

## Guidance on the Two-Page Executive Summary for Stormwater Facility Projects

**[Project Title]**  
**[Recipient]**  
**[Grant or Loan Number]**  
**[Project type and date (dd/mm)]**  
**Fiscal Total Project Cost: \$**  
**Fiscal Ecology Grant or Loan Contribution: \$**

**Project Description**  
What was the water quality problem being addressed and generally how did this project address it?

**Photo Description**

**Project Accomplishments**  
Using the project budget elements and scope of work as your guide, describe what the project accomplished and how. Also what, if anything, was not done and why?

**Water Quality and Environmental Outcomes**  
Discuss met and anticipated water quality and environmental improvements as a result of this project. Include water bodies or water sources protected.

**The Next Step for Continued Success**  
What remains to be done in order to improve water quality and how will it be accomplished? Will the project be continued with an additional grant or loan funding? What will be done in order to maintain the project?

**Lessons Learned**  
Discuss any notable and unexpected successes or challenges, if any.

**Map**

**Project Map Legend**

## Purpose of the Two-Page Executive Summary

- Completion of the two-page executive summary is a required deliverable in your Scope of Work under the Task 1- Project Administration/ Management section of your agreement.
  - It is also called a Project Outcome Summary Report.
- This report is a condensed version of your project and should highlight the successes of your project. It is seen by the legislature to account for funding dollars spent.

## Project General Information

**[Project Title]**  
**[Recipient]**  
**[Grant Number]**  
**[Project open and close dates]**  
**Final Total Project Cost: \$**  
**Ecology Funded Water Quality Improvement Cost: \$**  
**Additional Water Quality Improvement Cost: \$**  
**Other Project Cost \$**

Final Total Project Cost- Should be the sum of Ecology Funded Water Quality Improvement Costs, Additional Water Quality Improvement Costs, and Other Project costs.

Ecology Funded Water Quality Improvement Cost- Ecology grant and loan money contributed to the project.

Additional Water Quality Improvement Cost- These are water quality improvement tasks that were not covered by Ecology funding, i.e. if you had a cap on your funding, match portion, unexpected costs covered that were not in the original budget. This amount may be \$0 if Ecology paid for all water quality expenses.

Other Project Cost- Other costs associated with the project, i.e. benches, lighting, road paving, etc.

**Brackets = fill in the blank (and delete the brackets!)**

## Project Context and Description

Copy and paste the short description of your agreement here or fill in the highlighted portions.



### Context and Project Description

[This project improves water quality in the (Name Of Waterbody) through the installation of (Type Of Water Quality Facilities) at (Project Location) in the (City/County) of (Name). This project provides treatment for (Total Suspended Solids (TSS), Oil (Total Petroleum Hydrocarbons), Dissolved Copper, Dissolved zinc, and Total Phosphorus) and also reduces flows to (Water Body Name) by increasing stormwater infiltration and /or providing stormwater detention. Additional benefits of this project include (list).]

Provide a couple sentences of context for your project. What is the motivation behind the project, namely, tell us about the problem?



[Provide a brief narrative to describe why your community needed this water quality project. Describe the pre-project conditions and the water quality problem. Include information related to the problems the project will fix/help fix such as beach closures, complaints, health hazards, citizen complaints, regulatory compliance issues, newspaper articles, ugly smelly water etc.]

**Brackets = fill in the blank (and delete the brackets!)**

## Project Accomplishments

### Facility Example

#### Facilities Constructed:

- 5,000 sq ft. of Pervious Concrete installed.
- 5 new 2-stage drywells installed.
- Basin Area: These facilities control runoff from 6 acres in a single-family residential area.



### Project Accomplishments

In order to improve water quality, the [Name of recipient] installed:

Facilities Designed and/ or Constructed:

- [#, Type]
- Basin Area: [total acres draining to these facilities], [land use type].

These [BMPs] provide [flow control, source control, treatment].

[Provide a brief narrative of performance successes (i.e. project completed on schedule and within budget), partnerships, and other benefits.]

**Brackets = fill in the blank (and delete the brackets!)**

## Water Quality Improvements

Leave this standardized language and table here.



### Water Quality Improvements

Evaluating water quality benefits from retrofit projects can be challenging. Often, the existing built environment does not have enough undeveloped land left to build BMPs that would be sufficient to effectively manage all the stormwater generated by the drainage basin. In the retrofit program, Ecology encourages local communities to build the largest facility that will fit in the available space and then uses a calculation that was developed with stakeholder input to evaluate the amount of treatment and flow control provided in retrofit projects on a common basis for reporting purposes. Ecology calls this area the runoff treatment or flow control equivalent area.

Using this equivalent area, we can estimate the amount of solids removal per year that the project can achieve, using a given amount of pollutant removal and the annual runoff. We can also estimate the area that has runoff similar to pre-developed conditions created through the retrofit project.

The following table lists the equivalent area values for this project:

Actual Basin Area (ac)	Runoff Treatment		Flow Control
	Equivalent Area (ac)	Solids removed per year (lbs.)	Equivalent Area (ac)

[Is there any media coverage on this project? Are there any improvements to the problem described above? Mention any available evidence.]

**Brackets = fill in the blank (and delete the brackets!)**

See next slide for table instructions.



## Water Quality Improvements

	Runoff Treatment		Flow Control
Actual Basin Area (ac)	Equivalent Area (ac)	Solids removed per year (lbs.)	Equivalent Area (ac)

Ecology's Project Manager will calculate this number and fill in the box.

These numbers were required in your design report. Otherwise, instructions on how to calculate the equivalent areas are in the "Design Deliverables for Stormwater Projects with Ecology Funding" document- Appendix D, found at <http://www.ecy.wa.gov/programs/wq/funding/Res/Forms/SWDesignDeliv090116.pdf>

## Next Steps & Lessons Learned

Highlight operation and maintenance tasks and who will perform them. Talk about other phases of this project if applicable.



### Lessons Learned

[Discuss any notable or unexpected successes or challenges.]

### The Next Step for Continued Success

[Is there more work to be done to complete this project? If so, what is the estimated time frame and will the project be continued with or without Ecology funding? What operations and maintenance tasks will be performed and who will be performing them?]

**Brackets = fill in the blank (and delete the brackets!)**

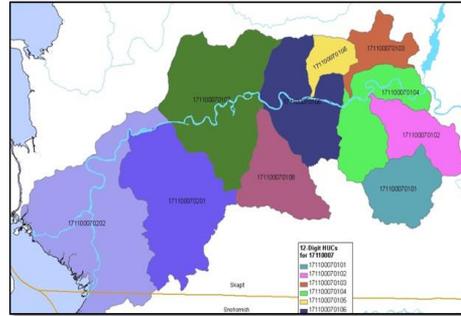
## Recipient Contact Information

Provide the project web page. If none is available, delete this portion.



Recipient Contact Information

Project web page found [here]



Project Map caption

## Don't Forget to Check!

- ★ Tense
- ★ Format
- ★ Accuracy
- ★ Typos, grammar, spelling
- ★ Delete original questions
- ★ Fill in the blanks are complete, delete brackets
- ★ Quality of project pictures (see next slide for tips)

## Basic Tips for Taking Good Project Photos



A useful photo is: **Attractive**  
**Colorful**  
**In focus**

- **Before and after:** Choose a photo point to take before and after from same perspective, avoid using the zoom
- **Sun:** Ideally is behind you, or to the side. Not in front of you.
- **Shadow:** Make sure your focal point is in the light
- **People:** for scale, interest and jobs being performed.