Insert Title]

Why goal/objective not met:
Actions taken to correct:

Goal/Objective 2: [Insert Title]

Why goal/objective not met:
Actions taken to correct:

Goal/Objective 3: [Insert Title]

Why goal/objective not met:
Actions taken to correct:

Activities Anticipated Next Quarter

(Complete for quarterly and “annual interim” reports only; not needed for a final report)

Goal/Objective 1: [Insert Title]

Planned Accomplishments:

Goal/Objective 2: [Insert Title]

Planned Accomplishments:

Goal/Objective 3: [Insert Title]

Planned Accomplishments:

Annual Reporting

(Complete only for Annual Reports (“interim” and final) and/or you can insert into “progress achieved” section under each goal/objective; please note that this section will go on iFAIMES, <http://faims.fws.gov/>, for public viewing)

Primary Project Objective: [Please state]

Overall Benefits Derived by the End of the Year: [Please describe the most significant task(s) completed or progress achieved to meet the primary objective]

Signature: _____ Date: _____

Quarterly/Annual Report Form Instructions

Performance reports can be submitted electronically to Pam Matthes, USFWS' Multistate Grant Coordinator, at pam_matthes@fws.gov (or other USFWS staff if specified on your grant agreement); or by mail if preferred: Pam Matthes, USFWS-Division of Federal Assistance, 4401 N. Fairfax Dr., MBSP-4020, Arlington, VA 22203. Quarterly performance reports should be submitted within 30 days after the end of the quarter, and annual performance reports (and financial reports) should be submitted within 90 after the end of the grant period.

- **Grant Number:** List grant identification number indicated on grant agreement.
- **Grant Title:** List as recorded on grant agreement.
- **Grant Recipient:** Include organizational name and address of grantee.
- **Grant Contact:** Identify name, phone and fax numbers, and email address of the “point person” for grant administration.
- **Report Number:** Identify the calendar year and the quarter covered by this quarterly report.
- **IAFWA National Conservation Need:** Identify the “primary” NCN # addressed and the IAFWA RFP Year.
- **Costs:** If significant differences exist between anticipated and actual expenses for the past quarter, please explain the reason for difference and efforts to adjust the work plan if necessary.
- **Progress Achieved:** This section asks for the status of planned activities (as reported in the previous quarter’s Activities Anticipated Next Quarter section) versus actual accomplishments achieved during the reporting period. At first, simply indicate whether this quarter places your progress ahead of schedule, on schedule or behind schedule. Second, when discussing planned versus actual accomplishments, consider whether planned versus actual milestones were met or not met. If your grant has more than three goals, please add additional sections to report on all goals in this format. For each goal or objective taken from the grant proposal, clearly and concisely list the achievement-based quarterly accomplishment and avoid discussion of process. For example, rather than listing, “Traveled to regional wildlife biologist meeting” as an accomplishment, list what was actually accomplished at the meeting and how it impacts achieving the overall objective – i.e. “Gathered scientific information on trapping at regional wildlife biologist meeting;” or “Contacted regional wildlife biologists to develop network to assist in disseminating trapping questionnaire.”
- **Difficulties Encountered:** Please honestly report any difficulties encountered during the quarter so U.S. Fish and Wildlife staff can accurately monitor accomplishments and be prepared to assist should any adjustments be necessary – do not wait until the last minute to report problems or failures to meet the conditions of your grant agreement. As such, please state any difficulties you encountered during the quarter (e.g., activities took longer than expected, cost more, or required a different approach). Also, please explain whether you met your anticipated milestones (as reported in last quarter’s “Activities Anticipated Next Quarter” section). Discuss differences between anticipated and actual accomplishments: if anticipated and actual quarterly accomplishments differed significantly, briefly and concisely discuss the reasons for the difference, as well

as plans to adjust the schedule if necessary. Identify any adjustments needed in the next quarter(s) to accommodate schedule or cost variations in the current quarter.

- **Activities Anticipated Next Quarter:** Briefly describe planned accomplishments by goal. Keep in mind that in the next quarterly report, this information should correspond to the entries under Progress Achieved. If they do not, you will need to explain in the next report, under “Difficulties Encountered” why changes were necessary.
- **Annual Reporting:** In this section, please state what was accomplished to achieve the Primary Objective established for this grant. This section is only required for “interim” and final reports, and not 1st, 2nd, or 3rd Quarter Reports. Please state in a couple of sentences what benefits were realized that achieved the overall project goal. If the goal was to meet the restoration goal of a national species plan, then state simply whether your funded actions resulted in improved on-the-ground restoration for that species.