
319 GRANT PROJECT FINAL REPORT GUIDELINES

KENTUCKY DEPARTMENT FOR ENVIRONMENTAL PROTECTION
Division of Water, Nonpoint Source and Basin Team Section
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Disclosure

The Kentucky Energy and Environment Cabinet does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities. To request materials in an alternative format, join the Kentucky Outreach and Information Network (KOIN) by contacting the Department for Public Health Preparedness Branch at (502) 564-7243. Hearing- and speech-impaired persons can contact the agency by using the Kentucky Relay Service, a toll- free telecommunication device for the deaf (TDD). For voice to TDD, call 1/800-648-6057. For TDD to voice, call 1/800-648-6056.

Funding for this document was provided, in part, by a grant from the U.S. Environmental Protection Agency to the Kentucky Division of Water as authorized by the Clean Water Act Amendments of 1987, Section 319(h) Nonpoint Source Implementation Grant.

Purpose & Value of the Project Final Report

As the recipient of a §319(h) grant from the U.S. Environmental Protection Agency (USEPA), through the Kentucky Division of Water (DOW), your last commitment is to submit a *Project Final Report*. The purpose of this document is to provide accountability for dollars spent and to offer an analysis of activities undertaken. The *Project Final Report* allows for the sharing of technical, informational and educational materials among nonpoint source programs nationwide. Information you provide in the *Project Final Report* will be public record that may be used by federal and state agencies, as well as other potential grant recipients. It is also valuable information that may be presented to state and federal legislative bodies to justify future grant allocations for nonpoint source activities.

The purpose of this guidance document is to give you a road map for preparing your report. This guidance is necessarily broad, and you may find some items are not applicable to your project (e.g., an educational project may not require an analysis of water quality data). Listed BMPs may be prioritized based on one or a combination of the following factors... Recommendations made from current watershed-based plan. Deviations from the approved Watershed Plan must be approved by DOW.

Project Final Report should provide:

- Information on the activities performed and tangible products completed during the life of the project.
- A complete interpretation of the data collected (if applicable).
- A detailed discussion of the measures of success and lessons learned from the project.
- A description of all BMPs implemented (if applicable).
- A description of all education activities undertaken.
- A detailed description and accounting of all project expenditures.

Submittal Requirements

Submittal of a *Project Final Report* is a grant requirement. Final invoices for project expenditures will not be processed until the *Project Final Report* has received approval by DOW. It is important, therefore, to begin work on the report well before the end of the project. Submittal requirements include the following:

- One (1) electronic copy must be submitted. The electronic copy must be saved as a Microsoft Word version file.
- Submit electronic version of the Project Final Report and tangible products to your Grant Administrator or Technical Advisor.

Since your report will be shared with others, you will want to prepare a quality product. We strongly encourage you pull together a 2-3 person “peer review” or “editorial” committee. Peer review involves having people with expertise in the area of your project to review for content and clarity of message. Editorial review involves having your report checked for grammatical, style, and spelling errors.

Please be advised that if the *Project Final Report* contains too many editorial errors, or if the narrative and findings are confusing and hard to understand, it will be returned to you for revision – which, in turn, may delay processing of your final invoices.

Required Contents of the Project Final Report

The **Project Final Report** must include, at a minimum, the following items, which are explained in detail.

- Title Page
- Acknowledgments
- Table of Contents
- Executive Summary
- Introduction & Background
- Materials & Methods
- Results & Discussion
- Conclusions
- Literature Cited
- Appendices

Title Page

The title page must include:

- the grant number (example #C9-994861-04)
- the application title

- the application number (contact your NPS Grant Administrator for this number)
- the Memorandum of Agreement Number, Personal Service Contract Number or Grant Agreement Number (example M-01382817, PO2 xxx or PON2 xxx);
- the project period (including extensions) from start to finish
- submitted by: “author” of document and
- one of the following statements (which must appear on the back side of the title page):

The Energy and Environment Cabinet (EEC) and (*insert name of your organization here*) do not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. The EEC and (*insert name of your organization here*) will provide, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities. To request materials in an alternative format, contact the Kentucky Division of Water, 300 Sower Boulevard, 3rd Floor, Frankfort, KY 40601 or call (502) 564-3410, or contact (*insert name of your organization here*). *Kentucky state agencies only, please include this statement:* Hearing and speech-impaired persons can use the Kentucky Relay Service, a toll-free telecommunications device for the deaf (TDD). For voice to TDD, call 800-648-6057. For TDD to voice, call 800-648-6056.

