**Vermont Certified Local Government Program  
Project Progress Report**

Progress reports allow the Vermont Division for Historic Preservation to evaluate your project's progress and ensure that the project budget is appropriate. The typical CLG grant period covers three years and requires four progress reports and a final project report.

Use this form to complete your Interim Progress Report. Enter text by clicking and typing inside of the grey fields, which will expand as you type. When you're done, save the form and email a copy to [devin.colman@vermont.gov](mailto:devin.colman@vermont.gov).

1. CLG Community:
2. CLG Grant Number:
3. Project Name:
4. This is the:  First Progress Report (due December 1 of the first grant year)

Second Progress Report (due April 1 of the second grant year)

Third Progress Report (due December 1 of the second grant year)

Fourth Progress Report (due April 1 of the third grant year)

1. Briefly describe the work completed on the grant project to date. Please be specific in describing milestones and tasks completed:
2. Briefly describe any issues or concerns about the project:
3. Do you anticipate completing the project by August 1 of the third grant year?

Yes

No Please explain why:

1. Do you anticipate using the full amount of your grant award?\*

Yes

No Please explain why:

1. Additional Comments:

Form completed by:

Date:

\*It is very important that you spend your full grant award. We are required to allocate at least 10% of our federal grant to CLG projects. If your project comes in under budget, we may not meet the 10% minimum threshold for our grant. If you don’t think you’ll use your full grant award, please let us know ASAP.