



STATE HISTORICAL FUND

PROGRESS REPORTS

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.