

# Section 319 & 205 Grant Project Final Report Requirements

The Final Report (a.k.a. final written summary project report) is a complete summary of the project's results and accomplishments. It conveys important information about the entire project, including successes and failures, lessons learned, and how grant funds were spent. Project sponsors should keep the Final Report development in mind throughout the duration of the project. Two (2) electronic copies (on CD) of the report must be submitted by the end date of the Grant Agreement. IDEM keeps one for the project file and sends one to EPA; which uses the report to help gauge the success of the grant project. There is no specific format required for the Final Report; however it must include the following information, if applicable:

- Introduction - including a brief overview of the project and the goals and objectives for the project.
- Narrative summary and documentation of the completion of all tasks in the grant agreement, including the number and types of BMPs implemented.
- Supporting documentation and products produced with grant funds or match, such as newspaper articles, brochures, videos, survey results, etc.
- All data collected during the project. Monitoring data must be submitted in an electronic format, preferably in a database (i.e. Access).
- A summary and discussion of project results including:
  - Monitoring results
  - BMP effectiveness (including a summary of estimated pollutant load reductions from BMPs implemented)
  - Any documented water quality improvements
  - Effectiveness of education and outreach
  - Public involvement and partnerships
  - An evaluation of how the project met/fulfilled the expected *Outcomes* described in the Grantee's original application/proposal to IDEM.
  - If the project implemented a watershed management plan (WMP) - an evaluation of the effectiveness of implementation efforts and results of the indicators used to measure/determine whether pollutant load reductions are being achieved and progress is being made toward meeting the WMP goals.
- Discussion of the successes and failures of the project and lessons learned.
- Discussion of future activity, including future projects/plans.

At least ten (10), and up to fifteen (15) percent of the total Section 319 or 205 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 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!