

PARTNER
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Final Report

 **NEIWPCC Job Cost Code:** [XXXX-XXX-XXX]

 **Project Code:** [e.g. LS-20XX-XXX]

 **Contractor:** [insert organization’s name]

 **Prepared By:** [insert author’s name and title]

 **Contract Execution Date:** [XX/XX/20XX]

 **Contract End Date:** [XX/XX/20XX]

 **Date Submitted:** [XX/XX/20XX}

 **Date Approved:** [XX/XX/20XX]

 **[Insert Project Title]**

**Contact Information**

[name of primary point of contact]

[name of organization]

[address]

[telephone and email address]

This is a [Name of Funding Organization – U.S. Environmental Protection Agency, Great Lakes Fisheries Commission, or NOAA] funded project.

*\*Note: Please see your executed MOA/contract/subaward with NEIWPCC for exact appropriate language to be include. Sample language below:*

This project was funded by an agreement awarded by [Name of Funding Organization - U.S. Environmental Protection Agency, Great Lakes Fisheries Commission, or National Oceanic and Atmospheric Administration] to NEIWPCC in partnership with the Lake Champlain Basin Program

*To be included for EPA-funded projects only:*

Although the information in this document may have been funded wholly or in part by the United States Environmental Protection Agency (under agreement [EPA Grant Number]), it has not undergone the Agency’s publications review process and therefore, may not necessarily reflect the views of the Agency and no official endorsement should be inferred.

The viewpoints expressed here do not necessarily represent those of the Lake Champlain Basin Program, NEIWPCC, or [Name of Funding Organization - U.S. Environmental Protection Agency or Great Lakes Fisheries Commission], nor does mention of trade names, commercial products, or causes constitute endorsement or recommendation for use.

# Project Summary

*Type Here:* Please provide a summary of the completed project in 3-5 sentences. Include details about specific **outputs** and **outcomes**. This summary will be used in the LCBP Annual Report of Activities <https://www.lcbp.org/news-and-media/publications/annual-reports/>

Contents

[Project Summary 3](#_Toc174958252)

[1. Project Introduction 5](#_Toc174958253)

[2. Tasks Completed 5](#_Toc174958254)

[3. Methodology 5](#_Toc174958255)

[4. Quality Assurance Tasks Completed 5](#_Toc174958256)

[5. Deliverables Submitted 5](#_Toc174958257)

[6. Project Metrics 5](#_Toc174958258)

[7. Conclusions 6](#_Toc174958259)

[8. References 6](#_Toc174958260)

[9. Appendices 6](#_Toc174958261)

# Project Introduction

*Type Here:* Provide a description of your project, including its purpose, goals, approaches and timetable. Include information about the role of any partnering organizations and the relationship of the project to *Opportunities for Action* (available at <http://plan.lcbp.org/>). Your introduction should elaborate the need for the project work.

# Tasks Completed

*Type Here:* Provide a description of the tasks completed to achieve the goal(s) of the project. This should include each task as outlined in your project workplan and budget. Please add pictures or maps as appropriate. These tasks must align with the tasks identified in your approved project workplan. Explain any problems encountered and their respective solutions (if applicable).

# Methodology

*Type Here:* Include methods for the completed tasks described above, as appropriate.

# Quality Assurance Tasks Completed

\*\*For projects with approved QAPPs only\*\*

*Type Here:* Explain the quality control tasks completed as required by your QAPP – were quality control and/or invasive species spread prevention measures taken; was your project in compliance and if not, what actions were performed?

# Deliverables Submitted

*Type Here:* Provide a description of all completed and submitted deliverables by task, as indicated in the project workplan. For each deliverable, include the timeframe of completion and how it was submitted. Include all relevant graphs, tables and photographs.

# Project Metrics

*Type Here:* List all applicable metrics for your project found within the LCBP Project Metrics Guidance (or listed in your workplan for projects awarded after September 2024) with the final value. Add more rows as needed.

|  |  |
| --- | --- |
| **Metric** | **Final value**  |
|  |  |
|  |  |

# Conclusions

*Type Here:* Provide a summary of project accomplishments, lessons learned, and possible future work.

# References

# Appendices

**Appended Documents:**

Attach any articles, press releases (which should acknowledge Lake Champlain Basin Program, NEIWPCC, and the Funding Organization) a list of acronyms and published documents pertaining to this project.

**Photos:**

Please submit project photos with proper photo credit to your project officer for use in LCBP and NEIWPCC publications. **Photos must be submitted as separate JPG or TIF files**; please **do not** send photos embedded in a website, Word document, PDF, or other file. Photos should be high resolution (5” x 7” at 300dpi, or equivalent pixel dimensions of 1500 x 2100, or greater).

**Electronic Data:**

Email your Project Officer with any electronic datasets you have generated through your project.