

FINAL REPORT FORMAT (EXAMPLE)

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

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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

| <u>Index #</u> | <u>View</u> | <u>Date Taken</u> |
|----------------|---|-------------------|
| 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

| <u>Index #</u> | <u>View</u> | <u>Date Taken</u> |
|----------------|--|-------------------|
| 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

| <u>Index #</u> | <u>View</u> | <u>Date Taken</u> |
|----------------|--|-------------------|
| 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 |