Recipient Close Out Report- Template for Facility Projects

**By Task Summary**

* Summary of Accomplishments:
  + Deliverables taken from EAGL (task checklist in Scope of Work forms).
* Actual Outcome:
  + Outcomes taken from EAGL (Task Expected Outcomes in Scope of Work forms).
  + Revise if needed to reflect actual outcomes achieved and provide further explanation in Overall Summary.
* Replace brackets with project specific data. Change tense and fill in actual metrics. Copy and paste contents of this template into the Recipient Close Out Report.

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| Task Title | Summary of Accomplishments | Actual Outcome |
| Project Admin | 1.1 Progress Reports  1.2 Recipient Closeout Report  1.3 Project Outcome Summary Report | Timely and complete submittal of [#] quarterly progress reports/payment requests, 1 RECIPIENT closeout report and 1 project outcome summary report. |
| Design | 2.1 SEPA determination documentation.  2.2 DAHP EZ-1 Form or Ecology Historic and Cultural Resource Project Review Form.  2.3 Inadvertent Discovery Plan.  2.4-2.6 Design Report, Responses, Acceptance Letter  2.7-2.9 90 percent Design Plans, Bid Specifications, and Engineer’s Estimate, Responses, Acceptance Letter.  2.10 List of permits acquired, and environmental review documents.  2.11 Proposed Construction Schedule.  2.12 Final Bid Package. | The project met the requirements set forth by the State Environmental Policy Act, cultural resource protection requirements, ECOLOGY water quality facility design standards, and all other applicable federal, state and local laws and regulations. |
| Construction Management | 3.1 Construction Quality Assurance Plan.  3.2 Pre-construction conference meeting minutes.  3.3 Project Schedule.  3.4 Revised Cash Flow Estimates when changes in construction schedule occur.  3.5 Change Order(s).  3.6 Facility Operation and Maintenance Plan.  3.7 Stormwater Construction Completion Form.  3.8 Project Area Shapefile or ECOLOGY-Approved Equivalent. | The recipient constructed the project on schedule and in accordance with accepted plans. |
| Construction | A. The RECIPIENT in accordance with ECOLOGY-accepted plans and specifications, complete construction of the project. The construction project included [# and name of BMPs]. These BMPs have equivalent area values of [#] acre(s) for Flow Control and [#] acre(s) for Treatment.  B. Equivalent new/re-development area for the completed retrofit project(s). | The constructed project mitigates runoff/pollution from [#] acre(s) of pollution generating impervious surfaces and provides reductions in [Total Suspended Solids (TSS), Oil (Total Petroleum Hydrocarbons), Dissolved Copper, Dissolved Zinc, and Total Phosphorus] to [waterbody].  Additional benefits include [ ]. |

**Overall Summary**

Lessons Learned**\***

List of documents prepared under this agreement

General Comment

* Note any updates made to the project map.