

HPF PROJECT/ACTIVITIES DATABASE REPORT

1. **RECORD #** ___ -- ___ -- ___ (i.e., State - Fiscal Year of funding - Project/Activity #)
2. **TITLE** _____(Specify phase number if applicable)
3. **BRIEF DESCRIPTION** (Include project status and indicate publications, if applicable):
4. **SUBGRANTEE / CONTRACTOR NAME** _____ [Subgrants only]
5. **PROJECT STATUS [check only one]:**
 - ACTIVE** ()
 - COMPLETED** ()
 - CANCELED** ()
6. **PROJECT START DATE** ___/___/___ **END DATE** ___/___/___
7. **SUBGRANT/CONTRACT** () **IN-HOUSE PROJECT** () [Check One]
8. **NHL** () [Check, if applicable]
9. **CLG** () [Check, if applicable] [subgrants only]

10. PRIMARY PROGRAM AREA

[Check the one that best applies] See Chapter 6 and the Guidelines for Completing the Cumulative Products Table, Chapter 7, Exhibit 7-E-5.

- Acquisition ()
- Administration ()
- Covenants ()
- Development ()
- Local Government Certification ()
- National Register ()
- Other Activities ()
- Planning ()
- Preservation Tax Incentives ()
- Review and Compliance ()
- Survey and Inventory ()

11. SECONDARY PROGRAM AREA

[Check all that apply] See Chapter 6 and the Guidelines for Completing the Cumulative Products Table, Chapter 7, Exhibit 7-E-5.

- Acquisition ()
- Administration ()
- Covenants ()
- Development ()
- Local Government Certification ()
- National Register ()
- Other Activities ()
- Planning ()
- Preservation Tax Incentives ()
- Review and Compliance ()
- Survey and Inventory ()

12. **CONGRESSIONAL DISTRICT(S)** ___ __ ___ __ ___ __

13. **ADDRESSES OR MEETS STATE PLAN OBJECTIVES** [Identify the Goal(s) and Objective(s) of the State Plan that this project helps achieve by description; i.e. number, letter or title.]

14. **RECORD NUMBER(S) OF RELATED PHASE(S)**, if any, of project.

RECORD # ___ -- ___ -- ___ -- ___ -- ___

RECORD # ___ -- ___ -- ___ -- ___ -- ___

15. **PLANNED FEDERAL SHARE** \$ _____ [Subgrants only]

PLANNED MATCHING SHARE \$ _____ [Subgrants only]

16. **FEDERAL SHARE EXPENDED 1st FISCAL YEAR** \$ _____ [Subgrants only]

MATCHING SHARE EXPENDED 1st FISCAL YEAR \$ _____ [Subgrants only]

17. **FEDERAL SHARE EXPENDED 2nd FISCAL YEAR** \$ _____ [Subgrants only]

MATCHING SHARE EXPENDED 2nd FISCAL YEAR \$ _____ [Subgrants only]

18. **FEDERAL SHARE EXPENDED TO DATE** \$ _____ [Subgrants only]

MATCHING SHARE EXPENDED TO DATE \$ _____ [Subgrants only]

EXHIBIT 25-B PROJECT/ACTIVITY DATABASE REPORT

As part of the End-of-Year Report, the State must complete a record for each major activity/project begun, underway, dropped, or completed during the last fiscal year (this includes subgrant, contract, cooperative agreement, or in-house staff work, even if paid for with 100 percent matching share). Every third-party activity must be included. "Major in-house activity/project" means for each Chapter 6 Program Area, the major or most important in-house activities or projects as defined by the State that have been completed or are underway as of the end of the year. Normally there will be at least one important activity (carried out in-house or through subgrant) in each Program Area. If a State has completed routine activities only in a Chapter 6 Program Area, an in-house record should state this situation. Every project or activity listed in the Anticipated Activities List or Annual Application Narrative must be addressed in a Project/Activity Database Report record.

Data Entry Instructions. Each State may use the software provided by NPS, or may use the traditional paper copy to complete the Project/Activity Database Report. For those States using the NPS-provided software, follow the data entry instructions accompanying the software. For those States choosing not to use the database software, use the format on pages 25-B-3 and 25-B-4 and follow the data entry instructions below.

Data must be provided in every applicable field, even if the entry is zero.

Where a data field provides options, the State may check a box from among all of the options or merely type the choice and erase the other options. For example, a State may check the appropriate Program Area on the form or type in the appropriate Program Area and delete the rest. Data fields that apply solely to subgrants may be deleted for in-house activities.

