# **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