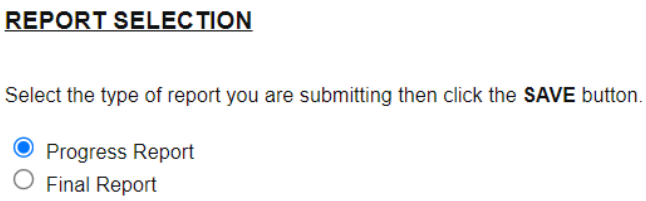
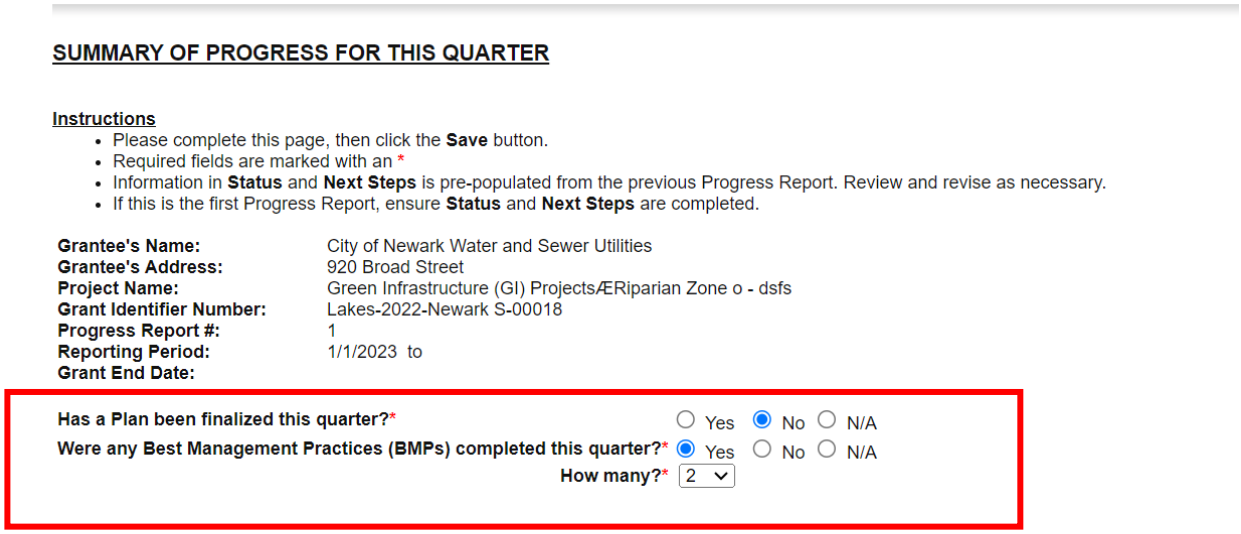
Progress Report Guidance Document

1. Select the type of report you are submitting on the **Report Selection** page. *Only select Final Report if this is your last progress report*.



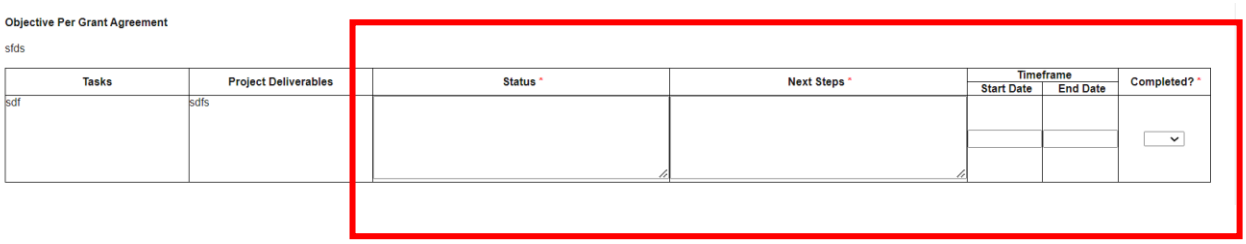
2. Answer the 2 questions in the **Summary of Progress for this Quarter** page. Plans include the Development of Watershed Plans, Lakes Plans, Wastewater plans, etc. BMPs include any implemented projects.
NOTE: If a project was implemented/completed in the quarter, you must answer yes to the BMP question and fill out the BMP Implementation page.



3. Fill in the Status, Next Steps, Timeframe and Completed Columns for each task. The Status box should describe what work was performed during the quarter, the Next Steps will describe what will occur in the next quarter, and the timeframe dates should be the dates you started the task and the date when the task was completed. You may leave the Start/End Date blank until the task has started/was completed. Lastly answer if the task has been completed.