Data Field (The numbers below correspond to the data field number in the report record)

1. The Record Number is made up of the State Code (i.e., the two letter Post Office Abbreviation), followed by the funding year, followed by the project/activity number beginning with 001. If a State wishes to use its own numbering system, it may do so as long as it also supplies a record number using the national format.
 - The "Fiscal Year of funding" means the appropriations year of the money which pays for the project. For example, "97" should be entered for a project paid for with FY 1997 funds even if the work is being done during FY 1998.
 - The project/activity record numbers start over with each new funding year. For example, if Wyoming's last project/activity for FY 1997 funding year has a record number of WY-97-105, then the first project/activity funded with FY 1998 funds has a record number of WY-98-001.
 - Do not skip any numbers in submitting the Report. A record number of MS-97-045 for example would mean that this project or activity was the 45th project initiated by Mississippi with FY 1997 funds.
 - Each project/activity has a unique record number. Updated information is not given a new record number. However, separately funded phases of an on-going project/activity would receive separate records.
2. The Title should be descriptive rather than numeric. For example, use "Inventory Computerization"

or "Doe County Archeological Survey," but not "14-BAL-42B10." Separate phases of the same project should add phase numbers but retain the same title.

3. Briefly describe the tangible/measurable product or service that will result from completing the activity/project.

Describe the status of the project's products. For projects/activities underway at the time of the End-of-Year Report, describe the currently planned products, services, etc. For activities/projects completed during the fiscal year, describe the actual accomplishments of the activity/project. If the results are significantly different (in the State's view) from initial expectations, explain what happened. If a project is canceled or completed under budget, explain what happened to the remaining funds; e.g., reprogrammed to another subgrant, to SHPO operational costs, etc. The description provided in this data field must be consistent with the status selected in data field 5, below.

4. Provide the name of the subgrantee or contractor.
5. Provide the current status of the project (check only one).
6. Provide the beginning and end dates for the project.
7. Select SUBGRANT/CONTRACT for subgrant projects and contracts, and IN-HOUSE for activities conducted within the State Historic Preservation Office.
8. Check this box only if the project/activity involves a National Historic Landmark.
9. Check this box only if a subgrant is going to a Certified Local Government.
10. Check the "Primary" Program Area that this project involves. For example, if the project is mainly a survey that may result in a National Register nomination, check "Survey and Inventory." "National Register" should be checked as one of the Secondary Program Areas in Number 5. Never select "Local Government Certification" for a CLG subgrant. "Local Government Certification" should be selected only for non-CLG subgrants or "in-house" projects that help a local government become certified or that help the State administer its CLG program. See the Guidelines for Completing the Cumulative Products Table in Chapter 7, Exhibit 7-E-5, and Chapter 6 for more information on Program Areas.
11. Check any additional Program Areas that apply to the project. Please note that each Program Area should be checked only once--either as the primary Program Area or as a secondary Program Area.
12. This data field refers to the U.S. House of Representatives--not to the State legislature.
13. Enter the State Plan Goal(s) and Objective(s), if any, that this activity or subgrant helps achieve. If multiple Goals and Objectives are relevant, all may be listed. If the Goals or Objectives of the State Plan are not numbered, a short title or description should be used so that the reader can determine which Goal(s) and/or Objective(s) are being referenced.
14. Enter the number of any subgrant that is related to the current subgrant. This should only be used for ongoing phased projects that are funded through separate subgrants.
15. Enter the Planned amount of Federal share and nonfederal share at the beginning of the project (i.e.,

written into the subgrant agreement). Please note that this should be the current amount obligated to the subgrant or contract; the Planned amount should be changed if the subgrant or contract amount has been amended. For example, if the original subgrant award was \$10,000 federal share and \$6,000 matching share and the federal and matching share are increased or reduced through an amendment, the Planned amounts in the database should reflect those changes).

16. Enter the amounts (Federal and matching share) expended during the first fiscal year of the subgrant. A State may type in the Federal Fiscal Year (e.g., "FY 1997") rather than use "1st Fiscal Year."
17. Enter the amounts (Federal and matching share) expended during the second fiscal year of the subgrant. A State may type in the Federal Fiscal Year (e.g., "FY 1997") rather than use "2nd Fiscal Year."
18. Enter the amounts (federal and matching share) expended to date.