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11-002

November 2023

Source Water Protection Final Report Guidelines and Worksheet

The following information should be provided in the Source Water Protection Final Report:

Title Page

The title page should be titled: **Final Report**. This should be followed by the **Name of the Project**. Following that should be the **Project Sponsor**, which would include the **Organization Name, Organization Address, Project Manager, and phone number**. The final item on the page should be the **Date Submitted**.

Abstract

A brief summary of the project - not to exceed one page.

Project Objectives

Write out the initial objectives and tasks that were to be accomplished by doing the project.

Project Description

Describe in this section what you actually accomplished and/or produced by doing the project. This section must relate to the Project Objectives. Give the outcome of the objectives. Provide specific/quantification: e.g. acreage of BMPs installed, change in water quality parameters, number of installations, etc. Include any amendments made during the project and state the reason for the amendments.

Discussions & Conclusions

Give the results of doing the project. Try to answer questions such as: What worked and what didn't? Why? What would you do differently? What recommendations would you give to the next person trying a similar project? What future actions on this project would you suggest?

Budget

Put in table form, a list of expenditures and the amount spent. Categorize the expenditures, detail only major items. Give Source Water funds spent and matching funds spent. Use the Excel worksheet below as the format:

Appendices

Include any of the following in this section if applicable: Photos, graphs, spreadsheets, methods, guidelines and procedures, abstracts published, news articles, newsletters, photos etc.

Source Water Protection Final Report Budget Worksheet

Project Name:			
Item	Grant Funds	Matching Funds	Totals
Personnel Costs			
Travel			
Equipment			
Materials/Supplies			
Contractual/Implementation			
Other			
Total Costs			
Match Percentage			

Budget Explanation for NDEQ Source Water Protection Grants

Item	Grant Funds	Matching Funds	Totals
Personnel Costs			
If personnel costs are associated with the project, it is preferred that they be contributed as match funds. Grants will not be awarded for the sole purpose of funding personnel.	(amount requested)	(amount contributed by applicant)	
Travel			(total cost of travel)
Transportation (Airfare, personal vehicle mileage, etc.)	(amount requested)	(amount contributed by applicant)	
Lodging	(amount requested)	(amount contributed by applicant)	
Meals	(amount requested)	(amount contributed by applicant)	
Equipment			(total cost of equipment)
These are mechanical devices. Examples: water meters, GPS unit, colorimeter	(amount requested)	(amount contributed by applicant)	
Materials/Supplies			(total cost of materials/supplies)
These are non-mechanical materials. Examples: maps, brochures, motion lights	(amount requested)	(amount contributed by applicant)	
Contractual/Implementation			(total contractual costs)
These are services that are hired out. Examples: abandoning wells, building filter strips, installation of BMPs, web page development	(amount requested)	(amount contributed by applicant)	
Other			(total cost of other)
This could include space rental, conference calls and other telephone costs, mailings, workshop or conference registration fees, etc. The value of volunteer services is allowable as match dollars. Meals (except travel-related) are not allowed to be paid with grant dollars, but may be considered match. This includes refreshments provided at meetings.	(amount requested)	(amount contributed by applicant)	
Total Costs	(total requested grant amount)	(total match amount contributed by applicant)	
Match Percentage	(total match divided by total project cost)		

Example Budget for NDEQ Source Water Protection Grants

Item	Grant Funds	Matching Funds	Totals
Personnel Costs			\$8,000
.20 Water Operator	\$5,000	\$0	
.10 NRD Program Manager	\$0	\$3,000	
Travel			\$945
Transportation	\$300	\$0	
Lodging	\$435	\$0	
Meals	\$210	\$0	
Equipment			\$5,700
Submersible transmitter	\$2,000	\$2,000	
Hydrant Meter	\$300	\$0	
Irrigation Flow meters	\$1,000	\$0	
GPS Unit	\$400	\$0	
Materials/Supplies			\$2,350
Brochures	\$200	\$0	
Posters	\$150	\$0	
Fencing	\$1,000	\$750	
Wellhead Protection Area signs	\$250	\$0	
Contractual/Implementation			\$5,500
Filter Strips	\$3,000	\$0	
Well Abandonment	\$2,000	\$0	
Web page development	\$0	\$500	
Other			\$8,900
Mailings	\$0	\$500	
Volunteers	\$0	\$5,000	
Conference registration	\$400	\$0	
Water conservation rebates	\$3,000	\$0	
Total Costs	\$19,645	\$11,750	\$31,395
Match Percentage	37.43%		