

Greenways Block Grant Final Report Guidelines

Your final report should accompany your final request for reimbursement and include a narrative description of your project, financial documentation goals and accomplishments, photographs, and any other relevant information.

This report should be organized as follows:

1. Narrative Description (please include brief answers to the following questions)
 - a. What was the project supposed to accomplish?
 - b. What you actually did and how it differs from your plan?
 - c. What were your successes and reasons for your success?
 - d. What problems were encountered and how you dealt with them?
 - e. How your work contributed to solution of original problems?
 - f. What else needs to be done?
 - g. What are your plans for disseminating results of your work?
 - h. How well did your spending align with your budget request?
2. Summary in 50 words or less suitable for sharing with the public
3. Photographs, if relevant to your project, of your accomplishments (Preferably Digital)
4. Any technical reports that are applicable
5. Operation, Maintenance, and Replacement Plans