

Municipal Planning Grant Program

Final Project Report Sample

Use this document to review the Final Project Report questions and to prepare your responses. The Final Project Report Sample form cannot be used to submit your grant Closeout. Only Final Reports submitted through the online [Grants Management System](#) can be accepted.

SECTION 1: ADMINISTRATIVE REPORT

Project Finances:

Please compile and attach financial documentation using the Closeout Documentation form. (See Grantee Checklist for required financial documentation.) Only those expenses directly related to Attachment A of your grant agreement activities are eligible.

Total Funds Spent: _____

Enter the amount of your total funds spent, not to exceed the Total Project Cost in Attachment A of the Grant Agreement.

Source Match Funds:

Contributions from municipal staff or volunteer's time will not be accepted as the match. (Unrequired contributions may be documented here as well.) *(500 character limit)*

PROJECT SUMMARY:

Briefly describe the progress of your project from start to finish including any unexpected opportunities and obstacles. If applicable, explain any discrepancies between what was proposed and accomplished, referring to the Work Plan and Budget Summary (Attachment A of the Grant Agreement). *(4,000 character limit)*

ACCOMPLISHMENTS:

List the materials produced, events completed, processes in place, etc. Relate these to the Work Plan (Attachment A of Grant Agreement), accounting for all items listed in the work plan. Upload or mail (using the Closeout Documentation form) copies of all materials (reports, plans, bylaws, etc.) created by this grant project. *(4,000 character limit)*

SECTION 2: OUTCOMES

PUBLIC INVOLVEMENT:

a. Describe the ways people participated in the grant project. *(2,000 character limit)*

b. Approximate number of people involved in the project: _____

Provide an estimate of the number of people engaged. Add up the number of board/commission/committee members who were involved, public meeting attendees, letters/emails received, volunteer helpers at events, participating members of partner organizations, etc. (Rough estimates are sufficient because this number will be aggregated with all other MPG projects as a statewide measure of the MPG performance in meeting public participation goals. The number will not be used to evaluate the performance of your project.)

COMMUNITY BENEFITS:

How did the grant affect your municipality? Please list the benefits to the community, if any.

EXAMPLES:

- Discussions leading up to the Town Plan re-write brought townspeople together to address the following critical issues ...
- The economic development study helped stimulate new business in the village, specifically ...
- The flood resilience planning resulted in a more comprehensive Hazard Mitigation Plan for the town that raised awareness about safety and damage-prevention efforts for all residents and businesses.
- Regular, well-publicized meetings between the planning commission and Selectboard on the draft bylaws helped educate town leaders and the public, leading to speedy adoption of the bylaw.
- The sewer and water feasibility study educated everyone on the available options for infrastructure and enabled the town to apply for and receive funding for design and construction.

ADOPTION FOLLOW-UP: (skip to Implementation Actions if not a plan or bylaw project)

If your project was to adopt/amend a plan, bylaw, or other document requiring adoption was a final vote held within the grant period that led to adoption of the proposed document?

- Yes No

If not, please predict a potential adoption date from the list below:

<Dropdown options>

- Within the next 6 months
- Within the next year
- Within the next 2 years
- The Town voted on adoption and it was not approved
- Other

If the Town voted on adoption but it was not approved, why did it fail? (1,000 character limit)

IMPLEMENTATION ACTIONS:

What will your next steps as a result of this grant project be? List next steps. (2,000 character limit)

EXAMPLES:

- Apply for funding to conduct the feasibility study recommended in the Town Plan
- Amend the bylaws to conform to the newly adopted Town Plan
- Conduct a series of individual and neighborhood meetings to obtain input and address concerns that arose in the process of amending the bylaws

ADDITIONAL COMMENTS: (Optional) (2,000 character limit)

SECTION 3: PROGRAM FEEDBACK

Please answer the following questions to help improve the MPG Program. Choose N/A if you don't know or the question doesn't apply.

Was information about the MPG program clear?

Information was: Excellent Good Average Poor N/A

Was information readily available?

Availability was: Excellent Good Average Poor N/A

Was MPG program staff helpful?

Staff support was: Excellent Good Average Poor N/A

Were you satisfied with the consultant hired for the grant project?

If you are the consultant please do not answer this question

The consultant was: Excellent Good Average Poor N/A

Please offer any additional feedback: (Optional) (1,000 character limit)