Funding for this project was provided in part by a grant from the U.S. Environmental Protection Agency (USEPA) through the Kentucky Division of Water, Nonpoint Source Section, to (*insert name of your organization here*) as authorized by the Clean Water Act Amendments of 1987, §319(h) Nonpoint Source Implementation Grant #(*insert your grant number here*). Mention of trade names or commercial products, if any, does not constitute endorsement. This document was printed on recycled paper.”

Projects funded through the Kentucky Division of Conservation replace the funding paragraph above with this closing statement:

Funding for this project was provided in part by a grant from the U.S. Environmental Protection Agency through the Kentucky Division of Water, Nonpoint Source Section and the Kentucky Division of Conservation to (*insert name of your organization here*) as authorized by the Clean Water Act Amendments of 1987, Section 319(h) Nonpoint Source Implementation Grant # (*insert your grant number here*). Mention of trade names or commercial products, if any does not constitute endorsement.

Acknowledgments

This section should be used to acknowledge the assistance of any agencies, organizations or persons with any facet of your project. Examples include those persons that provided field or workshop assistance, laboratory assistance, landowners that hosted field demonstrations, your peer review and editing group or others who may have helped in the preparation and editing of your report.

Table of Contents

Your report should contain a Table of Contents page, outlining all of the items to be addressed in your document (including lists of figures, tables, appendices, etc.). See the Contents page of this guidance for an example or a recently published book or manual may be used to provide a format for the structure of these preliminary pages.

Executive Summary

The Executive Summary provides a clear, concise description of the project's goals, objectives, background (justification for your project), methodologies, results and conclusions.

- Try to keep the Executive Summary to 250–500 words.
- The Executive Summary should contain enough information to allow the reader a broad understanding of your project – what you accomplished, what you learned, your results and your conclusions.
- Write your Executive Summary with the following in mind: USEPA frequently publishes project summaries generated from §319(h) (and other) grants on the Internet, especially those projects which have water quality monitoring as a measure of success. This means that your project may be available to persons worldwide. Keep your wording brief, simple and to the point.

Introduction & Background

This section of the *Project Final Report* should give background on why you chose this particular project. The Introduction and Background section should also be used to briefly discuss any pertinent literature on similar work. Citations are required to direct the reader to where more information could be obtained. The format for citing other works is described later in this document. The majority of this information should be available in the Project Application. In summary, this section should:

- Begin with the purpose, objective and goals of your project; and
- Provide a short discussion of other pertinent work that has been completed on the subject.

Results & Discussion

This section presents your findings and their relevance to your project. Data may be presented in any combination of tables, figures or text (see box on the next page). Depending upon the type of project you have undertaken, this section of your *Project Final Report* will include the following:

1. A clear, complete and concise presentation of all findings.
2. Results of all analyses (statistical or otherwise) performed on your data, including the significance level of the tests (if applicable).

3. A discussion of the relevance of the findings, including citations of pertinent literature supporting or contrasting your results.
 - *For projects involving water quality monitoring*, include a presentation and discussion of all Quality Assurance Project Plan (QAPP) checks performed on your data as described in your approved QAPP plan.
 - *For projects involving the use of Best Management Practices (BMPs)*, include a discussion on the type, efficiency, location and number of BMPs installed.
 - *For projects involving training or educational materials*, include a discussion of the intended audience and how audience knowledge was measured (e.g., pre- and post-exposure to the training/educational material). If the project was targeted at schools, include the Kentucky Education Reform Act goals that were addressed and how the project may be incorporated into the State Program of Studies.

