



Habitat Restoration Progress Report Form

Project Title:
Grant Agreement No. (Log No.):
Grantee:
Contact Name and Phone No.:
Grant Amount:

A progress payment will **never exceed** 50% of the grant amount **or** 70%-75% of the funds expended to date for the project, **whichever is less**.

GRANT AMOUNT REQUESTED:
CASH MATCH EXPENDED TO DATE:
OVERALL MATCH EXPENDED TO DATE:
TOTAL PROJECT COST TO DATE:
PERCENT CASH MATCH TO DATE: %
PERCENT OVERALL MATCH TO DATE: %

REIMBURSEMENT OF GRANT IS MADE UPON PROJECT PROGRESS AND SUBMISSION OF THE FOLLOWING ITEMS, DESCRIBED IN MORE DETAIL ON PAGE 2:

- 1) Approved Project Budget (from Grant Agreement);
- 2) Actual Project Budget;
- 3) Actual Expense Worksheet, signed by finance department or accounting professional;
- 4) Copies of invoices/receipts for all expenditures over \$1,000;
- 5) Statements detailing the value of donated services/materials/equipment (in-kind);
- 6) Explanation of staff time spent on this project;
- 7) A description of work completed and the project components implemented to date;
- 8) Designation of electronic funds transfer type (please select one below);
 - ACH transfer
 - Wire transfer
- 9) ACH or wire transfer instructions (based on your selection above) that you have received from your banking institution.

Please read the following statements, sign and date below to verify their accuracy.

1. The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.
2. All project documentation is true and accurate reflecting only those eligible costs incurred and paid to date as described in the project application approved by the GOCO Board. The grantee certifies that it has invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOCO or GOCO's auditors for a period of five years, in accordance with the Grant Agreement.

By: _____ Date: _____

Printed Name: _____ Title: _____

PROGRESS REPORT INSTRUCTIONS
Habitat Restoration Progress Report Form

1. **APPROVED PROJECT BUDGET** Submit a copy of the approved budget included with the signed Grant Agreement.
2. **ACTUAL EXPENSE WORKSHEET** The actual expense worksheet is a financial breakdown of your actual expenses paid to date and assists GOCO staff in locating corresponding financial documentation within your report.

The Actual Expense Worksheet must:

- Use the template provided by GOCO. It is available [here](#) on GOCO's website.
- Track invoices in the order presented in the report.
- Account for every GOCO-eligible cost associated with the project even though you will not submit invoices for expenditures less than \$1,000. The numbers should match those in the Actual Project Budget.
- Contain the signature of a representative of the grantee's finance department or the person responsible for the grantee's accounting records.
- Include only ELIGIBLE project expenses as stated in the Habitat Restoration Grant Application and Instructions.

Description of Actual Expense Worksheet Columns:

- Invoice/Receipt Code: include a label that corresponds to the labeled invoices/receipts and in-kind statements provided in the report. This should also correspond to the categories identified in the budget. Attach all invoices/receipts in the same order as presented on the actual expense worksheet.
- Expense Description: include the name of the service provider as it appears on the invoice/receipt and a brief description of the expense or in-kind service.
- GOCO Cash: indicate the amount of GOCO grants funds applied toward each invoice/receipt.
- Grantee Cash Match: indicate the amount of grantee funds applied toward invoice/receipt.
- Grantee In-kind Match: indicate the amount of in-kind match provided by the grantee.
- Partner Cash Match: indicate the amount of partner funds applied toward each invoice/receipt (include a column for each of the partners labeled with the name of each partner).
- Partner In-kind Match: indicate the amount of in-kind match provided by sources other than the grantee (include a column for each of the partners labeled with the name of each partner).
- Total: indicate the total amount of the invoice/receipt.

3. **INVOICES/RECEIPTS** Enclose invoices or receipts for all cash expenditures over \$1000. It is very important that all invoices/receipts are labeled to correspond with the "invoice/receipt code" on your Expense Worksheet. Please include project-related expenses only. If necessary, identify project expenses from non-project expenses when an invoice or payment incorporates both.
4. **IN-KIND DOCUMENTATION** To demonstrate in-kind contributions: 1) attach invoices or letters from the vendor or consultant identifying the value of the donated items, and/or 2) include a written summary of the in-kind contributions. For staff labor, document your calculation of the contribution including number of hours, number of workers, rate per hour, etc. Please label the in-kind breakdown(s) to correspond with the "invoice/receipt code" on the Expense Worksheet.
5. **EXPLANATION OF STAFF TIME** If staff time is included in the budget as GOCO or matching funds, please explain how much staff time has been devoted to the various tasks associated with the project. If staff time is not included, you may skip this question.
6. **PROJECT DESCRIPTION AND EVALUATION** Describe the components of the project that have been completed to date and whether and how they differ from those proposed in the application.
8. **WIRE INSTRUCTIONS** All grant reimbursements will be sent to you via ACH or wire transfer, depending on your selection. Your banking institution's transfer instructions must contain the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.