

Watershed Assistance Grants

Final Report Guidelines

Final project reports should document project successes, as well as shortcomings, contributions of partners, and any barriers encountered and changes in scope of work. These reports are used as guidance for planning future projects and to demonstrate progress in managing nonpoint source pollution.

Final reports shall be submitted electronically and be compliant with the Americans with Disabilities Act (ADA). This includes plain writing, typography, font size, color use, image descriptions (alt text), web addresses and descriptive link text, tables of contents that link to each section, meta data or key words, optical character recognition (OCR) for scanned documents and text boxes, presentation and presentation slides, and gender neutrality. Use Calibri or other sans serif font (11 or 12 point). Your report should include the following sections. ADA guidance is available upon request.

○ **Cover Page**

- The cover page should include, at a minimum, the project title, NHDES project number, the name of the organization submitting the report, the date of report, funding credit to NHDES and U.S. EPA and the NHDES logo. Other funding partners and logos can also be shown.
- An example of a cover page can be found at the end of this Guidance. The example includes funding credit citation language and a NHDES logo. Other NHDES logos are available on the NHDES website.

○ **Table of Contents**

- The Table of Contents must be linked and built using styles to comply with Americans with Disabilities Act (ADA) standards.

○ **Executive Summary**

- Provide a brief overview of the project. Include a description of the water quality problem and how the project proposed to address this problem (e.g. development of a plan, implementation of best management practices (BMPS)). Describe how the final results compared to the original project proposal, objectives and Desired Environmental Outcome. Identify all project partners and funding sources. Describe challenges, any needed amendments/extensions and lessons learned.

○ **Introduction**

- The introduction should include project start and end dates; funding sources and amounts, including match, broken down by cash and in-kind, a description of the project area including the hydrologic unit code (HUC), nonpoint source pollution problem or threat the project addressed, specific cause(s) and source(s) of the problem(s) or threat(s), the outcome statement and a brief description of the BMPs implemented to solve the nonpoint source problem or threat. Identify the watershed-based plan or alternative

watershed-based plan that was implemented. If this was a planning project, identify the final work product that was produced.

○ **Watershed Map**

- Include a map of the watershed and identify all project site locations and affected water bodies.

○ **Project Objectives**

- List each project objective from the Grant Agreement. If the project implemented a watershed-based plan, include the specific action in the plan that the project implemented.
- Provide an evaluation of how well each objective was achieved, including a description of any deliverables produced for each objective. This section should explain how achieving the objectives helped control or prevent nonpoint source pollution.

○ **Project Outcomes & Measurable Results**

State the desired environmental outcome(s) 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 (modeling). Briefly describe the method you used to evaluate your success. In this description include information about your strategy, the sampling or survey techniques, analyses, pollutant load reduction models utilized, a data summary and results. Describe how sampling was consistent with the approved Site Specific Project Plan (SSPP) or Quality Assurance Project Plan (QAPP), if applicable. Include a summary of the results of all QA/QC checks called for in the SSPP or 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.
- Discuss outreach activities and notable feedback received.

○ **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 recommendations for potential future projects, activities or assessments.

○ **Tables and 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. Tables and figures should be ADA compliant, this includes alt. text. If captions are used for images or charts, the alt text should be complimentary and not repetitive.

○ **Photographic Documentation**

- Where applicable, provide photographic documentation with captions of pre-existing, active construction, and post-project conditions. Photos should include alt. text. However, images used as a background or for decorative purposes only do not need to have descriptions.

○ **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, operation and maintenance agreements, copies of webpages or raw data.

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. If you have difficulty emailing your report, please contact Katie Zink at (603) 271-8475 or katherine.zink@des.nh.gov to make alternate arrangements.

(See next page for Cover Page example)

Submit an electronic copy of your report to your project manager.

TITLE OF PROJECT

NHDES Project number

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

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[Color or black and white versions of the logo are available on the NHDES webpage]