

INTERIM PROGRESS REPORT COVER SHEET
FEDERAL SAVE AMERICA'S TREASURES GRANT

NOTE: Interim Reports are due every six months throughout the life of the grant. Failure to submit timely and acceptable progress reports places a grantee in noncompliance with the terms and conditions of the Grant Agreement, and can result in withholding of payments or in suspension or termination of the grant award.

- 1) Project Title/Name: _____
- 2) NPS Grant Number: _____ - _____ - ML- _____
- 3) A **completed SF-269A**, *Financial Status Report Form* for this report period is attached.

ATTACH SEPARATE SHEETS FOR ITEMS 4, 5, 7-11 (OR TYPE ON FORM).

- 4) List any NPS approved amendments/extensions (if any) to the original Grant Agreement (i.e. Scope of Work or Budget modifications) and provide the NPS approval date(s).
- 5) Briefly describe progress to date through _____ in completing the project objectives. Address each objective in the approved Summary of Objectives and Results of the Grant Agreement.
 - a) What grant-assisted work has been completed to date?
 - b) What work is currently underway?
 - c) What grant-assisted work has not yet been initiated?
- 6) How much of the required **50% non-Federal matching share** has been used to perform grant-assisted work to-date? \$ _____ How much is cash? \$ _____.
How much is donated labor? \$ _____. Donated materials? \$ _____.
- 7) What difficulties have you encountered to date in completing the grant work?
- 8) Describe the status of complying with the following applicable Grant Condition requirements: NPS Concurrence with Consultant Selections; NPS Review of Plans and Specifications; Section 106 Review; Easement Execution; and Project Sign Installation (*photo of project sign must be submitted to NPS*).
- 9) Are any changes anticipated in Scope of Work, Products or Budget as compared to those in the listed in the grant agreement? yes no
 - a) *If yes, describe changes, and indicate when a written request for modification will be submitted to NPS.*

Will you be able to complete this grant on time? yes no
 - b) *If no, describe why, and indicate when a written request for extension (with an adapted schedule for completion) will be submitted to NPS.*
- 10) Attach several 35mm. photographs or color slides of **all** grant-assisted work performed during the period of this report. High quality digital images (camera settings at least 2048x1536 pixels, or no less than 300 dpi) may be submitted by e-mail to NPS with prior approval for the Interim Reports **only**. Final Project Reports must contain 35mm. photographs or slides.

Name/Title _____

Date _____ Telephone Number _____

FINAL PROGRESS REPORT COVER SHEET
FEDERAL SAVE AMERICA'S TREASURES GRANT

NOTE: The Final Project Report is due within 3 months of the end date of the Grant Agreement. Failure to submit a timely and acceptable Final Progress Report places a grantee in noncompliance with the terms of the Grant Agreement, and will result in NPS withholding payments, or requiring repayment of disbursed grant funds.

- 1) Project Title/Name: _____
- 2) NPS Grant Number: _____ - _____ - ML- _____
- 3) A **completed SF-269A, Financial Status Report Form**, for the grant period is attached.

Please attach additional sheets to answer the following questions.

- 4) List any NPS approved amendments/extensions, if any, to the original Grant Agreement (i.e. Scope of Work or Budget modifications) and provide the NPS approval date(s). _____
- 5) Briefly describe the final grant-assisted work.
- 6) Describe any differences between the planned and actual results of the grant.
- 7) Describe the status of complying with the following applicable Grant Condition requirements: NPS Concurrence with Consultants; NPS Review of Plans and Specifications; Section 106 Review; Easement Execution, and Project Sign Installation.
- 8) Provide a line-by-line (**listed under the Approved Budget and Scope of Work in your Grant Agreement, or as modified**) breakdown of the actual expenditures and compare it to the approved budget by using a three- column format.
- 9) Explain reasons for any differences between the planned and actual work-costs according to the line items listed in the grant agreement.
- 10) Briefly, provide a final listing of the non Federal matching share that was used to complete the grant-assisted work. Identify the source of the match, the amount, and the type of match (cash, donated labor, donated materials, etc.)
- 11) If any publications (books, pamphlets, videotapes, etc.) were produced by or about this grant, enclose three copies with this Final Report.
- 12) Provide good quality 35mm. photographs (**NO digital images nor printed digital images**) of all work completed with this grant, including at least three (3) black and white images of the overall structure.

Signature

Name/Title

Date

Telephone

