The following material will form the basis for the final project report for each CCCHP rehabilitation project. Please make sure to label and include the following sections:

**PART I: PROPERTY and OWNERSHIP IDENTIFICATION**

1. Grant project number
2. Property name and address
3. Name and address of the property owner
4. Name and address of architectural/engineering firm, if applicable
5. Name and address of general contractor, if applicable
6. Name and address of specialist contractor, if applicable
7. Dates of project work (including development of plans and specifications)

**PART II: FISCAL REPORT**

1. Total project cost, including CCCHP share

2. Final work cost breakdown (see example below)

**A. Final work-cost breakdown example:**

Architectural Fees $3,125.00

Scaffolding 5,000.00

Demolition 4,000.00

Replace steel lintels 3,902.00

Glass and glazing 2,500.00

Carpentry 0.00

Window repair 10,263.00

Door repair 1,000.00

Painting 3,700.00

**TOTAL $33,490.00**

CCCHP Grant monies expended: $11,000.00

Grant Match expended: $22,490.00

**B. List by donor, source, kind, and amount for each of the other funding sources example:**

Donor: Local Non-Profit

Source: Revenue

Kind: Cash

Amount: $22,490.00

3. Brief narrative explaining any differences between original work cost estimates and final costs

**PART III: CASE STUDY NARRATIVE**

1. Brief (one to two pages) narrative of preservation or restoration needs prior to grant award

2. Brief (one to two pages) narrative of completed project work, including reference to consultants' reports, test results, products, and materials used to accomplish the preservation or restoration objective(s)

3. A proposed maintenance schedule based upon the particular problems encountered and addressed

4. Brief (one to two pages) narrative of preservation problems that still need to be addressed

**PART IV: PHOTOGRAPHIC INDEX (see example below)**

Please use the example format below and be sure to include:

1. At least two photographs of the condition of each work category prior to grant funded work

2. At least two photographs of work in progress for each work category

3. At least two photographs of work completed for each work category

**Photographic Index Example:**

**Before Work**

Index # View Date Taken

B1 South Elevation overview (typical) 5/20/2005

B2 Detail of South entry door 5/20/2005

B3 Detail of typical wood window 5/20/2005

B4 Detail of typical metal window 5/20/2005

B5 Detail of stucco condition above window 5/20/2005

B6 Termite damage at window trim 5/20/2005

**During Work**

Index # View Date Taken

D1 South Elevation showing work on doors and windows 1/15/2006

D2 Detail showing mortise and tenon joinery and hardware being stripped 1/15/2006

D3 Detail showing reglazing of wood window 1/15/2006

D4 Detail of paint preparation and condition of wood at window 1/15/2006

D5 Detail of paint preparation at metal window 1/15/2006

D6 Detail of exposed deteriorated steel lintel 1/15/2006

D7 Detail of replacement lintel being installed 1/15/2006

D8 Profile of new wood trim compared with original wood trim 1/15/2006

**After Work**

Index # View Date Taken

A1 South Elevation showing completed work 6/1/2006

A2 Wood door and hardware now restored 6/1/2006

A3 Wood window now restored 6/1/2006

A4 Metal window now restored 6/1/2006

A5 Stucco and brick work at lintel now repaired 6/1/2006

A6 Wood trim replaced at limited interior window frames 6/1/2006