   NOTE: For Lakes Grants, the reporting period is not listed on this page. Please add the reporting period dates in the first status box of the report.

   NOTE: The timeframe Start Date cannot be prior to the date the grant is executed. Any date entered prior to the execution date; the grantee must have obtained an early work period start date letter.

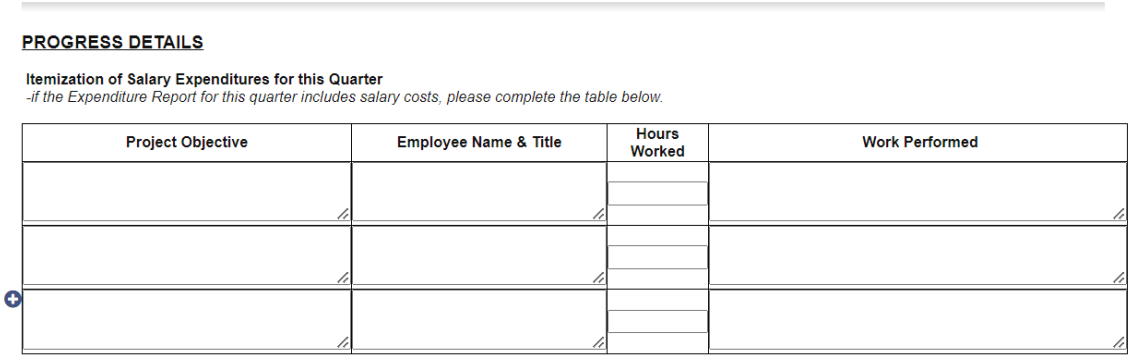


Objective Per Grant Agreement

sfds

Tasks	Project Deliverables	Status *	Next Steps *	Timeframe		Completed? *
				Start Date	End Date	
sdf	sdfs					

4. **Progress Details page**. Fill out this table with all employees of the grantee organization that worked on the grant for the quarter.



PROGRESS DETAILS

Itemization of Salary Expenditures for this Quarter

-if the Expenditure Report for this quarter includes salary costs, please complete the table below.

Project Objective	Employee Name & Title	Hours Worked	Work Performed

5. Describe any slippage or problems with the grant in these boxes.

Slippage Report: *

-Describe any slippage in project timeline or budget.

Problems/Issues: *

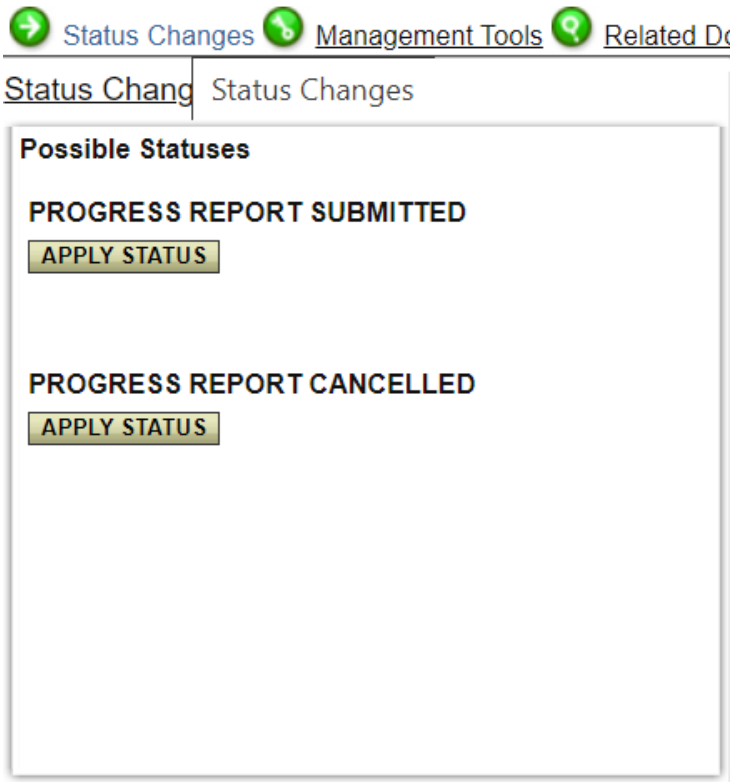
-Describe any problems encountered in project implementation.

6. Upload any Attachments in this section.

Attachments:
-Provide any documentation to support progress and/or completion of the objectives and tasks for this project

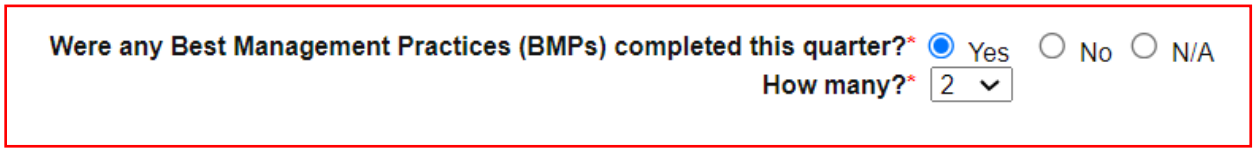
Deliverables/Work Product:	Choose File No file chosen
Photos	Choose File No file chosen
Surveys	Choose File No file chosen
Attendance Sheets (meetings, outreach, event, etc...)	Choose File No file chosen
Approved QAPP	Choose File No file chosen
Other	Choose File No file chosen

7. Make sure the pages have been SAVEd and there are no errors. Once complete, go to Status Changes and click the Apply Status button underneath Progress Report Submitted.



Guidance on how to complete the BMP Information Page (If applicable)

The BMP Information page will show up when you answer yes to this question. The number of BMP Information pages will depend on how many projects are installed/constructed. Each project should have its own BMP page.



BMP Project Name: A descriptive and unique name of the project (e.g. Wallkill River Streambank Restoration and Canoe Access at Bassetts Bridge). Do not include punctuation.

BMP Completed Date: Date of project completion.

BMP Location: Choose the point location that best represents the project location. A good rule of thumb would be to answer the question, "Would these coordinates help someone else find the project in the field?" For example, for a project that restored a length of riparian buffer, the point could be located as accurately as possible where the restoration was done, but at the end nearest to the access location, such as the end nearest the parking lot. In another example, a point representing a basin retrofit would be equally valid if the point is somewhere in the middle of the basin or at the inlet or outfall.

BMP Address: Address closest to BMP location for quality assurance.

County: County where the project is located. If more than one county, choose the one the project is mostly in.

HUC14: The HUC14 where the project is located.

Waterbody Name: The main waterbody that the BMP is affecting. Abbreviations should be avoided, e.g. Hammonton Creek, not Hammonton Ck.

Contributing Drainage Area: The drainage area of the BMP.

BMP Category: Pick from the drop-down list of the BMP Category that best fits the project.

BMP Type: Pick from the drop-down list the BMP Type this project represents.

BMP Size: Size of the BMP, if applicable. This field should be left blank for cistern and rain barrel projects.

BMP Volume Capacity (gallons): Capacity (volume when filled once) of the BMP, if applicable. This field should be left blank for all except cistern and rain barrel projects (e.g. For installation of a 500 gallon capacity cistern, the number 500 should be entered in this field.)

Estimated Load Reductions (Nitrogen, Phosphorus, BOD, and Sediment): This is the result from Step L or the Unit Area Load (UAL) method. The UAL, as part of the Department's Best Management Practice Manual, is a better method to calculate load reductions for the types of projects (outside of Ag BMP's) typically implemented under our current grant contracts. The BMP manual can be found here: https://www.njstormwater.org/bmp_manual2.htm , the UAL method utilizes the tables in **Chapter 3 "Pollutant**

Loads by Land Cover" and the BMP removal rates in **Chapter 4 -Table 4.1 for total suspended solids** (sediment for load reduction purposes) and **Table 4.2 for nitrogen and phosphorus**.

Does the BMP address the following pollutant(s)? Answer Yes/No to the 9 parameters as to whether the pollutant is addressed in the BMP.

Will there be Water Quality Monitoring? Answer Yes/No if the project includes follow-up monitoring.

Estimated Cost to Implement BMP: The estimated cost to complete the BMP, including consultant fees, supplies, etc.

Partners: List of partners who contributed to the project.

Summary of BMP Project: A paragraph that describes the project.

Project Website: Address of the website that highlights the project, if available.

Project Photo(s): This should be the before and after photos of the implemented BMP. Hit the button to upload photos and navigate to your file location to select the photo. Continue this process until all photos have been uploaded.

STEP-L/UAL Table: This should be the Step-L model or UAL calculation sheet on how you derived the load reductions. Hit the button to upload the file and navigate to your file location to select the document.

Guidance on how to complete the Plan Information Page (if applicable)

The Plan Information page will show up when you answer Yes to this question.

Type of Plan: Pick one option that fits the type of plan completed.

Component of WMP/Analysis to a WMP: examples include wastewater service area delineation map, sewer service area wastewater facilities capacity and build-out analysis, non-sewer service area nitrate dilution analysis, strategies for addressing potential deficiencies identified in the wastewater capacity and nitrate dilution analyses, and septic management program.
Lake Protection Plan: a lake characterization study to provide the qualitative evaluation of a lake's ecology.

Lake Protection and Watershed Plan: A Lake Protection and 9 element Watershed Plan combined.
Wastewater Management Plan (WMP): a Full WMP Watershed Plan: a 9 element plan.
Other: a plan not specified above.

Title: Title of the Plan

Waterbody(s) Addressed in Plan: List all the waterbodies that the plan addresses.

Is there a TMDL? Answer Yes/No if there is a TMDL for any of the waterbodies in the plan.

Name of TMDL: The title of the TMDL

Parameter(s) Addressed in Plan: Answer Yes/No to the 10 parameters as to whether the pollutant is addressed in the Plan.

Final Report

This section will show up if the Final Report has been selected on the Report Selection page.

Executive Summary
A brief abstract of the project that can also serve as a stand-alone document and includes the following information:
☑ Description of project area
☑ Summary of the existing conditions addressed
☑ A brief summary of the overall project (e.g., its goals, methodology, affected locations, and time frame)
☑ Highlight major results or outcomes of the project
☑ Project implications and recommendations

3) Evaluation Approach and Methodology
Presents a brief background on the method for evaluating project success, possible applications of results, and includes the following:
☑ List of major questions answered by the evaluation
☑ Description of the overall evaluation design and schedule of data collection
☑ Description of the evaluation techniques and targets and why those approaches are an appropriate measure of success.

4) Results of Project and Evaluation
The project evaluation shall include, at a minimum, the following information:
☑ A summary of results
☑ A detailed evaluation of findings, including relevant tables, graphs, charts
☑ A breakdown of findings by relevant variables
☑ An integration of results from multiple qualitative and quantitative data sources

Content for Nonpoint Source Success Story

The story should provide a clear, succinct summary in plain language so that the general public will be able to understand. Use a non-technical, plain language description or definition (or photo) that demonstrates the meaning. Please note that all examples below are excerpted from published Success Stories.

I. TITLE
Create a brief title that uses a verb.

Example:
Stream Restoration Efforts Reduce Impacts of Acid Mine Drainage

II. WATERBODY IMPROVED *(one paragraph)*
1. What was the water quality problem?
2. What was done to address the problem?
3. Did the waterbody improve or was it removed from the state's 303(d) list?

Example:
The North Fork of the South Branch of the Potomac River is a scenic trout stream in the headwaters of the Potomac River in northeastern West Virginia. Water in the North Fork had high levels of fecal coliform bacteria, primarily from agricultural runoff from beef and poultry farms. Over 85 percent of farmers in the watershed worked together to construct animal waste storage facilities, establish riparian buffers, and implement a range of other best management practices (BMPs) at the farms. As a result, the stream now meets its designated use and is no longer impaired by fecal coliform bacteria.

III. PROBLEM *(generally two paragraphs)*
1. Specify the location of the waterbody, and, if relevant, geographic connection with other streams/rivers.
2. (a) What year was the waterbody put on the 303(d) list? (b) What beneficial use was not met? (c) Which parameter was the cause of the listing, if known? (d) If not identified in the listing, what pollutant(s) is believed to have been responsible for the impairment?
3. What specific segment (and/or length) of the waterbody was listed?
4. Describe the source(s) of the problem and specify category and subcategory (e.g., agriculture, cattle with access to streams).
5. If desired, list any major study that may have documented the problem. If data is available, include monitoring results that showed the water quality problem.
6. Was a TMDL done? If so, please provide information (e.g., the waterbody was listed for [*insert parameter here*], and the TMDL said it was necessary to meet a target of [*insert concentration or loading*] to achieve water quality standards).
7. What is the water quality goal or water quality standard that needed to be achieved to address the problem (e.g. rolling 7-day maximum average of 64°F)?

Example 1:
Cobbossee Lake (short for Cobbosseecontee), a large 5238-acre lake in central Maine, is valued by people for fishing, swimming, boating, and wildlife. One of Maine's premier bass fishing lakes, Cobbossee Lake is also a secondary source of drinking water for Maine's capital—Augusta.

In the 1960s water quality in Cobbossee Lake began to deteriorate. Elevated nutrient (i.e., phosphorus) levels spurred the growth of noxious blue-green algae, which reduced water clarity, formed green surface scums, and depleted oxygen in the bottom waters of the lake. The excess phosphorus in Cobbossee Lake's watershed was caused by soil erosion and runoff from agricultural, residential, and commercial lands, and the gradual conversion of forested land into developed land. The other significant source of phosphorus came from Annabessacook Lake, immediately upstream of Cobbossee. At one time, Annabessacook received sewage discharges from the town of Winthrop, and this nutrient-rich sewage caused algae blooms. Although sewage discharges to Annabessacook Lake were eliminated by 1977, the phosphorus in the lake's sediments continued to recycle and flow into Cobbossee Lake.

The Total Maximum Daily Load (TMDL) assessment developed for Cobbossee Lake in 1995 estimated that two-thirds of the external phosphorus load came from the lake's direct 32-square-mile watershed, and one-third came from the indirect upstream watershed. Agriculture accounted for about 60 percent of the phosphorus and developed lands accounted for about 40 percent of the phosphorus load. The TMDL showed that in-lake phosphorus needed to be reduced to 15 parts per billion (ppb), or 5,904 kg P/yr, for Cobbossee to attain Maine's water quality criterion for water clarity (more than 2 meters of Secchi Disc Transparency).

Example 2:

Furlong Creek flows through Mackinac County in Michigan's Upper Peninsula. Surveys conducted in 1989 found diverse fish and macroinvertebrate communities in the creek. By 1999, however, cattle grazing on private property had unrestricted access to the creek. The animals walked in the creek and trampled riparian vegetation, causing excessive instream habitat disturbance and sedimentation.
Subsequent creek monitoring revealed low fish and macroinvertebrate diversity. Pollution-sensitive insect families (e.g., caddisflies, stoneflies, and mayflies) and fish species (e.g., rainbow trout) were absent or very rare. These aquatic life support impairments led Michigan to place a 4-mile segment of Furlong Creek on its 303(d) list in 1996.

IV. PROJECT HIGHLIGHTS *(generally two paragraphs)*

1. What major BMPs /activities addressed causes of pollution and demonstrated in-stream improvements?
2. Who were major partners in the effort?
3. During what timeframe did the activities occur?
4. Was there a larger context of a watershed / comprehensive plan?
5. Are there ongoing plans to continue improvement?

Example 1:

In August 2001 EPA approved a TMDL for siltation that called for a 50 percent reduction in sediment delivery to the lake. To accomplish this goal, the Decatur County Conservation Board and the Decatur Soil and Water Conservation District proposed the construction of two large basins to slow sediment delivery originating from gully erosion. The Iowa Department of Natural Resources' (IDNR) Nonpoint Source Pollution Program provided further suggestions to address the problem using a watershed approach. As a result, the plan was expanded to include seven smaller sediment basins throughout the watershed. To further stabilize the shoreline of Slip Bluff Lake, the Iowa Department of Transportation and the Iowa Department of Agriculture and Land Stewardship, Division of Soil Conservation (IDALS-DSC), provided funds to riprap portions of the shoreline.
To ensure the continued success of this project, the Decatur County Conservation Board maintained the project by planting additional seedings in exposed soil on the constructed sediment basins.

Example 2:

An educational effort on reducing fertilizer and chemical usage targeted landowners and highlighted the benefits of potential cost savings. One-on-one meetings and public sessions were held to teach peanut and alfalfa growers integrated pest management techniques including proper weed and insect scouting, determining pest thresholds, interpreting soil test reports and proper fungicide use. Demonstration BMPs illustrated techniques to manage vegetation; exclude cattle from riparian zones; and reduce nutrient, pesticide, and sediment loading. BMPs implemented from 1995 to 2002 included reduced tillage planting in peanut fields, riparian fencing, alternative livestock water source construction, grade stabilization structures, diversion terraces, deferred grazing, rotational grazing,

V. RESULTS

1. What water quality goals were achieved?
2. Was the waterbody delisted? If so, which year was it delisted, or when does the state expect to delist the waterbody?

Note: *EPA may count this waterbody as being "partially or fully restored" for Strategic Plan purposes (Category 1 story) even if the waterbody has not officially been removed from the 303(d) list, as long as the story demonstrates that actual restoration has occurred, and the state has nominated that the waterbody be delisted in the next 303(d) cycle. It is not sufficient to merely believe by the next 303(d) list cycle, that restoration will have occurred.*

3. Were there load reductions in other pollutants that indicate progress?
4. Were any new ordinances or laws put into place as a result of the actions?

Example 1:

The Bass Lake restoration project achieved TMDL targets by reducing the average phosphorus concentrations from 490 μg/L to 10 μg/L, and the lake will be removed from the state's 303(d) list in the next listing cycle. Farmers' participation in nutrient management planning should reduce nutrient delivery from cropped areas in the watershed even further.

The alum treatment dramatically reduced total phosphorus in Bass Lake. Without the high concentration of phosphorus to feed on, heavy blue-green algae blooms no longer cover the lake and water clarity continues to improve. Secchi disk readings have improved from less than 10 feet before the project to up to 20 feet during July 2004 after the alum treatment. No fish kills have been noted since the project, and the fish population appears healthy.

Example 2:

Between March and October of both 2003 and 2005, ADEM collected dissolved oxygen data at three sites on the impaired segment of the Flint River. The agency also collected continuous dissolved oxygen data at two of the sites during July 2005.

As shown in the following table, only two monthly measurements (4.6 mg/L and 4.97 mg/L) fell below the state minimum criterion of 5.0 mg/L for the public water supply and fish and wildlife designated water use classifications. Furthermore, none of the continuous dissolved oxygen measurements were below the minimum criterion.

ADEM's assessment methodology stipulates that conventional water quality parameters, including dissolved oxygen, may not exceed water quality standards more than 10 percent of the time in waterbodies designated as public water supply and fish and wildlife resources. The data demonstrate that this 28-mile segment of the river now meets this requirement. As a result, ADEM has proposed that the segment be removed from the state's 2006 303(d) list of impaired waters. The next scheduled monitoring year for the segment is 2008.

Example 3:

The accompanying table compares key Whetstone Brook biomonitoring results with Class B water guidelines. Data highlighted in bold indicate the waterbody's failure to meet aquatic life support biocriteria for Vermont Class B waters. These data led to Whetstone Brook being added to Vermont's 303(d) list in 1998.

The monitoring team reassessed the segment in 2002 and found significant biological improvement. However, before 2004 (when Vermont revised its listing methodology for impaired waters), a waterbody could not be removed from the state's impaired list until 2 years of biological monitoring data showed compliance with water quality standards. Such compliance was confirmed in 2003. The EPT richness, BI values, and other biological indicators for both years remained well within the Class B guideline. In addition, the team found no evidence of oil sheens either year.

Because of these findings, VT DEC concluded that oil/grease no longer impaired Whetstone Brook's aesthetic and aquatic life uses. As a result, Vermont removed the waterbody from its 303(d) list in 2004. Whetstone Brook is scheduled to be monitored again in 2008.

VI. PARTNERS and FUNDING

1. List specific partners who contributed to the improvements in the waterbody.
2. List specific amounts of NPS dollars dedicated to the project (mention total amount over the lifetime of the project).
3. What did the NPS dollars support?
4. Identify other matching sources of funding (e.g., state agricultural funds, USDA/EQIP, Water Bank Funds, and local/private if such information is available).

Example 1:

The cooperation of 28 members of the LVWCC, representing local, state, and federal agencies, local environmental groups, businesses, and interested citizens, was essential in the creation of a comprehensive management plan for the Las Vegas Wash. Volunteers also played an important role in the project, providing the needed labor for wetland and riparian plantings and invasive vegetation removal. The overall cost to implement the CAMP is projected to be approximately $127 million through 2013.

As of 2006, $33 million has been spent on CAMP implementation. Approximately $600,000 of section 319 funds was used to support construction of erosion control structures, bank revegetation, and public outreach efforts. Participating agencies contributed $1.8 million during the 2005–2006 fiscal year.

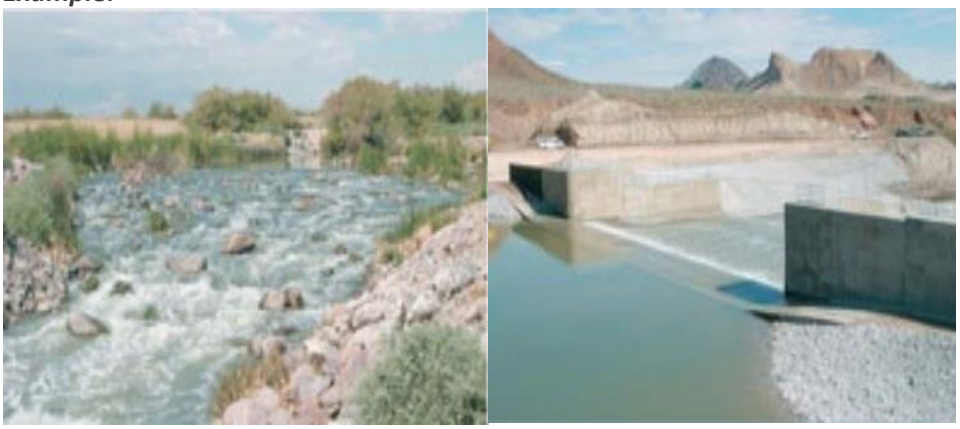
Example 2:

