Guidelines for Annual Section 319 Project Reports
(Updated 9/2011)

Introduction

All Section 319 project sponsors are required to submit an annual report each year of the approved project period. The annual report must describe cumulative accomplishments and expenditures <u>since the start of the project.</u> The approximate end-date for the annual reports should be August 31st. A brief summary of specific task activities over the past year should also be included in the annual report. A more detailed description of information to be included in the report is provided below.

To simplify the transfer of reports between the project sponsors, NDDH and EPA, the format for the annual reports has been standardized and designed to be consistent with the EPA's Grants Reporting and Tracking System (GRTS). Therefore, all project reports must follow the required format provided on page 5 of this document. The project reports must also be e-mailed to the NDDH to expedite the transfer of information into the GRTS.

Annual Report Requirements

All annual project reports must include seven specific sections. These sections are: 1) Project Name; 2) Reporting Period; 3) Project Period; 4) Project Status; 5) Total Project Expenditures to Date; 6) Project Progress; and 7) Local Comments and Recommendations. A summary of the type of information to include in each of these sections is as follows:

<u>**Project Name:**</u> Provide the full name of the project. If it is a multi-phase project, indicate the current phase.

<u>**Reporting Period:**</u> Indicate the appropriate reporting period. The standard reporting period end-date for annual reports is September 1 of each year. Since the annual report will be a cumulative report, the start-date for the reporting period will be the specific date the project or current phase was initiated.

<u>**Project Period:**</u> Identify the approved project period.

<u>**Project Status:**</u> Indicate the project's overall status regarding progress toward completion of the goals and objectives identified in the approved project implementation plan (PIP). Project status should be described as being 1) On Schedule; 2) Ahead of Schedule; 3) Complete; or 4) Behind Schedule. If the project is behind schedule, provide a brief explanation as to why it is behind schedule. Also indicate if the project period has been revised to account for the progress delays.

<u>**Total Project Expenditures to Date:**</u> This section should include several tables summarizing the Section 319, local match, and other federal funding expenditures as of the end of the current reporting period. The expenditure tables should cover the entire project, to date.

Up to six tables may be needed to report on project expenditures. The type of expenditure information to be included in each table is as follows:

Table 1 - The first table should identify the total amount of Section 319 funding awarded to the project through the NPS Pollution Task Force review and approval process. If Section 319 funds were received through multiple grants, indicate the specific fiscal year for the grant (e.g., FY01, FY03, etc.) and amount of Section 319 funds received under each grant award. A footnote to Table 1 should reflect the percent of Section 319 funds expended as of the end-date for the current reporting period.

Table 2 - Table 2 should list the cumulative Section 319 and local match expenditures as of the end of the annual report period. The 319 Fund Manager database and/or the Section 319 reimbursement request forms (i.e., Expense Form 1) submitted to the NDDH should contain all the information needed to complete Table 2.

Table 3 - The third table should reflect total Section 319 expenditures as well as the amount of local match (financial & technical assistance) provided by the project sponsors and other groups since the start of the project. Information on the local match expenditures should include the specific match sources and the total amount donated, to date, by each source. Also indicate if the local match was inkind services or cash donations.

Table 4 - When applicable, a fourth table should be used to indicate the amount of other federal funds (e.g., NRCS-EQIP, USF&WS) expended in the project area. This table should be used to identify the source(s) and amount of "other federal funds" used to address NPS pollution concerns in the project area.

Table 5- If applicable, a fifth table must be included to summarize Section 319 support for the BMP costs indicated in Table 2. This table should indicate specific BMP types, total units (i.e., acres, etc.), Section 319 costs, and producer match. The BMP Tracker database can be used to generate the report needed to complete Table 5. *[NOTE: If available, BMP supported by other Federal Programs (e.g., EQIP) could be included in Table 5. All BMP supported by other Federal Programs must be clearly identified.]*

- Table 5(a) - Table 5 must be supported by a supplemental table that shows information on the type and amount of BMP applied in each 12 digit hydrologic unit in the project area. This report can be easily generated by the BMP Tracker database.

Examples of the different tables to be included in the Expenditure Section are as follows:

Table 1. Total Section 319 Grant Awards as of August 31, 2009

FY99 Section 319 Funding	$120,000
FY01 Section 319 Funding	200,000
FY05 Section 319 Funding	300,000
TOTAL	$620,000*

* As of 8/31/09, 20% of the Section 319 funds had been expended.

