

Required Reports

Section 319(h) Grants Program

Recipients of section 319(h) sub-grants from Ohio EPA are required to provide periodic reports updating the fiscal status and progress on grant funded projects. Item #21 of your section 319(h) sub-grant agreement specifies the types and frequency with which reports are required to be submitted. Specifically, there are four types of reports required of all section 319 grant recipients.

- Quarterly Fiscal Status Reports
- Final Fiscal Status Report
- Semi-Annual Progress Reports
- Final Technical Report

Quarterly Fiscal Status Reports (FSR): these important reports are the formal record of project expenditures and local matching contributions. The Quarterly FSR must be submitted within 30 days after a reporting period ends. The following are due dates for required Fiscal Status Reports:

Quarterly Reporting Period	FSR Due Date
January thru March	April 30 th
April thru June	July 31 st
July thru September	October 31 st
October thru December	January 31 st

The timely submission of required Fiscal Status Reports is vital to our ability to effectively monitor sub-grant expenditures and to insure state compliance with federal grant management requirements.

NOTE: Submittal of a quarterly fiscal report is required, even if grant or local match funds have not been expended during the reporting period. The report should indicate "0" costs and provide a brief explanation at the bottom as to why no funds were expended.

Semi-Annual Progress Reports (SAPR): The semi-annual progress reports are tools to communicate progress towards meeting project goals. Semi-annual progress reports are required to be submitted twice per year within 30 days after a semi-annual reporting period ends. We have streamlined semi-annual progress reporting to focus only on reporting progress made on achieving grant deliverables.

Semi-Annual Reporting Period	SAPR Due Date
July thru December ¹	January 31 st
January thru June	July 31 st

¹ Grantees with section 319(h) or local match funded monitoring activities are required to submit all monitoring data in electronic format with the SAPR that is due January 31st during each year that a sub-grant project is active.

The semi-annual progress reports are extremely important to Ohio EPA due to the fact that they form the basis of our Annual Nonpoint Source Report that is submitted to USEPA by October 1st of each year. Timely and complete submission is critical to Ohio's ability to continue to receive important section 319(h) funds each year. Your cooperation in submitting SAPR's on time and with complete data is vital.

Failure to submit required quarterly fiscal status or semi-annual progress reports on time will result in delayed processing of payment requests and could constitute grounds for terminating a grant agreement. Please be attentive to reporting due dates.

Final Fiscal Status Report: This report is submitted within 45 days of the expiration date of your grant agreement and must reflect all final project federal and matching fund expenditures. Please be advised that 10% of your total grant amount will be withheld until such time that your final Fiscal Status Report is submitted and approved by Ohio EPA.

Final Technical Progress Report: The final technical progress report is designed to summarize all progress and accomplishments that resulted from the successful completion of your section 319(h) grant funded project. This report must be submitted within 45 days of the expiration date of your grant agreement and must accurately reflect all progress made with your project, including final estimated NPS pollutant load reductions that were achieved with successful completion of your project.

Instructions: Copies of all grant reporting forms are provided on the enclosed CD-ROM. One signed (in blue ink) hard copy of all reports and attached applicable project products should be sent to your designated Ohio EPA—NPS Grants Coordinator by the due date. One electronic copy of semi-annual progress reports (SAPR) is also needed so that Ohio EPA can update all required information in the National Grants Reporting Tracking System (GRTS).

Required reports must be submitted to:

Martha Spurbeck, Grants Administrator
Ohio EPA—Division of Surface Water
122 South Front Street—PO Box 1049
Columbus, Ohio 43216-1049

If you have questions regarding section 319(h) sub-grant reporting requirements, please contact Martha Spurbeck or Lauren McEleney at the address listed above.