



Virginia Coastal Zone Management Program Grantee Final Product Preparation and Submission & Closeout Reporting

Please review the approved Scope of Work for your grant to ensure that all promised final product(s), or deliverables, are complete and ready for submission.

Required Components of Final Product Package:

1. Final Report and/or Products

Please see below for guidelines and requirements on Final Report format and submission.

Important Note on Acknowledgement:

All final products must acknowledge funding from the Virginia CZM Program and NOAA. Acknowledgement language and the Virginia CZM and NOAA logos are available and downloadable from the Virginia CZM website at <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/GranteeGuidanceInformation.aspx>. The guidelines outlined on the logo standards sheet – available from April Bahen, Grants Coordinator april.bahen@deq.virginia.gov - must be followed (these standards also apply to the new block format logo also downloadable from the above webpage.) If you have any questions about this requirement, please contact your Virginia CZM Project Manager.

2. Final Financial Report

If it has not already been submitted, a *final* Financial Report or IAT- **original and one copy** - must be received with your final product(s). A final payment cannot be processed without this report. When completing the report, carefully review previously submitted financial reports, match amounts in the Budget Column with amounts from your original Financial Report; remember to report match requirements; and place a check in the “final” box in the top right corner of the report form. Only those funds pertaining to the completion or printing of the final product(s) can be expended from the project end date until the final product due date. All other funds must be encumbered before the end date of the grant. On the final Financial Report, the last 10% of the funds, or more if the precluding 90% hasn't already been requested (including any funds spent on the completion and printing of the final product(s)), can be requested. CZM holds the last 10% of the funds for approval of the final product(s).

3. Final Project Summary

A *Final Project Summary* must be submitted with your final product(s). This summary describes the goals and outcomes/accomplishments of your project and outlines and describes all products produced. The summary will be posted on the Virginia CZM Program website (e.g., <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/FundsInitiativesProjects/2009Projects/2009VirginiaCZMGrantProjectTask120509.aspx>). The Final Project Summary Form is downloadable from <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/Forms.aspx>.

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Final Report Format

If you have promised a “Final Report” as one of your grant deliverables, your report should include the following:

- Title Page
Please include the title of the report, authors, date, grant number, task number, acknowledgement language and all appropriate logos. The acknowledgement language and logos can be downloaded from <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/GranteeGuidanceInformation.aspx>.
- Page Numbers
- Table of Contents
If your “Final Report” is greater than 10 pages in length, has multiple sections, and/or incorporates multiple final products, a table of contents facilitates review of your report by Virginia CZM, NOAA and the general public.
- Executive Summary
Your “Final Report” should include an executive summary. If your “Final Report” is a compendium of multiple final products, you can use the text developed for the Final Project Summary as long as it adequately summarizes the products being submitted.

If you have any questions about the products, or deliverables, promised in your grant Scope of Work, please contact your Virginia CZM Project Manager.

Submitting Your Deliverables (Final Products)

Submit **BOTH** a *digital file* and one (1) *hardcopy* of all deliverables. A digital format is required for submission of deliverables through the federal “Grants On-line” system. Virginia CZM is also required to maintain a hardcopy of all deliverables for auditing purposes. Once you have submitted your deliverable(s) digitally, please *mail one hard copy* of your deliverable(s) to the Virginia CZM Program Office. Digital submission can include emails, web links, FTP links or CDs having files under 15MB (for NOAA submissions). You will need to discuss using web links as part of a deliverable with your Project Manager prior to submission. If any of your deliverables can not be submitted digitally, VA CZM will need two hard copies; one for our files and one to send to NOAA. Hard copies include paper copies for our files and items such as magazines, brochures, CDs containing files over 15MB, DVDs, etc.

Digital file formats accepted include: Microsoft Word, Excel, PowerPoint, GIS-based or Adobe Portable Document Format (PDF).

- Microsoft Word, Adobe Portable Document Format (PDF), Excel, PowerPoint or GIS-based file formats:
 - If the total size of all deliverable files is **10MB or less**, *e-mail one* copy of your final product(s) to April.Bahen@deq.virginia.gov and *mail one* hard copy.

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- If the total size of all deliverable files is **over 10MB**, *mail one (1) hard copy* of your final product(s) (on CD) of your final product(s) *or two hard copies* (i.e. paper copies) if you cannot provide a version of your final product on CD or DVD. CDs or DVDs should have a cover including title of project and product, grant year and task number and appropriate logos.

OR

Provide a link to an FTP site where digital product(s) can be downloaded by Virginia CZM staff

Important Notes:

- If your project has multiple deliverables, grantees should try to combine these deliverables into one final report to be submitted both digitally and as a hard copy. Separate deliverables make review by VA CZM staff and submission to NOAA cumbersome. NOAA strongly prefers single submission documents.
- If your deliverables are submitted separately to VA CZM and CZM staff determines that the deliverables can be combined into one report, the grantee may be required to resubmit all deliverables as one final report both digitally and as a hard copy.
- When using graphics in your deliverables (i.e. photos or maps), please compress the graphics files to make the overall final product file size smaller.
- Please try to keep file size under 15MB (for NOAA submission). If your file size is over 15MB, please try to compress it to this size to ensure ease of submission. (If your file size is over 10MB, you will not be able to email the deliverable to VA CZM.)
- If your deliverable(s) are not available in a digital format, please inform your Virginia CZM Grant Project Manager. You will need to provide a total of two (2) hard copies of all products not submitted digitally.
- If you are providing final product in a PDF format, please be sure that it is not password protected.

If you have any questions about formatting and submission of your final product(s), please contact April Bahen, Grants Coordinator, at april.bahen@deq.virginia.gov or (804) 698-4005. As always, thank you for your efforts in providing these important documents.