



NFWF Grant Programs

Quality Assurance
Project Plan Webinar

December 2023

Webinar Instructions

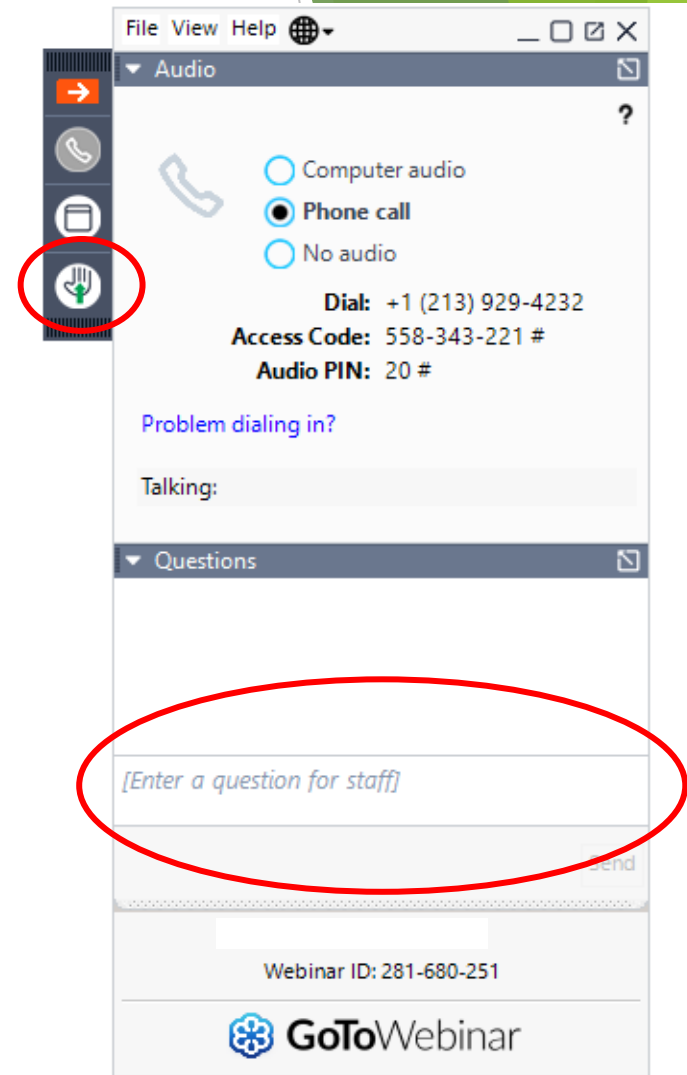
- All participants muted.
- Do not hit hold button.
- Raise “hand” on webinar guidance screen **NOW** to confirm you can hear us 😊

QUESTIONS? Questions will be collected & answered at the end of sections during the webinar.

- ✓ Type question into “Enter a question for staff” and click “Send” or
- ✓ Send question to Victoria.Moreno@nfwf.org **after** webinar.

PROBLEMS?

- ✓ Type it into the “Enter a question for staff.” We will try to resolve it during the webinar.



Webinar Agenda

- Who? Introductions
- What? QAPP Requirement and Definition
- Why? Purpose of QAPP
- How? QAPP Development Step-by Step
- When? Timeline and Coordination with Stantec/NFWF
- Where? Submission Process to NFWF/EPA
- Finish Line – Tips to getting your QAPP completed
- Questions?



Who? Presenters - NFWF

Lynn Dwyer

- Program Director, Northeast
- Lynn.Dwyer@nfwf.org

Victoria Moreno

- Coordinator, Northeast Regional Programs
- Victoria.Moreno@nfwf.org



NFWF

Who? Presenters - Stantec

Jennifer Wallace, Stantec

- Senior Environmental Project Scientist/Project Manager
- Providing QAPP Technical Assistance to NFWF grantees since 2011
- Jennifer.Wallace@Stantec.com

Cheryl Hennessy, Stantec

- Senior Environmental Project Scientist/Project Manager
- Providing QAPP Technical Assistance to NFWF grantees since 2015
- Cheryl.Hennessy@Stantec.com



