

APPENDIX F

FINAL REPORT TEMPLATE

At the conclusion of the Contract work and at least 30 days prior to Contract termination, the Contractor shall submit to DOAG a final report including documentation, satisfactory to the Commissioner, demonstrating that all the elements of Appendix A: Scope of Work have been met. The following format must be used when writing and submitting the final report.

A. The final report must include the following information: each bullet must be addressed:

- Cover Page
- Name of awarded business, organization, or agency
- Name of point of contact
- Project title
- Date report is submitted

B. Project Summary

Provide a brief overview of the awarded and executed project and strategic objective(s).

C. Project Approach

Summarize activities and tasks performed during the Contract period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions, and recommendations. Include favorable or unusual developments.

D. Outcomes and Impacts Achieved

- Were the goals of the project met? Why/why not?
- What were the outcomes and impacts of the Project? Were the outcomes met? Why/Why not?

List the identified quantifiable outcomes as stated in your contract and application. As a reminder, an *outcome* is defined as a quantifiable result or impact and is a result of accomplishing the project.

Example 1: There was a 25% engagement of eligible producers with 100% implementation of the identified climate smart agricultural practices.

Example 2: There was a 60% reduction in water usage equating to a decrease of 50 gallons of water used per processing day.

E. Lessons Learned

- What were some positive and/or negative results and conclusions from the Project.
- Provide unexpected outcomes or results that were an effect of implementing this Project.

F. Additional Information

Provide photos and/or data (ideally before and after if applicable), electronic or hard copies of materials produced, hyperlinks to reports, webpages, or other documents produced.

G. Success Story

Provide a short paragraph summarizing the project, what the project accomplished, how the accomplishments benefited your organization and worked towards long term climate resiliency of Connecticut agriculture.