

APPENDIX H

New Jersey Division of Watershed Management SFY 2005 319(h) Final Reporting Requirements

Front Cover /Title Page

- Project Title
- Project Identification Number
- Identify the watershed's HUC 11 number and name in which the project is located
- Grantee's name, address, and phone number
- Name/address/telephone number of organization completing the project
- Project Partners names and addresses
- Date of the Report
- Date of Project Completion
- Watershed Management Area Public Advisory Committee Comments (See Section 5.2 for more information)

Identification and Disclaimer

Identification of funding sources and disclaimer (if required)

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 (i.e., its goals, methodology, locations affected, time frame)
- Highlight major results or outcomes of the project
- Project implications and recommendations

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
- Describes the overall evaluation design and schedule of data collection
- Describes the evaluation techniques and targets and why those approaches are an appropriate measure of success.

Results of Project and Evaluation

The project evaluation should include items outlined in the *Measures and Indicators of Progress and Success* (pages 11&12 of guidelines), as well as the following information:

- A summary of results
- Presents detailed evaluation of findings, including relevant tables, graphs, charts
- Provides breakdown of findings by relevant variables
- Integrates results from multiple qualitative and quantitative data sources
- Implications and Recommendations
- Presents implication of the project

- Makes specific recommendations for future action
- Suggests means for disseminating project results
- Describes strategies for assuring utilization of project results