

## Watershed Pilot Program Reporting Requirements

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The purpose of ANY grant report is to describe the activities undertaken and account for the use of grant funds during the reporting period. Reports must be complete so that the grantee, as well as the funder, can evaluate progress and performance.

A quarterly progress report is the minimum requirement; however, the organization may choose to submit more frequent updates, especially if that is their current routine.

### Reporting period

State fiscal year: July 1<sup>st</sup> – June 30<sup>th</sup>

July – September	October - December	January - March	April - June
Due 1 <sup>st</sup> Thursday in October	Due 1 <sup>st</sup> Thursday in January.	Due 1 <sup>st</sup> Thursday in April.	Due 1 <sup>st</sup> Thursday in July.

The report is due **one month after the end of the reporting period** on the first Thursday.

### WPP reporting

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**Narrative:** The narrative portion of the report is a summary of all activities that occurred during the reporting period. This section of the report is the one most shared with other state/federal partners that support the WPP grant. Below are examples of what may be included in the narrative section.

Note: The NPS Coordinator can provide examples of past reports upon request.

- A description of the activities during the reporting period.
- Progress made toward the expected outcomes of the grant and any other significant accomplishments, any setbacks, or challenges.
- Significant board, management, or staff changes.
- Plans and goals for the upcoming reporting period.
- A description (include attachments or links (preferred)) of any recent evaluations, publications, news articles, or other materials related to the grant.
- An explanation of any significant variances between proposed spending and actual spending in each category.

The remainder of the report should include specific information about the following categories.

1. General administration and capacity building
2. Project(s) updates
3. Other grant(s) updates as they relate to the sustainability efforts of the organization.
4. Fundraising and other grant activities.
5. Outside engagement activities.
6. Hours worked: Table showing hours worked during the reporting period. See the example on page two.
7. Events that occurred during the reporting period. Include a brief description.
8. Any updates on key tasks and priorities

Always include your contact information. The report should also include signatures of the principal investigator/editor, including date of execution. Your local supervisor must read and sign off on your report before it is submitted.

Tip → It is recommended that reimbursements be submitted monthly or as frequently as the organization is paying the WPP watershed specialist.

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### WPP final report

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A final report is required within **30 days** of the end of the performance period, or when requested by the funder. The final report can be similar in format to the quarterly reports, but its purpose is to describe what has occurred during the ENTIRE grant, again so that the grantee/funder can evaluate progress and performance. The final report should be written based upon the goals and objectives described in your work plan. It must also include financial comparison of what was proposed in your workplans budget vs. what was spent. In addition to the basic comparison a summary of other grants and fundraising activities that support the WPP positions are required.

#### Work hours example.

03/01	5	03/08	0	03/15	7	03/22	8
03/02	6	03/09	10	03/16	4	03/23	7
03/03	6	03/10	8	03/17	6	03/24	5
03/04	8	03/11	8	03/18	8	03/25	5
03/05	8	03/12	7	03/19	11	03/26	6
03/06	6	03/13	3	03/20	0	03/27	4
03/07	0	03/14	0	03/21	0	03/28-30	0
<b>Total</b>	<b>39</b>	<b>Total</b>	<b>36</b>	<b>Total</b>	<b>36</b>	<b>Total</b>	<b>35</b>

### Final thoughts

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Your reports should be well-written, accurate and submitted on time. It must follow the recommended **content** guidelines provided herein. You must write in complete sentences and use correct grammar; use spell-check and proofread the document before submitting it. Keep in mind that this is public information and can be shared at any time with the citizens of West Virginia.



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WIB's calendar: <http://localendar.com/public/wib>

Learn more about the WPP at: <https://dep.wv.gov/WWE/Programs/nonptsources/WBP/Pages/pilot.aspx>