Work undertaken on an SHF project – even work not paid with SHF monies – is to be reviewed and approved by your Preservation Specialist. One method of review is the Progress Report.

Progress reports must be submitted every two to four months (depending on the complexity of the project) for the duration of a project whether or not any progress has been made. The due dates for these reports are indicated on Exhibit C: List of Submittals.

Email the following information to your Preservation Specialist:

1. **Use the Project number and report # as the email Subject. (ex. 2021-M2-001 Progress Report #4)**
   - Please include the project number again in the body of the email

2. **Narrative explanation of progress to date. If no progress has been made, provide a brief explanation and the expected date for progress. Please remember to address:**
   - **Scope of Work:** Discuss the items that have been accomplished since the last Progress Report.
   - **Project Schedule:** Is the project on time? Have there been delays?
   - **Budget:** Is the project on budget? (If not, please see box below.)

3. **The work that will be accomplished before the next Progress Report.**
   - Please remember to include specific items from the Scope of Work.

4. **Assistance the SHF staff could provide to help you complete your project.**
   - Your Historic Preservation Specialist and Contract Specialist are here to help – please let us know how we can!

► If you anticipate needing to make any modifications to the project schedule, Scope of Work, Budget, or using any contingency, please contact your Historic Preservation Specialist immediately to discuss the situation.