

SECTION 319(H) & 205(J) GRANT PROJECTS FINAL REPORT REQUIREMENTS

The Final Report (final written summary project report) is a complete summary of the project's results and accomplishments. It conveys important information about the project including successes, lessons learned, and how grant funds were spent. Project sponsors should keep the Final Report development in mind throughout the duration of the project. An electronic copy of the report must be submitted by the end date of the project grant agreement. IDEM keeps the report for the project file and shares it with the U.S. EPA; which uses it to help gauge the success of the project. There is no specific format required for the Final Report; however it must include the following information, if applicable:



- Introduction and Project Goals and Objectives - Provide an overview of the project and the project goals and objectives. Discuss how the project goals relate to the watershed management plan (WMP) goals, if applicable.
- Evaluation of Goal Achievement - Provide an evaluation of how well the project goals were achieved. Include an evaluation of how the project achieved the *Project Outcomes* described in the Grantee's application to IDEM. Also discuss progress made toward meeting the WMP goals, if applicable.
- Completion of Tasks - Provide a narrative summary and documentation of the completion of all tasks in the project grant agreement. Include supporting documentation and products produced with grant funds or match, such as newspaper articles, brochures, videos, survey results, etc.
- Best Management Practices - Describe the BMPs (plus quantities) implemented, such as the number of acres converted to no-till. Include an estimate of the pollutant load reductions achieved by the BMPs implemented.
- Monitoring Results - Provide a brief discussion of the monitoring strategy, and an analysis and summary of the data collected. Submit the data in an electronic format. FFY 2010 projects and forward must submit data in the Excel spreadsheet templates provided by IDEM when the QAPP was approved. For projects with a QAPP, data must be submitted separately from the final report at least 30 days prior to closeout.
- Public Participation - Describe public participation and the effectiveness of education and outreach efforts.
- Partnerships - Discuss the partnerships, cooperating agencies and programs, and coordination efforts that were needed to make the project successful.
- Successes, Challenges and Lessons Learned - Discuss elements of the project that were particularly successful, elements that did not work out as planned (and why), and key lessons learned from the project. This can help others avoid similar problems in the future.
- Future Activity - Describe any programs, activities, and/or assessments that are planned or should be planned for the area of concern based on the results of the project. Discuss any anticipated future Section 319 funding to continue to address NPS problems in the watershed.

At least ten (10), and up to fifteen (15) percent of the total grant funds will be withheld until a complete Final Report is received. This report is a great opportunity for projects to showcase to the public, IDEM and U.S. EPA the accomplishments and successes of the project and the efforts at the local level to improve water quality. These reports can also be used to help gain support for future projects. Take advantage of it!