Recipient Close Out Report- Template for Activity Projects

**By Task Summary**

* Summary of Accomplishments:
  + Copy deliverables from EAGL (task checklist in Scope of Work forms) and paste into column.
* Actual Outcome:
  + Copy outcomes from EAGL (Task Expected Outcomes in Scope of Work forms) and paste into column.
  + Revise if needed to reflect actual outcomes achieved and provide further explanation in Overall Summary.
* Replace brackets with project specific data. Change tense and fill in actual metrics. Copy and paste contents of this template into the Recipient Close Out Report.

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| --- | --- | --- |
| Task Title | Summary of Accomplishments | Actual Outcome |
| Project Admin | 1.1 Progress Reports  1.2 Recipient Closeout Report  1.3 Project Outcome Summary Report | Timely and complete submittal of [#] quarterly progress reports/payment requests, 1 RECIPIENT closeout report and 1 project outcome summary report. |
| Task 2 | [List deliverables from Task 2 Scope of Work checklist]  2.1  2.2  2.3  2.4 | [List “Task Expected Outcomes” from Task 2 Scope of Work.] |
| Task 3 | [List deliverables from Task 3 Scope of Work checklist]  3.1  3.2  3.3  3.4 | [List “Task Expected Outcomes” from Task 3 Scope of Work.] |
| Task 4 | [List deliverables from Task 4 Scope of Work checklist]  4.1  4.2  4.3  4.4 | [List “Task Expected Outcomes” from Task 4 Scope of Work.] |

**Overall Summary**

Lessons Learned**\***

List of documents prepared under this agreement

General Comment