

## Nonpoint Source Grants Program

### Project Close-Out Checklist

Updated August 1, 2008

Before the Nonpoint Source Grants Program can close out a project all grant contract obligations must be met. The items below must be in the “official file” in Lansing (which are the files held by the financial analyst). If the grantee has not previously submitted the following listed below, they will be asked to do so before the withholding amount is released. Included are “TIPs” that will help speed up the review process.

Items needed in the file for final closeout are:

- BMP Forms for each quarter construction reimbursement was requested consistent with our [instructions](#). The BMP forms should have the correct Latitude and Longitudes in decimal degrees (example 42.000°, -85.000°).

[TIP: It is a good idea to submit a final master list of BMPs with your Final Report as this will help speed up the review process. When reporting BMP data, be sure to follow the instructions.](#)

- Copies of QAPPs and DEQ approval letters/memos for Quality Assurance Project Plans (QAPP) for monitoring and social surveys, as applicable.

[TIP: See Water Quality Monitoring QAPP](#)

[TIP: See Social Survey QAPP](#)

- Final Reports must be submitted in MS Word (.doc), InDesign CS2 (.indd, .indt), Publisher 2003 (.pub), or Open Source Format (.odt, .ott).

- Before and After Photos. Final reports must include before and after photographs of all sites where BMPs have been implemented as part of the project (grant-funded and as match). **Policy note: Effective October 1, 2005, before and after photos are required with status reports to verify that sites have been completed in cases where the DEQ Project Administrator could not get on-site to verify implementation.**

[TIP: See Final Report Creation Instructions on page 4.](#)

- Fact Sheets must be submitted in MS Word (.doc), InDesign CS2 (.indd, .indt), Publisher 2003 (.pub), or Open Source Format (.odt, .ott).

[TIP: See Fact Sheet Creation Instructions on page 3](#)

[TIP: See Fact Sheet Template](#)

- All Information and Education (I/E) products created during the project must be submitted in their original formats and in pdf.

- All environmental monitoring data collected throughout the grant project must be submitted on STORET templates and in their original form.

- All Geospatial data (GIS) created by the grant or match funds must be submitted electronically on CD or DVD.

**[TIP: See Geospatial Data Guidance for more details](#)**

- Release of claims letter

**[TIP: See Sample Release of Claims Letter](#)**

- Verification that the grantee met or exceeded their match commitment

Once the grantee has submitted the above information to the Project Administrator (PA) and comments have been addressed, the PA will give their approval to the Financial Analyst (FA). The FA will make sure that all of the contents are in the file and that the budget portions have been met while other staff in Lansing update the grants tracking database, post electronic versions of all products on a server, check coordinates of geospatial data and ensure the fact sheet, final report and BMP data all correspond. Once that is complete, final payment will be approved and fact sheets posted online.

**[TIP: Grantee's need to compare their final report, fact sheet and any BMP data to each other and make sure that any discrepancies are taken care of before submitting final materials to the DEQ. Grantees that don't create a master BMP form can ask the PA for a print-out of the NPS Grants database BMP data entered for the project.](#)**

If there are any questions regarding the status of a close-out or how to complete your closeout, please contact your Project Administrator.



## **Project Fact Sheet.**

In order for the NPS Program to share the most essential information about a project with the legislature, the public, or the EPA, all grantees will be required to develop a project fact sheet that summarizes their project. This fact sheet must include and be based off of our NPS Fact Sheet Template:

- The project name and tracking code.
- Amount of grant and matching funds.
- Project duration (month/year to month/year).
- Applicant name, address, phone and contact person.
- Project location: primary county/map.
- Project partners.
- A summary of the project, including the project goals.
- Project accomplishments.
- BMPs implemented and related costs.
- Pollutant reduction information, as appropriate for the project.
- Before and after photos of one or more sites.

Presented in one or two pages, these summaries will also allow grantees to share their successes easily with other projects or to use in submitting grant applications.

Note that information submitted by grantees is publicly available. NPS Program staff are responsible for reporting to the Michigan Legislature and the U.S. EPA. The public may also inquire about projects and the NPS Program may provide copies of any or all of the grantee's products without copyright infringement.



## **Final Project Reports**

### **What they are:**

Reports summarizing the project's goals, accomplishments and lessons learned, completed at the end of a contract. These final reports do not have to be long. The intent is to provide information to EPA, the Michigan Legislature, to the public, and help other grantees succeed in their projects.

### **What is required in a Final Project Report:**

A narrative which includes at a minimum the following information:

1. Project name, grantee name.
2. Project goals and objectives. Project goals are the overall goals for the project. Objectives are the tasks included in the work plan.
3. The extent to which the goals and objectives were met. Include an analysis of the portions of the project that were successful, those that were not successful, and the barriers to success. Also, include any challenges or obstacles that were identified and how they were overcome, or why the grantee was unable to overcome them.
4. A description of the environmental and other benefits of the project, including a summary of all BMPs implemented, and pollutants reduced. Also, include:
  - Any other “spin-offs” that resulted from the grant, such as any ordinances that are being developed or that were passed in surrounding areas.
  - Any significant information/education or outreach activities or other ways public input was provided.
  - Any evaluation that was done as part of the project.
5. A list of all partners—including ones that weren't participating at the beginning of the project—and their contributions.
6. A list of all products that were completed.
7. Information on project sustainability (i.e. any activities that will continue after the grant-funded project has ended).

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