



**Michigan's
Nonpoint Source
Program**

Final Project Report Instructions

Final reports summarize the project's goals, accomplishments and lessons learned, and are 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.

Final Project Reports must be in 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).

Note that information submitted by grantees is publicly available. NPS Program staff are responsible for reporting to the Michigan Legislature and the 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.