

## **Project Close-out Checklist for MiCorps Grantees**

Before MiCorps closes out a project, all grant contract obligations must be met. The items below must be in the “official file” with MiCorps staff. If grantees have not previously submitted all of the following listed below, they will be asked to do so before the withholding amount is released. The items needed in the file for final closeout are:

### **FOR FULL GRANTS**

- All contract Amendments and Notices of Change (NOC)
- All quarterly reports including financial status reports
- MiCorps approved and signed Quality Assurance Project Plans (QAPPs) for monitoring, as applicable.
- Final project report (see below)
- Project fact sheet (see below)
- Electronic copies (if possible) of any product (e.g. press releases, educational materials, data reports, etc)
- Release of claims letter (see example letter). Please address this letter to Laura Kaminski, Great Lakes Commission.

*ALSO:* All data must be entered into the MiCorps Data Exchange

### **FOR STARTUP GRANTS**

- All contract Amendments and Notices of Change (NOC)
- All quarterly reports including financial status reports
- Final project report (see below)
- Electronic copies (if possible) of any product (e.g. press releases, educational materials, data reports, etc)
- Release of claims letter (see example letter). Please address this letter to Laura Kaminski, Great Lakes Commission.

Once MiCorps Staff review the final materials and grants database to ensure they correspond with each other, final payment will be made.

**TIP:** Grantees need to compare their final report, fact sheet and monitoring data to each other and make sure that any discrepancies are resolved before submitting final materials to MiCorps. Doing this will ensure quick payment.

### **Final Project Reports**

These reports summarize the project’s goals, accomplishments and lessons learned, completed at the end of a contract. These final reports do not have to be long. The intent is to provide information to DEQ, the Michigan Legislature, and other grantees to show successes, and help other grantees succeed in their projects. Startup grants may not necessarily have to report on each of the bullets below, if not applicable.

#### **What is required in a Final Project Report:**

- A narrative which includes at a minimum the following information:
  - Project name, grantee name.
  - Project goals and objectives. Project goals are the overall goals for the project. Objectives are the tasks included in the work plan.
  - The extent to which the goals and objectives were met. Include an analysis of the portions of the project that were successful, those that were not successful, and the barriers to success. Also, include any challenges or obstacles that were identified and how they were overcome, or why the grantee was unable to overcome them. Please include a summary of training and monitoring events, the number of sites monitored, and number of volunteers involved.
  - A description of the environmental and other benefits of the project, including a summary of lessons learned.
  - Any significant information/education or outreach activities or other ways public input was provided.

- Any other evaluation that was done as part of the project.
- A list of all partners—including ones that weren't participating at the beginning of the project—and their contributions.
- A list of all products that were completed.
- A discussion of project sustainability (i.e. any activities that will continue after the grant funded project has ended). Include plans for future funding and monitoring.
- Include significant photos of activities and copies of products like brochures, flyers, etc. that were used to promote or report on monitoring.

Note that information submitted by grantees is publicly available. MiCorps staff are responsible for reporting to the Michigan Legislature and DEQ, and may provide copies of any or all of the grantee's products.

### **Project Fact Sheet**

In order for MiCorps to share the most essential information about a project with the legislature or DEQ, all grantees will be required to develop a project fact sheet that summarizes their project. A fact sheet is at most 2 pages, or 1 page front and back.

The fact sheet should include:

- The project name
- Amount of grant and matching funds.
- Project duration (month/year to month/year).
- Applicant name, address, phone and contact person.
- Project location: primary county/map.
- Project partners.
- A summary of the project, including the project goals.
- Project accomplishments.
- Monitoring activities
- Significant measurable results, as appropriate for the project.
- Photos of monitoring activities with descriptive captions.

These summaries will also allow grantees to share their successes easily with other projects or to use in submitting grant applications. Note that information submitted by grantees is publicly available. MiCorps staff are responsible for reporting to the Michigan Legislature and DEQ, and may provide copies of any or all of the grantee's products.