

Project Monitoring Design

For Funding Applicants To The GRMWP

The monitoring program at the Grande Ronde Model Watershed Program (GRMWP) has been amended to focus on thorough project completion and annual reporting. In the future we will continue to expect completion reports on all projects funded through the GRMWP. The annual reporting that we have required in the past will in some cases maintain the yearly report requirements and in others the number will be reduced. In the future all annual reporting will be focused on objective based monitoring. Objective based monitoring is expected to provide more appropriate qualitative and quantitative information to base project success. In the future, all monitoring activities for projects funded through the GRMWP will be coordinated with the monitoring coordinator following funding approval. In working with the monitoring coordinator the GRMWP and project applicants will have developed a clear concise project monitoring procedure for each project.

Project Completion Report

Project completion reporting will follow the same procedures familiar to previous applicants. All completion reports are due within 60 days of project completion. Elements of a thorough completion report are as follows:

- Project name, BPA project #, report date and author.
- Project description:
 1. Describe the work accomplished.
 2. Identify the dates when the work was started and completed.
 3. State the type and amount of the work measures for each project component (e.g. miles of stream treated, miles of fence, # of water developments, # trees/shrubs and acres planted, # acres inside exclosures, # instream structures, miles of road, etc.).
 4. Identify and explain changes in the type, amount or location of work from what was described in the original proposal.
- Final project map:
 1. A map does not need to be included with the completion report if 1) a project map meeting the specifications identified below was submitted with the project proposal and 2) the work accomplished is the same as identified in the proposal. If this is the case it should be stated in the report. Otherwise, submit a project map as described below.
 2. Include a map depicting the location of the project components, e.g. fencing, water developments, plantings, instream structures, etc. If photo points are part of the monitoring plan show their location.
 3. The map scale should be no smaller than 1:24,000 (7.5' topo quad map) and the township, range, section and scale should be identified.

- Project accounting:
 1. Summarize the project budget (preferable in tabular format).
 2. Identify the total cost (including money, in-kind services and donated materials) and a breakdown of the contribution by each of the project cooperators.
- Project participants:

Identify cooperators not indicated in project accounting.
- Project assessment:

Identify information that would be helpful in evaluating the strengths and weakness of project methods, materials or assumptions.
- Photo monitoring:
 1. Include an assortment of pictures taken before, during, and after the project is completed. If photo point monitoring is required for the project those photos may be used for pre and post project pictures.
 2. Photo points (if required for the project).

Project Monitoring Report

Objective based monitoring for reporting will focus on answering the question: Is this project meeting intended objectives through actions taken during project implementation and annual maintenance? Project monitoring reports are due based on the project completion date (date completion report received), for example if a project completion report was received on 2/10/97 the first annual report is due by 2/10/98, the second annual report is due 2/10/99, etc. Elements of a thorough monitoring report include:

- Project name, BPA project #, report date and author.
- A brief assessment of whether the project continues to meet the objectives specified in the project proposal (include any other information helpful in evaluating the strengths and weaknesses of project methods, materials or assumptions).
- Describe any maintenance performed during the last year.
- Include results of any qualitative or quantitative data collection done to document project effectiveness.
- Include copies or digital photo files of photo points if photo point monitoring is required of the project.