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.

|  |  |  |
| --- | --- | --- |
| Task Title | Summary of Accomplishments | Actual Outcome |
| Project Admin | 1.1 Progress Reports1.2 Recipient Closeout Report1.3 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