

## New Hampshire Section 319 Nonpoint Source Grant Program Quality Assurance Project Plan

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## **I. Introduction**

The purpose of this document is to describe the process used to manage the Section 319 Watershed Assistance Grants Program in New Hampshire and how quality assurance concerns are addressed in this process. This document serves as an overall quality assurance project plan (QAPP) for most projects funded with Clean Water Act (CWA) Section 319 funds in New Hampshire. Projects not covered by this QAPP are described in section II, below. The program QAPP is reviewed internally by NHDES on an annual basis. Any modifications to the QAPP or attachments will be incorporated and distributed as needed. In addition, the QAPP will be reviewed, updated, and re-submitted to EPA for re-approval every five years to ensure that it is current.

## **II. Program Objectives and QAPP Applicability**

The overall objective of the New Hampshire Department of Environmental Services (NHDES) Nonpoint Source Program is to prevent, control or abate nonpoint source pollution (NPS) to the waters of the state – surface waters (both freshwater and saltwater) and groundwater. The New Hampshire Nonpoint Source Program is guided by the *New Hampshire Nonpoint Source Management Plan*<sup>1</sup>, which was originally approved by US EPA in 1989 and last updated in 1999. Projects selected for funding are consistent with the goals, objectives, and strategies expressed in the state Nonpoint Source Management Plan

NHDES administers the Watershed Assistance Grants Program to provide financial assistance (subgrants of Section 319 funds) to help subgrantees (hereafter referred to as grantees) conduct NPS projects. NPS projects implement actions to restore or improve water quality and enhance the designated uses of the state's waters by addressing sources of NPS pollution, hydromodification of rivers and streams, and habitat losses.

This QAPP is intended to cover all NPS projects receiving funding under the Watershed Assistance Grants Program with the exception of projects that include environmental monitoring. Projects covered under this program QAPP may be required to complete site specific project plans (SSPPs) to provide project-specific information not covered in this document. Templates for SSPPs are provided to the grantee by NHDES and include the following:

- SSPP for Watershed Surveying Projects -Attachment A
- SSPP for Pollutant Loading Analysis for BMP Implementation Projects and Watershed Management Planning Projects -Attachment B

Further, projects covered under the *Generic Quality Assurance Project Plan for Microbial Source Tracking* (Natalie Landry, NHDES, 2004) and the *Generic Quality*

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<sup>1</sup> The *New Hampshire Nonpoint Source Management Plan* is located on the NHDES website at: <http://www.des.nh.gov/WMB/Was/documents/npsplan.pdf>

*Assurance Project Plan for Stream Morphology Data Collection* (Sean Sweeney and Susan Simpson, Provan & Lorber, Inc, 2004) must complete SSPPs as outlined in the respective generic QAPP documents, available from NHDES.

Projects that include environmental monitoring will require an individual QAPP to be developed in accordance with the New Hampshire Quality Management Plan and EPA requirements. A template for individual QAPPs based on the R-5 format<sup>2</sup>, and instructions on QAPP development are provided to the grantee by NHDES.

### **III. Program Quality Objectives**

This QAPP addresses NPS watershed projects that are common to the grant program. The watershed projects are separated into three categories: watershed surveying, watershed management planning, and watershed implementation. The quality objectives for each project category vary and are discussed below.

#### a. Watershed Surveying Projects

Watershed surveying projects identify NPS problem sites and gather data to quantify the problem. They provide essential information for watershed planning projects and watershed implementation projects to allow for targeted remediation efforts and recommendations for Best Management Practices (BMPs) to control or prevent pollution throughout a watershed. The project-specific surveying methods and procedures for NPS Watershed Surveying Projects are reviewed by the NHDES to assure that quality objectives are accounted for. The SSPP for watershed surveying projects is in Attachment A.

#### b. Watershed Management Planning Projects

Watershed management planning projects develop and promote the use of a locally-supported plan to guide pollution control and prevention activities throughout the watershed, as well as to formally recognize the roles of participating project sponsors and stakeholders. NPS Watershed Management Plans are reviewed by the NHDES to assure that quality objectives are accounted for and that EPA guidelines on watershed based planning are followed. The SSPP for development of watershed management plans is in Attachment B.