What? LISFF QAPP Requirement

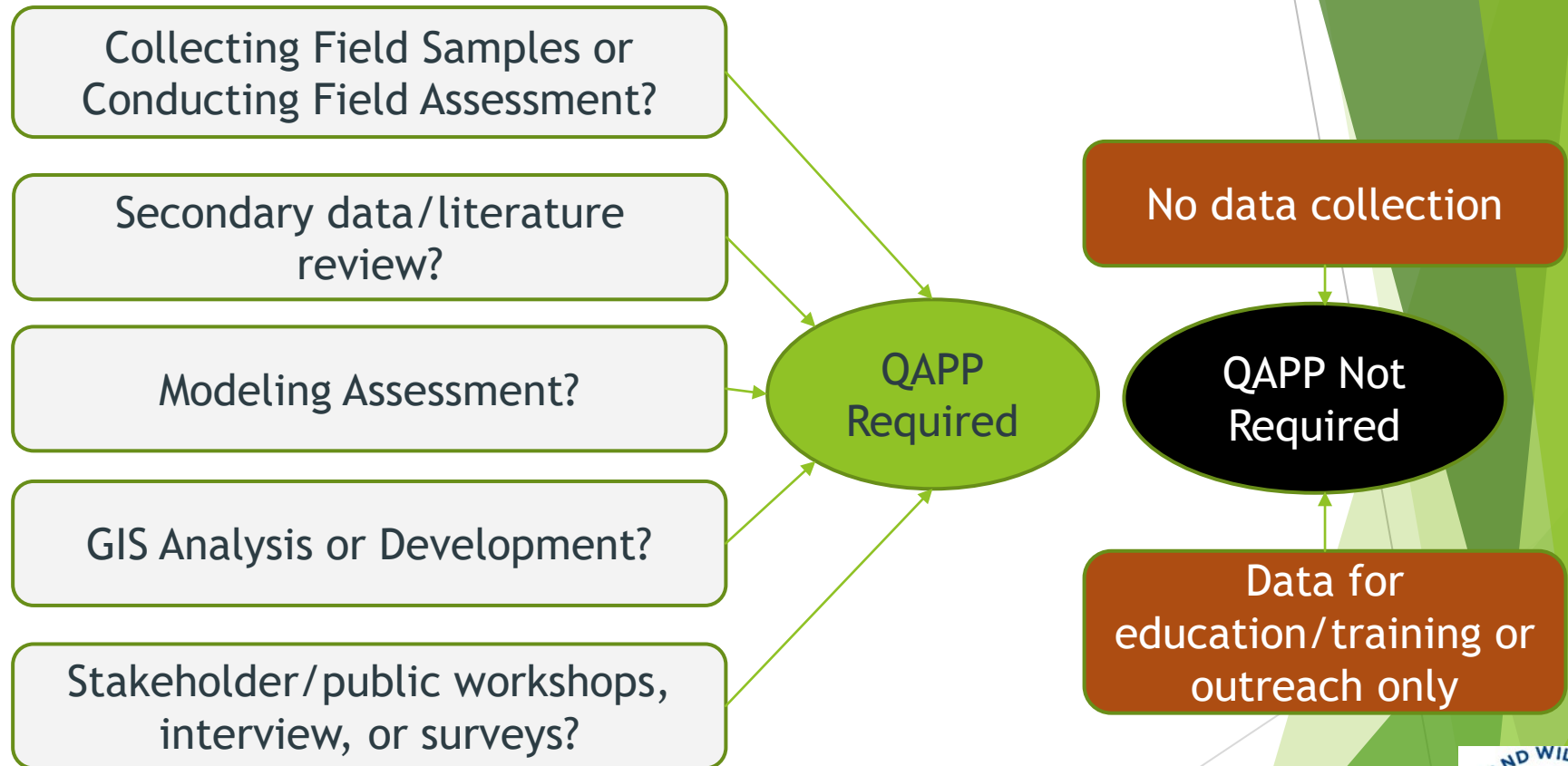
Grantees whose projects will collect, analyze, or use primary and/or secondary environmental data for the purpose(s) of

