OHIO
HISTORY

Certified Local Government Grant
Federal Fiscal Year Report Format

Please provide the following information in your report:

1.   Administration
      Grant Recipient [CLG/3rd party administrator]
      Project title
      Project Coordinator (supervisor)

2.   Description. List all work products as described in the approved Certified Local Government Grant Agreement and report on the status of each.

3.   Schedule. Review due dates established in the project schedule and note any requests for revisions.

4.   Budget. Present federal and non-federal expenditures incurred from project start date through September 30, 2009. List expenditure categories as shown in the grant agreement between your community/organization and the Ohio Historical Society.

Expenditure Category	Budgeted Costs Per Grant Agreement	Costs Incurred From Project Start Date Through 9/30/09

                    See sample attached.

5.   Problems. Explain any difficulties encountered during the administration of this CLG grant. If any conditions have developed that may alter the scope, budget, schedule, or projected completion date, please explain and enclose a request to amend the grant agreement accordingly.

6.   General Comments. List any noteworthy comments on the progress or administration of the project.

7.   Signature. Print the project supervisor's name and title. Have the project supervisor sign and date the report.

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Sample

4.   Budget

Expenditure Category	Budgeted Costs Per Grant Agreement	Costs Incurred From Project Start Date Through 9/30/09
Personnel--In-kind	$ 1,350	$ 580
Personnel--Volunteer	300	120
Personnel-Cash [consultant]	8,000	3,500
Supplies	150	50
Printing	5,000	0
Photocopying	200	50
TOTAL	$15,000	$4,300

Expense Summary:

CLG Grant to reimburse	$ 9,000	$1,000
Local Match	6,000	3,300
TOTAL	$15,000	$4,300

Sources of Local Match:

Personnel--In-Kind	$ 580
Personnel--Volunteer	120
City general funds--cash	2,550
City material donation	50
TOTAL	$3,300

Supporting documentation to enclose:

1.   Time sheets for in-kind personnel --signed by employee and supervisor.
2.   Time sheets for volunteers -- signed by volunteer and project coordinator.
3.   Invoices & canceled check(s) or bank statement showing check cleared for payments.
4.   Invoice and proof of payment of supplies or other expenses.
5.   Listing of number of photocopies made and rate charged.
6.   For development projects, include photos of work-in-progress and of sign in place.