



ANNUAL REPORT GUIDANCE AND TEMPLATE FOR 319 CONTRACTS

Prepared by the Water Quality Planning Bureau-Watershed Protection Section May 2013.

Purpose

This document provides guidance for submitting annual reports to DEQ for 319 contracts. Annual reports serve two purposes: meet the EPA/GRTS **reporting requirement** and provide DEQ project managers with the information needed to **justify payments**. Annual reports* will serve to summarize activities throughout the year as well as to detail information for the reimbursement of work done in the 4th Quarter.

Format

Annual reports must include certain elements in order to be approved by DEQ. Annual reports **must** be submitted using the **319 Status Report Template**. The Template is designed to ensure that all the necessary elements of a report are included. The template is designed to be set up upon contract execution and then updated for each submittal (i.e., some information will only need to be added one time). Information in the template that appears in [*block parentheses and italics*] provides instruction on what information should be included for that element. These instructions should be deleted after you complete the report). Headers and titles that appear **bold and/or underlined** are part of the status report itself and should remain in place when the report is completed. A blank template is available online at <http://deq.mt.gov/wqinfo/nonpoint/319Grants.mcp>.

Content

- The Annual report should **summarize all the activities** related to the contract that were accomplished during the year. Additional details should be provided for 4th Quarter Activities.
- The annual report **must** provide DEQ project managers with sufficient information to justify the requested payment for the 4th Quarter.
- Match should be reported for the 4th Quarter and the annual report should provide information to justify the reported match.
- In the event that no billable work occurred during the 4th Quarter, an annual report **is still required**.
- The report should not include activities from previous years.

Timing and Submittal

As a requirement of the 319 contract with DEQ, the annual report and the associated invoices and match statements (Attachment B) for the 4th Quarter, must be submitted **by January 15** following the end of the calendar year. Two copies must be submitted:

1. A signed hard copy must be mailed or faxed to DEQ (Attention: DEQ/PPA/Fiscal)
2. An electronic copy must be submitted to the DEQ project manager.

*An Annual Report will be accepted in place of the 4th Quarter report.

GENERAL INFORMATION

Project Title:		
Sponsor:		
Contact Name:	Email:	
Address:	Phone:	Fax:

ACTIVITIES

[Copy these headings for all the tasks from the 319 contract; similarly, each task from the contract should be reported on for every reporting period, even if no billable work occurred.]

Task 1

Title: [The name of this task from Attachment A of the 319 contract.]

Is the task complete?: [If the task is complete include the date it was complete. For a task to be considered complete, all deliverables must have been submitted, reviewed and approved.]

Description: [Include the description from Attachment A of the 319 Contract. This should remain the same for each status report, unless a modification occurs.]

Status Report: [Summarize activities that occurred throughout the year. Discuss any issues that have come up and how they have been, or will be resolved. If no activities have occurred for the reporting period explain why. Provide a detailed description of work completed during the 4th Quarter; this section should provide the information necessary to justify any money spent on this task during the 4th Quarter.]

Upcoming Activities: [Describe what is planned next for this task.]

Deliverables: [Use this table for each Task to summarize all the deliverables as listed in Attachment A of the 319 contract. All deliverables should be submitted to DEQ as they are completed.]

Deliverable	Status/Date Completed	Notes/Comments

FINANCES

Every annual report must be submitted with a completed Attachment B Billing Statement.

Summary of Quarterly Finances	
Total 319 Funds Requested this Quarter	\$
Total Match Reported this Quarter	\$

Summary of Annual Finances	
Total 319 Funds Requested this Year	\$
Total Match Reported this Year	\$

SIGNATURE

[Name, Title]

[Date]