

## Lake Erie Protection Fund ~ Final Reporting Requirements

Final reports for Ohio Lake Erie Protection Fund projects are due by the date listed on your grant contract (typically 12-18 months from the date the application was approved by the Commission). Extension requests must be submitted at least 30 days prior to the report due date, and must be submitted using the proper forms. Final reports must include three basic components: Technical Report, Final Accounting, and an Abstract. Final reports must be approved before the final payment will be processed.

**Abstract:** A short abstract should be included with your project. The Ohio Lake Erie Commission continues to strive to demonstrate the value of the fund's benefit to Lake Erie. The abstract should be written with a public audience in mind and provide an outline of the basic objective(s) of the project, and the key finding(s) or outcome(s). The abstract may be distributed to the LEPF Grants Committee, at the next Ohio Lake Erie Commission meeting, through the OLEC website and/or social media outlets, and to agency personnel with a potential interest in the project.

**Technical Report:** Typically, the report includes a cover letter, report text and attachments. It is critical that the main activities and outcomes of the project are described in some detail. The report should address the "activities and timeline" as well as the "deliverables" listed in your original application. The report should provide a clear understanding of the outcome of your project. Provide relevant information regarding changes in project activities and hurdles experienced during the project. The report should share lessons learned during the implementation of the project. It should also provide information in a manner that makes it readily accessible and user friendly for the public, as well as local, state, and federal program management staff. If the project resulted in a published paper, this paper can be submitted as the report text. If you produced brochures or other documents, at least 1 copy of these materials must be submitted along with the final report. One paper copy and one electronic copy of the final technical report are required.

All final reports must recognize the Lake Erie Protection Fund as the funding source. This may be done through the use of the license plate graphic (contact the Commission office for this file) and the words "Funding provided by: Lake Erie Protection Fund," or the text "This project was funded through the Lake Erie Protection Fund. The LEPF is supported by tax-deductible donation and voluntary contributions of Ohioans who purchase a Lake Erie license plate featuring the Marblehead lighthouse, Toledo Harbor lighthouse, or the Lake Erie life preserver." Please provide the Commission's web address, when possible: [www.lakeerie.ohio.gov](http://www.lakeerie.ohio.gov).

**Final Accounting:** Please complete the final accounting form provided. It is essential that the form match your most recently approved budget, and account for all funds spent. Matching funds must be reported and all three original signatures are required (see original application if you are not sure who should sign this form). Incomplete forms will not be accepted. If there is a balance left that was paid to you as part of your initial payment, it must be refunded to the Lake Erie Protection Fund. Checks should be made payable to "Treasurer, State of Ohio".

**Report Approval Process:** Once submitted, the final reports are generally reviewed within three weeks. A letter will be sent to the project director to confirm the approval of the final reports. Upon approval of the final technical and accounting reports, any remaining payments will be immediately processed. Payments should be received within 3-4 weeks. Failure to submit a final report by the due date may result in your project being closed and may require a partial or full refund of the grant award to the Lake Erie Protection Fund. Details on project termination can be found in the grant contract. If you have any questions, please contact the Lake Erie Commission prior to completing your final reports. Final reports should be sent to: Ohio Lake Erie Commission 105 West Shoreline Drive, Sandusky, Ohio 44870.