

604B PROJECTS FINAL REPORT FORMAT

Executive Summary – one to two page concise summary of project goals and results.

Table of Contents

Standard cover and title page

Introduction – Present project goals and strategy with a description of the study area, project partners, and list of final products.

Project Approach - Provide a description of the project approach including, if applicable, maps of the sampling area, sampling methodology/data acquisition, frequency, duration of sampling efforts, and data layers used for GIS mapping efforts. Provide approved QAPP in appendix, if applicable.

Results – Provide narrative description of project results including, literature/data/bylaw reviews, landuse/GIS/nutrient loading analysis, and sampling results with summary tables. Include raw data tables by sampling date in Appendix. Suggest including a discussion of Lessons Learned – what worked and what did not work during the project.

Conclusions/project summary – Present project outcomes including recommendations for further monitoring, action plans, and identification of BMPs to correct identified problems. Preliminary design plans, estimated costs, and potential sites should be provided for recommended BMPs to assist the Grantee in preparing an application for 319 program (as appropriate).

Literature cited

Appendices – QAPP, raw data tables, field sheets, evaluation forms, etc.

One copy of the draft Final Report should be provided to the MassDEP Project Officer, and another to the Program Coordinator:

Gary Gonyea
604 Program Coordinator
Department of Environmental Protection,
Bureau of Resource Protection, 5th Floor
Boston, MA 02108

For 604b projects, a minimum of four paper copies of the Final Report, plus six copies in Word format on a CD, should be provided to Gary Gonyea, 604b Program Coordinator, at the address above.

The Final Report may be in addition to other project deliverables such as guidance documents, videos, and manuals. These products should be provided separately. As with all other programs, project deliverables are spelled out in the contract. Be sure to discuss and agree upon deliverables and an appropriate format for the Final Report with your Project Officer at the outset of the project.