HUDSON RIVER ESTUARY PROGRAM
FINAL REPORT GUIDELINES

Grants awarded under the NYS Environmental Protection Fund for projects under the Hudson River Estuary Program require the submission of a Final Report upon completion of the project. The Final Payment of grant funds will be withheld until the Final Report is reviewed and accepted by the NYS Department of Environmental Conservation. **Per the grant contract, the Final Report and Final Payment Request should be submitted no later than sixty (60) days after the expiration date of the contract.**

FORMAT:

Please follow the format below (see Final Report Form template) for the report and include the information requested, if applicable. If an item does not pertain to your project, please put "N/A" under that requirement. **Note only electronic copies of reports should be submitted. This may be through email, link to online storage solution (such as DropBox or Google Drive), CD/DVD, or external thumb drive. Paper copies of materials will not be accepted.**

A. FINAL REPORT COVER SHEET (see form)

B. PROJECT NARRATIVE

Describe the work accomplished under the grant and impact to the community; include any particular successes achieved or problems encountered that might be instructive to other grantees and/or the State or beneficial to the program as a whole.

C. PLANNED VERSUS ACTUAL MAJOR WORK ITEMS

Describe any differences between the planned major work items as outlined in the original proposal and the Attachment C of the Master Grant Contract (Work Plan) and the actual major work items performed. Provide any information that may have been required by the NYS Department of Environmental Conservation pursuant to any Special Conditions of the Master Grant Contract, as appropriate.

D. DELIVERABLES

Please list and **provide all the deliverables** detailed in the Work Plan of the grant contract.

1. **Per the grant contract, you must provide appropriate credit to the Department for its support**. Tangible materials (e.g. printed guidance documents, brochures, reports, exhibits, etc.) shall include the following statements: (i) *"This Project has been funded in part by a grant from the New York State Environmental Protection Fund through the Hudson River Estuary Program of the New York State Department of Environmental Conservation."*; and (ii) "*The opinions, results, finding, and/or interpretations of data contained therein are the responsibility of the Contractor and do not necessarily represent the opinions, interpretations or policy of the State.*" Capital projects require a sign at the site of the project (see the enclosed credit sign specifications). Logos are available by contacting the Estuary Program office at 845-256-3016.

2. **Provide 1 electronic copy of all tangible materials** including reports, maps, educational materials, feasibility studies, lists of dates/sites for programs offered, and number of people who attended. Any data provided should also incorporate applicable metadata. To the extent that any of the deliverables include a map or maps, the deliverable will be accompanied by a digital file containing map components in GIS format, including appropriate metadata. Databases should be in electronic format. Provide a list of titles of all products being submitted. Electronic copies may be submitted via email or on a DVD or thumb drive.

3. **Provide photographs** of any capital work completed under the grant.

4. **A final boundary map, if appropriate**, with boundaries highlighted in yellow. Also include, if appropriate, an as-built and/or as- acquired site map. These items may be prepared on one map. **If GIS data is collected**, please submit electronically. GIS data should include metadata (e.g. creation date, author, contact information, source, attribute details, restrictions, etc.).

5. **A list of facilities developed and/or acres acquired**. Provide certification by an authorized official that the deed for any acquisition or conservation easement has been filed with the appropriate County clerk's office, and include reference to the date filed, the libre and page of the recorded deed/easement, and tax map reference to the section-block and lot number(s) (SBL) affected.

E. DATA AND PRODUCTS

Provide information about the data generated in the project, as outlined on the Final Report Form.

F. BUDGET

Describe and explain any major differences between the budget in the executed grant contract and actual expenditures billed.

G. FINANCIAL REPORT

Attach (i) State Aid Voucher, (ii) Attachment A, (iii) Certification of Compliance, (iv) Final Payment Release Form, (v) Back-up for all expenses. Templates are available for download at https://dec.ny.gov/nature/waterbodies/oceans-estuaries/hudson-river-estuary-program/grants-funding-opportunities#Grants.

H. VOLUNTEER HOURS (if applicable)

Provide the number of volunteer hours spent on the project. Break the hours down by task performed.

I. NEXT STEPS AND LEVERAGED FUNDS

Is there a plan to sustain or expand the project/program? Do you intend to apply, or have already applied, for additional funding (to any entity) to move this project to the next stage (e.g. moving a completed plan into an implementation phase)? If so, please provide: (i) the name of the entity to which you applied; (ii) the amount of funding requested (or awarded); and (iii) what the new project will accomplish.

ADDITIONAL REQUIREMENTS:

FINAL PAYMENT RELEASE FORM

Provide certification by an authorized official that all work accomplished under the grant has been according to applicable laws, regulations, program standards and any conditions specified in and all terms and conditions of the Project Agreement. The form should be signed by the certifying officer and dated.

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE) PROGRAM / SERVICE-DISABLED VETERAN-OWNED BUSINESS (SDVOB) PROGRAM REPORTING

See https://www.dec.ny.gov/about/61016.html for MWBE and SDVOB reporting requirements. For further assistance, please contact the M/WBE/SDVOB Departments at (518) 402-9240 or mwbe@dec.ny.gov; sdvob@dec.ny.gov.

PRESS RELEASES/PROMOTIONAL EVENTS

Include the following credit statement for any press releases or other public announcement: "This Project has been funded in part by a grant from the New York State Environmental Protection Fund through the Hudson River Estuary Program of the New York State Department of Environmental Conservation." **If a ribbon-cutting/promotional event is planned for the project, please contact the Hudson River Estuary Program Coordinator at (845) 256-3016 with the details.**

SUBMISSION

Please submit **the ELECTRONIC copy** of the Final Report to:

Susan Pepe, Grants Coordinator
Email: susan.pepe@dec.ny.gov

Hudson River Estuary Program
NYS DEC
625 Broadway, 4th Floor
Albany, NY 12233-3506
Phone: (518) 402-8270