#### c. Watershed Implementation Projects

Watershed implementation projects focus implementation efforts throughout a watershed to the extent that water quality will be protected or impaired waters will be restored or measurably improved. Watershed implementation projects are designed so that best management practices (BMPs) are selected, designed, and

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<sup>2</sup> The QAPP R-5 format template is located on the NHDES website at:

[http://www.des.state.nh.us/WMB/Was/QAPP/documents/Full\\_QAPP\\_Template\\_20071218.doc](http://www.des.state.nh.us/WMB/Was/QAPP/documents/Full_QAPP_Template_20071218.doc).

Instructions for the completing the template are located at:

[http://www.des.state.nh.us/WMB/Was/QAPP/documents/Full\\_QAPP\\_Instructions\\_20071218.doc](http://www.des.state.nh.us/WMB/Was/QAPP/documents/Full_QAPP_Instructions_20071218.doc)

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installed properly and sufficiently to achieve significant reductions of NPS pollution to the receiving waterbody where needed.

Collectively, watershed surveying projects, watershed management planning projects, and watershed implementation projects result in maintaining, protecting, and restoring water quality. This is ultimately accomplished through the installation of BMPs at specific NPS sites throughout a watershed, which control or reduce the amount of pollutants entering receiving waters. The pollutant loads controlled (i.e., nutrients and sediments) as a result of implementation efforts are estimated roughly, through the use of simple models, and in accordance with EPA guidelines. Rough estimates are suitable for Section 319 program needs because EPA uses the estimates primarily to track pollutant reduction trends on a national basis. Further, NHDES and grantees use the estimates as a means to report one of the benefits of an NPS project. **The SSPP for pollutant loading analysis is in Attachment B.**

The quality assurance requirements for NPS Watershed Projects and the Watershed Assistance Section are addressed through the following documents:

- *NHDES Request for Proposals FY 2010 Watershed Assistance Grants for Nonpoint Source Pollution Control Projects* (or current year, as applicable). This document includes instructions for Scope of Work content and format.
  - *NHDES Grant Agreement Template*. Grantees are required to administer the project in accordance with the grant agreement. The grant agreement describes the grantee responsibilities in the General Provisions and Exhibit A, specifies the payment amounts and schedule in Exhibit B, and any special Provisions in Exhibit C. The grant agreement requires approval of the Governor & Executive Council before the project can commence.
  - *NHDES Nonpoint Source Grant Administrative Guidelines – New Hampshire Nonpoint Source Grants Program, July 2008, updated April 15, 2010*. Grant agreements for NH NPS projects require grantees to follow these guidelines, which detail reporting requirements and provide information to help the grantees and NHDES staff administer NPS projects.
  - *Pollutants Controlled Report*. This report form provides instructions to grantees for estimating and reporting pollutant load reduction and resource protection accomplishments during the project period. This information is entered by the NHDES Grant Assistant into the EPA database –Grants Reporting and Tracking System (GRTS).
  - *Guidance for the Development of Watershed Management Plans in New Hampshire, May 5, 2008, updated April 15, 2010*. This document provides guidance to an organization, or a subcontractor, to develop key components of a watershed management plan being funded under Section 319 Watershed Assistance Grants funds, or any effort that seeks a quantitative framework
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for watershed management in the state of New Hampshire. This includes conducting an analysis of existing water quality and the associated assimilative capacity of a waterbody, which are used to establish water quality goals for various water quality parameters, as well as to determine actions that are needed to meet the established goals.

- *New Hampshire Stormwater Manual. 2008*

This manual is issued in three volumes:

*Volume 1: Stormwater and Antidegradation* presents an overview of NH's stormwater program together with related federal program requirements, describes NH's Antidegradation provision (Env-Wq 1708) with respect to controlling water quality impacts due to stormwater discharges, and provides an introduction to the non-structural and structural measures for managing stormwater.

*Volume 2: Selecting and Designing Stormwater Best Management Practices* presents a detailed description of the structural BMPs applicable for use in NH for the prevention, control, and treatment of stormwater.

