

2011

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?
 - 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.depweb.state.pa.us/growinggreener, click on "Help for 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, costs, pollutant load reductions, and contact info. See example summary at

www.depweb.state.pa.us/growinggreener, click on "Help for Recipients."

D. Pennsylvania Stream ReLeaf – Project Data Sheet (if required)

Complete and submit to:

DEP – Bureau of Conservation and Restoration
 P.O. Box 8555
 Harrisburg, PA 17105-8555
 Attn: Stream ReLeaf Program

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

Complete and submit to:

DEP – Bureau of Conservation and Restoration
 P.O. Box 8555
 Harrisburg, PA 17105-8555
 Attn: AMD