

Building Forward Round Two

Quarterly Reporting

Summary – For Reference Only

Quarterly Reports can be submitted electronically through the online grant portal at: <https://webportalapp.com/sp/buildingforwardround2>. This document provides the required questions for planning purposes. The required quarterly reporting schedule is below. Please contact your grant monitor if you have any questions.

Report Number	Reporting Period	Date Due	Components Due
Report 01	Project start date - 3/31/2024	5/1/2024	Part 1 and 2
Report 02	4/1/2024 - 6/30/2024	8/1/2024	Part 1
Report 03	7/1/2024 - 9/30/2024	11/1/2024	Part 1 and 2
Report 04	10/1/2024 - 12/31/2024	2/1/2025	Part 1
Report 05	1/1/2025 - 3/31/2025	5/1/2025	Part 1 and 2
Report 06	4/1/2025 - 6/30/2025	8/1/2025	Part 1
Report 07	7/1/2025 - 9/30/2025	11/1/2025	Part 1 and 2
Report 08	10/1/2025 - 12/31/2025	2/1/2026	Part 1
Report 09	1/1/2026 - 3/31/2026	5/1/2026	Part 1 and 2
Report 10	4/1/2026 - 6/30/2026	8/1/2026	Part 1
Report 11	7/1/2026 - 9/30/2026	11/1/2026	Part 1 and 2
Report 12	10/1/2026 - 12/31/2026	2/1/2027	Part 1
Report 13	1/1/2027 - 3/31/2027	5/1/2027	Part 1 and 2
Report 14	4/1/2027 - 6/30/2027	8/1/2027	Part 1
Report 15	7/1/2027 - 9/30/2027	11/1/2027	Part 1 and 2

Part 1: Fiscal Report and Expenditure Detail

Part 1: Fiscal Report and Expenditure Detail will be required for every quarterly report.

Instructions:

- Report the cumulative project costs expended and encumbered up until the final date of the current reporting period. If no costs will be reported, please enter "0". For descriptions of what may be included in each part of the budget, please refer to the Approved Budget form submitted for your grant and the [list of unallowable costs](#).
- Expenditures should include any allowable cost(s) for which your organization has fully paid.
- Encumbrances are outstanding cost related to purchase orders, contract payments, or similar.
 - Encumbrances must be expended within 45 days of the grant period end date.
- Grants funds and local matching funds should be expended at the same rate as local matching funds.

- As requested, briefly describe what is included in each budget section. Detail only expenditures made during the *current* quarterly reporting period. If there are no costs to report, please enter "N/A".
- Enter a contact completing this report and who may be reached for questions. Your grant monitor will request revisions to this report as needed.
- Reports must be approved prior to the report being considered complete.
- To use project contingency funds, a formal grant amendment must be created and fully executed. Please contact your Grant Monitor prior to utilizing or reporting the use of these funds.
- Note: Receipts, invoices, fiscal data, and similar documentation are not required to complete reports. However, all related documentation must be retained by the grantee as specified in the Grant Agreement. Documentation may be requested by the State Library at any time.

Grant Funds Expenditure Detail

- Section 1: Administrative Costs
 - Grant Funds Expended to Date
 - Grant Funds Encumbered to Date
 - Local Match Funds Expended to Date
 - Local Match Funds Encumbered to Date
 - Briefly describe the Administrative Costs expenditures processed during this quarterly reporting period. If staff salaries/wages/benefits are charged, detail the position, FTE, and hourly rate (including benefits).
- Section 2: Salaries / Wages / Benefits
 - Grant Funds Expended to Date
 - Grant Funds Encumbered to Date
 - Local Match Funds Expended to Date
 - Local Match Funds Encumbered to Date
 - Briefly describe the Salaries / Wages / Benefits costs expenditures processed during this quarterly reporting period. If staff salaries/wages/benefits are charged, detail the position, FTE, and hourly rate (including benefits).
- Section 3: Consultant / Contractor Fees
 - Grant Funds Expended to Date
 - Grant Funds Encumbered to Date
 - Local Match Funds Expended to Date
 - Local Match Funds Encumbered to Date
 - Briefly describe the Consultant / Contractor Fees costs expenditures processed during this quarterly reporting period.
- Section 4: Supplies / Materials / Equipment
 - Grant Funds Expended to Date
 - Grant Funds Encumbered to Date
 - Local Match Funds Expended to Date
 - Local Match Funds Encumbered to Date
 - Briefly describe the Supplies / Materials / Equipment costs expenditures processed during this quarterly reporting period.
- Do you need to use budgeted contingency funds?
- Do you anticipate needing to return unspent project funds?

Part 2: Narrative Progress Report

Part 2: Narrative Progress Reports will be required for even-numbered quarterly reports.

Instructions:

Answer the following narrative questions related to your project. Describe only work that was completed during this reporting period. See above for dates regarding this report. If there are nothing applicable to report, please enter "N/A".

If a significant alteration to the implementation plan is needed or if any project output will not be completed, please contact your Grant Monitor.

You must include at least one photo per reporting period.

Progress Report

- Which steps of your Implementation Plan (timeline) are complete?
- Which step(s) of your Implementation Plan are currently in progress? Please describe your progress and the estimated remaining time to completion.
- Estimate the percentage of the total project that has been completed to date.
- Is your project progressing at the pace you anticipated? If no, please describe.
- Do you need to adjust your Implementation Plan at this time?
- Please share any highlights and successes to date.
- Share any challenges you have faced with your project as described in your Implementation Plan. What steps are you taking to address those challenges?

Photos/Media

Please upload at least one photo or media item which shows the current stage of your project. This media may be used to show the outcomes and improvements from the Building Forward Grant Program. Please only upload photographs/media that the State Library can use publicly.