

Guidelines Regarding Final Reports on 205(j)-Funded Projects

In your final report, please summarize the results of the project relative to the project's stated goals and **provide documentation that all project deliverables outlined in your approved contract were satisfied.** If all anticipated outputs and deliverables were not met, justification must be provided to explain why they were not met and whether 205j grant funds were subsequently not used or alternate deliverables were provided instead. Listed below are components of your final report that will help you evaluate your work and help us understand what was accomplished during the project. Reports need only be as long as is necessary to provide the listed information. *The final report will be posted on the 205j program website.*

Elements your Final Report should include:

- Title Page
 - Acknowledgements
 - Table of Contents
 - List of Tables, Figures, Abbreviations (if necessary)
 - Executive Summary
 - Introduction/Background
 - Project Purpose and Goals
 - Project Deliverables
 - Methodology and Execution
 - Results and Conclusions
 - Appendices (if necessary)
-

Title Page

- Project Name
- Sponsor
- Fiscal Year of Grant, NCDEQ Contract Number, Contract Period, Federal Dollar Amount
- Name of Project Coordinator/Principal Investigator/Author
- Date of Final Report
- Project URL address (if applicable)

Acknowledgements

- List project partners and acknowledge any person or organization that helped during the project or in writing the final report.

Table of Contents

- List the topics covered and page numbers.

List of Tables, Figures, Abbreviations

- Note what and where data is presented in the report and define abbreviations/acronyms used in the report.

Executive Summary

- Concisely state the project's background, purpose, goals, deliverables, and outcomes (results) with an emphasis on water quality implications. Additionally, provide a brief evaluation of project success. *This summary will be posted on the NC 205j Program website.*

Introduction /Background

- Describe the background to the project.
- Explain the water quality problem and how the project sought to address it.

Purpose and Goals

- List the goals and objectives as stated in the accepted and contracted proposal or workplan. Note if they changed during the project.

Deliverables

- List the deliverables as stated in the accepted and contracted milestone schedule.
 - It is suggested to present this information in bullet or table format, listing the approved deliverable, then documenting how the deliverable was achieved.
- Explain differences, enhancements, or deficiencies between the proposed deliverable list and the actual deliverables completed.

Methodology/Execution

- Summarize the overall approach the PI chose to take, and other options considered.
- Explain the methodology in detail.
- Note any specific issues that had to be addressed by the methodology, including performance standards developed, scalability etc., site constraints, or other special circumstances.
- Tell the story of what you did; describe how you planned and implemented the project work and the activities it involved. Include any problems or issues that arose and how you handled them, so readers can learn from your experience.

Results and Conclusions

- Describe project achievements in regard to the project's purpose and the goals set; did you meet the goals of the project?
- Comment on project's outcomes and its impact on water quality, environmental protection, and any additional co-benefits.
- Assess the overall value of the project; who will benefit from the work, how and why.
- Summarize what was learned and whether the methodology worked and what readers can learn from your experience. *This information will be made available to future applicants to inform project design.*
- Summarize any conclusions/implications that can be drawn from the project, including consideration of the future implications of your work and how others can build on it.

Appendices

- Include materials that will help the reader understand the work or other aspects of the project.
- Include any newsletters or other publications, related project reports (peer-reviewed journal reports, for example), photographs, pertinent workshop/public field day materials, maps, videos, or other relevant materials generated during the course of the project.
- Provide URL for any material available on the web.

*Budget

- With the final invoice (due within 45 days of contract end date), provide a copy of the budgeted and actual expenditures of both federal and matching funds.