**Appendix A**

**Coldwater Conservation Planning/Reporting Guidelines**

Coldwater Heritage Partnership planning grants provide funding to conservation organizations to create coldwater conservation plans that can be used by municipalities, local businesses, state and local governments, conservation organizations and communities for the conservation and protection of Pennsylvania’s coldwater resources. In order for your project to be considered complete so that you can receive the final 10% of your grant award, you must submit your final plan (serves as your final report) along with the final budget form found at <https://www.coldwaterheritage.org/grant-application-and-guidelines/application-documents>.

**Coldwater Conservation Plan Format**

All plans should be submitted in one digital document (including all text, tables, figures and maps). There is no “one size fits all” Coldwater Conservation Plan format since each watershed is unique, and the goals, needs and capacities of each organization creating the plan are different. However, the basic elements of a plan, described below, should be included in the final Coldwater Conservation Plan.

1. Introduction and Background

Provide an overview of the organization and general background information about the project area

1. Watershed/Project Area Description
	1. Location- geographic location within the state including counties, townships, etc. Include latitude and longitude whenever possible.
	2. Size of watershed, drainageaArea, stream length or order
	3. List of streams containing naturally reproducing trout and Chapter 93 stream designation
	4. Land use (farming, residential, commercial/ industry, etc.)
	5. Ownership (%)- public and private (area assessed)
	6. Stream impairment data- 303(d) list status (cause and source of impairment)
2. Detailed Map(s) of Watershed with Streams Segments, etc.

Maps can show many of the above listed elements and should also include sampling and monitoring locations.

1. Previously Existing Information and Current Data Analysis
	1. Characterize and discuss relevant existing information, data, and studies (hydrology, geology, biological, historical, etc.)
	2. Current Biological Monitoring and Assessments: Data and discussion related to:
		1. Habitat assessments: In-stream and Riparian corridor
		2. Aquatic organism passage (stream crossings)
		3. Aquatic life (invertebrates and fish)
		4. Aquatic and terrestrial invasive species that impact stream or riparian corridor
	3. Water quality
		1. pH, alkalinity, temperature, DO, metals, nutrients, bacteria, etc.
2. Areas of Concern and Opportunity

This section shall address problem areas or unique features within the watershed or specific stream section. Include photos where possible (please use discretion when working with private land owners).

1. Recommendations

Following collection and data analysis, develop recommendations to serve as actions for the restoration, maintenance or enhancement of the watershed. Include goals, clearly defined objectives and specific projects which can be undertaken in the future. These recommendations and next steps should be as specific and tangible as possible. A large-scale restoration project, for example, should be broken down into logical, attainable smaller steps. Keep in mind that future funding opportunities may depend on the ability of the funder to form direct links between their priorities and requirements and the specific projects recommended in your completed plan. General statements of need or loosely defined recommendations will make future implementation efforts more difficult. Recommendations for efforts that promote, support, and implement coldwater resource conservation awareness initiatives, education and outreach programs, and stewardship opportunities are also strongly encouraged.

Additionally, consider the opportunity for a Chapter 93 designation upgrade and what specific steps would be necessary.

1. Future Funding Opportunities and/or Potential Partners

Consider including known or possible funding opportunities (grants, foundations, donations) and partners who may be available to help implement and carry out the recommendations. What are the organization’s proposed next steps upon approval of the coldwater conservation plan?

1. Summary and Conclusions

A final brief summary of the process, data, lessons learned, partner recognition, recommendations, and next steps.

1. References
2. Appendices

Include maps, figures, tables, and photographs not included in the narrative.

**Coldwater Conservation Implementation Reporting Guidelines**

All grantees are required to complete a final report and final budget form upon completion of the project. CHP implementation projects are unique, as are their outcomes, outputs, and measures of success. In order for your project to be considered complete so that you can receive the final 10% of your grant award, a CHP representative must inspect the project site and you must submit your final report (guidelines below) and final budget form found at <https://www.coldwaterheritage.org/grant-application-and-guidelines/application-documents>.

The following information should be included as part of the final project report:

* Information about the public meeting held after receiving the grant and prior to beginning the project
	1. Date and location of meeting(s)
	2. Organizations represented by attendees (You do not need to share names or emails in order to protect privacy.)
* Before and after photos of the project site(s) taken from the same vantage point.
* Project summary
1. What did you do and when?
2. How did you do it?
3. Who was involved?
4. Where did it take place?
* Project outcomes
	1. Were all project objectives met?
	2. If not, which ones and why not?
	3. Is project considered complete? If not, what remains to be accomplished?

* Project sustainability/next steps
	1. Discuss the long-term sustainability of the project. What are potential threats to sustainability?
	2. Describe monitoring, operation and maintenance plans for the project.
	3. Describe any future efforts that would increase the benefits of the current project.
* List partners and volunteers and describe their involvement in the project including number of people, number of donated or in-kind hours, etc.
* Accomplishments and outputs
	1. Observed or measured improvement to overall condition of the stream or watershed.
	2. Riparian buffer projects and natural stream channel projects:
		1. Number of linear feet/acres improved (Remember to account for both stream banks if applicable.)
		2. Number of trees planted, if applicable
		3. Number of structures placed, if applicable
	3. Barrier removal
		1. Number of stream miles reconnected or opened up
	4. Preservation projects:
		1. Number of linear feet of stream and/or acres preserved