

Looking Ahead: Components of Final Reporting and Presentations

4/16/2025



Grant Deliverables

1. Final Reporting

- Final Monthly Performance Report*
- Final Monthly Financial Report

2. Final Presentation

3. Advisory Committee Roster

4. Written Plan of Action

Final Reporting

- Complete in SMAApply.
- Final Financial Report and Final Progress Report
- Due 15 days after the final month of project activities.
 - For example, if grant activities finish on June 30, 2025 the reports are due July 15, 2025.

Additional Narrative Questions Will Include:

- What are the major accomplishments of your planning grant?
- What were the final results of your outcome measures?
- What did you learn about community engagement in rural communities?
 - Include specific examples of how older adults and people with disabilities were provided meaningful opportunities through the planning process.
 - Describe how their input was obtained and reflected in the written plan of action.

Final Presentations

- Presentations will be held virtually via Zoom.
- Plan for 7-10 minute presentations.
- Formatting guidelines:
 - PowerPoint, 6-8 slides
 - Include visuals/photos to demonstrate community, geographic area, service delivery, etc.
 - Widescreen compatible (16:9)

Presentations Should Include:

- Location the project took place.
 - Include a map/picture of the service area.
- Efforts and methods to engage older adults, people with disabilities, and other target populations.
- Advisory committee roster.
- Outreach efforts
 - Surveys, focus groups, community meetings, etc.
 - Data on participation from target populations.

Presentation Should Also Include:

- Summary of results and major findings:
 - What did you learn about the needs, gaps, and accessibility?
 - Include examples of responses—use quotes, stories, testimonials.
- Lessons Learned
 - What would be helpful for other grantees, NADTC, FTA, or other programs doing this type of project to know?
- Next steps
 - Implementation and sustainability plans.

Written Plan of Action Should Include:

- Methods of outreach and engagement
- Performance measure data
- Summary of findings from surveys, focus groups, community meetings, etc.
 - Needs/gaps in service/access challenges
 - Solutions/recommendations
 - Strategies and plans for implementation



Email: contact@nadtc.org

Toll-free: 866-983-3222

Website: www.nadtc.org

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