Annual Verification and Maintenance Reporting Template Instructions

Reporting Guidance

The Annual Verification and Maintenance Reporting Template is intended to gather Operation and Maintenance data to meet statutory reporting requirements pursuant to the Clean Water Service Provider (CWSP) rule and statute. The table below outlines data tracking, reporting requirements, and intent behind collecting the data.

Data Tracking/Reporting	Intent and statue/rule reference
A summary of any inspection, verification, and operation and maintenance activities of clean water projects whether those projects continue to operate in accordance with their design	Required by statute 10 V.S.A. § 924 (e) Project condition informs progress towards assigned phosphorus targets.
All costs incurred by the CWSP, including "… verification, inspection, operation and maintenance, and other costs incurred under Formula Grant awards."	Required by Rule § 39-308 (b) (3) • To inform total need/sufficient revenue question • Support CWSP/BWQC decision making on long term costs of projects • Updates to cost allocation methodology
Adequate Maintenance	Required by Rule § 39-701 See Guidance Chapter 7 for more information.
Project Loss	Related to Rule § 39-404, § 39-306. Supports administrative assessment of demands on the Clean Water Budget risk reserve.
Collecting lessons learned and challenges encountered	• Informs future policy/guidance development • Share and collaborate to help build a better verification/maintenance program moving forward.

The reporting template has four tabs to collect data: Summary, Project Portfolio Updates, Annual Cost and Reporting by Visit. Below are instructions on how to report the data in each tab.

Summary Tab

1. Fill out the top left corner box with the appropriate information (CWSP, Basin #, start and end date of reporting period, grant number(s) of the agreement that funded this work).
2. Narrative Space
   a. This is the first time DEC is funding and collecting data on Operation and Maintenance and Verification. Any information we can collect to better inform

> policy/guidance and share/collaborate can help build a stronger program moving forward.
>
> b. Include in your narrative any lessons learned or challenges encountered during Operation and Maintenance and Verification visits. Examples of challenges include landowner relations, project losses, project maintenance troubleshooting and so forth.
>
> c. This section provides context to any unique project maintenance and verification situations that require more explanation that DEC will use during Adequate Maintenance review. See Guidance Chapter 7 for more information.

Project Portfolio Updates Tab

The intent of this tab is to capture updates to status of projects that the CWSP oversees in response to adoption, loss, or decommissioning of projects. This will be used to update the Watershed Project Database accordingly.

Project Information

- Include both WPD ID and project name so the project can be accurately identified.
- Type of update: a drop-down selection of adoption, project loss, or decommission.

Adoption

- Date the project was formally adopted. This is the date the landowner signed the site access agreement.

Decommission

- This date is the day the site access agreement expired or was cancelled (depending on the type of agreement). The Watershed Projects Database will be updated to reflect this end date.
- Describe why the project was decommissioned.

Project Loss

- Provide a brief but detailed description of what caused the project loss. If the cause follows the Risk of Clean Water Project Loss provisions of § 39-404, the CWSP may request access to the Clean Water Fund Contingency Reserve to repair, reconstruct or replace. This form is the way to request access to these funds and the information provided will support administrative assessment of demands on the Clean Water budget risk reserve. See Guidance Chapter 7 Project Loss section for more details.
- Indicate if this project is recommended or intended to be repaired.
- Include the associated phosphorus reduction value (kg) of the project. Aids assessment of impact of project loss.
- If reporting multiple project losses that are requesting repair/rehabilitation, prioritize the project repairs using numbers. If not applicable, enter NA.

Annual Cost by Project Tab

Pursuant to Rule[1], all costs incurred by the CWSP including verification, operation, and maintenance are to be reported annually. The Annual Cost by Project tab is set up to capture this data at the project level. DEC is looking to use cost data to inform the cost allocation methodology to ensure real costs (average cost per site visit by project type and regional variations) are serving as a guidepost for allocating resources and determining targets. With O&M cost allocation data we will be able to estimate annual maintenance costs and allocation across CWSP project portfolios.

