

Guidelines Regarding Final Reports on 319(h)-Funded Projects

A mandatory requirement of your project is to provide a final report describing the results of the project relative to the project's stated goals and documentation that all project deliverables outlined in your approved workplan and contract were satisfied. It is highly important and valuable to us that the report clearly describes the course and outcome of the project, whether successful or not. If all anticipated outputs and deliverables were not met, justification must be provided to explain why they were not met and whether 319 grant funds were subsequently not used or alternate deliverables were provided instead. Listed below are essential components of your final report that will help you evaluate your work and help us understand what was accomplished during the project.

We request that you submit 2 paper copies of the final report. Please include a 1 page executive summary that concisely states the project's background, purpose, goals, deliverables, and outcomes (results). The summary will be posted on the NC 319 Program web site. Also, provide a brief evaluation of project success. Please provide final project document electronically on CD. This enables us to post the executive summary to the 319 web page as well as facilitate reporting your results to the U.S. Environmental Protection Agency.

Essential elements of your Final Report include the following:

- Title Page
- Acknowledgements
- Table of Contents
- List of Tables, Figures, Abbreviations (if necessary)
- Executive Summary
- Introduction/Background
- Project purpose and goals
- Project Deliverables
- Methodology and Execution
- Outputs and Results
- Mandatory DWQ/EPA reporting requirements
- Outcomes and Conclusions
- Budget
- References
- Appendices

Title Page

- Project Name
- Sponsor
- Fiscal Year of Grant, NC-DENR Contract Number, Contract Period, Federal Dollar Amount
- Name of Project Coordinator/Principal Investigator/Author
- Date of Final Report
- Project URL address, if applicable

Acknowledgements

- Note the project was funded under an EPA Section 319 Grant.
- List project partners and acknowledge any person or organization that helped during the project or in writing the final report.

Table of Contents

- List the topics covered and page numbers.

List of Tables, figures, abbreviations

- Note what and where data is presented in the report, and define abbreviations/acronyms used in the report

Executive Summary

- Please include a one page executive summary that concisely states the project's background, purpose, goals, deliverables, and outcomes (results). Additionally, provide a brief evaluation of project success. This summary will be posted on the NC 319 Program web site.

Introduction /Background

- Describe the background to the project.
- Explain the problem and how the project sought to address it.

Purpose and Goals

- List the goals and objectives as stated in the accepted and contracted proposal or workplan. Note if they changed during the project.

Deliverables

- List the deliverables as stated in the accepted and contracted workplan.
- Describe the tangible deliverables the project produced. *It is suggested to present the information in bullet format, listing the proposed deliverable, then documenting how the deliverable was achieved.*
- Explain differences, enhancements, or deficiencies between the proposed deliverable list and the actual deliverables completed.

Methodology/Execution

- Summarize the overall approach the PI chose to take, over other options considered.
- Explain the methodology in detail
- Note any specific issues that had to be addressed by the methodology, including performance standards developed, scalability etc., site constraints, or other special circumstances
- Tell the story of what you did; describe how you planned and implemented the project work and the activities it involved. Include any problems or issues that arose and how you handled them, so readers can learn from your experience

Outputs and Results

- Objectively explain the results.

NC DWQ/US EPA Reporting Requirements

All data collected, analyzed, or processed associated with your project must be reported. Including data collected with matching grant funds. This includes all projects that involve BMP installation and/or water quality monitoring.

- BMPs Installed (#, associated sizes, drainage area captured)
- Lat/Long information for all BMPs and project area
- Load reductions associated with BMPs
 - STEPL, Region 5 Model, NRCS estimated load reductions
 - [http://it.tetrattech-ffx.com/stepl/models\\$docs.htm](http://it.tetrattech-ffx.com/stepl/models$docs.htm)
- Instream water quality measurements (water chemistry, load analysis, etc...)
- Map of BMPs in watershed

Outcomes and Conclusions

- Describe project achievements in regard to the project's purpose and the goals set; did you meet the goals of the project?
- Comment on project's outcomes and their impact on water quality issues and environmental protection
- Assess the overall value of the project; who will benefit from the work, how and why
- Summarize what was learned and whether the methodology worked and what readers can learn from your experience

- Summarize any conclusions/implications that can be drawn from the project, including consideration of the future implications of your work and how others can build on it

Budget

- Provide a copy of the budgeted and actual expenditures of both federal and matching funds.

References

- Cite any references to the work of others you used.

Appendices

- Include materials that will help the reader understand the work or other aspects of the project
- Include any newsletters or other publications, related project reports (peer-reviewed journal reports, for example), photographs, pertinent workshop/public field day materials, maps, videos, or other relevant materials generated during the course of the project
- Provide URL for any material available on the web