



# Final Report Format

## Section 319 and Clean Water Partnership Projects or Final Progress Report for TMDL Development and TMDL Implementation Projects

The Minnesota Pollution Control Agency (MPCA) provides grants to organizations to help fulfill the agency's mission. Each grant project is required to complete a final report. Information from this grant report will be used to illustrate progress toward meeting the MPCA's goals and missions and will be shared with interested parties, targeted audiences, and legislators.

More information about preparing a final project report for a Section 319 grant can be found at <http://www.epa.gov/owow/nps/sec-319.pdf>. This notebook describes the purpose of Section 319 final reports, the information that should be included in the report, examples of especially effective elements from 319 reports, and ways to expand the final report to be used for outreach and education, building partnerships, and many other uses.

### Instructions

This grant report must be submitted ***no later than 30 days after the end of the grant contract***. It must include results, in the form of data and information, that best demonstrate achievement of project goals and objectives.

Please follow the attached report format, referring back to the work plan and budget and any subsequent amendments to your grant agreement, contract, or work order. When completed, send an electronic copy of the completed report to your MPCA project manager for review.

***Failure to submit a completed report may result in the return of grant funds and/or the withholding of the final payment.***

### Body of Main Report

#### ***Section I – Work Plan Review***

- ❖ Briefly outline any approved changes from the original work plan, staff, or participating organizations.
- ❖ Please list and give a brief report on each activity/task identified in your work plan (Attachment A of the 319 Grant Agreement, contract, or work order) or most recently approved work plan amendment. For each task, briefly summarize the activities completed and describe any problems, delays, or difficulties that have occurred in completing the project work. Explain how problems were resolved or list any activities that were not completed.

#### ***Section II – Grant Results***

*For TMDL Development Projects describe the work products of the contract, such as a written TMDL or technical report, data files, maps, and any other attachments that were produced by the project.*

- ❖ **Measurements:** Please describe your evaluation plan and its results.
  - What tools did you use, what methods did you use to gather information?
  - If you did a survey, what was the sample size and what was the response rate, how did you analyze the results, evaluate the monitoring data, etc.?
  - If you have measurable environmental results, such as pounds of chemicals reduced, best management practices installed, pollutants prevented, waste eliminated, changes in water quality, resources conserved, etc., also include those here.
- ❖ **Products:** Please list, and attach copies of any documents or products that have been produced during the reporting period, including monitoring data (if applicable, including the electronic summary of all data for the STORET data base), brochures, articles, special reports, tapes, CDs, etc. Provide relevant project photographs.

**Note about photos:** Photos may be scenes of the water resource in question and/or may illustrate installations, Best Management Practices (BMPs), or other measures that help show what the project accomplished. **Attached electronic files (e.g. JPGs) are preferred.** For questions about photos, please contact your regional MPCA Public Information Officer or Jennifer Groebner at 651-296-7706.

**Note for TMDL development projects and TMDL implementation projects:** All project monitoring data must be approved in the federal STORET data system and all best management practices implementation activities must be inputted into the state eLINK system before the final report will be approved and final project payment will be made.

- ❖ **Public outreach and education:** If part of your work plan, please evaluate the effectiveness of public participation and education plans for the project. Also include the total numbers from project outreach and education activities, such as number of people reached, educational materials distributed, workshop participants, etc.

❖ **Long-term results:**

- Do the results of this project build capacity that can increase the likelihood of long-term outcomes, such as:
  - environmental problems identified or understood
  - land use changes in the watershed
  - recommendations created
  - consensus for action created
  - increased ability to solve similar problems in the future, etc.?
  - if so, how?
- Did you form new partnerships or alliances as a result of the project? If so,
  - What longer-term impact will this have on the project?
  - What future efforts are anticipated as a result of the partnership(s)?
  - Describe any activities you are aware of by others that benefited from the results of your project and/or resulted in implementation of similar projects in other locations.
- Is there a plan to continue the project beyond the end date of the grant agreement or contract? If so, explain.
- Describe how you shared the results of your project. List any information or technology transfer and dissemination (newsletters, web sites, training, reports, disseminated project activities, accomplishments, and lessons to the general public). Where and to what audiences have you made presentations?
- What other audiences (media, businesses, other agencies, etc.) would be most interested in the results of this project?
- Please describe any lessons learned during this project that would be valuable for future projects, even if the project didn't succeed as expected. What other recommendations or advice would you make for future activities related to this priority project area?
- Please provide any feedback or suggestions that you would like to share with the MPCA to improve their grant programs.

**Section III – Final Expenditures**

*Projects should use the format they used in their work plan for the budget to report on the final expenditures. This should list the tasks or activities outlined in their original (or amended) work plan.*

Please complete this grant project summary and copy/paste into your final report.

## Grant Project Summary

Project title: \_\_\_\_\_

Organization (Grantee): \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_ Report submittal date: \_\_\_\_\_

Grantee contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Basin (Red, Minnesota, St. Croix, etc.): \_\_\_\_\_ County: \_\_\_\_\_

### Project type (check one):

- ☐ Clean Water Partnership (CWP) Diagnostic
- ☐ CWP Implementation
- ☐ Total Maximum Daily Load (TMDL) Development
- ☐ 319 Implementation
- ☐ 319 Demonstration, Education, Research
- ☐ TMDL Implementation

## Grant Funding

Final grant amount: \$ \_\_\_\_\_ Final total project costs: \$ \_\_\_\_\_

Matching funds: Final cash: \$ \_\_\_\_\_ Final in-kind: \$ \_\_\_\_\_ Final Loan: \$ \_\_\_\_\_

Contract number: \_\_\_\_\_ MPCA project manager: \_\_\_\_\_

## For TMDL Development or TMDL Implementation Projects only

Impaired reach name(s): \_\_\_\_\_

AUID or DNR Lake ID(s): \_\_\_\_\_

Listed pollutant(s): \_\_\_\_\_

303(d) List scheduled start date: \_\_\_\_\_ Scheduled completion date: \_\_\_\_\_

*AUID = Assessment Unit ID*

*DNR = Minnesota Department of Natural Resources*

## Executive Summary of Project (300 words or less)

This summary will help us prepare the Watershed Achievements Report to the Environmental Protection Agency. (Include any specific project history, purpose, and timeline.)

**Goals** (Include three primary goals for this project.)

1st Goal: \_\_\_\_\_

2nd Goal: \_\_\_\_\_

3<sup>rd</sup> Goal: \_\_\_\_\_

**Results that count** (Include the results from your established goals.)

1st Result: \_\_\_\_\_

2nd Result: \_\_\_\_\_

3<sup>rd</sup> Result: \_\_\_\_\_

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**Picture** (Attach at least one picture, do not imbed into this document.)

Description/location:

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**Acronyms** (Name all project acronyms and their meanings.)

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**Partnerships** (Name all partners and indicate relationship to project)

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