**Final Report Template**

Instructions:

This is a template you can use to create a final report of your project.

1. Start by reviewing the Guide to Information Sources for Final Report below and deciding what sections and information you want to include. The sources are Key Takeaways on Assessment (Section 3) and Key Takeaways from Strategizing Actions (Section 4) as well as activity worksheets and other materials stored in My Portfolio.
2. Download the files you need from My Portfolio.
3. Copy the information you need from these files into the Report Template below and edit as necessary.
4. Save this document with a new name on your computer.
5. Share with your core team members and other partners for review and comment.

Guide to Information Sources for Final Report

Introduction:

1. Goals (My Portfolio/Project Plan
2. Description of the Process (My Portfolio/Project Plan and Community Engagement Plan)

Part I: Assessment of Community Resilience, Hazards, and Equity

1. Current Hazards, Disasters, and Threats
   1. Hazards data (Key Takeaways\_ Assess – 1 & My Portfolio/Hazards data worksheet)
   2. Storytelling key takeaways (Key Takeaways\_ Assess - 4)
   3. Mapping key takeaways (Key Takeaways\_ Assess 5 & My Portfolio/Mapping Activity uploads)
2. Future Hazards, Disasters, and Threats
   1. Hazards data (Key Takeaways\_ Assess 2 & Hazards data worksheet)
   2. Storytelling key takeaways (Key Takeaways\_ Assess 4)
   3. Mapping key takeaways (Key Takeaways\_ Assess 5 & My Portfolio/Mapping Activity uploads)
3. Equity issues
   1. Data (Key Takeaways\_ Assess 3 & Equity Data Worksheet)
   2. Storytelling key takeaways (Key Takeaways\_ Assess 4)
   3. Mapping key takeaways (Key Takeaways\_ Assess 5 & My Portfolio/Mapping Activity uploads)
   4. Systemic and Structural issues (Key Takeaways\_ Assess 9)
4. Equitable Resilience Indicators
   1. Least resilient and equitable (Key Takeaways\_ Assess 7)
   2. Most resilient and equitable (Key Takeaways\_ Assess 8)
5. Key assets that support resilience in your community (Key Takeaways\_ Assess 6)

Part II: Priority Actions

1. Action Areas (Key Takeaways\_ Strategize – 3)
2. Priority Actions (Key Takeaways\_ Strategize – 4)

Part III: Implementation

1. Next steps for Implementation (My Portfolio/Implementation Worksheet)
2. Next steps for Outreach and Engagement (My Portfolio/Community Engagement Plan)
   1. Optional: Key Takeaways\_Strategizing – 5)
3. Monitoring plan (My Portfolio/Monitoring Plan Worksheet)

Appendix (Optional):

1. Community Connections Table
2. Community Connections Diagram
3. Complete list of suggested actions
4. Actions evaluation
5. Actions details
6. Strategy charts
7. Implementation Lessons Learned (Key Takeaways\_Strategizing – 1)
8. Equity in implementation (Key Takeaways\_Strategizing – 2)
9. Opportunities for Taking Action (Key Takeaways\_Strategizing – 4)
10. Barriers to taking action (Key Takeaways\_Strategizing – 5)

Report Template

**Table of Contents:**

Introduction:

1. Goals
2. Description of the Process

Part I: Assessment of Community Resilience, Hazards, and Equity

1. Current Hazards, Disasters, and Threats
2. Future Hazards, Disasters, and Threats
3. Equity Issues
4. Indicators of Equitable Resilience
5. Key assets that support resilience

Part II: Priority Actions

1. Action Areas and Vision Statements
2. Priority Actions

Part III: Implementation

1. Next steps for Implementation
2. Next steps for Outreach and Engagement
3. Monitoring plan