

*This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*

## **Guidance for 319 Project Final Reports**

Section 319 Project Sponsors are contractually obligated to submit a final report. This report must be approved by NDEE and subsequently EPA in order to close the project. NDEE shall withhold 10% but not less than \$10,000.00, of grant funds pending receipt and approval of the final project report. The project's approved Project Implementation Plan (PIP) should serve as the basis for completing the Final Report. Following is a list of the *required* elements for the Final Report:

- 1. Title Page** – Include Project Name, Project Number (56-xxxx), Project Sponsor (Name, Address, Phone, E-mail), Project Partners, Project Dates, Project Area (list HUCs), Section 319 Funds used (FINAL), Non-Federal Match (FINAL). The Title Page should essentially match the PIP title page with the final, actual 319 funds and match numbers.
- 2. Project Background** - Use the background information given in the PIP or provide a similar, concise project background description.
- 3. Project Location** – Give project map(s) with a brief location description.
- 4. Project Goals, Objectives and Tasks** – Copy the original Goals, Objectives and Tasks from the PIP that were to be accomplished by doing the project.
- 5. Project Description** - Describe in this section what you actually accomplished and/or produced by doing the project. This section must relate directly to the Project Goals, Objectives and Tasks. Give the outcome of the objectives and tasks (specific details such as BMP acreage need to be included in the Final Report Outcome Table in the Appendices). Include any amendments made during the project and state the reason for the amendments.
- 6. 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? If any project funds were left unused, give an explanation as to why.

**7. Pollutant Load Reductions** - If the PIP stated that load reductions were expected and estimated load reductions were given, the post-project load reductions need to be estimated in the final report. Reductions should be estimated for individual BMPs installed, as listed in the Final Report Outcome Table.

**8. Appendices** - Include the following in this section:

- a. **Budget:** Update the original budget table given in the PIP with the actual, final numbers. For any unused 319 funds, an explanation of why they were not used must be included in detail in the final report in both the Discussions and Conclusions and briefly as a footnote under the Budget table. Categorize the expenditures, detail only major items. Give 319 funds spent, matching funds spent, other funds spent. The budget table must be consistent with the categories used on the reimbursement forms and in the (PIP).

**Example Final Budget Table:**

Activity	Section 319*	NET**	NRD**	Landowner**	EQIP***	Total
<b>Personnel</b>						
Salary	\$72,310	0	\$13,690	0	0	\$86,000
Benefits @ 26%	\$25,406	0	\$4,810	0	0	\$30,216
<b>Travel</b>						
Mileage	\$5,560	0	0	0	0	\$5,560
Conference/Training Expenses	\$1,500	0	0	0	0	\$1,500
<b>Operating Costs</b>						
Office Supplies	\$2,500	0	0	0	0	\$2,500
<b>Contractual</b>						
Engineering Services, Design	\$7,000	0	\$4,500	0	0	\$11,500
BMP Cost-share	0	\$18,000	0	0	0	\$18,000
<b>BMP Implementation</b>						
BMP Installation	\$75,000	0	\$29,000	\$20,000	\$10,000	\$134,000
<b>Communications (I &amp; E)</b>						
Advertising/Printing	\$2,000	0	0	0	0	\$2,000
Demonstration Sites	\$37,724	\$68,320	0	0	0	\$106,044
<b>TOTAL</b>	<b>\$229,000</b>	<b>\$86,320</b>	<b>\$52,000</b>	<b>\$20,000</b>	<b>\$10,000</b>	<b>\$397,320</b>

\* Note: There were \$1,000 in unused Section 319 funds due to the Engineering Services and Design bid coming in below the original estimated budget. The original amount for this budget item was \$8,000. The original amount of Section 319 funds awarded was \$230,000.

\*\* Non-federal match.

\*\*\*Note: EQIP (federal) funds cannot be used for the required non-federal match.

- b. **Final Report Outcome Table:** This table is essentially the final version of the Semi-Annual Report tables, with the addition of the completion dates for each objective. The Final Report Outcome Table template is provided as a tab in the Semi-Annual Report template used for reporting throughout the project.

Final Report Outcome Table								
City of Red Cloud Water Quality Improvement Project (NDEQ Project # 56-1188)								
Project Period:		December 20, 2013 to: July 30, 2015						
GOALS	Objectives/Tasks							
Goal 1: Reduce sediment and nutrient loads from surrounding residential and agricultural areas.	<b>Objective 1: Construct large stormwater detention basin.</b>			<b>Planned Number (#)</b>	<b>Units</b>	<b>Completed Number (#)</b>	<b>Percent (%) Completed</b>	<b>Date Completed</b>
	Task 1	Execute planning and design contracts.		1	contracts	1	100.00%	2/21/2014
	Task 2	Develop project plans and design documents.		5	plans	5	100.00%	3/1/2014
	Task 3	Execute construction contracts.		3	contracts	3	100.00%	6/4/2014
	Task 4	Plant native grasses along basin perimeter.		5	acres	5	100.00%	8/30/2014
Goal 1: Reduce sediment and nutrient loads from surrounding residential and agricultural areas.	<b>Objective 2: Convert existing roadside ditches to grassed bioswales.</b>			<b>Planned Number (#)</b>	<b>Units</b>	<b>Completed Number (#)</b>	<b>Percent (%) Completed</b>	<b>Date Completed</b>
	Task 1	Execute Planning and Design Contracts.		1	contracts	1	100.00%	2/27/2014
	Task 2	Develop Project Plans and Design Documents.		1	plans	1	100.00%	3/17/2014
	Task 3	Execute Construction contracts with general contractor and sub-contractors.		3	contracts	3	100.00%	4/17/2014
	Task 4	Plant native grasses in bioswales.		4	acres	4	100.00%	6/4/2014
Goal 2: Showcase the project as a stormwater demonstration site.	<b>Objective 1: Work with new development areas to implement BMPs during construction.</b>			<b>Planned Number (#)</b>	<b>Units</b>	<b>Completed Number (#)</b>	<b>Percent (%) Completed</b>	<b>Date Completed</b>
	Task 1	Showcase the project in two public meetings.		2	public mtgs.	2	100.00%	2/27/2014
	Task 2	Distribute brochure/fact sheet to residents.		1	Brochure	1	100.00%	1/27/2014
	Task 3	Develop press releases upon completion of BMP installations.		1	press release	1	100.00%	6/4/2014
	Task 4	Conduct tours to showcase the water quality practices implemented.		4	tours	3	75.00%	7/1/2014
	Task 5	Conduct training sessions for schools on conservation practices implemented.		2	training sessions	2	100.00%	7/7/2015
<i>Note: Regarding Goal 1-Obj 1 - Task 4, one of the four tours was cancelled due to a tornado warning that afternoon. Participants were asked to sign-up for one of the other three tours being held.</i>								
Report Preparer: Robin Brooks				Date: 7/10/15				

- c. **Other:** Any additional graphs, spreadsheets, methods, guidelines and procedures, published abstracts, photos, news articles, newsletters, etc.