

## FINAL REPORT FORMAT

### FOR AB 2766 DISCRETIONARY FUND CONTRACTS

For contracts from Fiscal Year (FY) 2004-05 and earlier Work Programs, the Final Report must be submitted in both paper copy and electronic Microsoft Word formats. For contracts from FY 2005-06 and later Work Programs, the Final Report only needs to be submitted electronically. The first two numeric characters of the contract number indicate the FY Work Program (e.g. contract #ML04999 would be from FY 2003-04).

The paper copy, if required, must be bound in a three (3) ring binder. Each page of the report must be legible and suitable for photo production. All pages should be of standard size (8 ½ x 11). Photo reduction is not acceptable for tables or figures; these should be presented on consecutive 8 ½ x 11 pages with each page containing one portion of the larger chart. Color presentations are acceptable; printing should be in black. Do not include corporate identification on any page of the Final Report, except on the title page.

**Title Page** – Include contract number, project title, contractor organization, date, and include the statement: **“Prepared for the Mobile Source Air Pollution Review Committee (MSRC) under the AB 2766 Discretionary Fund Work Program.”**

**Acknowledgements** - This section shall contain acknowledgements of key personnel and organizations that were associated with the project. The last paragraph shall be as follows: **“This report was submitted in fulfillment of (*please insert contract number*) and (*please insert project title*) by (*please insert contractor organization*) under the partial sponsorship of the Mobile Source Air Pollution Reduction Review Committee (MSRC). Work was completed as of (*please insert date*)”.**

**Disclaimer** – The following statement is to appear near the front of the report:

**“The statement and conclusions in this report are those of the contractor and not necessarily those of the Mobile Source Air Pollution Reduction Review Committee (MSRC) or the South Coast Air Quality Management District (SCAQMD). The mention of commercial products, their sources or their uses in connection with material reported is not to be construed as either an actual or implied endorsement of such products.”**

### **Project Description & Work Performed**

This section sets forth the scope and purpose of the project, as well as providing a detailed description of the work performed. For example, a report on the installation of an alternative fueling station ought to address planning, design, construction, and operations of the station; whereas a report on the purchase of vehicles should address ordering, purchasing and putting into service, and operational experience with the vehicles. If any vehicles were replaced as a result of the project, the manner in which the replaced vehicles were retired must be described.

### **Problems Encountered**

This section discusses problems encountered, if any, and solutions or alternatives applied to resolve the problems.

### **Emissions Benefits**

This section describes the benefits proposed compared with the benefits achieved from the project. The discussion must be quantified to include pollutants reduced, trips reduced, etc..

### **Photographs & Outreach**

To document a completed project which involved vehicles or equipment, a picture or pictures showing MSRC logo/decal must be included in the report. This section shall also include copies of any media/outreach materials and/or news clippings generated by the project.

### **Summary and Conclusions**

The summary and conclusions of the report should briefly recap the work done on the project. Major results should be presented using clear and concise statements, including quantification of the emissions benefits derived from the project. Recommendations on how to improve for future execution of the project that may be required should be included in this section.