

PARTNER  
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Final Report

**NEIWPCC Job Code:** [XXXX-XXX-XXX]

**Project Code:** [e.g. 20XX-XXX]

**Contractor:** [insert organization’s name]

**Prepared By:**  [insert author’s name and title]

**Project Period:** [XX/XX/20XX to XX/XX/20XX]

**Date Submitted:** [month and year]

**Date Approved:** [month and year]

**[Insert Final Report Title]**

**Contact Information**

[name of organization]

[address]

[telephone/fax number and email address]

This is a [Name of Funding Organization] funded project.

*\*Note: Please see your executed MOA/contract/subaward with NEIWPCC for exact appropriate language to be include. Sample language below:*

This project was funded by an agreement awarded by **[Name of Funding Organization]** to NEIWPCC in partnership with the Lake Champlain Basin Program

*To be included for EPA-funded projects only:*

Although the information in this document may have been funded wholly or in part by the United States Environmental Protection Agency (under agreement **[Grant Number]**), it has not undergone the Agency’s publications review process and therefore, may not necessarily reflect the views of the Agency and no official endorsement should be inferred.

The viewpoints expressed here do not necessarily represent those of **[Name of Partnership]**, NEIWPCC, or **[Name of Funding Organization]**, nor does mention of trade names, commercial products, or causes constitute endorsement or recommendation for use.

# Executive Summary

*Type Here:* Please provide a summary of the final report (roughly 500 words) that includes the project background, location, objectives, actions, timeframe, and results or accomplishments. Note that this should be an independent abstract of your report and should not contain information that is not already provided in the main body of the report.

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# Project Synopsis

*Type Here:* Provide a description of your project, including its purpose, goals, approaches and timetable. Include information about the role of any partnering organizations. Your synopsis should elaborate the need for the project work.

# Tasks Completed

*Type Here:* Provide a description of the tasks completed to achieve the goal(s) of the project. This should include each task as outlined in your project workplan and budget. Tasks include accomplishments such as plantings, equipment installation, etc. Please add pictures or maps as appropriate. These tasks must align with the tasks identified in your approved project workplan.

# Methodology

*Type Here:* Include methods for the completed tasks, as appropriate.

# Quality Assurance Tasks Completed

\*\*For projects with approved QAPPs only\*\*

*Type Here:* Explain the quality control tasks completed as required by your QAPP – were quality control and/or invasive species spread prevention measures taken; was your project in compliance and if not, what actions were performed?

# Deliverables Completed

*Type Here:* Provide a description of all completed deliverables, as indicated in the project workplan, and their timeframe of completion. Explain any problems encountered and their respective solutions (if applicable). Include all relevant graphs, tables and photographs.

# Conclusions

*Type Here:* Provide a summary of project accomplishments, lessons learned, and possible future work.

# References

# Appendices

**Appended Documents:**

Attach any articles, press releases (which should acknowledge NEIWPCC, [Name of Funding Organization], and partnership with **[Name of Partnership]**), a list of acronyms and published documents pertaining to this project.

**Photos:**

Email your Project Officer with any photo documentation you have of your project with proper photo credit that NEIWPCC, [Name of Funding Organization], and **[Name of Partnership]** can use in future publications.

**Electronic Data:**

Email your Project Officer with any electronic datasets you have generated through your project.