



## **Urban and Community Conservation (UAC) Grant Initiative** ***Reporting Requirements***

As a requirement of any NACD grant, your district signs a Memorandum of Agreement (MOA) with NACD. To comply with your MOA, ensure NACD can report to our grantor on-time, and for your district to continue receiving your quarterly grant payments, you will need to submit quarterly progress and final reports on time. If you have an open grant with NACD, you are required to submit a quarterly report, and the end dates of the quarter and reporting due dates apply regardless of the calendar year.

See specific requirements for each report, due dates, and information regarding budget revisions and extensions, below.

<b>Quarter</b>	<b>Due Date</b>	<b>Report Link</b> <i>Click on underlined link to access form online</i>
January 1-March 31	Due April 15	<a href="#"><u>UAC Quarterly Report Form</u></a>
April 1-June 30	Due July 15	<a href="#"><u>UAC Quarterly Report Form</u></a>
July 1 – September 30	Due October 15	<a href="#"><u>UAC Quarterly Report Form</u></a>
October 1-December 31	Due January 15	<a href="#"><u>UAC Quarterly Report Form</u></a>
Final Report	Due 30 Days after completion of project (using a separate template)	<a href="#"><u>UAC Final Report Form</u></a>

Contact [Ariel Rivers, PhD](#), NACD’s Director of Membership Engagement with any questions or concerns related to your grant.

### **Quarterly Reports:**

Submit online, here: [UAC Quarterly Report Form](#).

You must submit quarterly reports on time to continue receiving your grant funds, regardless of whether you have shown any activity on your grant.

You may save and return to the form, but you must bookmark the link provided by the website, as NACD staff cannot provide this later.

Any individuals listed as the primary or secondary contacts on the grant will automatically receive a copy of the report as submitted online.

### **Final Reports:**

Submit online, here: [UAC Final Report Form](#).

Please submit final reports on time to ensure the successful completion of your grant.

You may save and return to the form, but you must bookmark the link provided by the website, as NACD staff cannot provide this later.



# National Association of Conservation Districts

Any individuals listed as the primary or secondary contacts on the grant will automatically receive a copy of the report as submitted online. As part of your final report, you will be required to submit a **write-up for NACD's weekly newsletter, eResource**. The instructions are included on the reporting form, as well as below for planning:

As a word document, please provide a 300-word write-up, to be used as a UAC Grantee spotlight in [NACD's weekly newsletter, eResource](#). In your write-up:

- Describe the project and any outcomes, including any partners who helped increase the success of the project
- Share any next steps for your program.
- If you have any recommendations for other conservation districts who may want to start a similar program, please also include those.
- Although not necessary, please feel free to include a quote from the district board or staff about the project's successes.
- Include at least 3 pictures (and captions).

Highlights are published on the second Tuesday of each month and stored in the [eResource archive](#).

Before publishing, Ariel and/or the NACD Communications Team will reach out with any questions or potential edits.

## **Budget Revisions and Extensions:**

You may propose changes to your budget, project, or timeline, within reason. You may not request additional funds from NACD, but you may move funds between the categories you submitted as part of your proposal, as long as you stay within the original requirements of the grant (administrative costs may not exceed 10% of the total budget, and supplies and equipment may not exceed 15% of the total budget).

We may grant extensions to your timeline on a case-by-case, provided your reporting is up to date, and you are spending at a rate that will allow you to complete your grant within the time frame of NACD's agreement with NRCS.

Submit any requests to your project activities, budget, or timeline online to [Ariel Rivers, PhD](#), NACD's Director of Membership Engagement.

Ariel will review the requests and provide a response approving the changes or not within one week.

## **Frequently Asked Questions (FAQ):**

See FAQs on [NACD's Urban and Community Conservation Webpage](#).