

## **PROJECT SUMMARY (FINAL REPORT) FORMAT**

### **For Selected 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.

#### **The Project Summary Report should include the following:**

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

**Acknowledgements** – Only this section shall contain acknowledgements of key personnel and organizations who were associated with the project. The last paragraph shall be as follows: ***“This report was submitted in fulfillment of \_\_\_\_\_ (contract number) and (project title) by (contractor organization) under the (partial) sponsorship of the Mobile Source Air Pollution Reduction Review Committee (MSRC). Work was completed as of (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 herein is not to be construed as either an actual or implied endorsement of such products.”***

## **Summary and Conclusions**

1. Scope, purpose and background of the project.
2. Detailed description and analysis of the work performed during the course of the project that led to the conclusions. Where appropriate, include a discussion of cost projections and economic analyses. A discussion must be included describing the emissions benefits derived from this contract. This must include quantitative benefits not simply a qualitative statement that benefits were achieved.
3. Use clear, concise statements to state recommended future actions and further study that may be required.
4. To document completed project, a picture or pictures of vehicles and/or infrastructure 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.

Revised 7/2004