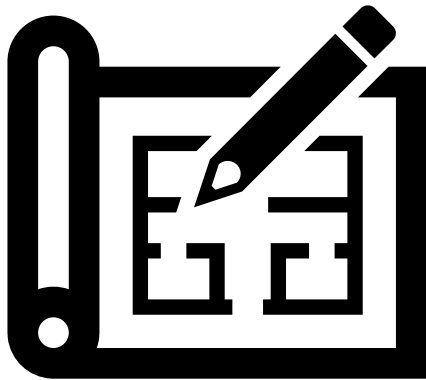
- ▶ Decision-making,
- ▶ Assessment/Evaluation,
- ▶ Management or policy recommendations, and/or
- ▶ Drawing conclusions

are *required* to submit a Quality Assurance Project Plan (QAPP) for review and comment by NFWF and review, comment and, when acceptable, approval by EPA.

*No data collection or assessment activities
or reimbursement for those activities before
EPA QAPP approval*

What? QAPP Requirement





What? QAPP Definition

Required by EPA because adequate QA/QC ensures transparency, consistency, comparability, completeness, and confidence in project recommendations and conclusions.



The QAPP documents a project's technical planning process, providing a clear, concise, and complete plan for the data collection activities.

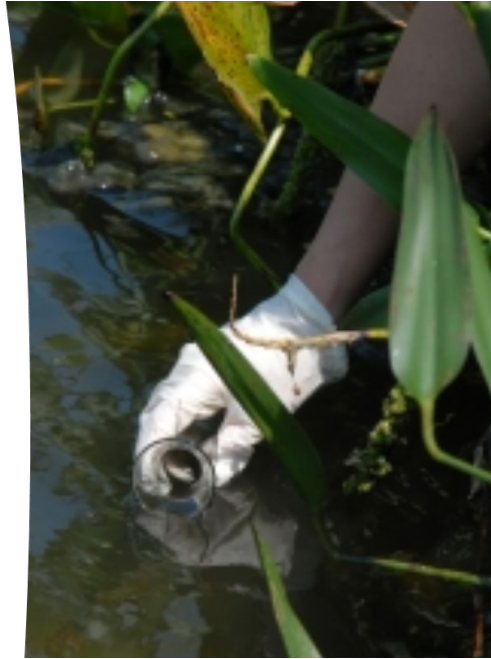
The QAPP is a stand-alone document that certifies data included in project recommendations and conclusions is usable.

What?

Environmental Data

Environmental data triggering the requirement to prepare a QAPP includes:

- ▶ **Primary data**
 - ▶ information collected directly from measurements, surveys, assessments, interviews, or observations
- ▶ **Secondary/Existing data**
 - ▶ data that were collected for other purposes or obtained from other sources or reported in the past by other parties.
 - ▶ includes literature reviews, stakeholder surveys, models, database queries, and geospatial analysis



Questions?



How? QAPP Template Overview

- Multiple QAPP Templates are available to assist LISFF Grantees*
 - ❖ Lab Fieldwork
 - ❖ Non-Lab Fieldwork, Sampling
 - ❖ Non-Lab Fieldwork, Assessment
 - ❖ Public Meetings/Surveys
 - ❖ Secondary Data, Modeling
 - ❖ Hybrids - Address Fieldwork and Non-fieldwork data collection

*Templates in word can be downloaded here: nfwf.org/programs/long-island-sound-futures-fund/quality-assurance-project-plan-development-guidance



[Insert Project Name, NFWF ID No., Grant Type. Complete Information in Document Header]

QUALITY ASSURANCE PROJECT PLAN

How? Template Overview

COMPLETED PLAN PREPARED BY:

[Insert name here]

[Date]

Refer correspondence to:

[Name, organization, address, telephone, and email]

(Note to All Grantees: Instructions in this QAPP Template are given in bold, highlighted type. Make sure to complete or revise all sections and remove any underlining. Also, ERASE the instructions, including this one, as you complete the QAPP for your specific project. Make sure to define acronyms/abbreviations when they initially appear in the text (i.e. mg/L, NTU, etc.). Make changes in other places as necessary. If a section is not applicable to your project, delete the template text and replace with "N/A".)

1 PROJECT MANAGEMENT

1.1 CONTACT INFORMATION

[Please provide the name and phone number of project personnel as applicable. Include an Organization Chart if your project team is comprised of multiple project partners and/or more than five (5) team members. Only include project partners if they are involved in project activities discussed in the QAPP.]