*Volume 3: Construction Phase Erosion and Sediment Controls* presents a selection of practices applicable during the construction of projects to prevent adverse impacts to water resources as a result of land-disturbance activities.

#### **IV. Program Design**

Most Section 319 funded projects in New Hampshire are selected through a competitive request for proposal (RFP) process. NHDES prepares and releases an RFP to the public in the summer of each year. A component of the RFP is a pre-proposal stage. The pre-proposal consists of an abbreviated proposal format that allows the applicant to submit their project ideas to be evaluated against the eligibility criteria and project requirements prior to investing a large amount of time developing a full proposal. Projects that meet the eligibility and project requirements are invited to an informational interview to discuss the project with NHDES staff, and, based on the results of the interview, may be invited to submit a full proposal.

The RFP is developed by the Watershed Assistance staff of the NHDES Watershed Management Bureau, Water Division (see Figure 1. below). It is reviewed and approved by the EPA Nonpoint Source Coordinator for New Hampshire. Both the NHDES priorities and EPA National NPS Guidelines are considered during development of the RFP and the pre-proposal stage. The RFP requirements, evaluation criteria, and project selection process are summarized below.

##### a. NPS Watershed Projects

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Typical projects funded under Section 319 include watershed surveying, watershed management planning, and watershed implementation projects. Watershed surveying projects that involve microbial source tracking or stream morphology data collection must meet the quality objectives and project guidelines specified in the *Generic Quality Assurance Project Plan for Microbial Source Tracking* (Natalie Landry, NHDES, 2004) and the *Generic Quality Assurance Project Plan for Stream Morphology Data Collection* (Sean Sweeney and Susan Simpson, Provan & Lorber, Inc, 2004), respectively. All other projects conducting watershed surveying will submit a SSPP for review and approval by DES in Attachment A. Watershed management planning projects must follow the NHDES *Guidance for Developing Watershed Management Plans* (Attachment F). Further, projects that control pollutant loading to receiving waters, such as watershed implementation projects, require a pollutant load reduction estimate to be conducted and submitted to NHDES. All projects that use secondary data must submit metadata to NHDES to verify that quality objectives are met.

#### Load Reduction Estimates:

National Section 319 program guidelines require that estimates of pollutant load reduction be developed for projects that will result in reductions of either sediment or nutrients (nitrogen and phosphorus). EPA recognizes that, due to variability in the site and weather characteristics (among other factors), load reductions associated with BMP projects are extremely difficult to accurately derive. Accordingly, rough load reduction estimates for New Hampshire 319 projects are developed using simple models or equations and calculated by the grant recipients. NHDES requires, as a condition of the grant agreement, that grantees report estimated load reductions as a result of watershed implementation activities using the Pollutants Controlled Report, contained in Attachment H of the *NHDES Nonpoint Source Grant Administrative Guidelines – New Hampshire Nonpoint Source Grants Program, July 2008* (see Attachment D of this document).

To estimate pollutant load reductions, NHDES recommends that grantees use an existing EPA approved model for load reduction estimates called **STEPL (v. 4.1)**, which stands for Spreadsheet Tool for Estimating Pollutant Load (*to read more or download the model, go to <http://it.tetrattech-ffx.com/steplweb>*). The grantee may elect to use a model other than STEPL provided the following information is submitted to NHDES for review and approval in the SSPP for Pollutant Loading Analysis (Attachment B):

1. The rationale for selection of the alternative model
  2. The name, date, revision number, & organization/individual who developed the model
  3. A copy of the model guidance
  4. A description and justification of any modifications that will be made to the model
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NPS watershed projects often involve the compilation and use of pre-existing (i.e., secondary) watershed or water quality data. If a project uses secondary data, the following documentation is required:

1. The type of data to be used
2. The source(s) of the data
3. The process to be used to determine that the quality of the data is acceptable for use in calculating the existing water quality

b. Request for Proposal Requirements

The RFP describes the NPS program, eligibility, project requirements, evaluation criteria, instructions, NHDES contact information, and provides a template for preparing the proposal.

