TEAM KENTUCKY
ENERGY AND ENVIRONMENT CABINET

319(h) NONPOINT SOURCE GRANT

Kentucky Division of Water

319 GRANT PROJECT FINAL REPORT GUIDELINES

Kentucky Energy and Environment Cabinet
Department for Environmental Protection
Division of Water, Nonpoint Source and Basin Team Section
300 Sower Blvd, Third Floor
Frankfort, Kentucky 40601
(502) 564-3410

Revised, October 2025

Table of Contents

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).

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.

Materials & Methods

This section is used to present the “where” and “how” of your project, and should include enough information and be written in such a way that a reader could repeat your project. This section should also be used to acquaint the reader with the geographic project area. This section should include, **where applicable**, the following information:

1. **A description of the project area.** This description should include, but not be limited to, geographic location (include map and narrative), watershed size, stream size, monitoring station and BMP locations (include map), hydrology, landscape, history of land use, etc.
2. **A description of all methods used to obtain the results for your project.** If the methods used were new and established specifically for your project, they need to be described in detail. If previously established methods were used, you must cite the document containing the methodology.
3. **A description of any specialized materials that were used in the collection of data for the project.** Include specifics about the type and caliber of the equipment or materials used, especially if the quality may have had an effect upon the results of data collected.

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

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:

a. **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."*

b. **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** 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.

Final Word & Assistance

Your ***Project Final Report*** should be comprehensive, well written, and properly formatted. Your main resources are your Grant Administrator or Technical Advisor, who should be consulted for any questions on content and general format. In addition, there are other resources available at your local library or via the Internet.

The following publications are excellent resources for proper formatting and writing styles for a technical report:

- **How to write and publish a scientific paper,** 4th ed. Oryx Press, Phoenix, 1994, by Robert A. Day.
- **Scientific style and format: the CBE manual for authors, editors, and publishers, 6^{th} ed**. Cambridge University Press, 1994.
- **The Chicago manual of style, 14^{th} ed.** University of Chicago Press, 1993.
- **Technical report writing today, 6^{th} ed.** Houghton Mifflin Company, Boston, 1996, by Daniel G. Riordan and Steven E. Pauley.

Finally, the NPS Grant Administrator or Technical Advisor for your project can provide copies of previously approved ***Project Final Reports*** to use as guides for completion of your ***Project Final Report.***

ATTACHMENT C

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

____

Typed Name & Title of Authorized Representative

____

Signature of Authorized Representative Date

____ I am unable to certify to the above statements. My explanation is attached.

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ **a. contract** **b. grant** **c. cooperative agreement** **d. loan** **e. loan guarantee** **f. loan insurance**	**2. Status of Federal Action:** ☐ **a. bid/offer/application** **b. initial award** **c. post-award**	**3. Report Type:** ☐ **a. initial filing** **b. material change** **For material Change Only:** **Year _____ Quarter ___** **Date of last report ___**

4. Name & Address of Reporting Entity: ☐ **Prime** ☐ **Subawardee** **Tier _______, *if known.*** **Congressional District, *if known:***	**5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:** **Congressional District, *if known:***
6. Federal Department/Agency:	**7. Federal Program Name/Description:** **CFDA Number, *if applicable*: ____________**
8. Federal Action Number, if known:	**9. Award Amount, *if known*:** **$**

10.(a) Name and Address of Lobbying Registrant *(If individual, last name, first name, MI)*:	**10. (b)** **Individuals Performing Services *(including address if different from No. 10a) (last name, first name, MI)*:**
11. **Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.**	**Signature:** ___________________________ **Print Name:** _________________________ **Title:** _______________________________ **Telephone No.:** ______________________ **Date:** ______________________________
Federal Use Only:	

Authorized for Local Reproduction **Standard Form LLL (Rev. 7-97)**

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 3152. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department Transportation, US Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. **The certifying official shall sign and date the form, print his/her name, title, and telephone number.**

According to the paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.