

Final Report – Frequently Asked Questions (FAQ)

February 2011

1. What is a PRISM final report?

RCO has created a new feature in PRISM: an electronic final report, which replaces the current hard copy final report. The final report is your chance to tell the completed story of your RCO-funded project. This includes reporting project, worksite, and property level metrics; dollars spent by category; and, giving us an updated project description. Much of the report is put together automatically by compiling information from elsewhere in PRISM and requires only your verification. Once the report is submitted and accepted, a PDF document will be attached in PRISM and available to you.

2. Why is a PRISM final report important?

The final report is required before RCO will pay your final bill. It is used for two things. First, it helps tell the story of your successful project. Second, RCO will use the information to measure long-term compliance with the grant agreement. Both require accurate information so please make sure it accurately describes your project.

3. When is the final report due?

The final report is due before RCO will close your project and pay your final bill.

4. What is the process for submitting a final report?

To submit a final report, log into PRISM, select your project, and click on the tab for Final Report. Follow the on-screen instructions, certify the information is correct, and submit the report. If the report is incomplete, you must make corrections before the report is submitted. PRISM will then notify your RCO grants manager that the final report is ready for review. Your grants manager will review the report and may return it with questions. In some cases, an amendment to your project agreement may be necessary before the grants manager can close the project. Once the final report is completed and accepted by the grants manager, PRISM will e-mail you that the report has been accepted.

5. May I begin a final report at any time during my project?

Yes. PRISM has a save feature so you may begin your final report while your project is active and complete the information as you make progress. Beginning your final report early is actually beneficial, especially if you have a large, complex project.

6. Must all the questions be answered?

Yes. PRISM will not let you submit a final report if questions or required fields are left unanswered.

7. What if my answers on the final report are significantly different from those I gave when applying?

If the answers to the questions in PRISM differ significantly from your original estimates, please contact your grants manager. This difference may require an amendment to your project agreement before closing the project. There is no guarantee that RCO will accept the changes, so you should contact your grants manager when you are considering major alterations to your project.

8. Which comes first: my final report or my final bill?

RCO highly recommends you submit your final bill to RCO before submitting your final report. This will allow your grants manager to have all of the information needed to close out your project.

9. If I have questions about the final report who do I contact?

Please contact your RCO grants manager.