The *Full Proposal Information Packet* describes the project requirements, deadline and submission methods, a timetable for grant agreement processing, and appropriate NHDES contacts. The *Full Proposal Form* is a template for preparing the full proposal and includes all of the necessary sections to develop a scope of work for the project including:

1. Project Title
2. Project Location
3. Grant Category
4. Contact Information
5. Project Summary
6. Desired Environmental Outcome
7. Stakeholder Coordination, Roles, and Responsibilities
8. Project Cost
9. Objectives and Tasks
10. Quality Assurance
11. Public Participation and Outreach
12. Operation and Maintenance
13. Phasing Considerations
14. Submittal Requirements

An example proposal template from 2010 is in Attachment C.

c. Proposal Selection Criteria

Each member of the Watershed Assistance Section grants review team individually evaluates the Proposal submissions and ranks them based on the following selection criteria:

- A clear water quality or habitat problem (20%)
  - Potential to achieve measurable results (20%)
  - Commitment of the applicant's support network (20%)
  - A clear and concise environmental outcome statement (20%)
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- Realistic performance targets to achieve the desired outcome (20%)

d. Proposal Review, Selection, and Approval Process

Grantees submit pre-proposals to the NHDES Grant Assistant who screens them for completion and compliance with national Section 319 Nonpoint Source guidelines before distributing them to the Review Committee. A Review Committee, made up of NHDES staff members in the Watershed Management Bureau, reviews and ranks the project pre-proposals. Reviews are based on the pre-proposal selection criteria described above.

The Review Committee meets to discuss the pre-proposals, share information, and recommend funding amounts for selected projects. If a committee member has applicable information that would alter a given NHDES score, it is discussed at the committee meeting and scoring revisions are made if applicable. Based upon the total overall score, the top ranking projects are selected for funding. NHDES staff may request that grant applicants attend pre-selection interviews to present their projects, clarify project outcomes, and discuss the project in greater detail with members of the review committee. After the interview, projects deemed to have the greatest likelihood for success will be invited to submit a full proposal. The number of projects invited to submit a full proposal is dependent upon the estimated project costs and the funding available.

The proposed projects are sent to EPA for review and approval. The proposed project list is then sent to the NHDES Watershed Management Bureau Administrator, the NHDES Water Division Director, and the NHDES Commissioner. When project selection is finalized, each project is assigned a NHDES Project Manager to act as the primary contact between the grantee and NHDES and to assist the grantee in successfully completing the project. The assigned Project Manager contacts their grantees to develop a formalized scope of work for the grant agreement. This is typically accomplished by holding a scoping meeting with the Project Manager and grantee.

e. Grant Agreement

Using the scope of work developed from the scoping meeting between the NHDES Project Manager and the grantee, the NHDES Grant Assistant drafts a performance-based grant agreement using the Grant Agreement Template. The general provisions, scope of work, contract price and method of payment, and any special provisions are documented in the grant agreement.

The grant agreement must have a notarized signature by an authorized representative of the organization receiving the funds. Authorization is granted by completion of the Certificate of Authority. In addition, any organization receiving funds that is not a government entity is required to submit a Certificate of Good Standing from the NH Secretary of State's office with the completed grant agreement.

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f. Governor & Executive Council

Every grant agreement must receive the approval of the Governor and Executive Council before funds can be released. The schedule of Governor and Executive Council meetings is released at the beginning of each calendar year with meetings typically scheduled bi-monthly. Grant agreement documents must be submitted prior to the closing data deadline for the meeting. Closing dates are typically two weeks prior to each meeting date.

Prior to submitting the grant agreement, it must be entered into the Items Request Tracking (IRT) system. IRT is a Clear Access™ database that is used to track all items requiring Governor and Executive Council approval from the Department. The Grant Assistant is responsible for entering items into IRT for the Nonpoint Source Grants Program.

