DELTA REGIONAL AUTHORITY
GUIDELINES FOR COMPILING FINAL REPORTS

The grant agreement for your Delta Regional Authority project requires you to submit a final narrative and financial report when you complete your project. You may find the attached outline useful in compiling your report, though you have flexibility in how to best present information for your project.

In completing your report, keep in mind that this is your final chance to share salient features of your project from beginning to end. The final document should be written as if no one has had any previous knowledge of the activities evidenced in your project. It should be a reflection of the entire contract period, not just the final quarter.

The final report also offers an opportunity to gather information about the results -- outputs and outcomes -- your project has achieved. The report should provide DRA with information that will help us make policy decisions about future programs throughout the Delta Region. The final report is a way for you to tell your unique story about the program for which DRA provided financial assistance.

Mailing Instructions: When you have completed the final report, please send five (5) copies along with a final payment request to your project coordinator at DRA. No final payments will be processed until an adequate final report has been approved. Also, submit one (1) copy of the final report to your state's DRA Program Manager.

FINAL REPORT NARRATIVE (SAMPLE)

NAME OF PROJECT:

DRA PROJECT NO.:

GRANTEE NAME:

GRANT PERIOD:

PROJECT DIRECTOR:

DRA GRANT AMOUNT:

Background:

Provide a short statement regarding the need for this project. What problems did you hope to solve when you applied for DRA funding?

Activities:

Describe in detail what actually happened during this grant cycle, and explain how you implemented the project activities. If there were significant changes to your program during the course of the project, or if the project was implemented differently than described in your original proposal, please describe those changes here. If you retained a consultant, list credentials and define exactly what they were paid to do for the project.

Project Outcomes:

Provide any statistical information that helps document the outcomes of your project. Data will vary according to the type of project you completed, and it may be difficult to document outcomes at this time. However, it is very important to gather this kind of information so both your organization and DRA can document our success.

In DRA's terms, outputs measure the specific number of actions taken or the number of people directly affected by your activities. Outcomes measure the longer-term results of your activities. For example, a literacy training project organized three training classes. 50 people attended regularly, and 25 people are now able to read as a result of the training classes.

> Outputs: 3 classes organized, 50 people attended

> Outcomes: 25 people can now read.

In addition to output and outcome measures, write an explanation of how your project has impacted the problems you were trying to solve. Were there unexpected benefits?