

FINAL REPORT GUIDELINES

As your project comes to a close, the time is right to reflect on the planning, implementation, operation and maintenance, and evaluation of your project. Your final report should include a narrative description of your project, accomplishments worksheets, photographs, and in some cases, detailed technical reports. Your final report should be organized as follows:

A. Technical Report – (2-3 Pages)

- 1. Narrative Description of Project (please include brief answers to the following questions):
 - a. What was the project supposed to accomplish?
 - b. What you actually did and how it differs from your plan?
 - c. What else needs to be done?
 - d. What problems were encountered and how you dealt with them?
 - e. How your work contributed to solution of original problem or needs?
 - f. How many volunteer hours contributed to the completion of the project?
 - g. Do you have any suggestions to improve the grant process?
- 2. Summary in 50 words or less suitable for sharing with the public
- 3. Accomplishments Worksheets
- 4. Photographs (Digital are preferred)
- 5. Detailed Technical Reports where applicable (e.g., assessments, data, rehabilitation plans, stream channel designs, watershed protection and restoration plans) - (Filed at Regional Office or with Project Advisor)