

Project Interim Report Format

For multi-year projects, an interim report must be submitted in electronic format to the FWS Desert Tortoise Recovery Coordinator at 1340 Financial Blvd, Suite 234, Reno, NV 89502 or Roy_Averill-Murray@fws.gov no later than January 31 of each year prior to completion, using the following format:

- I. **Project Title.** State the title of the project.
- II. **Project Goals and Objective(s).** Clearly state the goal and objective(s) that the project will achieve when fully implemented.
- III. **Summary of Accomplishments.** Provide a summary of work completed to date, referring to the task numbers provided in the Project Proposal.
- IV. **Activities in Progress.** Describe work done for activities not yet completed or on-going activities, such as description of partner coordination. Describe activities planned for the upcoming year.
- V. **Budget.** Specify the amount of funding spent to date. Include information on partner contributions made to date. Provide information on future expenditures (how the remaining funding will be spent in subsequent years), including future partner contributions. Specify cost codes and sources of funding.
- VI. **Reporting Challenges.**
 - a. Provide information on any challenges that have been encountered during this phase of project implementation, and describe if/how the challenge was overcome and what affect that had on the project with relation to budget, time, or overall project success.
 - b. If it becomes apparent that the project will not be completed on time and/or within budget, provide information about the relevant issues and provide ideas for resolution.
- VII. **List of Maps and Attachments, if appropriate.**