

FINAL REPORT FORMAT

FOR AB 2766 DISCRETIONARY FUND CONTRACTS

The Final Report only needs to be submitted electronically.

Each page of the report must be legible. All pages should be of standard size (8 ½ x 11). 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.

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

Acknowledgements - This section shall contain acknowledgements of key personnel and organizations that were associated with the project. The last paragraph shall be as follows: **“This report was submitted in fulfillment of (*please insert contract number*) and (*please insert project title*) by (*please insert contractor organization*) under the partial sponsorship of the Mobile Source Air Pollution Reduction Review Committee (MSRC). Work was completed as of (*please insert 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 (South Coast AQMD). The mention of commercial products, their sources or their uses in connection with material reported is not to be construed as either an actual or implied endorsement of such products.”

Project Description & Work Performed

This section sets forth the technical scope and purpose of the project, as well as providing a concise description of the work performed. For example, a report on the installation of an alternative fueling station ought to address planning, design, construction, and operations of the station; whereas a report on the purchase of vehicles should address ordering, purchasing and putting into service, and operational experience with the vehicles. If any vehicles were replaced as a result of the project, the manner in which the replaced vehicles were retired must be described.

Problems Encountered

This section discusses problems encountered, if any, and solutions or alternatives applied to resolve the problems.

Emissions Benefits

This section describes the benefits proposed compared with the benefits achieved from the project. The discussion must be quantified to include pollutants reduced, trips reduced, etc. Please contact MSRC staff if assistance is needed in quantifying benefits.

Photographs & Outreach

To document a completed project which involved vehicles or equipment, a picture or pictures 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.

Summary and Conclusions

The summary and conclusions of the report should briefly recap the work done on the project. Major results should be presented using clear and concise statements, including quantification of the emissions benefits derived from the project. Any recommendations on how to improve for future execution of the project should be included in this section.