**MNRCP Work Completion Report**

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| Report Date |  |
| MNRCP Project Name |  |
| MNRCP ID |  |
| Project Location  |  |
| Project Sponsor  | *Name of person filling out the report, and the sponsoring organization* |
| Contractor and/or Consultant | *Name(s) of contractor performing the work and consultant, if applicable* |
| Start and Completion Dates | *Dates restoration/enhancement work commenced and was completed.* |
| Corps and DEP Permit Numbers (if applicable) |  |

**Summary of Work Completed:**

Describe the work that was done for the project:

1. Summarize how the work was completed. Include a description of the major steps in the process.
2. Discuss the status of the project as of the date of the report, including status of earthwork, planting, seeding, erosion controls, etc.
3. Describe any places where the project deviated from the approved work plan. Include documentation of MNRCP approval of any changes, if applicable.
4. Discuss any difficulties or unanticipated constraints. Also include any lessons learned that may inform future projects.
5. Please include the final total cost of the project. This number may or may not be the same as your original budget. Please also include an estimate of staff and/or volunteer time spent on the project if that is not included in your final cost. This information will be especially helpful as we review and assess future restoration/enhancement projects.

**Photographs and Maps:**

Please attach photographs of the work, with a description of each photograph, taken before (if possible), during and after completion with photo locations shown on a map of the site. If the work deviated from the approved work plan, please provide an updated “as-built” plan.