

Countywide Action Plan Implementation Block Grant

Final Report and Closeout Process

Follow these steps to properly complete the closeout process for your current CAP Implementation and Coordinator Grant

3/18/2026

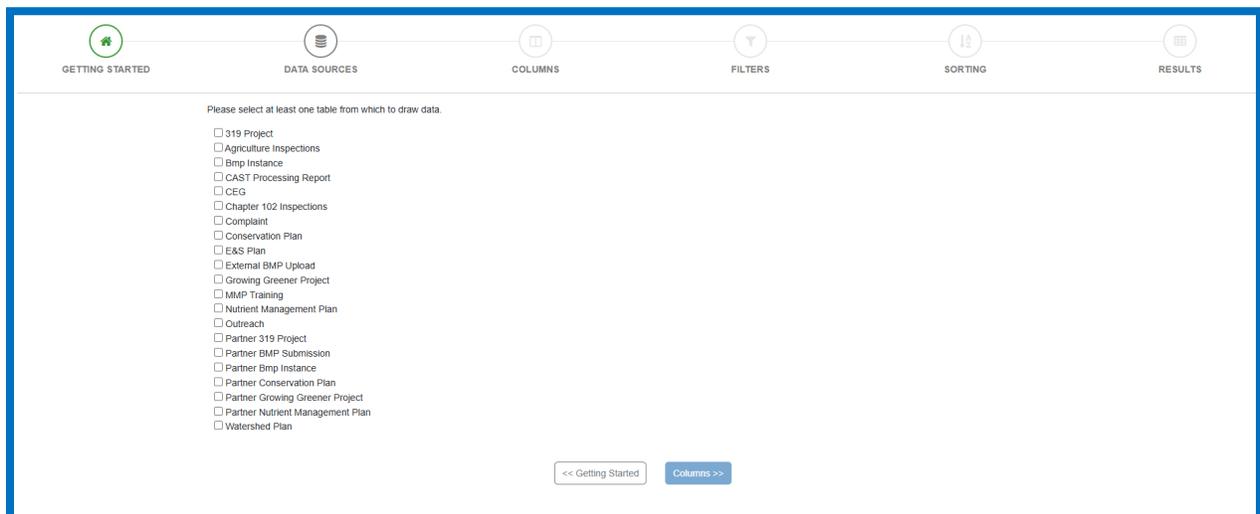
Step 1: Produce the final reimbursement request using the current approved method. As part of the grant closeout, grantees are required to list every project completed under the grant agreement in the project and grant tracking spreadsheet. [Countywide action Plan \(CAP\) Grants Training \(2025\)](#).

Step 2: The Grantee will perform a Final Report data pull from PracticeKeeper, exporting all practices that have a "CAP" funding code associated with them.

(Note: Each BMP should have a date stamped photo and project name associated with it.)

Below are the steps to follow to perform this data pull:

- a. Log on to Practice Keeper <https://prod.practicekeeper.com>
 - i. Use Google Chrome as your primary browser when accessing PracticeKeeper
- b. Click on Data Exports and then select Data Explorer from the drop down
- c. Click on "New Query"
- d. You should now be on the Data Sources step and see a large list of various data sources.



- e. From the list click “BMP Instance” and then select “BMP Funding Source” and “BMP Instance Inspection”. Once all items are selected click on the box labeled “Columns>>”.

Please select at least one table from which to draw data.

- Bmp Instance
- 319 Project
- Agriculture Inspections
- Bmp Funding Source
- Bmp Instance Inspection
- Conservation Plan
- E&S Plan
- Growing Greener Project Site
- Nutrient Management Plan
- Participant
- Related Plan
- Watershed Plan

<< Getting Started Columns >>

- f. You are now under the Columns step. From the left box select the following:
- i. BMP Instance-Identifier
 - ii. BMP Instance- Implemented on
 - iii. BMP Instance- Practice
 - iv. BMP Instance- Project Name
 - v. BMP Funding Source- Funding Source

Click a column from the list of Available Columns to add it. Added columns will appear in the list on the right. To add all columns, click the Add All button. Click a column from the list of Selected Columns to remove it. To remove all added columns, click the Remove All button. Drag columns in the Selected Columns to reorder them.

