

Cover Letter

On organizational letterhead, include the following information:

- Project Name
- Name of Sponsoring Organization, if different from that on letterhead
- “Interim Report” on reference Line

Bulleted Facts

List in bulleted fashion the following facts:

- ENHC Grant Year (e.g. FY 2005)
- Date of ENHC Contract
- Name of General/Primary Contractor or Service Vendor
- Date of Contract with General Contractor
- Start Date of Project

Narrative

Briefly describe the work completed to date. Include accomplishments such as:

- Preparation of specifications, bid documents, or cost estimates
- Solicitation of competitive bids
- Awarding of contract
- Description of work (demolish/removal, painting, handicap accessibility, etc.)

Financial Documentation

- Proof of availability of matching funds (bank statement, letter from city/town official)
- Copies of invoices received to date
- Copies of payments made to date (check face, bank statement)
- Calculations of in-kind matches of goods and services (volunteer and staff time)

Press

Provide the following:

- Copies of press releases
- Copies of newspaper and newsletter articles
- Copies of project-related event announcements

Miscellaneous (if available)

- Copies of agreements regarding third party funding sources (MHC, CDBG, etc.)
- Copies of contracts with general/primary contractors, service vendors, consultants, etc.