

Watershed Assistance Grants *and* Watershed Restoration Grants Program Final Report Guidelines

The reporting requirements for Watershed Assistance and Watershed Restoration projects require that the final reports comply with specific guidelines. Final project reports are used by the New Hampshire Department of Environmental Services (NHDES) to document the success of the project, to promote the project achievements, and to write annual reports for US Environmental Protection Agency (EPA). The annual reports submitted to EPA are used by the Federal Government to guide future budget allocations. There are several final report examples available for review on our webpage:

http://des.nh.gov/organization/divisions/water/wmb/was/project_reports.htm

Final reports shall be submitted electronically, preferably in a single PDF file, and also a paper copy. Hard copy (paper) reports should be single-spaced, double sided, bound (not stapled), and paginated. If possible, use Arial or Times New Roman font (11 or 12 point). Maps or plan drawings larger than 8 ½ x 14 should be included in a back cover pocket. Your report should include the following sections.

○ **Cover Page**

- The cover page should include, at a minimum, the project title, the name of the organization that submitted the report, the date of report, funding credit to NHDES and EPA and the NHDES logo. Other funding partners and logos can also be shown.
- An example of a cover page is attached. The example includes a NHDES logo and funding credit language. If you need an electronic black & white version of the NHDES logo, contact your NHDES project manager.

○ **Table of Contents**

○ **Executive Summary**

- Provide a brief description of the project and the original outcome statement. Describe the final project outcome as it relates to your original outcome statement (Desired Environmental Outcome). Also include the project start and end dates, total project cost, funding sources and amounts contributed, project partners, the project Objectives, and whether those Objectives were met.

○ **Introduction**

- The introduction should include background information, a description of the project area, the hydrologic unit code (HUC), rationale for pursuing grant funds, nonpoint source pollution problem or threat the project addressed (including references for any studies documenting the problem), specific cause and source of the problem or threat, the outcome statement and a brief description of the best management practices (BMP) used to solve the nonpoint source problem or threat. If applicable, mention if the project was implemented

using a watershed plan or through some other type of planning process.

○ **Watershed Map**

- Include a map of the watershed identifying all project site locations and effected water bodies.

○ **Project Objectives**

- Describe each project Objective. If this project is part of a separate watershed restoration plan, mention the specific action in the plan that this project implements.

○ **Project Objective Verification**

- Provide an evaluation of how well each Objective was achieved. This section should explain how achieving the Objective helped control or prevent nonpoint source pollution.

○ **Project Outcomes & Measurable Results**

- State the desired environmental outcome that the project aimed to achieve. Describe how the outcome of the project was measured and how successful you were in reaching the outcome. Include the steps taken to measure the outcome. These steps could include conducting surveys, monitoring water quality changes or estimating pollution load reductions. Briefly describe the method you used to evaluate your success. In this description include information about your strategy, the sampling or survey techniques, analyses, a data summary and results. Describe how sampling was consistent with the approved quality assurance project plan (QAPP), if applicable. Include a summary of the results of all QA/QC checks called for in the QAPP (e.g., comparison of field duplicate samples), any relevant QA/QC documentation from the laboratory, and a complete table of all data unless this information was provided in a separate report.
- If the project involved implementation of BMPs, provide descriptions of the BMPs, how many were installed and a map that shows where the BMPs were installed. Pollutant load reduction estimates, either measured or modeled, must be provided.

○ **Conclusions and Recommendations**

- Restate your project's desired environmental outcome and how successful you were in achieving that outcome. Provide information regarding any aspects of the project that did not work well and aspects of the project that worked especially well that could be used by others. Also include any programs, activities, or assessments that should be done based on the results of this project.

○ **List of Tables and List of Figures**

- Tables and figures (e.g., graphs and charts) should demonstrate the progress in achieving the desired environmental outcomes over time (e.g., monitoring data that shows the decreases in x concentration over the life of the project). Also provide a brief caption for each table and figure that describes what is being presented.

○ **Photographic Documentation**

- Where applicable, provide photographic documentation with captions of pre-existing conditions and post-project conditions. Photographic documentation should follow NHDES

Standard Operating Procedure (SOP). Copies of the photographic documentation SOP are available upon request.

○ **Appendices**

- Provide copies of all Deliverables produced through the project (unless other specific arrangements have been made with your NHDES project manager). Include any other products related to the project such as printed newsletters, surveys, brochures, sign-up sheets, training workbooks, copies of webpages or raw data.

You can include additional sections in your report. Submit at least one paper copy of your final report and an **electronic copy** of your report on disk or as an email attachment to Katie Zink at katherine.zink@des.nh.gov

If you have concerns about how the above outline will work for your particular project, please call your NHDES Project Manager to discuss alternative formats or contact Katie Zink at 271-8475.

(See next page for Cover Page example)

TITLE OF PROJECT

A Final Report to

The New Hampshire Department of Environmental Services

Submitted by

Name(s) of Project Lead(s)

Organization/Company

Street Address

Town, State, Zip

Date of Report

Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency.



[Color or black and white versions of the logo are available on the DES Watershed Assistance Section webpage http://des.nh.gov/organization/divisions/water/wmb/was/grant_resources.htm]