

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 08/16/2013)

WaterSMART Grants SUGGESTED FINAL REPORT FORMAT

Project Name Project Location Final Project Report

[Insert picture, if available]

**Agreement #
Recipient Name
Recipient Address
Date**

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Final Report Format – Instructions

1. About the Final Report: The Final Report Format provided below is intended to be used by WaterSMART recipients to prepare a final program performance report (“Final Report”), upon the completion of a WaterSMART project. The Final Reports prepared by WaterSMART recipients fulfill an important requirement of the WaterSMART Program, while also providing Reclamation with a means of demonstrating the benefits of the program to others. In these days of shrinking Federal budgets, it is important to provide Congress and the public with information about the actual benefits being realized. With your help, we hope to keep this program thriving long into the future.
2. Deadline for Submission: An original and two copies of Final Report must be submitted to Reclamation no later than 90 days following the expiration or termination of the agreement. In some cases, Reclamation may approve an extension of the agreement if more time is needed for the recipient to collect information needed for the Final Report.
3. Final Report Form: This Final Report Format is a suggested format only; the recipient may use its own form or format. However, at a minimum, the Final Report must describe the completion of the project, quantify the project benefits, and comply with the requirements of 43 CFR 12.80 or 12.951, as applicable. A report using this suggested format will satisfy the requirements of 43 CFR 12.80 or 12.951. Failure to submit timely and acceptable progress reports, including the Final Report, places the recipient in noncompliance with the terms and conditions of the assistance agreement.
4. Filling out the Attached Form: You may save this format to your computer and type directly into the form in the spaces provided. The boxes will expand as text is entered. There is no page limit for the Final Report.
5. Assistance with the Final Report: For questions or assistance regarding the preparation of your Final Report, please contact your Reclamation project manager.

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1. Recipient Information:	
Recipient Name: (Name, contact person, address and phone number)	
Project Name:	
Assistance Agreement No:	
Date of Award: (Month, Year)	
Estimated Completion Date (Month, Year)	
Actual Completion Date: (Month, Year)	

2. Final Funding Information	Funding Amount
Non-Federal Entities	
1.	
2.	
3.	
<i>Non-Federal Subtotal:</i>	
Other Federal Entities	
1.	
2.	
3.	
<i>Other Federal Subtotal:</i>	
<i>Requested Reclamation Funding:</i>	
<i>Total Project Funding:</i>	

3. One Paragraph Project Summary:

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4. Final Project Description: *Briefly describe components of the project and the work completed, including each element of the scope of work and the work completed at each stage of the project. Please include maps, sketches, and/or drawing of the features of the completed project, as appropriate. In addition, please describe any changes in the project scope.*

5. Accomplishment of Project Goals: *Describe the goals and objectives of the project and whether each of these was met. Where appropriate, state the reasons why goals and objectives were not met, and describe any problems or delays encountered in completing the project. Please include whether or not the project was completed within cost.*

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6. Discussion of Amount of Water Conserved, Marketed or Better Managed: *In responding to the questions set forth below, Recipients should rely on the best data or information available. Actual field measurements should be used whenever possible (e.g., baseline data or post-project data derived from measuring devices, diversion records, seepage tests, etc.) Where actual field measurements are not available, water savings (or amounts marketed or better managed) may be estimated based on studies, other similar improvement projects, or anecdotal evidence.*

A. Recipient's total water supply (average, annual, available water supply in acre-feet per year):

B. Amount of water conserved, marketed or better managed as a result of the project (in acre-feet per year):

C. Describe how the amounts stated in response to 6.B were calculated or estimated:
In responding to this question, please address (1) – (3) below.

(1) Describe the information/data being relied on to calculate/estimate the project benefits. State how that data/information was obtained, if appropriate. Provide any other information necessary to explain how the final calculation/estimate of project benefits was made.

(2) As appropriate, please include an explanation of any concerns or factors affecting the reliability of the data/information relied on.

(3) Attach any relevant data, reports or other support relied on in the calculation/estimate of project benefits, if available. Please briefly describe the data/information attached, if any.

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D. Use of Conserved Water: *Please explain where the water saved, better managed, or marketed as a result of the project is going (e.g. used by the recipient, in stream flows, available to junior water users, etc.*

E. Future tracking of project benefits: *Please state whether and how the recipient plans to track the benefits of the project (water saved, marketed or better managed) in the future. If no actual field measurements are currently available to support the estimate of project benefits in 6.B., please state whether actual field measurements will become available in the future. If so, please state whether the Recipient is willing to provide such data to Reclamation on a voluntary basis once it is available.*

7. Discussion of Amount of Renewable Energy Added: *If your project included the installation of a renewable component, please describe the amount of energy the system is generating annually. Please provide any data/reports in support of this calculation.*

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8. Describe how the project demonstrates collaboration, stakeholder involvement or the formation of partnerships, if applicable: *Please describe the collaboration involved in the project, and the role of any cost-share or other types of partners. If there were any additional entities that provided support (financial or otherwise) please list them.*

9. Describe any other pertinent issues regarding the project:

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10. Feedback to Reclamation regarding the WaterSMART Program: *Please let us know if there is anything we can do to improve the WaterSMART program in general, including the process for applying for or completing a WaterSMART project. Your feedback is important to us.*

11. Attachments: *Please attach the following*

- **Any available data or information relied on in responding to paragraph 7, above;**
- **A map or illustration showing the location of the recipient's facilities (see paragraph 4, above);**
- **Maps, sketches, and/or drawings of the features of the completed project, as appropriate (see paragraph 5, above);**
- **Representative before and after photographs, if available;**
- **A table showing the total expenditures for the completed project (please see Sample Final Project Costs Table, below).**

NOTE: This Final Report Format is a suggested format only; the recipient may use its own form or format. A report in this form will satisfy the requirements of 43 CFR 12.80 or 12.951, as applicable. Failure to submit timely and acceptable progress reports places a recipient in noncompliance with the terms and conditions of the assistance agreement. Noncompliance can result in the withholding of assistance payments, suspension or termination of the assistance award and may delay further awards.

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SAMPLE FINAL PROJECT COSTS TABLE. *Please provide a breakdown of the final costs of your project. The following table is provided as an example and may be modified as needed.*

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	RECLAMATION FUNDING	TOTAL COST
	\$/Unit and Unit	Quantity			
SALARIES AND WAGES					
Employee 1					
Employee 2					
FRINGE BENEFITS					
Full-time employees __%					
Part-time employees __%					
TRAVEL					
Trip 1					
Trip 2					
EQUIPMENT					
Item A					
Item B					
Item C					
SUPPLIES/MATERIALS					
Office Supplies					
Construction					
CONTRACTUAL/ CONSTRUCTION					
ENVIRONMENTAL AND REGULATORY COMPLIANCE					
OTHER					
Reporting					
TOTAL DIRECT COSTS					
INDIRECT COSTS - __%					
TOTAL PROJECT COSTS					