

SCMP Interim Performance Report

Report Number/Period: *(#X: Month, Date, Year – Month, Date, Year)*
Date: *Date of Report*
Recipient Name: *Organization Name*
Project Contact: *Name/Telephone/Email*
Project Title:
Grant Number: *From the AMS-33 Grant Agreement*
Total Awarded Budget: *\$ Amount*

Although a subrecipient or another third party may prepare the performance report, it is nonetheless the recipient's responsibility to review and approve them before forwarding them to SCMP.

MAJOR ACTIVITIES COMPLETED - Summarize activities performed and milestones achieved for each objective or sub-element of the narrative. Also discuss:

- Are goals being accomplished as anticipated in the proposed timeline?
- Have there been any project changes (personnel, administrative, stakeholder involvement, etc.) that may be impacting the pace and success of the project? If yes, explain.

UNEXPECTED DELAYS - Note unexpected delays or impediments as well as favorable or unusual developments. Explain what the organization did to resolve or address these issues.

NEXT STEPS - Outline work to be performed during the next year; and

FINANCIAL SUMMARY- Comment on the level of grant funds and matching contributions expended to date on the project. Note the reasons for budget revisions, if made, and when SCMP approval was granted. Report any program income generated, if any, and how it was utilized. Attach a SF 425 covering cumulative activity through the date of this report.

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