

# GUIDANCE FOR 319 & STATE NPS GRANT FINAL REPORTS



## Utah Nonpoint Source Pollution Control Program

September 2013



*Utah Department of*  
**Environmental Quality**

# FINAL REPORT GUIDANCE FOR 319/ STATE NPS GRANTS

All 319/Statewide NPS grant recipients (Contractors) are required to submit a Final Report to the State Nonpoint Source Program coordinator at the Utah Division of Water Quality within 45 days after the final grant invoice has been submitted for payment.

Final reports are:

- A contractually required deliverable;
- A beginning -to-end summary of all activities associated with the grant award; the report should contain enough detail that those unfamiliar with the project understand the overall purpose of the grant and project, methods used to implement the project, specific activities that took place as a result of the project, and final results;
- A compilation of all project deliverables;
- A thoughtful and presentable record of accomplishments that should be a source of pride for the grant recipient as well as a means of demonstrating success to partners, funding entities and the general public.
- A summary of environmental improvements achieved through project implementation.

In order to prepare and submit an acceptable Final Report, a Contractor must:

- Maintain an accurate and complete record of all the activities and expenditures associated with the contract;
- Keep hard copies *and* electronic copies of all contract deliverables;
- Maintain a record of any complications that arise while executing the contract;
- Complete all tasks with enough time remaining to prepare the Final Report by its due date;
- Follow the outline presented in this Final Report Guidance document.
- Submit two copies of the Final Report: one electronic and one signed hard copy.
- Conduct appropriate pre and post project monitoring to determine environmental benefits of the project.

DEQ strongly recommends that Contractors:

- Keep a record of deliverables, reports, events, communications, complications, expenditures and all other contract activities *as they occur*, rather than attempting to compile everything needed for the Final Report when it is due;
- Submit the draft Final Report to the DEQ NPS Program Coordinator no more than 30 days after the final grant invoice has been submitted for payment. This will give the DEQ contract manager time to review the draft and provide comments, if needed, and for the Contractor to make changes prior to the final report due date;
- Keep in mind that Final Reports are due to DEQ within 45 days after the final grant invoice has been processed, however DEQ can only *pay* for work done (e.g., hours spent) prior to the contract expiration date. If the Contractor chooses to work on and submit the Final Report after the contract expiration date, DEQ cannot pay the Contractor for the time spent preparing the report. Likewise, if corrections are needed to the Final Report, DEQ cannot pay for the time required to make these changes if it occurs after the contract has expired.
- Work with the DEQ contract manager to ensure timely submittal of a complete and accurate Final Report.

The final report should be a multi-purpose document that goes beyond fulfilling the requirement of the 319 grant and should be something the project sponsor and partners are **proud** to share. Because, the final report is available to the public; DEQ encourages contractors to make the document **visually appealing** (i.e., consistent formatting and where appropriate, photos, graphs, tables, etc...).

## **SECTION 1.0 EXECUTIVE SUMMARY**

Summarize the content of the Final Report in one page or less. Include:

- The general purpose and nature of the project
- Project timeframe and budget
- Major partners involved
- Goals that were achieved
- Significant lessons learned

## **SECTION 2.0 BACKGROUND**

Describe the historical context of the project in more detail.

- How and why was the project chosen?
- How did the partners come together to collaborate?
- What is the significance of the project to the watershed, the local community, and the project partners?
- What Watershed Plans/ TMDLs were being implemented?

## **SECTION 3.0 GOALS**

Summarize the goals and successes associated with this project.

- What did the project sponsor hope to achieve when the project began?
- Were the project goals successfully achieved?
- How was success measured?
- Were there any unexpected or secondary benefits of the project?

## **SECTION 4.0 ACTIVITIES**

Copy the task descriptions from the initial proposal (i.e., Scope of Work) and provide a description of how each task was implemented. For each task in the contract, include:

- Task description from the project proposal.
- Summary of activities completed. The summary should be detailed enough that a person unfamiliar with the project is able to understand the major components, methodologies and final results of each task.
- Quantification of BMPs implemented (i.e. feet of fence, linear feet of stream bank restored)
- Actual amount of funds used for each task.

## **SECTION 5.0 PARTNERS**

Discuss the various partnerships in place throughout this contract; include other funding sources, landowners, subcontractors, volunteers, etc....

- Who were the partners?
- What were their contributions?
- What were the successes and shortfalls of each partnership?
- Document all matching funds and sources

## **SECTION 6.0 COMPLICATIONS**

Discuss problems and unexpected issues that were encountered during the course of the project. Be objective and honest.

- Was the project completed as planned? If not, explain the changes or difficulties.
- What issues arose (i.e., technical, financial, managerial, partnerships, etc...)?
- How were these issues resolved?
- Could similar issues be avoided in the future? If so, how?

## **SECTION 7.0 RECOMMENDATIONS**

Discuss the next steps for this project and the sponsoring organization.

- What was learned by completing this project?
- How could the organization or its partners build on the lessons learned and the successes achieved?
- Next steps for this project:
  - Is there another phase?
  - Are there opportunities for expansion?
  - Are there things that should be done in order to ensure the long-term success of the project?
- Include any recommendations that could improve the NPS Program.

## **SECTION 8.0 Environmental Results**

Discuss monitoring data that was collected before and after project implementation. This can be qualitative and/or quantitative data. Estimated load reductions resulting from project implementation should also be included in this section. Possible evaluation techniques could include, but are not limited to:

- The collection of chemical data before and after project implementation
- Before and after pictures
- Biological indicators (fishery surveys, plant communities, macro invertebrates, etc.)
- Load reduction estimates from models or spreadsheets.

## **SECTION 9.0 DELIVERABLES AND FINANCES**

List all the deliverables that were identified in the grant contract along with the actual costs associated with each task. Report on all funding sources, including those that may not have been used as match, but were used to help complete the project. If the deliverable is a document please include it as an attachment to the final report; otherwise provide a description and photos (if appropriate). Please use a table similar to the one below. This is only an executive summary of the Deliverables. A more detailed description of outputs should be found in Sections 3.0 and 4.0.

<b>Task</b>	<b>Deliverables</b>	<b>319/NPS funding</b>	<b>Additional funding</b>	<b>Total</b>
<b>Task 1:</b> Reduce sediment present in Stream by stabilizing stream banks.	2,300 feet of stream bank were stabilized.	\$20,000	WRI Funding- \$15,000 Landowner Match- \$10,000	\$45,000
<b>Task 2:</b> Reduce nutrient loading by relocating animal feedlots from riparian corridor	4 Animal Feedlots were removed from the Riparian Corridor	\$75,000	EQIP Funding- \$120,000 Landowner Match- \$55,000	\$250,000
<b>Task 3:</b> Educate landowners on nutrient management practices	3 seminars were held throughout the watershed. 372 people attended these seminars	\$7,000	Utah State University- \$5,000	\$12,000
<b>Task 4:</b> Administrative assistance	Administrative assistance was provided by UACD	\$3,000		\$3,000
	<b>Total</b>	<b>\$105,000</b>	<b>\$205,000</b>	<b>\$310,000</b>

## **SECTIONS 11.0 CONCLUSIONS**

Summarize the project in one page or less; focus on the goals and objectives and future activities.

## **SECTION 12.0 ATTACHMENTS**

Include all appropriate documents associated with this project.

- Products (SAPs, QAPPs, WRPs, reports, newsletters, educational materials, other project deliverables)
- Photos (before and after)
- Press
- Maps
- Designs/As-Built
- Monitoring data