

**OBJECTIVE PROGRESS REPORT
INTERNAL REVIEW CHECKLIST
PERIOD ENDING: _____**

Section	Action	Yes	No	N/A
ANA OPR – Cover Page				
	Are all fields completed, including contact and project period information?			
	Is all information correct?			
A. Objective Work Plan Status/Update				
	Did you check Yes or No for if you need to make any changes to your OWP?			
	If you checked Yes, did you detail the changes that need to be made?			
	For each activity planned for the current reporting period, did you mark it as completed, ongoing, N/A this quarter, or delayed in the status box?			
	For each activity planned for the current reporting period, did you provide a short narrative on the status of the activity in the description box?			
	For all activities that were not previously reported on or not scheduled for the reporting period did you mark N/A in the Description box?			
	Did you provide the current status of the results and benefits expected?			
B. Staffing and Human Resources				
	Did you check Yes or No for if the project has any job vacancies?			
	If you checked Yes, did you list the vacant positions and what you are doing to fill the position?			
	Did you check Yes or No for if you had any changes or turnover in project staff, consultants or contractors?			
	If you checked Yes, did you list the position and if it had been filled yet?			
	Did you list all individuals from DAY 1 of the project and include the following information for each individual:			
	1. Position Title			
	2. Position Type (drop down menu)			
	3. Position Funding (drop down menu)			
	4. Name of Individual			
	5. If the individual is Native – Yes or No			
	6. Date Job Gilled			
	7. Average # of Hours Per Week			
	8. Date Job Ended (if applicable)			
	9. If the position existed before the grant was funded			
	10. If the position will continue after the grant ends			
C. Challenges				
	Did you mark Yes or No for challenges during the project? <i>Hint: If you had an activity that was not completed it might have been because of a challenge.</i>			
	If you checked Yes, did you explain what the challenge was?			

	If you checked Yes, did you mark Yes or No for if you overcame the challenge?			
	If you checked Yes, did you explain how you overcame the challenge or how you plan to overcome the challenge?			
	Did you mark Yes or No for if you would like to receive training or technical assistance? <i>There is no cost to you for the training or technical assistance, and you are welcome to reach out for assistance at any time.</i>			
	If you checked Yes, did you describe the type of training or technical assistance you would like to receive?			
D. Financial				
	Did you mark Yes or No for if you were able to drawdown funds through PMS?			
	If you checked Yes, did you explain the problem and if it was resolved or not?			
	Did you mark Yes or No for if you have any budget changes that require prior approval?			
	If you checked Yes, did you explain the change?			
	Did you complete the actual federal and non-federal expenditures by quarter?			
	Do the federal expenditures reconcile with what was reported to PMS for each quarter?			
	Does the non-federal total reconcile with what was reported to PMS?			
	If there was any variance between the Forecasted (as per the SF 424a) and the Actual, did you provide an explanation? <i>There is almost always a variance between the forecasted and actual; so plan on providing an explanation for each quarter. At times, the forecasted amount may appear simply as \$0 on the OPR. Even if this is the case, continue to provide the actual amount and describe any variances between your SF-424a and the Actual expenditures.</i>			
	Did you mark Yes or No for if you plan to spend (obligate) all the federal funds by the end of the budget period?			
	If you checked No, did you provide an explanation?			
	Did you mark Yes or No for if you have any pending grant amendments with ANA?			
	Did you mark Yes or No for if you generated any program income? <i>Below is the definition of program income.</i>			
	If you checked Yes, did you include how much was generated?			
	If you checked Yes, did you explain what the funds were used for?			
E. Other				
	Did you include any information you would like to share with ANA? <i>Examples of information to share are:</i>			
	1. Special activities of the project with pictures if you have them.			
	2. Number of participants in the project			
	3. Testimonial by a participant			
	4. Recognition of the project participants or activities by the community or the media			

Program income is the gross income earned by a non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance as provided in 45 CFR Part 75.307