



§319 semi-annual watershed project reporting

West Virginia's Nonpoint Source (NPS) Program must enter report information into the U.S. Environmental Protection Agency's (USEPA's) Grants Reporting and Tracking System (GRTS). All projects are tracked within the GRTS using multiple fields and geographic information systems (GIS). Specific practices installed are matched to water quality improvements in a specific reach of the stream or portion of the watershed. The minimum reporting unit is the sub-watershed (SWS) scale.

In order to comply with the USEPA's reporting requirements, all §319 grant recipients are required to report their progress on a semi-annual schedule timed to the **federal fiscal year**. The first semi-annual report is for October 1 - March 31; it is due **May 1**. The second semi-annual report is for April 1 - September 30 and is due **November 1**. The **final report** is due when the project is complete. The submission deadline is 30-days following the performance period end date.

Your report should tell the story of your progress and it should contain elements that allow for quantitative tracking. At a minimum, the **report must contain** the following:

1. The report **cover** must contain the **grant number, award year, and contact information** (Name, mailing address, phone number, email etc.) of the Project Manager or other primary contacts.
2. A brief narrative describing the progress that has occurred during the appropriate reporting period (digital photos welcomed).
3. Map(s) that shows the watershed, streams, and the project site(s).
4. An easy to read list of **pollutant load reductions** and the best management practices (**BMPs**) that have occurred within the reporting period. Cumulative totals and % complete should be provided.
Note: The report must distinguish between the load reductions estimated in the original proposal and those that have occurred in the project thus far. It is also important to note any reductions over and above those proposed in the project proposal.
5. A milestone schedule that illustrates the project's status (e.g. not implemented, on-schedule, behind schedule, complete, etc.) and its percent completed.
6. A table with a description of expenditures for the period; download the financial **spreadsheet**, fill it out, then submit it as a separate (xls or xlxs) file with your report.

If reports and reimbursements are not submitted in a timely manner your grant award will be non-compliant, which compromises current and future grant opportunities. Non-compliance can result in one or more of the following **penalties**:

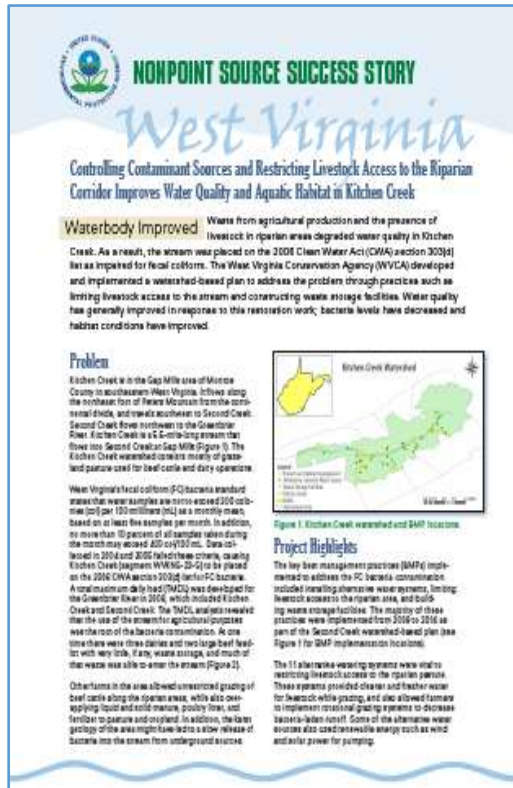
- Withholding payment until the condition complies
- Disallowing costs
- Suspending or terminating the current award
- Withholding future awards

§319 AGO reports

Additional grant opportunity (AGO) reporting is the same as all other §319 reporting requirements, especially if the AGO project calls for pollution reductions. However, in some cases an AGO project may focus more on evaluations, monitoring or outreach. In those cases, there are still goals and objectives. Your report must reflect your progress towards the goals and objectives stated in your original workplan. Each year WIB determines how much AGO funds may be available (funding is a portion of our annual §319 award). The AGO opportunity is typically announced in late winter or early spring.



§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. It 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 be written in the following format; similar to USEPA's §319 **Success Story** requirements.

- Title and summary
- Project location and problem description
- Project highlights (what was accomplished; how does it compare to the workplan)
- Results (i.e. BMP number and type, dimensions, area treated (acres, feet etc.), load reductions, outreach etc.)
- Partners and funding: Include a table that compares the original budget to the actual expenditures and provide the **match** required.

The 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 workplan 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).