

Nonpoint Source Grant Reporting Guidance



French Creek Restoration Project, Just After Completion, 2020

October 2024



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PURPOSE

This document provides guidance for submitting Status Reports, Final Reports and Billing Statements for Nonpoint Source contracts. These reports serve several key functions:

- Maintain a running, task-by-task record of all project accomplishments
- Maintain a running, task-by-task billing ledger
- Provide the DEQ Project Manager with the information needed to approve payments
- Keep the DEQ Project Manager updated on project progress
- Fulfill EPA reporting requirements

DEADLINES

Status Reports

- Every June 15th
- Every December 15th
- With the Final Report*

Draft Final Report

- 15 days before the contract expires

Final Report

- Before the contract expiration date

Billing Statement

- Every* time you submit a Status Report

**The reason we ask you to submit an updated Status Report and an updated Billing Statement with the Final Report is so we can clearly identify the activities and expenses that pertain to your final contract payment.*

SUBMITTAL PROCESS

FORMAT

All Status Reports, Final Reports, and Billing Statements must be submitted electronically, using the reporting templates provided by your DEQ Project Manager. Status Reports and Final Reports must be submitted in Microsoft Word or Adobe PDF format. Billing Statements must be submitted in Microsoft Excel or Adobe PDF format. Do not alter the template formats except as directed. If you have questions about how to fill out one of the templates, or suggestions for how DEQ might improve the reporting process, please contact your DEQ Project Manager.

Photos must be submitted to the DEQ Project Manager electronically in JPEG (.jpg) format and must be accompanied by a photo log identifying photo ID, site ID, photo date, photographer name, latitude and longitude locating where the photo was taken, approximate direction the photographer was facing, and a brief description of what the photo is intended to show. DEQ encourages the use of photo monitoring apps (e.g., Solocator, Theodolite, etc.) to succinctly capture much of this information within the photo frame.

Geospatial data must be submitted to the DEQ Project Manager electronically in a format compatible with ESRI GIS software and must include adequate metadata as determined by your DEQ Project Manager.

Project plans, copies of permits and authorizations, landowner agreements, and all other documents submitted as deliverables must be submitted electronically in formats compatible with Microsoft Office software, Adobe PDF, or another format mutually agreed upon with your DEQ Project Manager.

SIGNATURES

Electronic signatures are required on all reports and Billing Statements. The easiest way to do this is to have your signatory sign a blank piece of paper, take a photo of the signature with your phone, store the photo as a file on your computer, and then insert the photographed signature in the appropriate location each time you submit a document. Alternatively, there are various commercially available digital signature options (e.g. DocuSign, Adobe Sign, etc).

SUBMITTAL

All reports and deliverables are submitted directly to the DEQ Project Manager listed on the Contract Cover Sheet.

Submit all reports and deliverables using email, or if files are bigger than 8.0 megabytes use the state of Montana file transfer service (<https://transfer.mt.gov>) or submit as directed by the DEQ project manager. If you don't hear back from your DEQ Project Manager after a few days, please follow up to make sure they received everything you submitted.

RECORD KEEPING

Please follow the records retention requirements identified in the contract. Also, keep electronic copies of pertinent emails and all reports, payment requests and deliverables. Contractors and DEQ staff make every effort to maintain detailed records of correspondence and submittals, but occasionally staff turnover and human error result in missing items.

UNDERSTANDING THE TEMPLATES

- **Gray-highlighted** – Instructions for the DEQ Project Manager; delete and replace before handing off to the Contractor.
- **Yellow-highlighted** – Instructions for the Contractor; delete and replace before submitting a report.
- **Red lettering** – Example text; delete before submitting a report.

STATUS REPORT INSTRUCTIONS

INSTRUCTIONS FOR DEQ PROJECT MANAGER

Immediately after contract signature, prepare the Status Report form for your Contractor by filling in all the gray highlighted fields as instructed in the template. As you set up a contract kick off meeting, email the prepared form to your Contractor with an electronic copy (Excel version) of the Billing Statement.

During the contract kick off meeting, review the instructions for filling out the Status Report form and the Billing Statement with your contractor.

When you receive a Status Report from your contractor, carefully review the Status Report form, Billing Statement, and any accompanying documentation to ensure they are complete and accurate and that they provide sufficient documentation to justify the expenses and match reported by the Contractor. You should generally review and respond to submittals within 3-5 business days.

INSTRUCTIONS FOR THE CONTRACTOR

After the signing of the contract, your DEQ Project Manager will send you an electronic copy of the Status Report form, along with an electronic Billing Statement.

During the contract kick off meeting, your DEQ Project Manager will review the instructions for filling out the Status Report form and the Billing Statement. Don't hesitate to ask for clarification if something doesn't make sense. Your Project Manager is there to help.

Use the Status Report Form and Billing Statement to request reimbursement. Do not alter the Status Report form except as directed in the **yellow** highlighted text.

Delete the instructional pages of this document before submitting a Status Report or Final Report.

SCOPE AND DETAIL

Status Reports should contain enough detail for a person unfamiliar with the project history to pick up the report and the contract, and easily determine what activities occurred and where, and whether the activities described are within the scope of the contract and commensurate with the funding requested in the Billing Statement.

If you find yourself spending more than 5 hours on a single Report, please contact your DEQ Project Manager.

NEED HELP?

If you have questions about reporting requirements, necessary documentation for justifying payment, or any other aspect of contract management, please contact your DEQ Project Manager.

DEQ Contract Number: 2#####

Status Report Form

STATUS REPORT TEMPLATE

Project Title: from the top of the first page of the Attachment A	
Contract Number:	DEQ Contract Number
Contractor: Name of Contractor	
Contact Name: Contact Person for the Contractor	Email: Contact Person's email address
Address: Contractor's mailing address	Phone: Contact Person's phone number

Reporting Period:	MM/DD/YYYY to MM/DD/YYYY
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NOTICES TO PROCEED

Fill out the first two columns of the table below, based on the notice to proceed requirements in the Attachment A.

Activity	Prerequisite Deliverables	Requested	Received
Copy and paste the notice to proceed requirement from the Attachment A	Copy and paste the prerequisite deliverables from the Attachment A	MM/DD/YYYY, the date you submitted a request to DEQ for a notice to proceed.	MM/DD/YYYY, the date you received the notice to proceed.
Copy and paste the notice to proceed requirement from the Attachment A	Copy and paste the prerequisite deliverables from the Attachment A	MM/DD/YYYY, the date you submitted a request to DEQ for a notice to proceed.	MM/DD/YYYY, the date you received the notice to proceed.

TASK REPORTS AND DELIVERABLES

[repeat for each task in the scope of work]

Task #– Title from Attachment A

Task # Description: Copy and paste the entire task description from Attachment A

Is Task Complete? Y/N [Note: a task should not be labeled complete until all deliverables have been submitted.]

[Month] [YYYY]

Report: Provide a detailed description of the work for which you are seeking reimbursement or reporting as match. Include sufficient information to justify the expenditures and match reporting identified in an accompanying Billing Statement. If no activities have occurred during the reporting period, explain why.

Next Steps: Describe what is planned next for this task.

[Month] [YYYY]

Report: Provide a detailed description of the work for which you are seeking reimbursement or reporting as match. Include sufficient information to justify the expenditures and match reporting identified in an accompanying Billing Statement. If no activities have occurred during the reporting period, explain why.

Next Steps: Describe what is planned next for this task.

Task X Deliverables: Fill in the “Deliverable” column in the table below, adding more rows if needed. List each, individual deliverable on a separate row. For example, if the task deliverables call for draft and final designs to be submitted, place the draft design and the final design on separate rows; if Status Reports will be due June 15 and December 15 for three years and a Final Report will all be required, place each report on a separate row. Be specific and thorough. Use the table below to indicate the status of each deliverable associated with this task.

Deliverable	Status/Date Completed	Notes/Comments
deliverable	MM/DD/YYYY or, if partially completed, list completed items in this column, and remaining items in the column to the right.	Add notes as needed for clarification.
deliverable	MM/DD/YYYY or, if partially completed, list completed items in this column, and remaining items in the column to the right.	Add notes as needed for clarification.

SIGNATURE

Signature

Signatory Name, Title

MM/DD/YYYY

Date

FINAL REPORT INSTRUCTIONS AND TEMPLATE

DEQ uses the Final Report for 4 main purposes:

- Justify final payment
- Document lessons learned and knowledge gained
- Document the total cost and estimated impacts of a project
- Provide a base of knowledge from which to evaluate project effectiveness during future site visits

A Final Report includes the following items:

- A Status Report Form (to justify final payment)
- A Billing Statement (for final billing)
- As applicable, copies of deliverables not previously submitted associated with the final billing
- A completed Final Report Form and relevant attachments

SCOPE AND DETAIL

The Status Report Form, Billing Statement, and associated deliverables are merely a continuation of the reporting you have previously completed for other reports. The Project Evaluation Form will vary in scope and detail depending on the nature of your project, but will generally follow this pattern:

- What did you do?
- Where can someone find it?
- What did you learn?

UNDERSTANDING THE TEMPLATE

- **Gray-highlighted** – Instructions for the DEQ Project Manager; delete and replace before handing off to the Contractor.
- **Yellow-highlighted** – Instructions for the Contractor; delete and replace before submitting a report.
- **Red lettering** – Example text; delete before submitting a report.

NEED HELP?

If you have questions about reporting requirements, necessary documentation for justifying payment, or any other aspect of contract management, please contact your DEQ Project Manager.

FINAL REPORT TEMPLATE

Project Title: from the top of the first page of the Attachment A	
Contract Number:	DEQ Contract Number
Contractor: Name of Contractor	
Contact Name: Contact Person for the Contractor	Email: Contact Person's email address
Address: Contractor's mailing address	Phone: Contact Person's phone number

EDUCATION AND OUTREACH ACTIVITIES (DELETE IF NO EDUCATION AND OUTREACH ACTIVITIES ARE IDENTIFIED IN THE SCOPE OF WORK)

Events (delete if no events are identified in the scope of work)

Activity Description	Target Audience	People Reached (#)	Impacts/Results
Only list events, not publications	Identify who you tried to reach with your event	Enter the number of participants or people reached	Identify the results of your activity, including changes in behavior, post-event knowledge survey results, increased involvement in efforts to address water quality, etc.
Project Site Tour	Local landowners	4	2 landowners expressed interest in having someone from the watershed group come out and for a site visit to discuss potential projects on their land
Presentation	Real estate agents	15	12 agents agreed to distribute the District's Living On The Banks guide for people considering purchasing waterfront property

Publications (delete if no publications are identified in the scope of work)

Publication Name/Location	Target Audience	Impacts/Results
Provide the titles of individual publications, briefly describe their content (if not self-evident from the title), and indicate where the public can go to find a copy of the publication: see examples below	Identify the target	Identify any results from the distribution or use of your publication; include things like changes in behavior, increases in support, and increases in knowledge

“Spring Creek Fish Returning!” – social media post touting the results of post-project fish surveys facebook.com/SCWG_ABCD/%&update	General public	Received thank-you card from local chapter of Sculpins Unlimited; neighboring watershed group requested a tour of the project
“Beaver Creek Restoration” – interpretive kiosk along hiking trail near recent restoration project	Local recreationists	Approximately 12-15 people per day, based on trailhead survey sampling.

Education and Outreach Lessons Learned

Please provide a detailed description of lessons learned, insights gained, things you would do differently, and things that went particularly well. This could include things such as the relative effectiveness of different education and outreach techniques, great ways to reach specific audiences, unanticipated complications and costs, and future activities you hope to undertake to build upon what you have accomplished.

CAPACITY BUILDING ACTIVITIES (DELETE IF NO CAPACITY BUILDING ACTIVITIES ARE IDENTIFIED IN THE SCOPE OF WORK)

Activities

Activity Description	Capacity Goals	Results
Briefly describe what you did to increase capacity for addressing nonpoint source pollution	List the goals of your capacity building effort	Where possible, provide evidence that you achieved your stated goals
Develop a watershed restoration plan for the Spring Creek watershed]	Become more efficient in our efforts to improve water quality; improve our ability to attract funding; outline local priorities for watershed health	WRP completed; applied for and received our first 319 grant; streamlined our project identification and development process
Hire a Big Sky Watershed Corp member to create a citizen-based photo-point monitoring program	Find a way to engage the community in photo-point monitoring; reduce watershed group staff workload	Hired a BSWC member who built us a volunteer monitoring program

Capacity Building Lessons Learned

Please provide a detailed description of lessons learned, insights gained, things you would do differently, and things that went particularly well. This could include things like whether its easier to hire some work out or try and develop internal capacity to take more work on, estimates of the time and effort it takes to create a watershed restoration plan, knowledge and skills you might look for in a Big Sky Watershed Corps member or an

employee, essential elements of a fundraising plan, or tools you came across that helped you improve efficiencies in some part of your organization.

ON-THE-GROUND PROJECTS (DELETE IF NO ON-THE-GROUND PLANNING, DESIGN, OR IMPLEMENTATION ACTIVITIES ARE IDENTIFIED IN THE SCOPE OF WORK)

Project # – Name of Project

This section must be copied and filled out for each distinct project that will be designed and/or implemented under this contract. “Distinct” projects may include the following:

- Projects located on different, non-adjacent waterbodies
- Projects located on the same waterbody, but with different landowners
- Separate phases of a long-term restoration process covered under this contract (e.g. if the contract calls for implementing Phase 3 and preparing designs and obtained permits for Phase 4)

Provide a brief project summary; no more than one or two paragraphs.

Waterbodies and Impairments

Provide the name(s) of the waterbody(ies) impacted by the project, and the associated impairment listings the project addresses. Waterbodies with impairments can be obtained from Montana’s Clean Water Act Information Center (CWAIC) website at www.cwaic.mt.gov. When obtaining data from CWAIC, be sure to look at the correct waterbody and correct segment of that waterbody. For example, there are dozens of streams named “Beaver Creek,” and large rivers like the Bitterroot, the Sun, and the Yellowstone are divided into segments (i.e., “Assessment Units”), and different segments may have different impairments. For each listed waterbody, CWAIC lists the probable causes of impairment (e.g., sedimentation/siltation, nitrogen, lead). For the selected waterbody, list the probable causes of impairment that your activity specifically addresses.

Waterbody Name (from Montana’s List of Impaired Waters)	Impairment Causes Addressed
Waterbody Name	Impairment Causes Addressed
Waterbody Name	Impairment Causes Addressed

Project Goals

- Identify all major project goals. Include landowner goals, water quality goals, water quantity goals, fisheries and wildlife goals, local community goals, etc.
- Reduce sediment input from eroding banks
- Restore 500 feet of riparian bankline and 5 acres of wetland habitat
- Improve pasture grass production on 400 acres of native rangeland

Project Partners

Use the table below to describe the partners involved in the project and the roles they played. Be sure to include landowners, funding partners, subcontractors, technical assistance providers, engineers, construction companies, etc.

Partner Name	Role	Estimated \$\$ Value of Contribution (if available)
Landowner Name	Landowner	
Lolo National Forest	Donation of rootwads from nearby thinning project	\$6,000
A & B Construction	Built the project	
FWP Future Fisheries Program	Funder	\$45,000

Project Planning and Design (delete any parts that aren't applicable to this project)

The following project planning and design activities were completed prior to the start of the 319 contract:

- List the planning and design activities that were completed prior to the start of the 319 contract.
- Preliminary site investigation
- Permitting
- Draft and final designs
- Landowner agreement
- Grazing management plan

The following project planning and design activities were completed as part of the 319 contract:

- List the planning and design activities that were completed as part of the 319 contract.
- Preliminary site investigation
- Permitting
- Draft and final designs
- Landowner agreement
- Grazing management plan

Upcoming Activities

(only applicable to design-only projects, where no associated on-the-ground implementation activities have taken place; delete if not applicable)

Provide a short description of your plans for implementing the project. Include things such as timelines, projected costs, potential funding sources, and outstanding design issues.

On-The-Ground Implementation Activities

(only applicable to projects where on-the-ground implementation activities have occurred; delete if not applicable)

Construction/planting completion date: [MM/YYYY]

As-built drawings attached? Y/N As-built drawings should provide sufficient detail such that a person unfamiliar with the project could visit the project site 5 years after construction and be able to navigate to and identify each structure/best management practice you installed.

Structures/best management practices not clearly described in attached as-built drawings:

For any structures/best management practices not clearly described in attached as-built drawings, fill out the table below. DELETE TABLE IF NOT APPLICABLE

Structure/Best Management Practice Description	Latitude	Longitude
Describe the structure/BMP; provide an indication of its size; identify its purpose.	[decimal degrees]	[decimal degrees]
Off-stream livestock watering tank; approximately 3,000 gallon capacity; designed to keep cattle from walking in the creek	42.12345	-109.12345
50-foot wide, 300-foot long riparian buffer, revegetated with native willow, cottonwood, and sedges; designed to restore riparian habitat previously damaged by over-grazing; lat/lon are at the upstream end of the buffer.	45.01234	-111.01234

Project Monitoring

The following project monitoring data has been collected and submitted to DEQ:

- List the project monitoring data that has been collected and submitted.
 - Photo-points
 - BEHI
 - Vegetation Transects

Load Reductions

If the Contract included a requirement to report sediment, nitrogen, or phosphorus load reduction estimates, list the estimates and describe how they were derived.

