



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 from your Virginia CZM Project Manager or April Bahen, Grants Coordinator. The guidelines outlined on the logo standards sheet – available from April Bahen, april.bahen@deq.virginia.gov - must be followed. If you have any questions about this requirement, please contact your Virginia CZM Project Manager.

Real Property Status Reports

This is a standard annual report to be filled out by recipients of Federal financial assistance to report real property status (SF-429 Attachment A) or to report on real property or request agency instructions on real property (SF-429 Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property. The instructions address each section of the Real Property Status Report. This report should be used to report on or request instructions for single/individual and/or multiple parcels of real property (land, buildings, etc.). The report elements are contained in SF-429 Attachment A and the request elements are contained in SF-429 Attachments B and C. At the end of the grant, but no later than the Final Products due date, the grantee must report on property using the applicable property forms at <https://coast.noaa.gov/funding/forms.html>.

Tangible Property Reports

Grantees shall also submit Tangible Property reports. Disposition instructions shall be requested by the grantee when tangible property is no longer required for its intended use. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. According to NOAA (NOAA Financial Assistance Administrative Terms 4-21-16), the tangible personal property refers to equipment and supplies that are greater than \$5,000 (residual inventory of unused supplies exceed \$5,000 in total aggregate value). Recipients of Federal assistance awards must be required to provide Federal awarding agencies with



Revised 8-31-2023

information concerning property in their custody every two years (according to NOAA at <https://coast.noaa.gov/funding/forms.html>), at award closeout, or when the property is no longer needed. Generally, at the end of a Federal assistance award, recipients are required to (*this information was found on the Final Report: SF-428 Attachment B*):

- a. submit a report of Federally-owned property
- b. provide a listing of equipment items, with an acquisition cost of \$5,000 or more, when the awarding agency has reserved the right to transfer title to the equipment to the Federal Government or a third party.
- c. compensate the awarding agency for residual unused supplies with a total aggregate fair market value greater than \$5,000 that are not needed for any other Federally sponsored programs or projects.

The forms to fill out are at <https://coast.noaa.gov/funding/forms.html>.

NOAA has Property definitions at <https://coast.noaa.gov/funding/forms.html>.

2. Final Financial Report

If it has not already been submitted, a *final digital* Financial Report and ATA (**ATA - only for state agencies**) 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 (or Budget Amendment if applicable); remember to report match requirements; and place a check in the "final" box in the top right 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).

In addition to emailing your Financial Report to the Grants Coordinator, an approval email is needed to accompany your Financial Report. This email needs to include the *Fiscal Year, Task Number, Amount Requested and Time Period* the Financial Report covers. Since VA CZM is not requiring hard copy, signed Financial Reports, this email provides the approval for the Financial Report request.

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. The Final Project Summary Form can be obtained from April Bahen, Grants Coordinator, at april.bahen@deg.virginia.gov.



Revised 8-31-2023

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 obtained from your Virginia CZM Project Manager or April Bahen, Grants Coordinator, at april.bahen@deg.virginia.gov.
- 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 in the Executive Summary 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.

Making Final Products Section 508 Web Accessible

A 2017 law requires that federal agencies have to have their information and communication technology compliant with a Federal Access Board update to Section 508 of the Rehabilitation Act. The Virginia State Code has been updated to reflect the new law and requires that all executive branch agencies update their websites beginning 1/18/18. Since that date, all new or revised DEQ content on its website must meet the higher accessibility standard. This includes letters, reports, notices, spread sheets, presentations, graphs, charts and photos from grantees that we post on the CZM webpages of the DEQ website. Since October 15, 2018, all CZM documents on the DEQ website have to be compliant, including existing and new documents.

Please contact April Bahen, Grants Coordinator, at april.bahen@deg.virginia.gov for resources and more information about how to make your final products/deliverables Section 508 web accessible.

Submitting Your Deliverables (Final Products)

Submit only a digital file of all deliverables. A digital format is required for submission of deliverables through the federal “GrantsOnline” system. Although the “GrantsOnline” system does not have a file size limit, it is requested that grantees limit their file size to 25MB since that is VA CZM’s size limit. Digital submission can include emails, web links, FTP links or CDs. 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 cannot be submitted digitally, VA CZM will need two hard



Revised 8-31-2023

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 25MB, DVDs, etc. However, please try to only send them as digital copies, not hard copies; e.g. scan hard copies of deliverables and email them.

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 **25MB or less**, e-mail one copy of your final product(s) to april.bahen@deq.virginia.gov.
 - If the total size of all deliverable files is **over 25MB**, 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:

- Please provide a Word (or Excel or PowerPoint) and PDF version of your final products.
- Make your Word and PDF final products Section 508 web accessible.
- If your project has multiple deliverables, grantees should try to combine these deliverables into one final report to be submitted digitally. 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 digital report.
- When using graphics in your deliverables (e.g. photos or maps), please compress the graphics to make the overall final product file size smaller.
- Please try to keep file size under 25MB. If your file size is over 25MB, please try to compress it to this size to ensure ease of submission. (If your file size is over 25MB, 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.
- When providing a final product in PDF format, please be sure it is not password protected.



Virginia Coastal Zone
MANAGEMENT PROGRAM

Revised 8-31-2023

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) 659-1914. As always, thank you for your efforts in providing these important documents.