Available Columns

- Bmp Instance - Unit of Measure
- Bmp Instance - Upflow SAPS (qty)
- Bmp Instance - Volume Treated
- Bmp Instance - Watershed Group Code
- Bmp Instance - Watershed Name
- Bmp Instance - Watershed Notes
- Bmp Instance - Within Riparian Zone (streambank - 300ft)
- Bmp Funding Source - Amount
- Bmp Funding Source - Date Funded
- Bmp Funding Source - Funding Source Subtype
- Bmp Instance Inspection - Compliance Status
- Bmp Instance Inspection - Inspector Name
- Bmp Instance Inspection - Last Modified On
- Bmp Instance Inspection - Meets Visual Indicators
- Bmp Instance Inspection - Next Inspection Date
- Bmp Instance Inspection - Notes
- Bmp Instance Inspection - Performed On
- Bmp Instance Inspection - Planned Inspection Date
- Bmp Instance Inspection - Verified Amount

Selected Columns

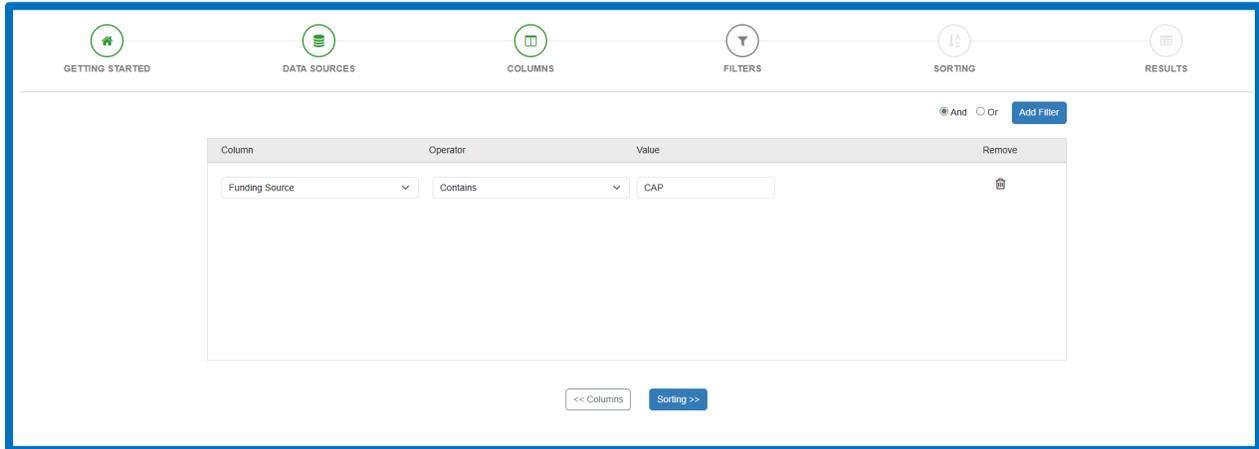
- Bmp Instance - Identifier
- Bmp Instance - Implemented On
- Bmp Instance - Practice
- Bmp Instance - Project Name
- Bmp Funding Source - Funding Source

Add All Remove All

<< Data Sources Filters >>

- g. Once the items you selected are now populated in the right hand box, click “Filters>>”.
- h. From the Filters step click the blue “Add Filter” box located on top right of the screen. Next, in the Column Box, select “Funding Source”, select “Contains” in the Operator Box, and in the Value Box type “CAP”. The Values Box is case sensitive ensure all three letters in CAP are capitalized.
- i. Refer to your award letter to determine if there are additional funding sources that need to be included in the data pull in addition to the CAP funding sources.

- G. CAP
- H. CAP Implementation IJJA
- I. CAP Implementation IJJA (non-DC)
- J. Any other funding source that is identified in your Award Letters



- i. Once the Column, Operator, and Value boxes are filled out click on the "Sorting>>" box. This will bring you to the Sorting step. Since there is nothing to sort associated with this data pull you will then click on the "Finish>>" box.
- j. You are now on the Results step. To export the results click on the blue "Export to Excel" box. This will export an excel file containing your results to your downloads file.

Step 3: Grantee will prepare the excel file for final submittal by labeling it "**(County Name)_ (Grant Number)_Final_Report**" and removing all BMPs that do not have these funding sources under the Funding Source column:

- a. CAP
- b. CAP Implementation IJJA
- c. CAP Implementation IJJA (non-DC)
- d. Any other funding source that is identified in your Award Letters

****Note:** ACAP funded projects will appear in the data pull. These projects will need to be removed before submission**

Step 4: Submit Final Reimbursement and Final Report to the CAP Grants Resource Account, Project Advisor, and Bruce Naylor. In the email note that this is the Final Reimbursement.

Step 5: DEP staff will review the final report that was submitted by verifying that each BMP Instance has a timestamped photo within the attachments section as well as a project name associated with the BMP.

- a. If Final Report review is deemed insufficient the Project Advisor will notify the county and request corrections.
 - i. *Final Reimbursement Request will not be processed until all corrections are completed*

Step 6: Once all documents are reviewed and approved, the final documents will be sent to the Grant Center for processing.

Step 7: Once the final documents are approved by the Grant Center, the Grant Center will send a close out letter to the Grantee and Project Advisor.