Table 2. Cumulative Project Expenditures - July 1, 1999 through August 31, 2009

Personnel Salaries	$59,000
Fringe Benefits	4,500
Travel	1,500
Supplies	800
Rent/Utilities	1,100
Telephone/Postage	600
Equipment	1,300
BMP	130,250
Other	450
Inkind	12,000
TOTAL	$211,500

Table 3. Section 319 & Local Match Expenditures - 7/1/1999 through 8/31/2009

Section 319 Funds	$126,900
Local SCD (inkind)	12,000
Local WRB (cash)	8,000
Duck Unlimited (cash)	5,000
County Commission (cash)	2,500
Natural Resources Trust (cash)	5,000
Producer Cost-Share Match	52,100
TOTAL	$211,500

Table 4. Other Federal Expenditures - July 1, 1999 through August 31, 2009

NRCS - EQIP (cost-share)	$100,000
US Fish & Wildlife	35,000
TOTAL	$135,000

Table 5. Cumulative Section 319 & Producer Expenditures on BMP as of 8/31/2009

BMP Type	Units	Section 319 Costs	Producer Match	Total
Con-Till 329B	3,000 ac.	$14,400	$9,600	$24,000
X-Fencing	5,820 ln.ft.	1,990	1,327	3,317
Water Facilities	5	900	600	1,500
Nutrient Mgt.	2,000 ac.	6,000	4,000	10,000
Waste Mgt.System	1	54,860	36,573	91,433
TOTAL		$78,150	$52,100	$130,250

Table 5(a). BMP Applied per 12 digit Hydrologic Unit as of August 31, 2009

- Refer to the report generated by the BMP Tracker database for the content and format for this supplemental table.

Project Progress: This section should include two specific parts or components. Part I of the project progress section should highlight cumulative project accomplishments as of the end of the current annual reporting period. Part II should briefly describe specific task activities or accomplishments since the last annual report and identify the current status of each task. The type and amount of information provided in Part I & II will be dependent on a number of factors including; the type of project, project period length, number of active years, as well as specific goals and objectives of the project. Ultimately, the information and data should be sufficiently detailed to accurately describe and quantify progress toward the completion of the goals, objectives, and tasks identified in the project implementation plan (PIP). The type of information to include in Part I & II is as follows:

Part I: The first part of the project progress section is one of the most important sections of the annual report. This subsection should be a cumulative report that describes all the major project accomplishments since the start of the project. Information in this subsection should list the project's goals and objectives and describe all the activities (since the start of the project) that have been initiated and/or completed to achieve those goals and objectives. In most cases, the project goals and objectives will be quantified by identifying measurable endpoints such as; 1) restored recreational uses; 2) reduce phosphorus loadings by XX%; or 3) increase NPS awareness of XX% of state's students. Therefore, Part I of the project progress section must clearly describe progress toward these quantified measures by including the appropriate maps and narrative or statistical information (i.e., acres of BMPs applied, percent pollutant reduction, number of student participants, etc.).

Part II: The second part of the project progress section should list and describe each project task identified in the approved PIP. Under each task description, information

must be provided to thoroughly describe task-specific activities and accomplishments since the last annual report. The current status (on schedule, complete, ahead of schedule, or behind schedule) must also be indicated for each task. If a task is behind schedule, a brief summary of the reasons why should be provided and the new completion date for the task should be listed. When applicable, the task activity summaries should include the appropriate numeric or statistical information to clearly indicate progress toward any measurable task products (e.g., 5 workshops; improved management on XX% of cropland acres; etc.) listed in the PIP.

Local Comments and Recommendations: This section should be used to inform the NDDH of any local concerns or issues regarding the delivery of the NPS Program. This section should be used to provide feedback and/or recommendations on issues such as; BMP cost-share policies; local training needs, local match limitations; reporting requirements; and/or any other concerns or issues the local project sponsors and/or staff would like to express. The general purpose of this section is to identify local concerns regarding program delivery and identify areas of the program that need improvement. This information will also be useful for identifying potential agenda items for the annual Watershed Coordinators meeting, EPA Region VIII meetings, NPS Task Force meetings, etc.

Format for Annual Reports

Project Name:_____

Reporting Period:_____ **Project Period**:_____

Project Status:_____

Total Project Expenditures to Date:
Table 1 Total Section 319 Grant Award (as of the End of the Current Reporting Period)
Table 2 Cumulative Project Expenditures (Start Date through End of Current Reporting Period)
Table 3 Section 319 & Local Match Expenditures - (Start Date through End of Current Reporting Period)
Table 4 Other Federal Expenditures - (Start Date through End of Current Reporting Period)
Table 5 Cumulative Section 319 & Producer Expenditures on BMP - (Start Date through End of Current Reporting Period)
Table 5(a). BMP Applied per 12 Digit Hydrologic Unit

Project Progress:
Part I: List the project's goals and objectives identified in Section 3.0 of the approved project implementation plan (PIP). For each objective, provide 1 to 2000 paragraphs describing the cumulative accomplishments and products since the start of the project. Also indicate the status of each objective and describe the degree of progress toward the project goal(s) identified in the PIP.

Part II: List and describe each of the tasks identified in the approved PIP. Under each task description provide a brief summary of activities and accomplishments since the previous annual report. Also indicate the current status of each task.

Local Comments and Recommendations:
Use this section to provide any recommendations regarding NPS Program delivery, local project administration, etc. This section is for providing suggestions on ways to improve the NPS Program.