



National Heritage Area Annual Performance Report Form

The National Park Service (per 43 CFR Part 12, and related CFRs, OMB Circulars, DOI Manuals and subsequent financial monitoring guidelines) requires that recipients of federal funds through cooperative agreements submit performance reports within 90 calendar days following the end of the grant cycle (in this case, the end of each calendar year).

Please use this report form to demonstrate how you 1) accomplished the activities laid out in your FY 2008 statement of work utilizing the budget described in your task agreement and 2) how you plan to implement remaining work in the upcoming fiscal year(s). Also document your matching funds and any recipients of NPS funding through grants or other agreements. Please complete one report form for each task agreement from which you drew funding in FY08 (October 1, 2007 to September 30, 2008).

Please send **three copies** of this report form to [one copy to each of the following]: the ATR named in your task agreement, the Contract Specialist named in your annual task agreement, and Suzanne Copping, National Heritage Areas Coordinator, Northeast Region, 410 Severn Avenue, Suite 109, Annapolis, MD 21403, suzanne_copping@nps.gov by **January 30, 2009**. For more information, or if you have questions, please see the *NHA Agreements Primer* or contact Suzanne Copping or the ATR or Contract Specialist named in your annual task agreement. Thank you in advance for your time and assistance in completing this important report.

National Heritage Area: _____

Cooperative agreement number: _____

Task agreement number: _____

Period covered by this report: _____

This report form completed by: _____

Signed: _____ Date: _____

Please attach a separate sheet if you run out of room. Please attach any supporting documents referenced in this report form such as audits or quarterly or annual reports.

A. PROGRESS AND ACCOMPLISHMENTS

1. Please describe how each specific work item identified in your task agreement was or is being implemented. Please address every work item listed in your task agreement's statement of work.

Project/ Program/ Proposal	Accomplishment/ Deliverable	NPS Funding (total drawn from task agreement identified above)	Matching Funds (if applicable)
<i>e.g., develop and implement a partner, stakeholder and public involvement strategy</i>	<i>Conducted scoping, three public meetings, and produced a draft strategy circulated to partners for review</i>	\$25,000	\$15,000 (in-kind)

2. Please identify any work items in the statement of work that were not accomplished, why, and when they will be implemented.

Work Not Accomplished	Why/ Implementation Plan/ Time Frame
<i>e.g., public involvement strategy not finalized and implemented</i>	<i>Time constraints – to be published and implemented in 2009</i>

B. FINANCIAL

3. Total expenditure of **NPS Funds** through the task agreement identified on page 1: \$

4a. Please summarize your sources of **non-federal match**. Please indicate the type of the funding source (state, local, private non-profit, private individual, foundation, earned income, other). If match is in-kind, describe the type of match (donated labor, materials, time, etc.). Be sure to retain detailed descriptions and calculations of in-kind match sources in your administrative records for auditing purposes.

Name of funding source/ description of match	Cash or in-kind?	Type of funding source	Amount/ value
<i>PA Dept. of Conservation and Natural Resources</i>	<i>cash</i>	<i>state</i>	<i>\$25,000</i>
<i>Board meeting –10 people -- volunteer time</i>	<i>in-kind</i>	<i>other</i>	<i>\$800</i>

4b. **Total value of non-federal match** (should match your SF-269/ 269A): \$

NOTE: if you have completed an audit that contains the above financial information, you may attach the document in lieu of filling in Section B (please reference the relevant page number/s from the audit document).

For more information on documenting match, see:

- 43 CFR Subtitle A, Part 12.923 at http://edocket.access.gpo.gov/cfr_2006/octqtr/pdf/43cfr12.923.pdf
- OMB Circular A-110, Subpart C, .23 *Cost-sharing and matching* at <http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>
- Preserve America Grants Manual at <http://www.nps.gov/history/hps/hpg/PreserveAmerica/download/PAManualOct2008.pdf>
- AmeriCorps PPT presentation on documentation for cash and in-kind match at http://nationalserviceresources.org/files/legacy/filemanager/download/walker/0306Institute/Documentation_Match_Inkind_ACFIN.ppt

C. SUB-GRANTS

5. If you used NPS funding to give grants, identify the grant recipients, amounts, and projects/ deliverables:

Recipient	Amount	Accomplishment/ Deliverable

Please note that a completed **Standard Form 269/ 269A** and an **audit** (required in your enabling legislation and/ or if you received more than \$500,000 in federal funding, including non-NPS sources, in a fiscal year) should also be submitted to the ATR and the Contract Specialist identified in your agreement.

For Agency Use		
Received by:	Date:	Notes: