



## Department of Environmental Protection

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Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

### Suggested Final Report Format for 319-funded projects September 2016

#### **Cover: see attached format**

Provide a report cover using this format, completed with information specific to your project.

#### **A. Project snapshot**

Complete the Project Snapshot form.

#### **B. Descriptive Project Summary**

Update the information contained in the Indicative Project Summary, following the Indicative Summary format.

#### **C. Financial Summary**

Project Budget. Following the format of the contract budget (Scope of Work Attachment B), summarize and discuss project expenditures.

Match Documentation. Summarize how the required 40% match was provided.

**D. Provide a description of each of the BMPs** and practices that were put in place. For each structural BMP, describe the BMP, date of implementation, size of subwatershed being treated, pollutants removed in quantity/year. For each non-structural BMP, describe the effort, target audience, and results.

**E. Lessons learned.** Summarize information and advice that will be useful to others who are considering or undertaking similar projects. Include recommendations for follow-up action.

#### **F. Attachments.**

- Attach a map(s) of the watershed and project locus
- Provide all required deliverables, ordered and labeled consistent with Attachment B. of the contract scope of work.

Please submit:

- One hard copy of the **draft** Final report; then, for the Final Report:
- Two hard copies
- One unbound copy

- Two CDs of the report including all attachments. Information on the CD should be presented in electronic format consistent with specifications found in the project scope of work.

*A Key that explains more about the information that is being required is provided next, followed by forms/example pages to use in completing your report.*

**Key.** Refer to this key for explanation of the information that should be provided in the Final report.

**Project Title and Number**, e.g. *Stormwater BMP Implementation for Route 28 to Bass River Subwatershed, Project 04-07/319*

### **A. Project Snapshot**

- A1. Project start date: Date of the official start of the project, found on the Notice to Proceed letter issued by MassDEP.
- A2. Date closed: date of contract termination, e.g. *June 30, 201X*.
- A3. Basin and HUC-12 watershed location: Massachusetts is hydrologically divided in 27 major watersheds, <http://www.mass.gov/eea/waste-mgmt-recycling/water-resources/preserving-water-resources/mass-watersheds/>. And HUC-12s delineate smaller geographical subwatersheds. See <http://www.mass.gov/anf/research-and-tech/it-serv-and-support/application-serv/office-of-geographic-information-massgis/datalayers/nrcshuc.html>.
- A4. Segment and waterbody information: Found on the Final Massachusetts Year 2014 Integrated List of Waters, e.g., *Hop Brook (8247825), MA 82A-05\_2014*
- A5. Status of Waterbody: Also found on the Final Massachusetts Year 2014 Integrated List of Waters, i.e., *Category 5*.
- A6. Priority pollutants targeted: All pollutants targeted by the project, e.g., *nutrients, bacteria, sediment*.
- A7. Estimated annual pollutant removal, and method of determination, and calculations: Summarized information from Part C., BMPs, C5. and C6.
- A8. BMPs installed, number and type: e.g., *two raingardens, three wet detention basins, one water quality swale*.

### **B. Descriptive Project Summary**

Following the format of the Project Indicative Summary, provide a one-page Project Descriptive Summary that includes a project overview, objectives, methods employed, and project results. The Summary should reflect updated project start and end dates, and any budget adjustments in grant funds, match amounts, or match sources. The Indicative Summary for your project can be found as a hard copy in the contract package, and in the electronic Indicative Summary reports found at <http://www.mass.gov/eea/agencies/massdep/water/grants/watersheds-water-quality.html>; or contact [malcolmharper@state.ma.us](mailto:malcolmharper@state.ma.us) for a copy.

### **C. Project Finances**

The purpose of this section is to summarize how public funds were utilized for the project. Project Budget. Provide the contract budget (Scope of Work Attachment B) and any amendments that were made during the course of the project. Discuss project expenditures and explain circumstances that may have required amendments or otherwise affected how the project was implemented.

Match Documentation. Summarize how the required 40% match was provided. Discuss any relevant contributions, creative strategies, or other aspects of the match contribution that may help inform other grantees about how to meet this requirement.

### **D. BMPs**

- D1. A description of each structural BMP expected to achieve pollutant load removal. Include non-structural BMPs that are expected to achieve significant and quantifiable pollutant load removal. For each BMP, the type(s) of BMPs: e.g. *sediment basin, riparian buffer, rain*

*garden*, etc. If the BMP is actually a series of BMPs working as a single installation, describe the series, e.g. *deep sump catch basin with leaching facility*. Repeat the information for each installation. Add extra pages as necessary.

- D2. Date of implementation: The date when installation was complete and/or when the BMP began functioning to remove pollutants.
- D3. Size of treatment area: The area contributing pollutants to the BMP, in *acres*, *square feet*, or other appropriate units.
- D4. Pollutant load removed: The quantity of **each** targeted pollutant (TSS, fecal coliform, nitrogen, phosphorus) that is removed by the BMP, in pounds/year, tons/year or other appropriate units. For bacteria, estimate the reduction in cfu/100 ml.
- D5. Method of determination and calculations: How was (C4.), the pollutant load removed, estimated? There are several ways of doing this, including modeling, actual measurements, or using the engineer's or designer's estimates. Name or briefly describe the method used.
- D6. Include this statement, signed by the contract signatory: "The estimations in this report were determined using the appropriate estimation model(s) and applied according to the procedures prescribed for the model. To the best of my knowledge these are reasonable estimates using appropriate methods. Documentation is kept on file by the grantee and is available for review by MassDEP/EPA."

#### **E. Lessons learned**

Describe any valuable lessons, good or bad, that were learned during the project. This information is intended to enhance the report's value as a technology transfer tool. It should be useful for anyone who is seeking to learn about or duplicate the strategy, BMPs, or other aspects of the project. Include any notes that will help explain the project results, and recommendations for follow-up actions or subsequent projects to be undertaken that would further address project goals.

#### **F. Attachments**

- F1. Maps: A locus map showing watershed location of the project, site map(s) showing the BMP locations with associated treatment areas, and any other relevant maps.
- F2. Deliverables: Required project deliverables are specified in the Project Scope of Work, Attachment B of the project contract. As appropriate, provide the deliverables in the same sequence as they are described in Attachment B, each labeled consistent with the Task and Deliverable number (e.g., *Deliverable 2D, Certificate from the designer specifying that the installation has been done in accordance with final designs*). Plans, photographs, and other deliverables not suitable to be provided in 8.5" x 11" size may be omitted from the required hard copies, but must be included on the CDs.

Contact Malcolm Harper, 319 Program Manager, 508-767-2795, with questions or for assistance.

Project Final Report

Project Title  
Project Number

Dates: year started – year ended

Grantee

(Name of Grantee's Project Manager)  
(Project Manager Contact Information)

(MassDEP Project Manager)  
(MassDEP Project Manager Contact Information)

PREPARED FOR:

MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER RESOURCES

AND

US ENVIRONMENTAL PROTECTION AGENCY  
REGION 1

MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS  
Matthew A. Beaton, Secretary

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Martin Suuberg, Commissioner

BUREAU OF WATER RESOURCES  
Douglas Fine, Assistant Commissioner

DIVISION OF MUNICIPAL SERVICES  
Steven J. McCurdy, Director

## **A. Project Snapshot**

Project Number and Title:

A1. Project start date:

A2. Date closed:

A3. Basin and HUC 12 subwatershed:

A4. Segment and/or waterbody number(s):

A5. Status of waterbody (Category 5, etc.):

A6. Priority Pollutant(s) targeted:

A7. Estimated Annual Pollutant removal (quantity, not percentage)

N:

P:

Sediment:

Bacteria:

Other:

Method of Determination and calculations:

A8. BMPs installed, number and type:

## Descriptive Project Summary

### MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION

#### SECTION 319 NPS PROJECT xx-xx/319

PROJECT TITLE:

NPS CATEGORY:

INVESTIGATOR:

LOCATION:

TARGETED POLLUTANTS:

DESCRIPTION:

(overview)

(objectives)

(methods employed/project tasks):

Results:

(Pollutant load removal achieved)

PROJECT COST:     \$

FUNDING:           \$ by the US EPA

                      \$ by (grantee)

PROJECT COMPLETE

DURATION: 201x – 201x

**C. BMPs. Repeat this information as many times as required to report on each BMP implemented.** Refer to the Key to learn more about the information that is required.

C1. Type of BMP:

C2. Date of implementation:

C3. Size of treatment area:

C4. Area land use:

C5. Pollutant load removed:

C6. Method of pollutant load removal determination and calculations:

C7. Signed statement: "The estimations in this report were determined using the appropriate estimation model(s) and applied according to the procedures prescribed for the model. To the best of my knowledge these are reasonable estimates using appropriate methods.

Documentation is kept on file by the grantee and is available for review by MassDEP/EPA."

**D. Lessons Learned**

**E. Attachments**

-Maps

-Deliverables