Reporting at Project Level and Expense Categories

Some expenses may be shared across projects (e.g., equipment, shared supplies, shared verification invoices) and it may be challenging to report expenses by project. Below is guidance intended to clarify how to report shared expenses:

- **Supplies:** Supplies purchased by the CWSP and expected to be used across multiple projects (for example, tree guards for buffer plantings), take the total cost of that purchase and divide across the projects those supplies are intended to serve.
- **Purchase of Equipment:** If equipment is purchased by the CWSP and expected to be used for multiple projects, report that expense divided across the projects the equipment is intended to serve.
- **Contractual:** It is expected that a CWSP contracts with entities serving as verifiers and/or maintainer will include the total cost of that site visit under "contractual." It is not necessary to break out by other expense categories. If a verifier or maintainer visits multiple projects and bills for visiting multiple projects, take to the total cost billed and divide by number of projects covered (total invoiced is $600 for visiting 3 projects, list $200 as contractual cost for each project line).
- **Personell, Fringe, Travel and Indirect** are additional expense categories provided to aid CWSP tracking of O&M cost. If costs within these categories are shared across project types, the best practice is to divide cost by number of projects.

Reporting by Visit Tab

The purpose of the reporting by visit tab is to summarize verification, and operation and maintenance visits of previously implemented clean water projects and whether those projects continue to operate in accordance with their design. Whether a project has failed, and the operating period needs to be paused or a project is in its final design life year and was found functioning and can be extended, all this project condition information will be reported in this tab and informs progress towards a CWSPs phosphorus reduction targets and review for adequate maintenance.

General Project Information

- Initial data can be pulled from the Watershed Projects Database. A query that enables a bulk download of this information from WPD can be used to aid this process. Added to the

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[1] Per § 39-308. Reporting to the Secretary (a) Quarterly Reporting. The CWSP shall report to the Secretary quarterly, as specified in applicable grant documents. (b) annual reporting…(2) A summary of any inspection, verification, and operation and maintenance activities of previously implemented clean water projects and whether those projects continue to operate in accordance with their design; (3) All costs incurred by the CWSP, including administrative, project development, design, construction, verification, inspection, operation and maintenance, and other costs incurred under Formula Grant awards; (4) A list of all subgrants and subcontracts awarded by the CWSP in the basin for the period of performance; and (5) All data necessary for the Secretary to determine the pollutant reduction achieved by the CWSP during the period of performance

[Watershed Projects Database Search](#) tool, next to "Block Grant Summary' is a new "BMP Summary" report that shows a detailed list of all practices installed, their associated BMP ID, name and WPD ID.

- o [Project Details] [Block Grant Summary] [BMP Summary]
- WPD ID, Project Name, and BMP ID are important to accurately identify the project. Some projects have multiple practices associated with them and BMP ID is needed to differentiate.
- Add a line for each visit type that is conducted for that project (excel shortcut: insert row below, highlight cells of new row and press CTRL and D to auto copy the contents of the above row to new row).

Access Agreements

- Include type of access agreement (license or easement) and the end date. If the site access license is cancelled, add the date of official cancellation.

Verification, Maintenance, Repair

- Type of Visit: Select from drop down options Verification, Maintenance, Repair
- Date of Visit: Include date of visit in MM/DD/YYYY format
- Date Repair Completed: Only complete if repair visit. The date project repair is completed will trigger change to projects operating period in WPD.
- Verification Findings: Select from drop down options of Verification Findings. The three selections are 1. Project is functioning, no maintenance required, 2) Project is functioning, maintenance required, or 3) Project has failed, repair required.
- Operating Period Extension: Use section to indicate if a project's operating period is to be extended beyond its initial term. See Guidance Chapter 7 for more information.
- General Notes: Include any notes on Maintenance/Repair that you want to flag or additional information that wasn't covered elsewhere within the spreadsheet.

Submit Reporting Template

Complete and submit this Annual Verification and Maintenance Reporting template to the Water Quality Restoration Formula Grant Technical Project Manager (TPM) as part of the Annual Monitoring process as outlined in Guidance Chapter 9.