Quarterly Progress Reports

Quarterly Progress Reports need to be submitted in a timely manner and contain accurate, up-to-date information about the progress of your project. Quarterly Progress Reports need to be submitted throughout the duration of the project, until a completed Final Project Report has been submitted to the Lake Michigan Coastal Program, regardless of activity.

Quarterly Progress (and Financial Reports) are due quarterly, according to the schedule below:

QUARTER	DUE
JANUARY 1 – MARCH 31	APRIL 14
APRIL 1 – JUNE 30	JULY 15
JULY 1 – SEPTEMBER 30	OCTOBER 14
OCTOBER 1 – DECEMBER 31	JANUARY 14

Submit Quarterly Progress Reports to LMCP Staff via email and/or in the OneDrive folder you used to submit your proposal documents.

Quarterly Progress Reports should provide a status update on all Tasks included in the Exhibit A Timeline in your Grant Agreement. Additionally, you will be prompted to report on the performance measures that are relevant to your project. Please see the "Performance Measures" section for more information.

INFORMATION TO PROVIDE ON YOUR QUARTERLY PROGRESS REPORT
Objectives established for the period vs. actual accomplishments
Reasons for slippage if established objectives were not met
Analysis and explanation of cost overruns or high unit costs
Explanations and status of approved and requested budget changes
Any onsite technical inspections and percentage completion
Any significant developments or milestones
Any problems, delays, adverse conditions that have or will impair ability to meet objectives
Any actions taken or assistance needed to resolve problems or delays
Favorable developments, such as meeting objectives ahead of schedule or at less cost
Project meetings held, as well as relevant upcoming meetings scheduled

Natural Area Restoration Projects:
Number of acres and detailed map showing where restoration activities took place for the quarter, as well as photo documentation of completed work, whenever possible.

Quarterly Financial Reports

In addition to Quarterly Progress Reports, you are required to submit a Quarterly Financial Report every quarter, regardless of activity. If there has been no activity during the quarter, submit a Quarterly Financial Report form with the "Current Invoice" column at $0.00. Quarterly Financial Reports need to be submitted with accompanying supportive documentation. The Financial Reporting form will be provided to you by the Operations Specialist as each Quarterly Financial Report's respective deadline approaches. These documents will have the "Authorized Budget" and "Previously Invoiced" columns completed for you, leaving only the "Current Invoice" column that will require your input. Please be sure to use the document sent to you by the Operations Specialist to complete your report.

Please consult theLMCP for clarification on the accounting practices used by your organization so we can best understand the appropriate documentation and proof of payment.

Quarterly Financial Report Assembly

When assembling a Financial Report, keep in mind the following basic guidelines:

- All expenses for which you wish to be reimbursed (LMCP) or expenses you wish to countas match must be documented.
- Proof that an expense has been incurred, as well as proof that an expense has been paid,must be provided.
- To be eligible for reimbursement, you must have at least an equal amount of match documented.
- If changes need to be made to your Financial Report, an updated report with a current date may need to be resubmitted.
- Lastly, we will work with you on tracking funds that are outside of the minimum match requirement.

INDIANA LAKE MICHIGAN COASTAL GRANT PROGRAM
QUARTERLY FINANCIAL REPORT
State Form 55105 (R2 / 12-15)
INDIANA LAKE MICHIGAN COASTAL PROGRAM

Project Number:	CZ XXX	Report Date *(month, day, year)* :	10/15/2018
Report Period:	7/1/18 - 9/30/18		
Project Sponsor:	The Galactic Empire		
Project Title:	Super Secret Death Star	Telephone Number:	XXX-XXX-XXXX
Project Administrator:	Darth Kitten	Contact E-mail Address:	dkitten@empire.gmail.com

	Authorized Budget		Current Invoice		Previously Invoiced		Invoiced to Date		Balance	
Category	LMCP	Match	LMCP	Match	LMCP	Match	LMCP	Match	LMCP	Match
Personnel	$5,000.00	$5,000.00					$0.00	$0.00	$5,000.00	$5,000.00
Fringe	$5,000.00	$5,000.00					$0.00	$0.00	$5,000.00	$5,000.00
Travel	$5,000.00	$5,000.00					$0.00	$0.00	$5,000.00	$5,000.00
Supplies	$5,000.00	$5,000.00					$0.00	$0.00	$5,000.00	$5,000.00
Contractual	$5,000.00	$5,000.00					$0.00	$0.00	$5,000.00	$5,000.00
Indirect							$0.00	$0.00	$0.00	$0.00
Total	$25,000.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,000.00	$25,000.00

Other Cost Explained:	
Other Match Explained:	
Signature of Project Administrator:	Date Signed *(month, day, year)* :

Supporting Documentation

Personnel

This documentation is required whether the expense is counted toward LMCP funds or Match.
A timesheet for each employee with:

- Hourly rate
- Fringe
- Brief description of work performed pertaining to project
- Signed and dated
- Pay Stub or Electronic Record proof of payment for each employee

Below is a sample timesheet with the required information, you may create your own or use an

Time Tracking Form

Instructions: Time sheets document all personnel costs to be reimbursed with the grant or claimed as matching funds. All individuals whose time/salaries are being counted towards the grant shall complete this form or use a variation that describes the same information for each pay period. Record the number of hours spent on the grant tasks on the time sheet. After both the individual and supervisor sign the form, file it with your grant records and then submit it with the reimbursement request. Volunteers may also use a variation of this form.

Project Number: CZ XXX Date: 5-Oct-14

Grantee: City of Metropolis Pay Period Beginning: 1-Jul-14 Ending: 14-Jul-14

Employee's Name: Lois Lane

TASK	Date	Hours	Pay Rate	Fringe	Description of Work
Admin	7/1/2014	5	$10.00	$1.50	worked on RFP
	7/2/2014	5	$10.00	$1.50	worked on RFP, plant list
	7/10/2014	5	$10.00	$1.50	reviewed bids submitted by contractors, event planning
	7/11/2014	5	$10.00	$1.50	event planning, wrote press release
Event	7/12/2014	10	$10.00	$1.50	worked on financial reporting
	TOTAL:	30	$300	$45.00	

I certify, under penalty of perjury, that the above time record is correct, fair, and is based upon work performed and actual payment.

Lois Lane 10/5/14
Employee signature Date

Perry Gulch 10/5/14
Supervisor signature Date

Fringe
The benefits of paid employees would fall into this category. This documentation is required whether the expense is counted toward LMCP funds or Match.

Travel
For all expenses being claimed under Travel on the Quarterly Financial Report the following documentation is required whether the expense is counted toward LMCP funds or Match.

- Invoice/Receipt
- Proof of Payment
- Credit Card Statement
- Copy of Check

For mileage claims, a log of miles traveled will be required. The current State of Indiana mileage reimbursement rate is 49 cents per mile.

Supplies
In this category, the cost of materials that were purchased for the grant project will be listed. This documentation is required whether the expense is counted toward LMCP funds or Match.

- Invoice
- Proof of Payment
- Cash receipt
- Copy of check
- Credit card statement

Contractual/Professional Services
This documentation is required whether the expense is counted toward LMCP funds or Match.

- Invoice
- Proof of payment
- Cash receipt
- Copy of check

Indirect
The Grantee must inform the LMCP of what amount is being used and how the rate is calculated. A 10 percent *de minimus* rate may be applied to any project for which the applying organization has never had a Federally Negotiated Indirect Rate. If your organization has a Federally Negotiated Indirect Rate, the agreement will need to be submitted to the LMCP, if not already done so in the application process.