The results of the Governor & Executive Council meetings are posted on the NH Governor & Executive Council website at: <http://www.sos.nh.gov/g&c%20minutes-New.htm> and are listed by meeting date. Approved items receive an “approved” stamp with a date of approval on the first page. Approved items are returned to the NHDES Grant Assistant who contacts the grantee to notify them of approval. Once the grant agreement is approved by the Governor & Executive Council, the project may begin.

g. Project Oversight and Assessment

A NHDES Project Manager is assigned to manage each project and to monitor Grantee performance under the Grant Agreement. The Project Manager will help ensure that work is carried out in accordance with the scope of work by conducting site visits, reviewing deliverables and invoices, maintaining regular contact with the Grantees, and providing assistance to resolve problems. The Project Managers’ roles and responsibilities, problem resolution procedures, and documentation and reporting are described in the NHDES document, *NPS Grant Administrative Guidelines* (Attachment B).

h. Reports and Deliverables

The Grant Agreement requires that Grantees submit deliverables and semi-annual progress reports to document progress throughout the project period. Semi-annual progress report forms are given by NHDES to the Grantee. The Grantee submits a final report upon completion of the project in accordance with the *319 Grant Program Final Report Guidelines*. NHDES provides project deliverables, progress reports, and final project reports to EPA, as requested.

**V. Documentation, Records, and Data Management**

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NHDES tracks all grant agreements using electronic files, an oracle-based database, *NPS Grants Database*, and maintains a paper filing system for documents and records on each project. Paper and electronic filing systems, as well as the grants database, are described in detail in the *NPS Grant Administrative Guidelines*.

NHDES retains all project documents and records pertaining to the EPA Section 319 grant award to New Hampshire for a minimum of **seven years in accordance with state regulations**. After three years, paper copies of grant documents, including the grant agreement, financial statements (e.g., payment request forms, match and procurement documentation forms) are **archived in accordance with EPA regulations**. After **seven years paper copies of grant documents can be expunged, however; at this time paper files are archived indefinitely**. Final project deliverables, e.g., final reports or final work projects are kept permanently in electronic or paper format. Physical file storage space may dictate whether electronic or paper versions are retained. All paper files are kept in hanging file folders in the Watershed Assistance Section file cabinets. Electronic files are stored on the NHDES network drive (H drive), which is password protected, and are backed up nightly. **Archived files are boxed by fiscal year and stored in the first floor storage are at the NHDES building at 29 Hazen Drive in Concord, NH.**

## **VI. Continuous Improvement of the New Hampshire Nonpoint Source Program**

### a. Program Planning

The New Hampshire Nonpoint Source Program is guided by the EPA-approved *New Hampshire Nonpoint Source Management Plan*, developed by NHDES in 1989 and updated in 1999. Additional updates are planned although not currently scheduled. Updates are made by NHDES staff and approved by EPA. The process of periodically updating this document allows for continuous improvement of the program by evaluating past activities, projects, successes, and failures and making adjustments and recommendations for the program to progress effectively to address current NPS challenges.

NHDES has a Performance Partnership Agreement (PPA) with EPA. The PPA is re-signed every three years and reviewed annually. It describes, in broad terms, the tasks that NHDES will accomplish with EPA funding. The PPA includes descriptions of 319-related performance objectives, actions, and priorities and commitments.

The NHDES Watershed Assistance Section develops an annual work plan describing the anticipated activities, including the projects selected for funding under the annual RFP, for the NPS Program in the upcoming year. This work plan is reviewed and approved by EPA.

NHDES and EPA jointly review the Section 319 RFP and the 319 work plan format annually for changes and improvements. In addition, NHDES and EPA coordinate

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strategic planning efforts for targeting 319 restoration funding. This review provides an opportunity to modify the focus of pass-through projects, adjust priorities, and identify any new requirements.

b. Annual Reports & Project Evaluation

NHDES develops and submits to EPA an annual report summarizing the accomplishments of the NHDES NPS Program in the previous year. The annual report helps NHDES to assess the overall performance of the program and develop plans for future work.

NHDES evaluates all projects for successes achieved and lessons learned. The NHDES scope of work format (Attachment B) is outcome based to provide measurable results. Throughout the project, the grantee and the assigned NHDES project manager are able to reference the tasks and milestones documented in the scope of work to determine if progress is being made and if milestones are being met. Upon the completion of a project, an assessment is made whether the completion of all of the milestones resulted in achieving the overall project goal. Successful completion of the milestones and project goals, as well as failures and lessons learned, are documented in the project final report.

In addition, when a 319-funded project achieves documented water quality improvements for waters that are primarily nonpoint source-impaired, a success story is written to summarize the project. Water quality improvements are demonstrated through the achievement of water quality standards for one or more pollutants/uses (i.e. removal from the state's section 303(d) list of impaired waters); measured in-stream reduction in a pollutant; or measured improvement in a parameter that indicates stream health (e.g., increases in fish or macroinvertebrate counts). Success stories also describe innovative strategies used to reduce nonpoint source pollution, the growth of partnerships and a diversity of funding sources. NHDES follows the EPA prescribed format for success stories and works with EPA Region 1 and headquarters on final stories to be published on EPA's national website.

c. Meetings and Conferences

The Watershed Assistance Section (WAS) is one of eight sections in the Watershed Management Bureau. WAS staff members hold regular team meetings, every six weeks, to discuss project updates and program activities, share information, and provide for planning and collaboration among WAS staff.

From September through May, the Watershed Management Bureau holds monthly meetings for each section to present program information to the rest of the Bureau. Section supervisors also hold monthly meetings to assess and plan work activities.

Each November the Watershed Management Bureau, in association with the New Hampshire Lakes Association and the New Hampshire Rivers Council, organize and host the New Hampshire **Water and** Watershed Conference. This conference

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addresses environmental topics related to lakes, rivers, and watersheds throughout the state. It provides an opportunity for town staff, watershed and lake organization members, professionals, academia, and other interested individuals an opportunity to network, learn, and collaborate with others in the state.

Throughout the year, WAS staff attend various training sessions and workshops that are relevant to their positions. WAS staff attend the annual Nonpoint Source Conference hosted by the New England Interstate Water Pollution Control Commission (NEIWPCC). This provides an opportunity for further program improvements through learning and collaborating with other states in the region on NPS issues and activities.

**VII. Attachments**

<b>Document</b>	<b>Attachment</b>												
<i>Site Specific Project Plan for Watershed Surveying Projects</i>	<b>A</b>												
<i>Site Specific Project Plan for Pollutant Loading Analysis for BMP Implementation Projects and Watershed Management Planning Projects</i>	<b>B</b>												
<i>NHDES Request for Proposals FY 2009 Watershed Assistance Grants for Nonpoint Source Pollution Control Projects</i>	<b>C</b>												
<p><i>NHDES Nonpoint Source Grant Administrative Guidelines – New Hampshire Nonpoint Source Grants Program, July 2008.</i></p> <p>The following documents are contained within the Administrative Guidelines Document as the following attachments:</p> <table border="0"> <tr> <td><i>NHDES Grant Agreement Template</i></td> <td>Attachment <b>A</b></td> </tr> <tr> <td><i>NHDES Grant Agreement Amendment Template</i></td> <td>Attachment <b>E</b></td> </tr> <tr> <td><i>Pollutants Controlled Report</i></td> <td>Attachment <b>H</b></td> </tr> <tr> <td><i>Semi-Annual Progress Report Form</i></td> <td>Attachment <b>J</b></td> </tr> <tr> <td><i>Final Report Guidelines</i></td> <td>Attachment <b>K</b></td> </tr> <tr> <td><i>SOP for QAPP Review and Management for the Section 319 Watershed Assistance Grants and Nonpoint Source Program</i></td> <td>Attachment <b>L</b></td> </tr> </table>	<i>NHDES Grant Agreement Template</i>	Attachment <b>A</b>	<i>NHDES Grant Agreement Amendment Template</i>	Attachment <b>E</b>	<i>Pollutants Controlled Report</i>	Attachment <b>H</b>	<i>Semi-Annual Progress Report Form</i>	Attachment <b>J</b>	<i>Final Report Guidelines</i>	Attachment <b>K</b>	<i>SOP for QAPP Review and Management for the Section 319 Watershed Assistance Grants and Nonpoint Source Program</i>	Attachment <b>L</b>	<b>D</b>
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<i>NHDES Organizational Chart for the 319 Nonpoint Source Grant Program</i>	<b>E</b>												
<i>NHDES Guidance for Development Watershed Management Plans in New Hampshire for Section 319 Nonpoint Source Grant Program Projects</i>	<b>F</b>												