Partners involved in the effort were North Carolina Division of Water Quality, Soil and Water Conservation Districts, North Carolina Division of Soil and Water Conservation, North Carolina Cooperative Extension, U.S. Department of Agriculture's Natural Resources Conservation Service, North Carolina Department of Agriculture, North Carolina Farm Bureau, North Carolina State University, and agricultural community and commodity groups. The North Carolina Environment Management Commission brought together stakeholder groups of affected parties and provided the participants with a chance to express differing viewpoints. Stakeholders involved in the process included environmental groups, municipalities, developers, businesses, and the public. The North Carolina Agriculture Cost Share Program, administered by the Division of Soil and Water Conservation (DSWC), contributed $12.5 million between 1992 and 2003. Another DSWC-administered program, the federal Conservation Reserve Enhancement Program, has obligated approximately $33.1 million in the Tar-Pamlico River Basin since 1998. Between 1995 and 2003, approximately $2.67 million in Clean Water Act section 319 expenditures supported a variety of NPS projects in the Tar-Pamlico Basin, including BMP demonstration and implementation, technical assistance and education, GIS mapping, development and dissemination of accounting tools, and monitoring. As part of the Phase I Agreement, the area's Point Source Association both contributed funds and acquired a section 104(b)(3) grant for agricultural BMP implementation. The combined total of their contributions was $850,000 in nutrient-reducing BMPs in the basin.

VII. Photos:

Provide 1-2 photos of BMPs that illustrate the project actions. Photos should be of a type that helps illustrate the problem and/or the solution. Please provide a brief caption that explains and provides the context of the illustration. Photos should be 300 dpi resolution when printed at 3" X 3". Occasionally, the contractor can utilize photos with less resolution, but if that is not possible, the story will have to be published without a photo

Example:



Weirs are low dams designed to reduce streambed erosion by flattening the slope of the channel and slowing flows. Many weirs are constructed of confined rock riprap, providing a somewhat natural look (top). Other structures are built with concrete, resulting in a more engineered look (bottom). Weirs, wetland restoration, and invasive vegetation removal helped reduce total suspended solids (TSS) concentrations in lower Las Vegas Wash and led to its removal from the Nevada 303(d) list in 2004.

VIII. Table/Graph/Chart:

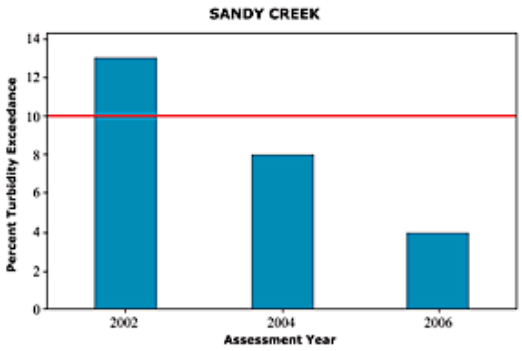
If data is provided that documents improvements in water quality, please label axes, indicate water quality target/endpoints, and provide brief caption that explains the data. Please attach graphs as separate files, if possible.

Example 1:

Chase Brook Biomonitori	Date	Assessment rating	EPT	Density (individuals/ m2)	Individuals from

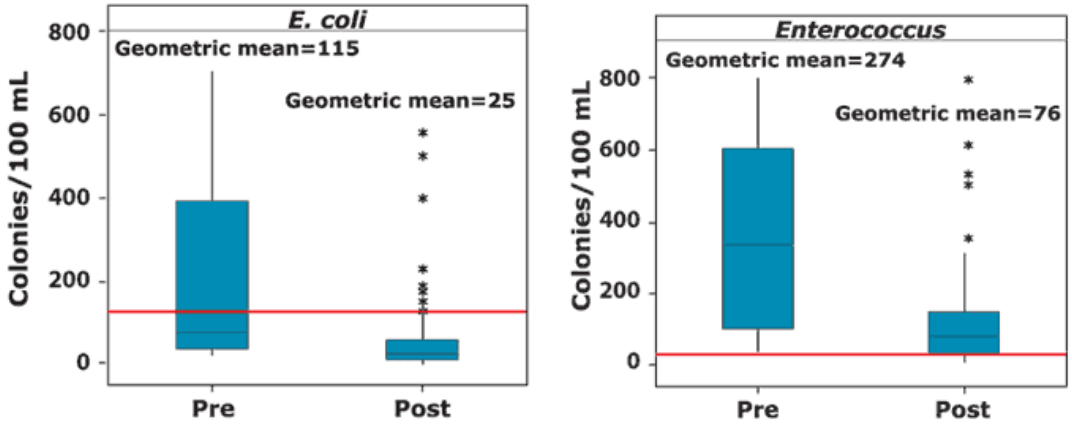
ng Results Sampling site					*Oligochaeta* (%)
1.2	9/14/1993	Fair	15.0	357	10.6
1.2	9/20/1994	Fair	22.5	584	23.8
1.2	10/6/1998	Fair	19.0	493	11.7
1.2	9/18/2000	Very good	19.0	673	2.4
1.2	9/2/2002	Good	16.7	1253	1.4
Class B Guideline	> 16.0*		> 300	< 12.0	

Example 2:



A stream is considered impaired due to turbidity if 10 percent or more of the seasonal base flow water samples exceed 50 NTUs (based on five years of data proceeding the assessment year). The FWP designation is now fully attained.

Example 3:



Boxplots indicate the interquartile range (25th-75th percentile) and median of the data in each of two periods: "Pre" contains data from August 1999 to January 2001; "Post" includes data from July 2001 to May 2005. The red line indicates the geometric mean above which the beneficial use is not achieved. There were significant reductions in mean levels of both *E. coli* and *Enterococcus* bacteria.

IX. Contact Information:

Provide a contact name, organization, phone, email address.

MAINTENANCE PLAN CONTENTS

All maintenance plans for Water Quality Restoration projects must include the following:
1. The name, address, and telephone number of the person or persons responsible for the preventative and corrective maintenance of each BMP. If the plan identifies a party other than the owner as having responsibility for maintenance, that is, a public entity or homeowners' association, then the plan must include a copy of the other party's written agreement to assume this responsibility.
2. Specific preventative and corrective maintenance tasks such as removal of sediment, trash, and debris; mowing, pruning, and restoration of vegetation; restoration of eroded areas; elimination of mosquito breeding habitats; control of aquatic vegetation; and repair or replacement of damaged or deteriorated components.
3. A schedule of recommended regular inspections and tasks.
4. Cost estimates of maintenance tasks, including sediment, trash, and debris removal.
5. A written record of all preventative and corrective maintenance performed.

In addition, it would be useful if the following items were also included in the maintenance plan:
1. Maintenance equipment, tools, and supplies necessary to perform the various preventative and corrective maintenance tasks specified in the plan.
2. Maintenance, repair, and replacement instructions for specialized, proprietary, and nonstandard measure components, if any, including manufacturers' product instructions and user manuals.
3. Procedures and equipment required to protect the safety of inspection and maintenance personnel.
4. Approved disposal and recycling sites and procedures for sediment, trash, debris, and other material removed from the BMPs during maintenance operations.

MAINTENANCE PLAN CONSIDERATIONS

In addition to the plan contents described above, a maintenance plan should address the following aspects of BMP maintenance:

Access

All BMP components must be readily and safely accessible for inspection and maintenance.

Training of Maintenance Personnel

Include a basic description of the purpose and function of the BMP and its major components. Outline what tasks need to be done by what personnel, how and when (*i.e.* what time of year, etc.). Training should also be provided in the need for and use of all required safety equipment and procedures.

Aesthetics

The impacts of the aesthetics on the surrounding community should be included in maintenance considerations.

MAINTENANCE PLAN PRODECURES

Once the maintenance plan is approved by the Project Manager, the following procedures should be followed:
1. Copies of the maintenance plan must be provided to the owner of the BMP, who must commit to keeping the BMP in place, and keeping the land devoted to the BMP function. Copies must also be provided to the NJDEP Project Manager for the project file and any other entity deemed necessary by the NJDEP Project Manager and/or the Grantee (*e.g.* township, mosquito control commission, etc.).
2. Any change in the name, address, and telephone number of the person or persons responsible for maintenance must be updated in the maintenance plan and requisite copies distributed per Procedure #1 above.