Outcome Summary Instructions

# Using this template

1. Turn on the formatting marker (¶) to see paragraphs and section and column breaks.
2. Fill in/replace the fields in gray and the guidance text.
3. Click to insert pictures.
4. Insert all information before adjusting text to maintain document length (2 pages).
5. Keep columns, font size, and section breaks to maintain format.
6. Maintain accessibility (see below).
7. Save often.
8. Delete this page and other instructional text before publication
9. A blank page may appear at the end of the document, it’s OK.

# Maintaining Accessibility \*

Images and figures need Alternate Text (alt text)

Alt text: Titles and descriptions providing text-based representations of the info contained in visuals. This information is useful for people with impairments who may not be able to see or understand the visual.

To add Alt Text

1. Right click your recently added picture
2. Select “Layout & Properties”
3. An alt text title can be read to a person and is used to determine whether they wish to hear the description of the content

\*This template has been developed to create an accessible Word document. Following the guidelines provided will create a PDF that will need less work to be made accessible and meet standards.

Project Title

Recipient

Agreement Number

Start Date Month/Day/Year to End Date Month/Day/Year

Total Project Cost: $

Ecology Financial Assistance Contribution: $

# Project Description

Provide a brief narrative to describe why your community needed this water quality planning and/or design project. Describe the water quality problem(s), such as beach closures, complaints, health hazards, citizen complaints, regulatory compliance issues, newspaper articles, ugly smelly water etc. including the name of the affected water body(ies). Describe how the plan/design will fix/help the problem(s), such as identifying capital projects or preparing for construction. .

List any neighboring communities the plan(s)/design(s) will affect and how.

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

Picture: Insert picture of the problem your plan/design addressed, like a failing pipe or manhole, outdated equipment, overflow event, etc. Then delete this text.



Insert picture caption.

# Project Deliverables

Provide a list of deliverables that were completed by the project including plans and/or designs.

Picture: Insert picture here of what your plan/design will protect. This could be your outfall location, your project public meeting, or an iconic community monument. Then delete this text.



Insert picture caption.

# Potential Water Quality Improvements

# Is this plan/design helping to meet a requirement of the NPDES permit? If so, what permit requirement are you meeting?

What future water quality improvements do you hope to see from the plan/design?

# Lessons Learned

Discuss any notable/unexpected successes, challenges or lessons learned. Think about what advice you would give to the next community starting a similar project.

# The Next Steps for Continued Success

Does the plan/design result in future capital project(s)? If so, what is the estimated cost, time frame, and will you apply for Ecology funding?

|  |  |  |  |
| --- | --- | --- | --- |
| Capitol Project identified in Plan/Design | Do you plan to apply for Ecology funding for this project? | What year will you begin construction of this Capitol Project? | What is the estimated cost of the Capitol Project? |
|  |  |  | Add more rows, if necessary. |

#  Project Map Area (identify the planning boundary, or the construction site(s))

Map: Insert map that identified the planning boundary or the construction site(s). Then delete this text.



Insert map caption.

# Project Management Contact Information

Project Manager:

Address: Street, City, State, Zipcode

Phone:

Email:

Website: