

Attachment 5 CARB SEP Final Reporting Guidelines

Report Overview

The final report should be a narrative of what was accomplished during the implementation of the project, and the challenges encountered along the way. The information provided will help CARB report on the success of the SEP program, as well as help improve work with other community groups in the future. The report must include the following:

- Qualitative and quantitative evaluation of the SEP implementation.
- Description of successes, challenges, and benefits of SEP implementation.

Formatting Notes

- Report should be typed in 12-point font (Arial or similar) with one-inch margins on all sides
- Report should be left justified.
- Pages should be numbered
- Report can be emailed in PDF or word format

Cover Sheet

1. SEP Title
2. Report date
3. Organization name and contact information (full mailing address, telephone number, and website)
4. Period that this report covers
5. Signature of authorizing official and title
6. Project Location(s)

Report Narrative and Layout

I. Project Purpose

- A. Describe the original purpose of the implemented SEP
 1. What did the SEP Recipient intend to accomplish through this SEP?
 2. What goals and objectives were targeted in the original SEP proposal?
- B. How do the goals and objectives of the implemented SEP address environmental and public health protection?
 1. If there was a change in the scope of the SEP, explain what was changed, why the change was requested, and how the change(s) affects the original project goals and objectives.
- C. What stakeholders did your project benefit or involve? Include information on the target audience, such as local residents, businesses, demographics of the target audience.

II. Project Accomplishments

- A. Describe what you accomplished through this SEP. Please present this information by following the original (or revised) proposal by objective and/or task as applicable.
- B. How did the SEP attain all of the goals and objectives originally targeted? If not, how was the budget reallocated and how was this change reflected in the revised work plan?
- C. What were the specific outcomes as a result of this SEP?
 1. Provide actual quantities/numbers of items affected, produced, improved, or people benefited by the project.

III. Project Challenges and Lessons Learned

- A. What were the most significant challenges/barriers to achieving the goals for this SEP?
 1. How did these challenges alter your work plan or change your approach to implementing the project?
 2. What went well? (E.g., trust developed in a community; relationships created; collaboration with non-traditional partners; recruitment of new individuals)
 3. What would you do differently if you were to implement this (or for similar SEP) again?
 4. What advice would you give to another group doing a similar project?

IV. Project Evaluation

- A. Evaluation Methods
 1. Describe how you measured project effectiveness throughout the implementation of your project, as well as the quality of the final outcomes of your project. Include evaluation tools where applicable.
 2. How did you use evaluation data to strengthen your project during implementation?

V. Project Sustainability

- A. Future Application
 1. Does your organization plan to continue this project (or work that is closely related) beyond this SEP implementation period? How?
 2. What do you and/or your constituents perceive to be the value of doing this SEP?
 3. What is the value of continuing this type of work in the future?
 4. How have you disseminated project results to your target audience? What are your plans (if any) to share results with a wider audience?
- B. **Healthy Communities**
 1. How did this SEP contribute to the creation and maintenance of livable, healthy neighborhoods?

2. Were there any findings or information gained that could contribute to addressing environmental injustices?

Attachments

Attach any material that highlights SEP accomplishments during the project period. Include documents such as photographs, flyers, newspaper clippings, meeting sign-in sheets, etc.