

Attachment B: Performance Narrative and Certification

The performance closeout report is your opportunity to share the significant features of your project and present information about the results your project achieved. The document should be written as if the reader has no previous knowledge of your project's activities. The report should cover the entire period of performance. It must review and highlight activities that occurred during the implementation of the project and the overall impact of the project, including an assessment of all performance measures that were proposed in the GO Virginia project application. The template below contains all the required elements.

FINAL REPORT NARRATIVE

GO Virginia Region: _____ GO Virginia Grant Amount: _____

Name of Project: _____

Subgrantee Name: _____ Project Director: _____

BACKGROUND

Provide a short (2-3 sentences) statement regarding the need for this project. What challenges/opportunities did you hope to address in your region when you applied for GO Virginia funding? Please refer to specific priorities and goals in your region's Growth and Diversification Plan.

PROJECT IMPACT

Write an assessment of how your project has addressed the challenges/opportunities you were trying to address in your region and how they have supported the goals of the GO Virginia program.

PRODUCTS AND OUTCOMES

Provide statistical information that helps document the products and/or outcomes of your project to date. Data will vary according to the type of activities you completed. Although we recognize that the project may continue to produce outcomes after the grant period, grantees should report progress made to-date.

Provide a summary table of the outcomes achieved to-date for the entire project performance period (please see Attachment C - Final Grant Outcomes Reporting Sheet). Refer to your contract for projected products and outcomes as applicable. Please see the sample below.

Performance Measure	Projected	Achieved	% of Goal
Businesses Served	100	110	110%
New Jobs Created	100	50	50%

OUTLOOK FOR PROGRAM CONTINUATION AND SUSTAINABILITY

Describe how the project activities will be sustained without the grant funding. Did the project generate income? Will the program continue with other funding, and if so, what other sources of funds have been identified? If the program has to be discontinued, has it served its purpose, or is there still a need to solve the problems you were addressing? What additional steps are being taken to obtain other resources needed to continue the project?

CONCLUSIONS AND RECOMMENDATIONS

Summarize your project and the lessons learned during its implementation. Include a review of your successes and suggest ways that your experience may be helpful to others.

Attachment C: Certified Performance Statement

Certification: *By signing this report, I certify to the best of my knowledge and belief that the outcomes in this report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information may subject me to penalties.*

a. Name of Authorized Certifying Official (Subgrantee)	d. Name of Authorized Certifying Official (Grantee or Council Chair)
b. Signature of Authorized Certifying Official (Subgrantee)	e. Signature of Authorized Certifying Official (Grantee or Council Chair)
c. Date of signature (Subgrantee)	f. Date of signature (Grantee or Council Chair)

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