[Note: If your project includes more than one component (i.e., BMPs, water quality monitoring or education), include a discussion of the above for each component. It may be helpful to organize discussions within their own sub-section of the Results and Discussion.]

Standards for Maps, Tables & Figures

1. All maps, tables and figures must be legible and clearly labeled and referenced in the text of the document. Maps should be labeled as Figures.
2. Tables and figures should be placed either on the page immediately following their first mention in the text, or in separate appendices.
3. If tables and figures are to be placed within the text of the final report, they may either appear on their own page, separated from the regular text of the document, or on the same page as text and separated by at least two (2) blank lines above and below. If the former is followed, more than one map, table or figure may appear on the same page.
4. Tables and figures must stand on their own merit (i.e., the tables, figures and their titles must provide enough information for an interpretation without referring to the text of the document).
5. You may follow any international, national, or statewide published professional journal (examples are provided later in this document) for the format of tables and figures. However, you must be consistent throughout the document.
6. Finally, a complete listing of Tables and Figures should appear in the Table of Contents as Lists of Tables and Figures, respectively.

Conclusions

This section should be used to state any conclusions, recommendations and lessons learned from your project. Literature citations should be used to support your conclusions as applicable.

Watershed projects should tie all types of data (land use, BMP, water quality, etc.) together for comprehensive conclusions.

The *Conclusions* section should also be used to report on your project's Measures of Success (see Section 21 of the Project Application), one of the most important aspects of a *Project Final Report*. This is required for all Section 319(h)-funded initiatives. Congress, EPA and the Commonwealth of Kentucky are insistent on reasonable, meaningful and appropriate ways to measure project success. Each objective listed in Section 16 of your Project Application should have at least one quantifiable item or tangible product to measure the success of the activity or product designed to accomplish to objective.

Finally, use this section to note anything that you would do differently, to recommend any follow-up studies needed, or to note any lessons learned. Remember, people are learning from your experience – this is an opportunity for you to guide future projects of a similar nature.

Literature Cited

The *Literature Cited* section provides the reader more information on the subject of your project and on the reference sources used to develop your final report. Any source from which information is “borrowed” or excerpted should be listed in the literature cited section.

For referencing literature within the text of your report, there are two primary styles:

1. Name & Year System -- the last name of the author(s) and the year of publication are given.

Example: “...runoff is known to be significantly correlated with discharge (Smith 1989).”

Example: “...Smith (1989) found that runoff and discharge are significantly correlated.”

2. Alphabet-Number system -- an alphabetical list of references is constructed and each reference is assigned a number, which appears in the text of the document.

Example: “...runoff is known to be significantly correlated with discharge (2).”

Example: “...Smith (2) found that runoff and discharge are significantly correlated.”

You may follow any international, national or statewide-published journal for the proper citation of literature sources. However, you must be consistent throughout the document.

The following journals are merely suggestions that may be referred to as examples for literature citations, tables and figures, and the general formatting of your *Project Final Report*:

- *Educational Leadership* (ISSN 0013-1784), issued monthly (Sep. – May) by the Association for Supervision and Curriculum Development, 1703 N. Beauregard Street, Alexandria, Virginia 22314.
- *Environmental Toxicology and Chemistry* (ISSN 0730-7268), published monthly by the Society for Environmental Toxicology and Chemistry, Rice University, Department of Environmental Science and Engineering, 6100 Main, MS 316, Houston, Texas 77005-1892.

- *Journal of the American Water Resources Association* (ISSN 1093-474X), published bimonthly by the American Water Resources Association, 4 West Federal Street, PO Box 1626, Middleburg, Virginia 20118-1626.
- *Journal of the Kentucky Academy of Science* (ISSN 1098-7096), published twice a year by the Kentucky Academy of Science, Science Outreach Center, University Drive, University of Kentucky, Lexington, Kentucky 40536-0078.
- *Journal of the North American Benthological Society* (ISSN 0887-3593), published quarterly by the North American Benthological Society, 1041 New Hampshire Street, Lawrence, KS 66044.
- *Journal of Soil and Water Conservation* (ISSN 0022-4561), published quarterly by the Soil and Water Conservation Society, 7515 Northeast Ankeny Road, Ankeny, Iowa 50021-9799.
- *Phi Delta Kappan* (ISSN 0031-7217), issued monthly (Sep. – June) by Phi Delta Kappa, Inc., P.O. Box 789, Bloomington, Indiana 47402-0018.
- *Transactions of the American Fisheries Society* (ISSN 0002-8487), issued bimonthly by the American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, Maryland 20814-2199.

