



Appendix O: Project Completion Report

FOR REFERENCE ONLY. SUBJECT TO CHANGE



IMPORTANT. READ BEFORE PROCEEDING

This serves as a reference guide and may be subject to change until project execution.

This reference guide includes all possible questions, regardless of project type. The actual online form will adapt to your specific project, presenting only relevant questions for your project type, this report will be filled out online through the most current form of the Grant Management System.

- This is a reference guide only.
- The online form tailors questions to your project type.

Private Forest Accord Grant - Fall 2023 Solicitation

Oregon Department of Fish and Wildlife

Introduction

The information you provide will be used for accountability and reporting and may be displayed to the general public.

Additional Tips:

- Provide clear and concise answers that are easy to understand.
- Use data and evidence to support your claims.
- Highlight the successes of your project, but also be honest about any challenges you faced.

Project Name*

Insert the full project name assigned by ODFW, including the unique code before the Project Title that was given in the agreement.

Example) PFAMIT XXXX-XX_ ProjectTitle

Character Limit: 200

Select project type*

Choices

Implementation
Planning
Research & Monitoring
Stakeholder Engagement

Future funding*

Would you be interested in applying for funding for future projects to this grant program?

Choices

Yes
No

Total Restored Impact Measurement Area*

Enter the number of total restored area. The measurement unit selected on the application is visible below.

Insert "0" if not applicable to your project type.

Character Limit: 10

Anticipated Impact Measurement Unit*

Choices

Stream Miles

Acres

CFS

Acre Feet

Other unit not defined

Not applicable to project type

Other Unit

Describe and define the other unit for the *Anticipated Impact Measurement*

Character Limit: 500

Habitat Conservation Plan Covered Species*

Check all of the Habitat Conservation Plan Covered Species the Project benefited.

Choices

Bull trout (*Salvelinus confluentus*)

Mountain whitefish (*Prosopium williamsoni*)

Pacific eulachon/smelt (*Thaleichthys pacificus*)

Green sturgeon (*Acipenser medirostris*)

Columbia torrent salamander (*Rhyacotriton kezeri*)

Southern torrent salamander (*Rhyacotriton variegatus*)

Coastal giant salamander (*Dicamptodon tenebrosus*)

Cope's giant salamander (*Dicamptodon copei*)

Coastal tailed frog (*Ascaphus truei*)

Native Salmon or Trout Species*

Specify native salmon or trout species from above. Enter NA if not applicable.

Character Limit: 250

Final Report Questions

Project Statement*

Briefly describe what the project accomplished and the problem(s) it addressed. Make a clear and concise statement; avoid jargon and acronyms.

Character Limit: 1000

Project Activities and Outcomes*

Answer the following questions in your response:

- Did you achieve the objectives and goals outlined in your original proposal?
- What major activities did you complete during the project period?
- What were the key outcomes and findings of your project?
- How did your project address the problem or need that it was designed to address?
- Discuss any measurable and achieved benefits (stream miles opened, acreage restored, fish passage achieved, retrofits, planning documents created, research results, etc.).

Character Limit: 8000

Lessons Learned*

Answer the following questions in your response:

- What were the most important lessons you learned from working on this project and the challenges you faced?
- Were there any unexpected challenges or setbacks that you encountered? If so, how did you address them?

Character Limit: 5000

Implementation Monitoring Plan Discussion*

If your project used an implementation monitoring plan, please describe your monitoring results.

Type N/A if not applicable to your project type.

Character Limit: 5000

Watershed Context*

Answer the following questions in your response:

- Describe how effective the project was in its larger watershed context. What are the long-term benefits of your project?
- Who benefited from your project? How many people or organizations were impacted?
- Describe if you have, or plan to, disseminate your findings and outcomes.

Character Limit: 7000

Next Steps*

Describe any next steps for the project, if any, and if you developed any plans to sustain the project or its outcomes beyond the grant period?

Character Limit: 5000

HCP covered species benefit*

Describe how the project provided conservation uplift to one or more of the HCP-covered species.

Character Limit: 8000

Oregon Watershed Restoration Inventory Upload*

Was project data submitted to the Oregon Watershed Restoration Inventory? If so, please attach proof of submission.

If not, please describe why not or a plan to upload data. If not applicable to project type, please state below.

Character Limit: 1000 | File Size Limit: 5 MB

Additional Information

Are there any additional comments or feedback you would like to share to help improve this grant program?

Character Limit: 1000

Financial Closeout

Recipient (Grantee) has satisfactorily completed the following requirements as well as the rest of its obligations under this Agreement:

- All financial, performance, and other reports as required by the terms and conditions of this Agreement have been submitted within thirty (30) days after the end date of the period of performance under this Agreement, to the extent they were not due earlier under the terms and provisions of this Agreement.
- Obligations incurred under this Agreement have been liquidated within thirty (30) days after the end date of the Agreement.
- Recipient made prompt payments to its subcontractors, if any, for allowable costs under this Agreement.
- Any balances of unobligated cash that ODFW paid in advance or paid and that are not authorized to be retained by Recipient for use in other projects have been refunded promptly.
- Settlement for any upward or downward adjustments to the Award share costs have been made after closeout reports are received.
- All closeout actions have been completed within one year after receipt and acceptance of all required final reports.

The Grant Agreement award*

Fill in the total award/funding received from ODFW for this Grant Agreement.

Character Limit: 20

Reported Expenditures*

Fill in the total reported expenditures reported under this Grant Agreement:

Character Limit: 20

Unobligated Balance*

Fill in any unobligated balances remaining of the grant award.

Any remaining funds that were not used during the Grant Agreement period will be de-obligated approximately fifteen (15) days after the date of this notification.

Character Limit: 20

Financial Certification Statement*

I hereby certify the above financial information is correct and in accordance with the terms of the Grant Agreement.

Choices

Yes

Attachments

Include all project data collected, such as surveys, reports, PDF maps, photo monitoring and planning documents. Upload any color photographs of the Project area(s) before and after the Project completion taken at the pre-set photo points as one document.

Optional Document URL

If documents are stored in an accessible location such as Dropbox, you may enter the url here.

Character Limit: 2000

Attachment 1

File Size Limit: 9 MB

Attachment 2

File Size Limit: 9 MB

Attachment 3

File Size Limit: 9 MB

Attachment 4

File Size Limit: 9 MB

Attachment 5

File Size Limit: 9 MB

Attachment 6

File Size Limit: 9 MB

Attachment 7

File Size Limit: 9 MB

Attachment 8

File Size Limit: 9 MB

Attachment 9

File Size Limit: 9 MB

Attachment 10

File Size Limit: 9 MB

Certification

Certifying Statement*

I hereby certify that the information provided in this document is true, accurate, and complete to the best of my knowledge and belief and is in accordance with the Grant Agreement. I understand that any false or misleading statements may be subject to penalties.

Choices

Yes

Certification Date*

Character Limit: 10

Certified Authorized Representative Name*

Character Limit: 200

Certified Authorized Representative Title*

Character Limit: 200