



DEPARTMENT OF THE INTERIOR

Energy and Mineral Development Program (EMDP) Grant Quarterly Reporting Criteria

DISCLAIMER:

This document is meant to provide basic guidance for the EMDP project quarterly reports and does not replace or alter the original solicitation or contract agreements. Please see the 2017 EMDP Grant Solicitation for more detailed information.

INTRODUCTION:

During the life of the EMDP project, quarterly reports will need to be submitted to the Project Monitor and Grant Officer named in the award letter by the Tribal Contact. Please note: *Tribal Project Contractors may not submit reports on behalf of the tribe.*

REPORTING ELEMENTS:

Quarterly Reports will consist of the following three (3) elements:

1. A one (1) to two (2) page narrative summary . The summary should include a discussion of events, accomplishments, problems, results that took place during the quarter, and the planned steps for the next quarter.
2. Quarterly Financial Status Report (Federal Financial Report, SF 425).
3. A listing of funds expended during the quarter, a statement as to how the funds were spent, and amount remaining.

Please Note: A quarterly report template is available on the EMDP webpage.

SUBMISSION:

Reports are due thirty (30) days after the end of the respective financial quarter. Reports may be submitted in either Microsoft Word or Adobe PDF format: spreadsheet data may be submitted in Microsoft Excel, Microsoft Access, or Adobe PDF formats. All vector data and Raster images should be in Adobe PDF format.

Please email digital copies of the entire quarterly report to the Project Monitor and Grant Officer named in the EMDP Award Letter. If files are too large to be submitted through electronic mail, they may be copied to a CD, DVD, or thumb drive and mailed to DEMD.

