

Douglas County Heritage Conservation Council



**QUARTERLY PROGRESS REPORT
2015 Natural & Cultural Heritage Grant Program**

Please type responses. You may submit the report via email to the Heritage Conservation Council (HCC) Program Coordinator, Jan Shupert-Arick at ishupertarick@douglas-county.com, or submit by mail to: Heritage Conservation Council, Douglas County Courthouse, 1100 Massachusetts Street, 2nd Level, Lawrence, KS 66044.

Date of Quarterly Report:
Grant #:
Grantee:
Contact Person:
Telephone:
Email:

Quarterly reports are required for grant projects awarded \$50,000 or more whose project duration is longer than six months and when a second disbursement is not being requested.

An interim report is required when grant projects awarded over \$5,000 are requesting the second disbursement of funds. The interim report requesting a second disbursement is submitted in lieu of the quarterly report for grants of \$50,000 or more.

In addition to the report questions below, Quarterly Progress Reports should address in the project narrative the following items (where applicable and if not furnished with the grant application):

- Building permits, zoning permits or other regulatory approvals
- Letter of determination from the State Historic Preservation Officer (SHPO)
- Changes in the make-up of the board of directors or other governing organization.
- Tax credit applications

Any photographs documenting project work should be included and provided in digital format (preferably an "jpeg" file). Digital photo files may be submitted on a disc or thumb drive. Include grantee name and grant number on all pages and attachments.

Part 1: Project Narrative

1. Describe accomplishments in this period. Compare actual accomplishments with goals established for the interim report period. Whenever possible, describe activities or services in both quantitative and qualitative terms.
2. If interim project goals have not been met, explain why, describe what steps have been taken to get the project back on schedule, and discuss the likelihood that the project will be completed by the expiration date of the grant.
3. Report the work that remains to be done.
4. Include other comments, anecdotal information and/or photographs that highlight project achievements or lessons learned in this period.

Part II: Financial Information

The grantee is NOT required to provide a full and complete accounting of the use of all grant funds, unless the project scope or budget have changed from the time of application, in which case see additional reporting required below in “Reminder”.

Part III: Attachments

- Include photographs or illustrations of the project in various stages, if appropriate. These may be submitted on a CD or thumb drive.
- Include representative materials prepared or distributed in relation to the project
- Include representative media coverage issued or received regarding this program.

REMINDER: The Douglas County Heritage Conservation Council understands that unavoidable changes may occur during a project. If a change occurs in key project personnel (Authorizing Official, Project Director, grant-funded staff, or consultants), or a substantial change is contemplated in the project budget, scope, or schedule as described in the approved application, approval must be requested by the Authorizing Official as outlined in the performance agreement in a separate request to the HCC Program Coordinator and reviewed by the Heritage Conservation Council.