



Nine Mile Creek Discovery Point
12800 Gerard Drive
Eden Prairie, MN 55346
(952) 835-2078
www.ninemilecreek.org

Cost Share Final Report Requirements

Overview

The Final Report should cover the entire grant period, unless otherwise noted. **Report must be submitted and approved by NMCWD staff to receive final reimbursement.** The report should be no more than six pages.

Submit an electronic copy of your report to Erica Sniegowski, Education & Outreach Program Manager, at esniegowski@ninemilecreek.org. If you have any questions, feel free to contact Erica at 952-358-2276.

Format

1. Title Page

Include the following:

- Project title
- Location of project
- Project manager's name and contact information
- The period of time addressed in this report

2. Summary of Major Activities

- Provide a short overview of Cost Share activities. Include dates and time periods during which activities were completed and who was involved.

3. Project Goals

- Describe how the project addressed one or more of the goals of the Cost Share Program:
 - ✓ Improve water quality or increase the capacity of the watershed to store water
 - ✓ Preserve, protect, and restore native plant and wildlife habitats
 - ✓ Protect and preserve groundwater quality and quantity

4. Project Outcomes

- Describe the outcomes of the project.
- Describe what makes you most proud about the project.

5. Project Challenges

- Describe any changes that had to be made to original plans due to site conditions, regulatory processes, etc. and any challenges with implementing the project.
- Indicate any ways in which NMCWD staff could have better assisted you in addressing the challenges.

6. Project Longevity

- How were the results of the project shared and with whom?
- What will the long-term impact of the project be?
- Describe any follow-up projects that will occur as a result of the Cost Share grant.

7. Photos

- Submit at least three high resolution digital photos of the project. If doing physical construction, include a photo of each phase of the project (before, during, after).

8. Reimbursement

- Include the total reimbursement request in the report and the amount of match.
- Submit receipts and/or paid invoices for all project expenditures. Project expenditures without receipts will not be eligible for reimbursement. Copies of paid checks may be asked for with reimbursement requests.
- Include who the reimbursement check should be made out to and where it should be mailed.