$319$ 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 must be written in a format similar to USEPA’s $319$ Success Story. If the project is a success story candidate this format will be easier to work with for your future success story submission.

1. Title and summary (i.e., abstract)
2. Location and problem description
3. 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.
5. Partners and funding: Include a table that compares the original budget to the actual expenditures. Don’t forget your match.

Note: The final summary report should not exceed two-pages in length.

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. Note: $319$ reports are public information and subject to the Freedom of Information Act (FOIA).