

Please use the following information as a guide when preparing final reports. Please contact ENHC staff at (978) 740-0444 regarding any questions.

#### Cover Letter

On organizational letterhead include the following information:

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

#### Bulleted Facts

List in bulleted fashion the following facts:

- ENHC Grant Year (e.g. FY 2008)
- Date of ENHC Contract
- Name of General/Primary Contractor or Service Vendor
- Date of Contract/Agreement with General Contractor
- Start Date of Construction/Project
- End Date of Construction/Project

#### Narrative

Briefly describe the work completed. Include accomplishments such as:

- Preparation of specifications, bid documents, or cost estimates
- Solicitation of competitive bids
- Awarding of contract to general/primary contractor or service vendor
- Description of work/study scope (demolish/removal, roofs, windows, painting, handicap accessibility, etc.)
- Written statement stating that your organization will maintain and hold all grant related records (including financial documentation) for a minimum of three years following completion of grant project.

#### Financial Documentation

- Copies of invoices/bills received
  - Copies of payments made (check face, bank statement)
  - Calculations of in-kind matches of goods and services (volunteer and staff time)
- Note: Copies of time cards or volunteer sign-in sheets do not need to be submitted

#### Press

Each of the following should include mention of ENHC as source of project funding

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

#### Miscellaneous (if available)

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