WQIP – Final Report Template

Final Reports may be prepared using the following format and MUST provide the following information:

1. Project start and completion dates
2. Municipal agency and contact information
3. Report preparer's name and contact information
4. Summary of Activity:
	1. Provide a narrative description of work accomplished during the life of the project.
	2. Identify any changes made to the Project Work Plan during the life of the project.
5. Major problems encountered during the life of the project and how problems were resolved.
6. Expenditures - use the Expenditure and Reimbursement Report form found below.