Project Costs

Please include **ALL** project costs, ***not just those billed to DEQ, reported as match, or incurred solely within the contract period. Be sure to include costs incurred by all project partners.*** The purpose of this information is to try and highlight, as much as possible, the TOTAL costs of getting a restoration project on the ground. Do not itemize costs beyond the breakouts outlined in the table below.

Project Planning: Include costs for preliminary site investigations, design and engineering, permitting, and site assessments like wetland delineations, cultural resource inventories, heavy metals toxicity evaluations, no-rise analysis, LOMR/CLOMR preparation, design revisions that occur during construction, etc.	\$,,\$,\$,\$,\$\$
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<p>Construction/Implementation: Include costs for materials, labor, construction oversight, revegetation, supplemental planting, etc.</p>	<p>\$,,\$,\$\$.,\$\$</p>
<p>Project Monitoring: Include costs associated with generating load reduction estimates, taking photo points, evaluating vegetation mortality, bird and fish counts, water chemistry sampling, flow monitoring, etc.</p>	<p>\$,,\$,\$\$.,\$\$</p>
<p>Other Costs: Include any other costs incurred by any of the project partners and not already reported above. Please specify the nature of these costs.</p>	<p>\$,,\$,\$\$.,\$\$</p>
<p>TOTAL</p>	<p>\$,,\$,\$\$.,\$\$</p>

On-the-Ground Projects Lessons Learned

Describe any challenges that arose and how you addressed them. Identify things you learned that could help you or other organizations in the future. Are there things you would have done differently knowing what you know now? Are there things you plan on doing again? Describe how the project affected you, your organization, and your community. Were there any unanticipated benefits? Why was the landowner inspired to engage in the project, and how did their engagement evolve throughout the project? Are there things that could be done to improve DEQ’s 319 projects program?

ATTACHMENTS

ATTACHMENT 1– STATUS REPORT

ATTACHMENT 2 – FINAL BILLING STATEMENT

ATTACHMENT 3 – REMAINING DELIVERABLES (E.G., AS-BUILT DRAWINGS)

SIGNATURE

Signature

Signatory Name, Title

MM/DD/YYYY

Date

BILLING STATEMENTS

The DEQ Project Manager will provide you with an electronic (MS Excel) version of the Billing Statement. You must submit a complete Billing Statement each time you submit a Status Report, including with your Final Report.

ELECTRONIC SIGNATURES

An electronic signature is required **each time you submit** a Billing Statement. The easiest way to do this is to have your signatory sign a blank piece of paper, take a photo of the signature with your phone, store the photo as a file on your computer, and then insert the photographed signature in the appropriate signatory cell each time you submit a Billing Statement. Alternatively, there are various commercially available, digital signature options (e.g. DocuSign, Adobe Sign, etc).

KEY CONSIDERATIONS

1. Every time you submit a Billing Statement, you must submit a Status Report.
2. All expenses must be within the scope of your contract.
3. Reporting requirements for items reported as match are the same as reporting requirements for items for which you request reimbursement.
4. Please endeavor to report match at roughly the same pace as you request reimbursement.
5. Provide sufficient documentation of work completed such that a person unfamiliar with the contract could read the contract, review the information provided, and easily conclude that the work completed justifies the expense reported. Please work with your DEQ Project Manager to ensure you are providing adequate documentation.
6. Billing is conducted on a reimbursement basis. You may only bill for work that has already been completed and materials that have already been purchased. You may not bill in advance for future expenses.
7. When requesting reimbursement for individual expenses greater than \$500, please provide copies of receipts or invoices, or as instructed by your DEQ Project Manager.
8. DEQ may withhold up to 10% of the funding allocated to your contract until all deliverables have been submitted.
9. DEQ allows contractors to move up to 10% of the total available funds between tasks without requiring a contract modification. To do this, email your DEQ Project Manager and request permission, then fill out the Billing Statement in a way that shows a positive balance for the under-budget task and a negative balance for the over-budget task. At no time may the total funds balance for a given task go below \$0 until all required deliverables for that task have been submitted.
10. If after you submit a billing statement for a given billing period, you then receive an additional bill for work completed during the previous billing period, submit the additional bill with your next billing statement. For example, if on June 30th you submit a billing statement to DEQ for work completed between January 1st and June 30th, and then on July 15th you receive a bill for \$3,500 from one of your subcontractors for work done in May, go ahead and bill DEQ for the \$3,500 on your next billing statement.

Specific instructions for filling out the Billing Statement are contained within the electronic (MS Excel) version of the Billing Statement supplied by your DEQ Project Manager.