Appendices

Appendices are used to present information that was supplemental to your project.

Appendix A. Financial and Administrative Closeout (Required for All Projects)

This Appendix must include the following information:

1. List all outputs that were committed to for this project and indicate when they were finalized/produced. This part should be titled “Application Outputs”.
 - For most projects, outputs are listed in the Project Application and/or the legal contract Milestone Section. At a minimum, list the milestones from these two sections under this part. Do not list duplicate milestones, i.e., if the same milestone is listed in both the Project Application and the legal contract or if a milestone in the Project Application is similar to one in the legal contract, only list it once in this part.
2. List and discuss all fiscal aspects for the project. This part should be titled “Budget Summary”. You should use the Detailed Budget from the Project Application, not the Budget Summary, when developing this part.
 - First, list your original detailed budget as it appears in your application.
 - Secondly, list all DOW approved revised budgets, if any, using the same format. Below each revised budget table, explain why the revision was needed and that the DOW approved the revision.
 - Lastly, add an additional column to the last budget revision table or to the original budget table (if no budget revisions apply) and label this new column “Final

Expenditures”. When filling out this column, list what was truly spent for each line item. Use total (federal + nonfederal match) dollars only for this column.

- If the project did not spend all of the monies originally budgeted and had additional funds left over, add the following statement below the budget table: “(insert name of your organization here) was reimbursed \$(insert dollar amount that your organization will be reimbursed by DOW after all billings, including the final invoice, have been paid). A total of \$(insert the difference between the original 319(h) budget amount and the dollar amount that DOW will be reimbursing your organization) federal funds remain unspent.” Also, give an explanation of why the excess project funds were not spent.
 - If the project spent the exact amount of monies originally budgeted, add the following statement below the budget table: “(insert name of your organization here) was reimbursed \$(insert dollar amount that your organization will be reimbursed by DOW after all billings, including the final invoice, have been paid). All dollars were spent; there were no excess project funds to reallocate.”
 - If the project spent more dollars than was originally budgeted, add the following statement below the budget table: “(insert name of your organization here) was reimbursed \$(insert dollar amount that your organization will be reimbursed by DOW after all billings, including the final invoice, have been paid). All dollars were spent; there were no excess project funds to reallocate. This project did generate overmatch provided by (insert name of your organization here). This overmatch was not posted to the Grant.”
3. List and discuss all equipment purchased for this project. This part should be titled “Equipment Summary”.
- Itemize all equipment that was purchased for this project including cost. If no equipment was purchased for this project, add a statement saying such.
 - Indicate any listed equipment that has a current per-unit fair market value exceeding \$5,000 and describe the disposition procedures for this equipment in accordance with the requirements of 40 CFR Part 31.32. If no equipment has a current per-unit fair market value exceeding \$5,000, add a statement saying such.
4. List any special grant conditions that were placed on your project by USEPA and explain how they were met. This part should be titled “Special Grant Conditions”.
- Call your NPS Grant Administrator for this information. If there were no conditions placed on your project by USEPA, add a statement to that effect.

Appendix B. QAPP for Water Monitoring

If applicable, include as Appendix B the DOW-approved Quality Assurance Project Plan for your project

Appendix C. BMP Implementation Plan

If applicable, include as Appendix C the DOW-approved BMP Implementation Plan for your project.

Additional appendices

These may include the “raw” data collected during your project [note: each type of data – educational, fish, BMPs, macroinvertebrates, physicochemical – should be presented as a separate appendix] or for long tables, field day announcements, press releases, brochures, news articles or workshop agendas.