

# CLOSEOUT DOCUMENT TEMPLATE

## GUIDANCE

This document is meant to tell the story of the project in a compact, easily identifiable format. **Pages of the final document may not match specifically to the template;** however data should be placed in a manner that is readable and discernible.

**The graphics in the template are examples pulled from other reports. If better graphics/tables exist in your reports that contain the same information, use those graphics/tables in your report. Page layouts should be adjusted to best fit the content of the data, map, or photos being presented. Please reformat page size for the entire report as opposed to single pages if necessary.**

### Front Page

- Name of project, EEP ID (IMS#), Contract #, UASCE Action ID# if available, DWQ 401 #
- Photo of the site. This should be a good photo that represents the site.
- Project Setting and Classifications – fill out completely
- Project Activities – Entries here will vary dependent upon the activity that was completed on the site. Significant events should be noted in this section (i.e. date of construction and monitoring). Note month and year of each supplemental planting, repair, invasive treatment, beaver removal.

### Page 2

- **Project Setting and Background Summary** - This is a summary of the project. Include the what, where, when, and how. Inclusion of anything that can be presented as tabular should be limited. Explain unique characteristics of the site.
- **Goals and Objectives** – Cut/paste directly from mitigation plan in bullet form.
- **Success Criteria** – Include the success criteria summarized by the asset. Tabular format is strongly suggested.

### Page 3

- **Asset Table** - Include a table which has the assets requested by reach and by mitigation level (Restoration, Enhancement, etc) requested. Include the priority level of restoration for any streams. Include watershed for each reach. Assets should be summarized by mitigation level and by reach. Show asset totals for each mitigation reach by the mitigation level requested (i.e. Reach 1 – enhancement – 100 lf – 40 SMUs). The Asset Table should appear as formatted in the closeout report template.

### Page 4

- **Asset Map** -Include a map with an aerial with of reaches and the mitigation level clearly identified graphically along with any channel structures, crossings etc. to provide “landmarks” along the channel as well as all the projects monitoring features with symbology/color coding to represent whether success criteria were met. The Asset Map should correlate directly with the Asset Table, all stream reaches, wetland polygons, and

buffer zones that appear in the asset table should appear in the Asset Map and vice versa.

Pages 5 - 7. The map section may be consolidated or expanded to additional sheets as necessary.

- USGS Topo map with watershed depiction.
- Soils Map. Use onsite delineation if available. If not, NRCS soils layer.
- Remediation Map with the location of repairs, supplemental planting, beaver impacts, areas of concern, etc. In lieu of a map, use a table with identifying reaches or stations.

Page 8 - 11 This section should be sized to accommodate all data required and ensure graphs, tables are legible.

- **Stream Morphology Data** – Cross sections, longitudinal profiles, and morphology table with comparison of morphology parameters across all monitoring years. These graphs and table(s) must be legible; if more pages are needed that is OK, just keep as compact as possible.
- **Hydrology Data** – Verification of bankfull events, comparison of precipitation to historical averages graph or table, and summary of groundwater gauge data if applicable. Include a historical graphical depiction of the 30th and 70th percentile versus the observed precipitation for the site. Gauge data should have the maximum number of consecutive days during the growing season logged within 12” of the soil surface and the % of growing season this represents for each well each year. It is helpful to have the established success criteria in the table for comparison.
- **Vegetation Data** – Table with vegetation data presented by monitoring plot with total stems planted listed by species. The reader should be able to determine the number of stems per acre and number of species per plot from the table as well as the average total site density represented by all monitoring plots. Inclusion of volunteer stem data is recommended.

Page 9

- **EEP Recommendations and Conclusions** – Be clear and concise in the conclusions that you have drawn from the project. Include EEP’s recommendation to close with the mitigation units specified at the bottom of the Asset Table on page 3.
- **Contingencies** – Do not include currently contracted project tasks simply because they are on-going. This section is reserved for issues that need to be documented and resolved. This should be discussed with the Closeout Coordinator, your Supervisor, and others as needed.

Page 10

- Place photos of Pre- Construction and Post- Construction in a neat compact manner. Use the photos to tell a story about the project such as to showcase improvements through mitigation.

Appendix A – Watershed Planning Summary – To be completed by the EEP Watershed Planner.

Appendix B – Land Ownership and Protection – To be completed by the EEP Property Section.

Appendix C – Jurisdictional Determinations and Permits – Include 404,401 permit and any associated plats or survey's which document JD feature if available.

Appendix D – Debit Ledger – Closeout Coordinator to obtain and insert into report.

Appendix E – Additional Raw Data – Include any additional data necessary to support project closeout.