

**FINAL PROJECT REPORT FORMAT**

(if attached to copy of Project Notification, skip items 1-3.)

1. Project title/name:
2. NPS grant number(s):
3. National Register property name/address (If applicable):
4. Identify any amendments and their approval dates:
5. Describe differences between planned and actual major work items:
6. Describe differences between planned and actual major cost categories:
7. Date three copies of any publications will be forwarded to NPS:
8. Date HABS/HAER documentation (if any) will be submitted to NPS:
9. Provide any other data required by special conditions or instructions applicable to individual subgrants/contracts (on reverse side).
10. Certification: I certify professionally qualified program and grants management staff of my organization have confirmed, through site visits and/or review of financial and performance reports that work under this subgrant (or contract) has been accomplished according to applicable laws, regulations, Secretary of the Interior's Standards, other program standards, grant management requirements specified in the Historic Preservation Fund Grants Manual, and the terms and conditions of the applicable HPF grant(s).
11. If the subgrant/contract is for acquisition or development, initial one of the following:  
  
\_\_\_ The covenant or preservation agreement has been satisfactorily executed prior to release of HPF assistance and a copy has been obtained by this office for monitoring purposes.  
OR  
\_\_\_ The State accepts the responsibility for the continued maintenance, repair, and administration of the property required by Section 102(a)(5) of the Act rather than through the execution of a covenant with the property owner. NPS written concurrence with this procedure was obtained on \_\_\_(date)\_\_\_.

Signed:

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SHPO or President, National Trust/Date

Enclosure: Labeled photographs for acquisition or development.

**Paperwork Reduction Act Statement.** The National Park Service collects the information as part of the process for reviewing the procedures and programs of State, tribal, and local governments participating in the national historic preservation program and the Historic Preservation Fund grant program. The information will be used to evaluate those programs and procedures for consistency with the National Historic Preservation Act, as amended,

(16 U.S.C. 470 et seq.) and compliance with governmentwide grant requirements. Your response is required to obtain or retain a benefit under these programs. A Federal agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a valid OMB control number.

The NPS provides no assurance of confidentiality to respondents with the exception of some location information concerning some properties included in government historic preservation property inventories. Pursuant to Section 304 of the National Historic Preservation Act of 1966, as amended, release of information is tightly controlled when such release could have the potential of damaging those qualities that make a property historic.

**Estimated Burden Statement:** The public reporting burden for the collection of this information is estimated to average 1.03 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Chief, Historic Preservation Grants, National Park Service, 1849 C Street, NW. (Org Code 2256), Washington, DC 20240.

## EXHIBIT 8-E FINAL PROJECT REPORTS

Final Project Report. This report is applicable to all contracts/subgrants which require Project Notifications. See Chapter 8, Sections F and G for more information on Project Notifications and Reduced Review Status. The Final Project Report should not be confused with project file documentation requirements or reporting requirements documenting archeological investigations. See Chapter 6, Section J for archeological report requirements.

Policy. HPF funds shall not be disbursed for any project or activity that does not evidence that: 1) planned work has been accomplished within the scope of the subgrant or contractual agreement (summarized in the Project Notification except for projects covered by Reduced Review Status; see Chapter 8, Section G); 2) work was done according to the applicable Secretary's Standards; and 3) work was done in accordance with the terms and conditions of the applicable HPF grant.

In circumstances where funds are disbursed for ineligible activities, such costs shall be recovered in one of two ways: 1) funds shall be returned to the grantee by the subgrantee if the applicable 2-year Federal grant period has not expired (and a reprogramming amendment submitted to NPS for approval), or 2) funds shall be returned to NPS by the grantee if the grant period has expired.

### A. Instructions for Completion of the Final Project Report.

For each project subgrant or contract (except those covered by Reduced Review Status; see Chapter 8, Section G, provide the requested information in the format specified on page 8-E-3. NPS expects grantees not to exceed this one page format unless there are exceptional circumstances.

- 1-3. Provide title/name of subgrant/contract, and the NPS assigned grant number(s) from which the subgrant/contract was funded. Provide the National Register property name and address if development or acquisition work was performed with grant assistance. This is the title or property name identified on the Project Notification.
4. When a scope change amendment requiring NPS approval has been obtained, identify amendment and date of approval.
5. Describe differences between planned major work items as described in the Project Notification and the actual major work items performed.
6. For major cost categories, describe any differences between the planned project budget estimate and the final expenditures billed, both Federal and nonfederal shares.
7. When the scope of work involves a publication, three copies of the publication produced under the subgrant/contract are to be submitted to NPS. Copies of the publication can either be enclosed with the Final Project Report or can be forwarded under separate cover. The Final Project Report should specify the date when the publication will be submitted to NPS.
8. If applicable, one original and one archival copy of HABS/HAER drawings must be submitted within 1 year of project completion.
9. Provide any information that may have been required by NPS special condition or instructions applicable to individual subgrants/contracts.

Example: The number of full and/or part-time persons employed as a direct result of subgrants made under the Emergency Jobs Act of 1983, P.L. 98-8.

10. For all Final Project Reports provide the following certification:

I certify professionally qualified program and grants management staff of my organization have confirmed, through site visits and/or review of financial and performance reports that work under this subgrant (or contract) has been accomplished according to applicable laws, regulations, program standards, grant management requirements specified in the Historic Preservation Fund Grants Manual and the terms and conditions of the applicable HPF grant(s).

For acquisition or development work provide the appropriate additional certification statement:

The covenant or preservation agreement has been satisfactorily executed prior to release of HPF assistance and a copy has been obtained by the SHPO for monitoring purposes.

OR

The State accepts the responsibility for the continued maintenance, repair, and administration of the property required by Section 102(a)(5) of the Act rather than through the execution of a covenant with the property owner. NPS written concurrence with this procedure was obtained on (insert date of NPS concurrence).

11. For acquisition or development work endorse labeled photographs (5" x 7" or larger) identifying work performed with grant assistance. Photographs must illustrate the "before development conditions" and the "after development appearance" (1 each) of the property.

Provide the signature of SHPO (or President, National Trust) and date of signature.

Provide enclosure(s), as applicable.

B. Submission Information. An acceptable Final Project Report for each subgrant project (not covered by Reduced Review Status; see Chapter 8, Section G, must be submitted to NPS within 90 days of the project end date.