Kentucky Department for Libraries and Archives
Local Records Branch

Records Management Guidance
Grant Project Status Reports

What is the Project Status Report?

The Project Status Reports serve as a measure of progress achieved on a project and help to identify programmatic and administrative problems that may need to be resolved. These will serve as a permanent record of project accomplishments.

How many grant reports do I have to submit? When are they due?

As specified in the Grant Award Summary, Project Status Reports are due every six months throughout the life of your grant. Due dates are the end of January and July each year. Each report will cover the 6 month reporting period and the last report due during the project timeframe will constitute the final report.

> Tip: at the beginning of the due date month, contact your vendor (non-salary grants) for a progress update. This is also a good time to start gathering financial supporting documentation.

Is there a template for me to use? Where can I get one?

Project grantees are provided a template from their Regional Administrator or from the Local Records Branch Manager.

Can my Regional Administrator write the grant Project Status Report?

Project grantees are strongly advised to consult with their Regional Administrator prior to and during the process. While they cannot write text, they can provide guidance and will review drafts as needed.

What are the components of the report?

Each report will consist of two project components plus supporting documentation.

1. Project Narrative Section: should summarize what was accomplished during the reporting period, including a description of progress made toward achieving the goals of the project. This section helps monitor the project's objectives and provides an important measure of accountability for the grant recipient.

2. Financial Expenditure Section: should summarize revenue received and expended to date. The financial report allows the Regional Administrator to monitor the actual cumulative expenditures vs. the approved line item project budget submitted with the application and which is part of the contractual agreement between the grant recipient and KDLA.

What supporting documentation do I need to submit?

These can include bank statements, invoices, receipts, pay stubs or payment documents, or any other documentation relating to financial expenditures and deposits.

Do I have to submit a report if no work has been done?

Yes. These reports are an administrative record of the grant and should be completed when due, regardless of the amount of work that has been accomplished to date. The narrative section should include a statement that no further work has been completed but could also include a tentative timeframe for completion during the remainder of the grant period.

Do you have suggestions for what should/needs included in the Project Narrative Section ?

Each report and grant will be slightly different but should contain some of the same information. Compare actual project status with goals or projected status from the application. Whenever possible, describe the work accomplished in both qualitative and quantitative terms. If project goals were not met, explain the reason, what steps have been taken to readjust the schedule, and whether the project will be completed by the end of the award. Also discuss favorable developments that enable the project to be completed ahead of time or at a lesser cost.

> Reminder: the project status report should not be onerous and can be helpful for you as well! They can be used to write upcoming grants, describe projects and accomplishments of your office to the public, and can be used as a reference for determining which records have been preserved and when.

> Tip: The Grant Application contains text regarding Project Outcomes. These should be discussed in the Grant Reports.

Are final reports different than interim?

The final report should contain the same information as other reports: what was accomplished, what was not finished (if applicable), any issues encountered, and how the project impacts your office and community. To assist with future grants for your office, please include a list or text describing what was completed (or attach your specifications from the application with notes). This will help to easily know in the future what records have been digitized, microfilmed, indexed, preserved, etc.

The financial expenditure section will include a description of where funds were spent and supporting documentation should be included (all relevant bank statements, invoices, etc.). Please remember to submit a bank statement showing that the account has a zero balance and that all funds have either been expended or returned.

> Tip: this final report should be able to be used as a stand-alone document regarding the entire grant process.

Where do I submit the report?

The grant report should be submitted to your Regional Administrator for review and signing. It can be submitted by mail, email, or fax. Once the report is reviewed by the Regional Administrator, it will be sent to the Local Records Branch Manager for final review and acceptance.

Additional information regarding records management for Local Government Agencies is available from the Local Records Branch at Kentucky Department for Libraries and Archives:
www.kdla.ky.gov