



## 319 FINAL REPORT GUIDANCE



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## FINAL REPORT GUIDANCE FOR 319 CONTRACTS

All 319 grant recipients (Contractors) are required to submit a Final Report to DEQ within 45 days of the contract expiration date. The Final Report is:

- A contract requirement and deliverable;
- A stand-alone beginning -to-end summary of all activities associated with the contract; The report should contain enough detail that those unfamiliar with the project understand the project components, methodologies, activities and final results;
- A compilation of all contract deliverables;
- A reporting obligation to EPA that helps to ensure continued funding for 319 projects in Montana;
- A thoughtful and presentable record of accomplishments that should be a source of pride for the Contractor as well as a means of demonstrating success to partners, funding entities and the public.

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.

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 contract manager at least 30 days in advance of the contract expiration date. This usually gives the DEQ contract manager time to review the draft and provide comments, if appropriate, and for the Contractor to make changes prior to the contract expiration date;
- Keep in mind that Final Reports are due to DEQ within 45 days following the contract expiration date, 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 complete and accurate Final Report.

The final report should be a multi-purpose document that goes beyond fulfilling a 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...).

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## 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
- Basic timeframe and budget
- Major partners
- 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?
- What is the significance of the project to the watershed, the local community, and the project partners?

## 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 Attachment A of the 319 contract (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 Attachment A.
- 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.

## 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?

## 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?
- How did these issues affect the project? Were these affects significant? Did they actually lead to a better outcome for some aspect of the project?
- Contract extensions and modifications, including changes to tasks, the budget or match, must be identified and in this section. Please be sure to explain the circumstances that lead to the need for the extension/modification.

## 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 319 Program.

## SECTION 8.0      DELIVERABLES

List all the deliverables that were identified in grant contract. 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.

<b>Deliverable</b>	<b>Status</b>	<b>Description</b>
<i>Ex: Watershed Restoration Plan</i>	<i>Completed (June 2010)</i>	<i>Included as Attachment A.</i>
<i>Ex: Install 1000' of riparian fence</i>	<i>Complete (September 2011)</i>	<i>1000 feet of wildlife friendly riparian fencing was installed along Spring Creek just upstream of its confluence with Summer Creek. Before and after photos are included as Attachment B.</i>
<i>Ex: Four newsletters</i>	<i>Partial – three completed. One absent due to last minute computer meltdown.</i>	<i>Three newsletters included as Attachment C.</i>

## SECTION 9.0 FINANCES

Summarize the project finances. Report on all funding sources, including those that may not have been used as match, but were used to help complete the project. Identify instances in which 319 funds were matched or leveraged to obtain funding from other sources. Also, identify any issues with funding, match, or subcontracts. Include a detailed budget table like the one shown below.

<b>Task #- Brief Description</b>	<b>319 Funds</b>	<b>Match</b>	<b>Other</b>	<b>Total</b>
<i>Ex: 1 – Develop an advisory committee and hire a subcontractor.</i>	<i>\$1,000 – CD Administrator time and legal review.</i>	<i>\$1,000 – Committee participants’ time.</i>		<i>\$2,000</i>
<i>Ex: 2 – Sampling and Analysis Plan</i>	<i>\$5,000 – Subcontractor time to write SAP.</i>	<i>\$500 – Committee time to review and approve SAP.</i>		<i>\$5,500</i>
<i>Ex: 3 – Monitoring</i>	<i>\$1,000 – Lab fees.</i>	<i>\$2,500 – Volunteer monitors’ time to obtain samples.</i>	<i>\$5,000 – Field testing equipment paid for by grant from Bob’s Bugs.</i>	<i>\$8,500</i>
<i>Ex: 4 – Watershed Restoration Plan</i>	<i>\$7,000 – Technical Writer/Editor.</i>	<i>\$3,000 – Volunteer time, scoping meetings.</i>		<i>\$10,000</i>
<i>Ex: 5 – Education and Outreach</i>	<i>\$0</i>	<i>\$1,000 – Newsletter prep.</i>	<i>\$2,000 – Printing and mailing costs.</i>	<i>\$3,000</i>
<i>Ex: 6 – Riparian Buffer</i>	<i>\$20,000 – Fencing materials for 3,500 ft of livestock exclusion fencing.</i>	<i>\$10,000 – Landowner time to install fencing, spray knapweed.</i>	<i>\$5,000 – Willow cuttings and native grass seed from Andersen Farms. \$2,000 – Herbicide from Yashan, Inc.</i>	<i>\$37,000</i>
<i>Ex: 7 – Contract Administration</i>	<i>\$2,000 – Reporting, billing.</i>	<i>\$500 – Reporting, billing.</i>	<i>\$1,500 – New computer donated by Lizon Enterprises</i>	<i>\$4,000</i>
<b>Total</b>	<b>\$36,000</b>	<b>\$18,500</b>	<b>\$15,500</b>	<b>\$70,000</b>

## **SECTIONS 10.0 CONCLUSIONS**

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

- Half page summary of the project

## **SECTION 11.0 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-Builts
- Monitoring data