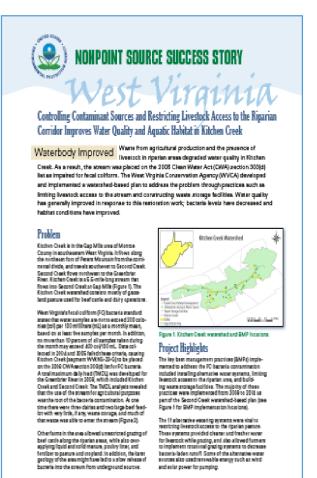


WV Department of Environmental Protection Watershed Improvement Branch Nonpoint Source Program

https://go.wv.gov/nonpoint

## §319 Final Reports



When the project is completed the Basin Coordinator, NPS Coordinator or designee conducts a final inspection with the local project manager and completes the final inspection form (FIF). In addition to this inspection a **final report** is required. The final report is due no more than 30-days after the end of the grant's performance period but should be submitted prior to that date, if possible.

The final report is a summary of the entire life of the project. It is submitted to USEPA and becomes part of the project record in GRTS. It should correctly reconcile all information from previous semi-annual reports and should be written in a format similar to USEPA's §319 Success Story (SS).

- 1. Title and summary (i.e., abstract)
- 2. Location and problem description
- Project highlights: What was accomplished; how does it compare to the work plan goals/objectives.
- 4. Results: i.e., number and types of BMPs and the dimensions (acres, feet, square-feet etc.), load reductions, outreach etc.
- Partners and funding: Include a table that compares the original budget to the actual expenditures. Don't forget your match.

<u>Note</u>: If the project is complete at or near the semiannual reporting deadline, submit the final report only.

As stated above, the final report is a summary of the project and although important details are critical the length should be no more than 3-5 pages, preferably less if possible. <u>Important note</u>: A two-page Success Story [an annual §319 program requirement] is often developed from a final report. A final report that is similar in a SS format to a success story makes the writing and approval process more efficient and easier.

## A final word

Your §319 report should be well-written, accurate and submitted on time. Reports must follow the guidelines provided. Your report should **tell the entire story** of the project. It should be specific to the work plan activities and budget expenditures. Progress narratives for each activity should include work completed, pollution reductions, partners involved, other funding secured for the implementation of the activities, etc. If the project is/did not progress as planned, the narrative should discuss and indicate what efforts/plans were made to overcome those challenges.

§319 reports are public information and subject to the Freedom of Information Act (FOIA). Questions? Email: timothy.d.craddock@wv.gov.