

# COMMUNITY ACCESS CAPITAL GRANT

## INTERIM REPORTING GUIDELINES

Grantees are responsible for reporting on their project implementation on an interim basis to the Commission. Interim Reports are intended to be a self-evaluation of the Project's progress. Please refer to your grant Contract Agreement for details on the timing of your Interim Reports. Interim Reports are due to the Commission within thirty (30) days of the end of the specified reporting period.

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To contact Commission staff:

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To get started, use your web browser to go to: <http://www.mhcrc.org/>

### THE INTERIM REPORT

Things to keep in mind during the reporting process include:

- ***You may log in and edit/enter data in the fields of the report over time.*** Information entered into fields will be saved once you have clicked on the **Save** button. In other words, information entered will be lost if you close your Browser without clicking the **Save** button.
- You may type information directly into the fields provided or cut and paste text from an existing word processor file.
- Fields provided for data entry are unlimited character fields.
- The Commission can accept file attachments related to your Interim or Final Report in the following formats: Microsoft Word, Microsoft Excel, Microsoft Project, and Microsoft PowerPoint. For all other formats please contact Commission staff to discuss accessibility. You will be prompted at the end of the reporting process to attach files if applicable.
- Please note in the appropriate text field when the information requested has been supplied in the form of an attachment and reference the title of the attachment.
- Prior to sending your report to the Commission, you will be given an opportunity to review the information entered in a printer friendly report format. We encourage you

to take the time to review your report as once you start the submission process you will not be able to return to the report.

- We encourage you to print and/or save the printer friendly report prior to submitting it to the Commission, although you will have access to the report as a read-only document after submitting it.
- Once you have completed your report, you will be asked to click on a **Submit** button on the bottom of the Preview page to submit the report to Commission staff. Once you have submitted your report, you will not be able to edit or enter data.
- You will receive a confirmation email once your report has been submitted.

## INTERIM REPORTING REQUIREMENTS

There are six (6) steps to the Programmatic Section and three (3) steps to the Financial Section of an Interim Report. You must complete all sections before submitting it to the Commission for it to be considered complete. Once submitted to the Commission you cannot make edits or additions to your report.

- ◆ Programmatic Section – Step 1: Provide a summary of the Grant project purpose, including a statement of the anticipated outcomes as identified in your original Grant Proposal. The summary should include: the specific need(s) or problem(s) your grant project is intended to address; the proposed solution and process for addressing the need or problem (meaning your grant project); and the desired outcomes that you are evaluating for your project.
- ◆ Programmatic Section – Step 2: Describe the project activities that have taken place during this reporting period. Explain in detail what activities you have undertaken in implementing the project or pursuing the project's goals. Be sure to limit discussion to the activities that have taken place during the reporting period. You will have an opportunity to discuss upcoming activities in a later section.
- ◆ Programmatic Section – Step 3: Provide the original implementation plan and timeline.
- ◆ Programmatic Section – Step 4: Provide information detailing the status of the Grant project as it relates to the original implementation plan and timeline. Detail both activities that correspond closely with your original implementation plan in addition to identifying activities or milestones that have been delayed. If an activity or milestone is delayed, explain the details of the delay and how you anticipate addressing it.
- ◆ Programmatic Section – Step 5: Describe events (both anticipated and unanticipated) that have had a significant effect on the Project, either positively or negatively.
- ◆ Programmatic Section – Step 6: What activities or events do you anticipate will take place between now and your next report?

- ◆ Financial Section – Step 1: Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the grantee defined financial reporting period for this Interim Report, including both Grant fund and Matching fund expenditures. Enter expenditures incurred during the defined reporting period only. Do not include expenditures reported in a previous report.
- ◆ Financial Section – Step 2: Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.
- ◆ Financial Section – Step 3: Provide a clear explanation of any expenditure that substantially differs from the original Grant budget. Both cost savings and/or overages should be identified.

## **OTHER INFORMATION**

We want to hear from you if the project is succeeding, or if you find yourself facing unusual challenges at any time during your grant. Please alert Commission staff about such concerns as soon as they become apparent to you, rather than waiting to raise these issues in your Interim Report.