

Supplemental Environmental Project (SEP) Program

Final Report Template

SEP Project Title	
SEP Administrator	(Organization Name)
SEP ID	(SEPYR-###)
Contact Person or Prepared By	
Final Report Submission Date	
Project Start & End Date	
SEP Administrator Signature	

Please submit a signed PDF copy of the final report to SEP@arb.ca.gov and include all relevant attachments in the email. The final report is due within 30 calendar days of completing the SEP.

Project Summary	Provide a brief summary of the project that includes the expected goals, outcomes, and target population:
Project Location(s)	Provide the location(s) where the project was implemented:
Project Budget	Provide a summary of the project's expenses and how they compare to the original proposed budget. Be sure to include all expenses paid, wages, interest earned, administration costs, overhead, and any funds used from SEP funding amount (SEP recipients must include supporting documentation as attachments):
Project Milestones	Describe, in detail, what was accomplished throughout the SEP and list specific outcomes:

Project Challenges/Lessons Learned	Describe the challenges experienced implementing the SEP (e.g., how was the work plan affected, what went wrong/well, what would you do differently, etc.):
Project Evaluation	Describe how effectiveness was measured throughout implementation:
Community Benefits	Discuss how this SEP benefited the community (Provide any findings that could contribute to addressing environmental injustices):
Next Steps	Discuss if your organization plans to continue this project beyond SEP implementation and the value of continuing this work:
Attachments	Include examples of project activities, products, and/or outcomes as attachments and list them here (examples: pictures, graphs, PowerPoints, data, sign-in sheets, etc.):