# **Technical Assistance Funding Program**

# **Final Report Outline**

1. Executive Summary
2. Problem Statement, Reason for Project, Objectives of the Project, Relevant Issues
3. Project Description
   1. Project Name
   2. Project Costs
   3. Project Methodology/Description/Deliverables
   4. Summary of Work Completed
4. Project Evaluation & Effectiveness
   1. Describe the project-specific goals and corresponding outcome(s) or outputs (measurable results) used in assessing project performance;
   2. Evaluate the level of success in achieving identified targets, including a discussion of the tools and methods that were used to collect supporting data;
   3. Explain if goals and outcomes/outputs were achieved, and if not why;
   4. What lessons were learned and what changes could be made; and
   5. Overall effectiveness of the project; and
   6. Discuss possible next steps.
5. Appendices
   1. List of Deliverables
   2. List of Sub-contractors
   3. Tables & Graphs of Summarized Numerical Data
   4. Photos