**Guidance for Final Design Report Content**

**Design/Implementation Block Grant**

**Final Design Report:**

Deliverable:

*Final Design Report (includes synthesis of prior completed project deliverables, 100% designs4, written landowner commitment to implement project, and final cost-estimate with a level of effort document)*

4 Ecosystem Restoration Design Terminology and Guidance Document defines design completion levels and expected deliverables and is available at: http://dec.vermont.gov/sites/dec/files/documents/ERPDesignTerminologyandGuidance.pdf.

Contents of Final Design Report:

Where applicable, please include the following as one pdf file for a final design report:

* Title page to Include Project Name, project type & phase (Stormwater Final Design) and WPD ID#, Prepared By ‘Engineering Firm’ and On Behalf of ‘Subgrantee’
* Project purpose, goals, objectives and summary of existing conditions (just your narrative from the DIBG application will work for this). You can **reference** any prior or preliminary design work or feasibility or other applicable study in this narrative.
* Synthesis of prior deliverables: your location map (from application, if still accurate), agency Project Readiness Screening form including any agency staff comments (this is from your original application plus any additional requested agency check-ins, if applicable)
* Landowner commitment letter, if the project is on private property
* Letter of Commitment to implementing/constructing, if funding is available, and identification of responsible party for O&M
* Engineering documents: 100% Design documents including applicable drawings, notes, bid specs, final cost estimate with Level of Effort
* Permits (if applicable)
* Photos (optional)
* Prior 30% design or other previous level designs, studies, or surveys referenced in narrative above, can be provided as a separate pdf or link: (Please do not include these large documents in the final design report itself. Preferably these can be linked to the mentioned reference in the “Project Purpose” narrative above or provided as a separate pdf file)

**Preliminary Design Report:**

Stated Deliverable:

*FOR ALL OTHER PROJECT TYPES:*

*Preliminary Design Final Report (includes synthesis of prior completed project deliverables, 30% designs4, written landowner commitment to next project step, and cost-estimate)*

*FOR RIVERS:*

*Preliminary Design Final Report (includes alternatives analysis summary, synthesis of prior completed project deliverables, 30% designs4, written landowner commitment to next project step, and cost-estimates)*

4 Ecosystem Restoration Design Terminology and Guidance Document defines design completion levels and expected deliverables and is available at: http://dec.vermont.gov/sites/dec/files/documents/ERPDesignTerminologyandGuidance.pdf.

Contents of a Preliminary Design Report:

Where applicable, please include the following as one pdf file for a preliminary design report:

* Title page to Include Project Name, project type & phase (Stormwater Preliminary Design) and WPD ID#, Prepared By ‘Engineering Firm’ and On Behalf of ‘Subgrantee’.
* Project purpose, goals, objectives, water quality improvements and summary of existing conditions (essentially just your narrative from the application). You can **reference** any prior or preliminary design work or feasibility or other applicable study in this narrative.
* Synthesis of prior deliverables would include your location map (from application, if still accurate), agency Project Readiness Screening form including any agency staff comments (this is from your original application plus any additional requested agency check-ins, if applicable).
* Landowner commitment letter, if project is on private property.
* Letter of Commitment to next steps if funding is available.
* Engineering documents: 30% design documents including applicable drawings, notes, permitting needs (if applicable), preliminary cost estimate and quantified water quality benefits. (‘Rivers’ projects should also include an alternatives analysis summary in the preliminary design report.)
* Previous designs, studies, or surveys referenced in narrative above can be provided as a separate link or pdf attachment. (Please do not include these large documents in the preliminary design report itself. Preferably these can be linked to the mentioned reference in the “Project Purpose” narrative above or provided as a separate pdf file)