

# Watershed Agricultural Program Guideline

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4.2.09

## **REPORTING GUIDELINE**

The purpose of this guideline is to ensure accurate and consistent reporting of WAP implementation accomplishments and contract deliverables progress on a regular basis as well as uniform achievable reports.

The WAP maintains a comprehensive and secure data base of all pertinent details and information to develop, implement and manage Whole Farm Plans (WFPs). Reports shall be drawn from this data.

### A. Deliverable reporting

1. To include, but not limited to CREP, CSBI, Farmer Education, NM, and PFM.
2. A summarized “**WAP Progress Report**” shall include 5 primary focus areas for quarterly distribution;
  - a. Participating Farms and Status (West of the Hudson). See Guidelines 1.1.01, 1.1.08.
  - b. Approved new WFPs (with date range options)
    - i. West of the Hudson
    - ii. East of the Hudson
    - iii. Total
  - c. Completed WFP Revisions (with date range options)
    - i. West of the Hudson
    - ii. East of the Hudson
    - iii. Total
  - d. Annual Status Reviews (Calendar Year) with goals and percentage complete
    - i. West of the Hudson
    - ii. East of the Hudson
    - iii. Total
  - e. A summarized spreadsheet tracking all approved WFP BMPs and IRCs shall be developed mutually with the DEP Ag liaison and meet all FAD reporting task as listed in the DEP/WAC contract. This will include the breakout of Backlog and non-backlog BMPs and IRCs. The spreadsheet will track the “Total Counts”, “Estimated cost”, “Deleted”, “Completed (Certified WFP3)”, “Remaining”, “Payments” and “In Workload”.

The cumulative list shall track all approved BMPs and IRCs for monitoring program accomplishments and identifying new resource concerns for future implementation projections and program evaluation.

This revised WAP Reporting function, published by WAC IT Data Base Administrator (DBA), will assist the DEP in providing accurate and timely reports of WAPs contractual progress and accomplishments toward meeting current FAD and Contract Deliverables.