

REQUIRED INFORMATION TO BE SUPPLIED TO PROGRAM OFFICE

Except as noted below, the Recipient shall submit the following electronic reports, indicating the applicable agreement number, to IVLPGrants@state.gov. Failure to comply with these reporting requirements may jeopardize eligibility for future awards.

A. Financial and Statistical Reports:

1. **Monthly Statistical Reports:** Due by the 15th of each month. These reports should indicate by project type and title, the number of visitors for whom projects were prepared and the number of English Language Officers/Interpreters (ELOs/Is). The report should include all project categories and should be sent to IVLPgrants@state.gov
2. **Quarterly Projected Expenditure Reports:** Due by the 15th day of the third month of each quarter. These reports should utilize the form provided by ECA/PE/V and indicate projections for the next quarter in the following categories:

Grant Programs:

- **Visitors Costs**-Regional Programs Division individual project costs and any project enhancements plus Multi-Regional Programs Division individual project costs
- **Voluntary Visitors**-individual project costs plus all enhancements
- **Multi Regional Group Enhancements:** Please list ONLY the group enhancements for MRPs. This would include enhancements costs related to books and resource materials; conference rooms; expendable supplies; graphic design & printing; group ground transportation; group cultural event; honoraria; materials duplication; and working meals.
- **Interpreter/English Language Officer Expenses**

Travel Manager Company (TMC)

- Regional Programs Division and Multi-Regional Programs Division domestic travel
- Voluntary Visitor domestic travel
- Interpreter/English Language Officer domestic travel

Number of Visitors:

- Regional Programs Division Visitors
 - Voluntary Visitors
 - Number of English Language Officers/Interpreters for Regional Programs Division
 - Number of English Language Officers/Interpreters for Voluntary Visitors
3. **CIV/Community Utilization Report:** Due by the 15th of each month. The report is to be formatted in accordance with ECA/PE/V's CIV Utilization software/model document, provided to each national program agency. The report should include the project number for each project.

B. Program Reports

1. **Individual, ITT, and Single Country Projects:** For evaluation and reporting purposes, the national program agency officer should maintain regular contact with the ECA/PE/V program officer during these projects and report significant program accomplishments and/or difficulties. While not required, written reports may be submitted when warranted by events during the project, either at the initiative of the national program agency or at the request of the ECA/PE/V program officer. Reports should be sent to the ECA/PE/V program officer by e-mail.
2. **Group Projects:** A two-to-three page project evaluation report must be forwarded as noted below, no later than ten (10) days after the project's conclusion. The report should outline the highlights of each program segment, giving examples of successes and shortcomings of the project and any improvements that could be included in future projects.
- For MRPs and RPs:** One copy of the report should be emailed to the appropriate ECA/PE/V/R program officer and to IVLPGrants@state.gov.
3. **Other Materials:** Copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage and other materials should be emailed to the appropriate ECA/PE/V program officer and to IVLPGrants@state.gov.
4. **Final Project Cost Reports for All Projects:** Actual costs for all projects should be provided to the ECA/PE/V program officer as soon as possible, but not later than 60 calendar days after project completion. The cost categories for each project are the same as those on the project authorization.

National program agencies are **NOT** responsible for reporting on:

- International travel costs
- Incoming allowances, unless otherwise instructed by the DOS program officer to provide these funds to the IV

National program agencies **ARE** required to report on the amounts expended for the following categories:

- Cultural Allowance (national program agency portion). The amount normally held by the national program agency for each visitor
- Cultural Allowance (visitor portion). The amount given to the International Visitor
- Participant Domestic Air Travel
- ELO/I Domestic Air Travel
- Ground Transportation
- Other Costs
- Outgoing Allowance (amount provided)
- Per Diem
- Enhancement Project Costs. Report to the appropriate ECA/PE/V/R program officer for SCPs, SRPs, RPs, and MRPs and to the appropriate ECA/PE/V/F program officer for VolVis projects
- Educational Allowance
- Baggage Fees

C. **Other Reports**: Such operating, statistical, and financial information relating to the program as may be requested by the DOS to meet its reporting requirements and answer inquiries concerning the operation of the overall program.