# DELTA CONSERVANCY PROP 1 GRANT PROGRAM

# FINAL REPORT TEMPLATE

## INSTRUCTIONS

At the conclusion of the project, the grantee must submit a draft Final Report to the Grant Manager for review and approval within 30 days prior to the end date of the Grant term. The draft Final Report shall summarize the life of the grant agreement and describe the results of the work and of the project, including findings and conclusions, recommendations for follow up or future activities, a description of on-going monitoring and management, and before and after pictures, as appropriate. Following any comments from the Grant Manager, the grantee shall submit the revised Final Report for review and approval within 30 days after the funding end date. The Final Report must be sent to the Prop 1 email: [Prop1grants@deltaconservancy.ca.gov](mailto:Prop1grants@deltaconservancy.ca.gov), with a copy to the Grant Manager.

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| --- | --- |
| Grantee |  |
| Grant Number |  |
| Grant Term Start |  |
| Grant Term End |  |
| Date Draft Submitted |  |
| Date Final Submitted |  |

Summary: Summarize the objectives of the project, describing if and how they were achieved.

Discussion of Findings and Conclusions:Discuss the overall findings and conclusions of the project. What challenges did the project encounter? What were the lessons learned? How can these be applied in the future?

CEQA: If applicable, discuss how the project has fulfilled its CEQA compliance requirements.

Outputs/Outcomes: For implementation projects, refer to the Performance Measures Table from the Grant Agreement. List each output completed and how it is advancing project outcomes. Describe how outcomes will be measured through long-term monitoring. If the monitoring plan has changed since the beginning of the project, describe how and why. Attach the updated monitoring plan here.

Data Management:Refer to the Grant Agreement for data management requirements. Describe how these have been met, and, if applicable, how data will be managed during the next phase of the project.

On-Going Management:For implementation projects, use the prompts below to discuss how the project will be managed and maintained for the required minimum of 15 years, and to describe adaptive management activities (or attach relevant plans to this report). If long-term and/or adaptive management plans have changed since the beginning of the project, describe how and why.

* Long Term Management and Maintenance:
  + Identify possible risks to the project’s benefits, and describe long-term management activities designed to abate this risk.
  + Identify who will manage the project, and how the project will be maintained for at least 15 years.
  + Describe how management and maintenance will be funded.
* Adaptive Management:
  + Describe on-going performance monitoring and assessment of the project:
    - Why is monitoring being done? What is being monitored?
    - Who will be conducting the monitoring?
    - How will monitoring be conducted?
    - When will monitoring occur?
    - Where will monitoring occur?
    - Who will manage the data?
    - What types of data will be created?
    - How will data be analyzed, synthesized, and evaluated?
    - How will data be accessed and shared?
    - When will data be available?
    - Where will the data be stored and shared?
    - How will results be communicated?
  + Address how institutional support, decision-making mechanisms, and governance structures will allow adaptive management to be carried out by making changes to the project or extracting and applying learning from the project to future projects.

On-Going Activities: For planning projects, describe the steps that will be taken to implement this project, including the implementation timeframe and projected funding needs.

Recommendations:Discussrecommendations for follow up or future activities.

Attachments: List any relevant attachments to this report. Implementation projects must include before and after photos. If submitting large files, list them below and work with your Grant Manager to arrange for large file transfer. Send no hard copies.

I certify that this Final Report is accurate and that this project is in compliance with the grant agreement.

Authorized Signature: Title:

Printed Name: Date: