

## REPORTING REQUIREMENTS –No Form (Written)

### **Project Performance Report**

Applicants are required to submit project performance reports in accordance with 2 CFR 200. These reports are necessary to monitor the appropriate use of the grant funds. The project performance report shall include, but need not be limited to:

1. a comparison of actual accomplishments to objectives established for that period;
2. reasons why established objectives were not met;
3. problems, delays, or adverse conditions which will materially affect attainment of planned project objectives, prevent the meeting of time schedules or objectives, or preclude the attainment of project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or contemplated to resolve the situation.
4. objectives established for the next reporting period; or
5. status of compliance with any special conditions on the use of grant funds.