



**NATIONAL INSTITUTE OF CORRECTIONS
AWARDEE PROJECT DIRECTOR CHECKLIST FOR
QUARTERLY/FINAL PROGRESS REPORT(S)**

Part 1

AWARDEE _____

COOPERATIVE AGREEMENT NO. _____

AWARD PERIOD From _____ To _____

TITLE OF PROJECT _____

EXTENSION From _____ To _____

PREPARED BY _____
(Signature and Date)

PERIOD OF REPORT

From _____ To _____

(Name and Title)

Part 2: General Administration

Have quarterly financial reports been submitted?

	YES	NO	NA
a. First Quarter	_____	_____	_____
b. Second Quarter	_____	_____	_____
c. Third Quarter	_____	_____	_____
d. Fourth Quarter	_____	_____	_____
e. Fifth Quarter	_____	_____	_____
f. Sixth Quarter	_____	_____	_____

Are there special conditions to be complied with during this quarter? If yes, explain in narrative to what extent there has been compliance. _____

Are there problems that need resolution via cooperative agreement adjustment notice? If yes, please explain. _____

Are there any questions or problems that NIC should take action on to assist the awardee? If yes, please explain.

If a cooperative agreement extension request has been made, has this request been officially approved by NIC via a cooperative agreement adjustment? Yes _____ No _____

Are there any significant program or budget changes being proposed which affect the project? If yes, please explain.

Are there items or outstanding correspondence that need to be followed up? If yes, please explain.

Part III: Personnel and Budget Analysis

Have project staff and/or consultants as projected in the application been employed according to the proposed timelines? If no, please explain. Yes _____ No _____

Do the functions of each project staff member adhere to those described in the cooperative agreement application? If not, please explain. Yes _____ No _____

Has the project been implemented/operating within the approved budget plan estimate? Yes _____ No _____

Part IV: Program Analysis

Have any modifications been made relative to current goals, objectives, and action plans? Yes _____ No _____

If yes, describe revised goals, objective, and/or action plans _____

Are any plans being made for the continuation of the program at the conclusion of the project? Yes ____ No ____

Describe the major areas of significant progress to date in the implementation of this project. Please refer to current goals, objectives and/or action plans. _____

Are there significant expected/unexpected findings? _____

Describe in detail the nature and extent of any difficulties in the following areas:

Organization of project _____

Delivery of program and services _____

Other (i.e. commitment of resources, management) _____

Part V: Project Closeout (LAST QUARTER ONLY)

How has or will results of the project influence present or future operations/practices of your agency/organization? _____

Does the final report, including any documents, manuals, etc. contain sensitive findings that should be made public? If yes, briefly explain: _____

Are there significant project findings which will be of use/benefit for NIC and the field? If yes, briefly explain: _____

In looking back over the course of the project, could anything have been done differently by you or NIC to improve the outcome (budget, approach, staffing, what is not included in the process, etc.)? _____

Briefly describe, in measurable terms, the impact of this project: _____

