**1010-FM-GC0056 Rev. 4/2019 COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

# **GRANTS CENTER**

# **FINAL REPORT GUIDELINES**

As your project comes to a close, the time is right to reflect on the planning, implementation, operation and maintenance, and evaluation of your project. Your final report should include a narrative description of your project, financial documentation, goals and accomplishments worksheets, photographs, and in some cases, detailed technical reports. Your final report should be organized as follows:

**[ ]  A. Technical Report – (4 or 5 pages)**

**[ ]**  1. Narrative Description of Project (please include brief answers to the following questions):

**[ ]**  a. What was the project supposed to accomplish?

**[ ]**  b. What you actually did and how it differs from your plan?

**[ ]**  c. What were your successes and reasons for your success?

**[ ]**  d. What problems were encountered and how you dealt with them?

**[ ]**  e. How your work contributed to solution of original problems?

**[ ]**  f. What else needs to be done and what additional efforts are underway or planned?

**[ ]**  g. What are your plans for disseminating results of your work?

**[ ]**  h. How well did your spending align with your budget request?

**[ ]**  2. Goals and Accomplishments Worksheets

**[ ]**  3. Photographs (Digital are preferred)

**[ ]**  4. Detailed Technical Reports where applicable (e.g., assessments, data, rehabilitation plans, stream channel designs, watershed protection and restoration plans) - (Filed at Regional Office or with Project Advisor)

**[ ]**  5. Pollutant load reductions that can be attributed to the implementation of this project (e.g. sediment, N, P, Fe, Al, Mn, Acidity, etc.).

**[ ]**  6. Operation, Maintenance, and Replacement Plans

**[ ]  B. Financial Report – Final Application for Reimbursement Following Standard Procedures**

For additional copies of forms, please go to [www.dep.pa.gov](http://www.dep.pa.gov/), search item – growing greener, click on “Help for Grant Recipients.”

**[ ]  C. Project Summary – One Page Project Summary Handout**

A concise, one page summary suitable for use as a legislative handout. Please include: statement of the problem being addressed, project goals and practices installed (including quantity), partners involved, representative color picture of practice (before and after if available), costs, pollutant load reductions, and contact info. See example summary at

[www.dep.pa.gov](http://www.dep.pa.gov/), search item – growing greener, click on “Help for Grant Recipients.”

**[ ]  D. Pennsylvania Stream Buffer Tracking Form (if required)**

Complete and submit to:

DEP – Office of Water Programs

P.O. Box 8555

Harrisburg, PA 17105-8555

Attn: Stream ReLeaf Program

**[ ]  E. AMD Treatment System Form for Datashed (if required)**

Send to your DEP Project Advisor one digital copy of the AMD Treatment System Form for Datashed, the Operational, Maintenance and Repair/Replacement (O, M & R) Plan that includes the “as-built” drawings and site schematics in PDF and any water quality information in EXCEL Format.