



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

**PART I**

AWARDEE \_\_\_\_\_ COOPERATIVE AGREEMENT NO. \_\_\_\_\_

\_\_\_\_\_ AWARD PERIOD: From \_\_\_\_\_ To \_\_\_\_\_

TITLE OF PROJECT: \_\_\_\_\_ EXTENSION: From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

PREPARED BY: \_\_\_\_\_

PERIOD OF REPORT:

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

(Signature and Date)

\_\_\_\_\_  
 (Name and Title)

**PART II: 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.

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▶ Are there problems that need resolution via cooperative agreement adjustment notice? If yes, explain in the narrative section.

\_\_\_\_\_

	YES	NO	NA
▶ Are there any questions or problems that NIC should take action on to assist awardee? If yes, explain in the narrative section.	—	—	—
▶ If a cooperative agreement extension request has been made, has this request been officially approved by NIC via an cooperative agreement adjustment notice?	—	—	—
▶ Are there any significant program or budget changes being proposed which affects the project? If yes, explain in the narrative section.	—	—	—
▶ Are there items or outstanding correspondence that need to be followed up? If yes, explain in the narrative section.	—	—	—

**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, explain in the narrative section.	—	—	—
▶ Do the functions of each project staff member adhere to those described in cooperative agreement application? If not, explain in the narrative section.	—	—	—
▶ Has the project been implemented/operating within the approved budget plan estimate?	—	—	—

**PART IV: Program Analysis**

▶ Have any modifications been made relative to current goals, objectives, and action plans.  If yes, include revised goals, objectives, and/or action plans as an attachment to this progress report.	—	—	—
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YES NO NA

▶ Are any plans being made for the continuation of the program at the conclusion of the project?      —      —      —

▶ 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.

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▶ Are there significant expected/unexpected findings?

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

• Organization of Project:

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• Delivery of Program and Services:

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• Other (i.e., commitment of resources, management):

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**PART V: Project Closeout (LAST QUARTER ONLY.)**

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

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- ▶ Does the final report, including any documents, manuals, etc, contain sensitive findings that should not be made public? YES \_\_\_ NO \_\_\_

If yes, briefly explain:

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- ▶ Are there significant project findings which be of use/benefit for NIC and the field? YES \_\_\_ NO \_\_\_

If yes, briefly explain:

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

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

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