



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

Cost Share Final Report

Overview

The Final Report documents the entire grant period and must be within 30 days of project completion. The report should be no longer than six pages. Upon staff approval of the report, you will receive the final reimbursement for your grant. Please note, checks are only issued once per month by the District.

Email your report to Erica Sniegowski, Program & Project Manager, at esniegowski@ninemilecreek.org. If you have any questions, contact Erica at 952-358-2276.

Report Format

1. Title Page

Include the following:

- Project title
- Year grant was received
- Location of project
- Project manager's name and contact information
- The time period addressed in the report
- Who the reimbursement check should be made out to, and where it should be mailed

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 Nine Mile Creek 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 because of the Cost Share grant.

7. Photos

- Submit at least three high resolution digital photos of the project. If you include the pictures in the document file, **also** email the photos as separate jpg files.
- Include a photo of each phase of the project, if applicable (before, during, after).

8. Reimbursement

- Include the total reimbursement request in the report
- Include the total amount of match and documentation of the 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.**