

River Stewardship Program
Semi-Annual and Final Report Content Guidance
New Mexico Environment Department
Surface Water Quality Bureau
November 2024

The purpose of this guidance is to provide a format for River Stewardship Program semi-annual progress reports and final reports.

Semi-Annual Progress Reports

Progress reports are due July 31st and January 31st for the prior reporting period (January 1st – June 30th and July 1st – December 31st, respectively) for each year that the contract is valid. A reporting form will be provided to use for this reporting. Semi-annual progress reports shall include:

1. The project name and contract number;
2. The completion status of all project tasks;
3. Major accomplishments for the previous six month period, including partial or full completion of any tasks;
4. Any problems or obstacles encountered and remedial action taken, including delays and revised schedule dates;
5. Any changes in key personnel;
6. Work planned for the next six month period;
7. Budget drawdown from the total budget; and
8. Photos that show progress.

Final Project Reports

At the end of the project term, a final report shall be submitted that includes:

1. A description of what was accomplished (by work plan task);
2. Any deliverables that were not submitted previously (such as missing semi-annual reports, monitoring data or construction design documents);
3. A description of how the project met the anticipated objectives;
4. Photos of the project site (**before and after**);
5. Written and graphical analyses of monitoring data;
6. Any additional unexpected benefits of the project;
7. Whether additional funds were leveraged for the project; and
8. A description of project obstacles or problems that might be avoided in future endeavors.

The final report and final invoice should be submitted no later than 15 days before the end date of the contract. To avoid delays in final invoice payment, a draft report should be submitted to the NMED Project Officer for review at least 30 days prior to the final deadline.