

Instructions for Grantee

A separate Grant Status Report (DS-2028) shall be prepared for each U.S. Government grant. The annual DS-2028 report is due March 31. A final DS-2028 report is due no later than 90 days after completion of the grant.

NOTE: When filling in the top portion of the DS-2028 form, the "Award Number" should correspond with the number contained in block No. 2 of the Federal Assistance Award Form 1909, and the date of execution should correspond to block No. 18 of that form. The termination date can be found in block No. 10 of Form 1909 or, if the grant has been amended to extend its termination date, in block No. 8 of Form 1909A (Amendment to Federal Assistance Award Form). If the grant has been amended, the execution date(s) of any amendment(s) can be found in block No. 11 of the amendment Form 1909A.

Column 1 - Purpose

Enter category(ies) of assistance in the order in which they appear in the Attachment No. 1 (Budget/Purposes Statement) to Federal Assistance Award Form 1909, i.e. salary support for director, salary support for ESL teacher, purchase of educational materials, in-service training, school-to-school program, etc. If the grant has been amended to add additional categories of assistance, be sure to include those also.

Column 2 - Amount Authorized

Enter the amount(s) specified for each category of assistance listed in column No. 1. The total at the bottom of Column 2 should be the total amount authorized by the grant and any amendment(s).

Column 3 - Obligations

Enter the amount(s) obligated by the grantee cumulatively during the entire period of the grant to date. The term "obligation" is defined as a valid claim against the grant, resulting from action by an authorized school official pursuant to orders placed, contracts awarded, services issued, and similar transactions.

Along with the DS-2028, the grantee is to provide the post with a copy of supporting documentation such as contracts, purchase orders, scholarship awards, etc., for obligations made during the period covered by each annual report. The documentation and Federal Assistance Award Form 1909 (with attachments) shall be retained by the post until the expiration of three (3) years after the final or terminal payment under the grant is made. The documentation shall be made available to A/OPR/OS, the Department's Inspector General's office, and/or the Comptroller General of the United States, or any of their authorized representatives as may be necessary, upon request.

Column 4 - Balance Unobligated

Column 2 less Column 3 should equal Column 4. This represents the amount for which the school has not yet incurred a valid obligation as defined above.

Column 5 - Total Requested

Enter the total cumulative amount(s) for which the school has submitted vouchers requesting reimbursement for school funds utilized in support of purposes listed in column No. 1.

NOTE: Amount(s) of vouchers submitted to apply against advances to USG funds should be reported under column No. 8.

Column 6 - Total Received

Enter the total amount reimbursed to the school by the post for the grant to date.

Column 7 - Advance of Funds (If any)

In those rare instances in which advances of any funds from the grant have been approved by the post, enter the amount(s) of advances received to date.

Column 8 - Liquidation of Advances (If any)

As school incurs valid expenses and submits vouchers with receipts to apply against (i.e. liquidate) any advance, enter total amount of any such vouchers submitted to date.

At posts where a fluctuating rate of exchange may result in apparent discrepancies between the "Amount Authorized" and "Total Obligated" or in other difficulties in reporting, grantee is requested to add a footnote of explanation. The person preparing the report on behalf of the school should certify that the report is correct by signing at the appropriate place at the bottom of the form.

INSTRUCTION FOR POST

The post Administrative Officer or his/her designee must approve the report and verify by signing the form that the information prepared and presented by the school is consistent with post records concerning the grant. If there are discrepancies or errors, the post will resolve those with the grantee before signing and transmitting the report to the Department. After the post has completed its verification process, a copy of the signed DS-2028, should be forwarded to the Department and a copy retained by the post for its grant records.

