

# Lake Erie Protection Fund ~ Final Reporting Requirements

Final reports for Ohio Lake Erie Protection Fund projects are due by the date listed on your grant contract (typically 15 months from the date the application was approved by the Commission). Extension requests must be submitted at least 30 days prior to the report due date, and must be submitted using the proper forms. Final reports must include three basic components: Technical Report, Final Accounting, and an Abstract. A refund check for any unspent funds is due before the final report can be approved.

## Technical Report

The technical report may come in any of a number of formats. Typically, the report includes a cover letter, a report text, and attachments, although all three are not necessarily required. Within these documents, it is critical that the main activities and outcomes of the project are described in some detail. The report should address the “activities and timelines” as well as the “work products” as listed in your original application. The report should provide a clear understanding of the outcome of your project. Provide relevant information regarding changes in project activities and hurdles experienced during the project. The report should share lessons learned during the implementation of the project. It should also provide information in a manner that makes it readily accessible and user friendly for local, state, and federal program management staff. If the project resulted in a published paper, this paper can be submitted as the report text. If you produced brochures or other documents, at least 3 copies of these must be submitted along with the final report. Three paper copies and one electronic copy of the final technical report are required.

## Final Accounting

Please complete the final accounting form provided. It is essential that the form match your most recently approved budget, and account for all funds spent. Matching funds must be reported and all three original signatures are required (see original application if you are not sure who should sign this form). Incomplete forms will not be accepted. If there is a balance left, it must be refunded to the Lake Erie Protection Fund. Checks should be made payable to “Treasurer, State of Ohio”.

## Abstract

A short abstract, no more than 200 words, should be included with your project. This abstract should provide an outline of the basic objective(s) of the project, and the key finding(s) or outcome(s). The abstract will be distributed to the LEPF Grants Committee, at the next Lake Erie Commission meeting, through the OLEC website, in various press releases and listserv postings, and to agency personnel with a potential interest in the project.

## Report Approval Process

Once submitted, the final reports are generally reviewed within three weeks. A letter will be sent to the project director to confirm the approval of the final reports. Upon approval of the final technical and accounting reports, any remaining payments will be immediately processed. Payments should be received within 3-4 weeks. Failure to submit a final report by the due date may result in your project being closed and may require a partial or full refund of the grant award to the Lake Erie Protection Fund. Details on project termination can be found in the grant contract. If you have any questions, please contact the Lake Erie Commission prior to completing your final reports. Final reports should be sent to:

Ohio Lake Erie Commission ~ One Maritime Plaza, 4<sup>th</sup> Floor ~ Toledo, OH 43604