

Sample Final Report Outline for Grant Projects

I Title Page

Include title, date, Watershed, project type, funding sources, and cost of project

II Grant Summary Form – Completed & Updated if necessary

III Table of Contents

IV Executive Summary

V Problem Statement & Relevant Issues

VI Project Goals

VII Project Description

Project Type

Project Costs – total costs; matching funds & fund sources;
Project Methodology/Construction/Description/Pollutant Load
Existing data (graphs & tables) and/or Before Photos
New data (graphs & tables) and/or After Photos
Data Evaluation/Pollutant Reduction

VIII Public Outreach

IX Conclusions

Project Evaluation & Effectiveness – Results of PAEP

Include individual goals (including CALFED goals): corresponding performance measures; explain if goals were met, if not why; what changes would be made w/ 20/20 hindsight & overall effectiveness of the project.

Project Terminated – Why?

Include - NEXT STEPS- costs, funding sources & schedule

X Appendices

List of References

List of Deliverables (contracts) or Items for Submittal (grants)

List of Sub-contractors

Tables & Graphs of Summarized Numerical Data

Photos

Copies of Peer Reviewed Articles