All personnel listed below in Table 1 will receive copies of this Quality Assurance Project Plan (QAPP), and any approved revisions of this plan. Once approved, this QAPP will be available to any interested party by requesting a copy from the project management.

Table 1: Project Team Contact Information

Title	Name (Affiliation)	Phone Number/E-mail
Project Manager		
Primary Field Sampler		
Environmental Scientist		
National Fish and Wildlife Foundation (NFWF) Program Manager	Lynn Dwyer, NFWF	Lynn.Dwyer@NFWF.org
QA Officer [This person should not be involved in data collection.]		

[Describe the roles and responsibilities of key project team members. Key project team members would actively work on one or more phases of your project. If volunteers or students are part of the project team, summarize their role and reference to later sections of the QAPP that discuss training details (i.e., Section 1.5, 2.0). Include the names, duties, and responsibilities of all parties and/or groups involved in the key aspects of your project. Clarify the intended data user(s) for each data collection activity as applicable.]

[EXAMPLE ONLY – EDIT AS APPLICABLE TO YOUR PROJECT]

PROJECT MANAGER (Name) has the overall responsibility for ensuring that the project meets the project objectives and quality standards. The Project Manager will be the responsible for overseeing all activities conducted on this project including schedule adherence, budgeting, and oversight of all scope-related activities. Scope-related activities include assigning project tasks to personnel, data collection, data analysis, interpretation, communication, and final reporting. The Project Manager will also coordinate all program/project needs related to project personnel and convene periodic project-planning meetings.

1.2 PROJECT OBJECTIVES AND APPROACH

[Insert your condensed proposal narrative here. Modify according to your project specific objective and address the following in this section:

- Clearly state or list the objectives of your project and what the project is intended to accomplish.

How? Template Overview

How? Template Overview

1.1 Contact Information

- ✓ Explain the Project team
- ✓ List and describe all individuals and partners involved in data collection
- ✓ Specify QA/QC Officer - this person should not be involved in data collection
- ✓ If specific staff are unknown, then generally describe role(s).
- ✓ Will volunteers, students, or other individuals that require training be involved in data collection?
 - *Volunteers will collect species presence data. Volunteers will be graduate-level students that must attend USFWS training in the spring.*



How? Template Overview

1.2 Project Objectives and Approach - can be from proposal

- ✓ Clearly state the objectives
 - ✓ Example - *Increase collaboration and expand restoration efforts in the watershed*
- ✓ What methods/surveys/ data collection activities will achieve this outcome?
 - ✓ Example - *Landowner research, - site assessment, stakeholder interviews, watershed meetings*
- ✓ What is the geographic scope of the project?
Watershed, region, city, specific sites? Attach a map
- ✓ Provide background to support the project objectives and site selection
 - Example – *The county's recent Management Plan recommended assessing stakeholder buy-in to help build awareness about importance of land protection and stewardship in the watershed. We need to learn why landowners are not willing to increase stewardship activities land through government-assisted programs.*



How? Template Overview

1.2 Project Objectives and Approach

- ✓ Should the project comply with agency legislation, comprehensive management plans, or organizational goals?
 - Example –*County Stormwater ordinance, City Green Infrastructure Goals, USFWS Recovery Plan*
- ✓ What are the envisioned outcome and final deliverables?
 - Example - *The project will produce a Watershed Plan that describes how our members will work together to serve the region. The Watershed Plan will address natural resource challenges and offer strategies to increase land protection and land stewardship & other elements important to the membership, while supporting a sustainable rural economy*

How? Template Overview

1.3 Data Quality Objectives (DQOs)

- ✓ **Establish criteria for data quality/usability**
 - ✓ What are the procedures/limits/training/guidelines in place to ensure data can be used to meet project objectives?
 - ✓ How will you know data was collected accurately and is valid? More specifics than in section 1.2.
- ✓ **Ensure that the type, quantity, and quality of environmental data used in decision-making will be appropriate**
 - ✓ Does data need to meet compliance objectives, such as management plan requirements or engineering standards?
 - ✓ Who decided the approach for data collection/quality was appropriate? Based on what information? Previous experience? Professional qualifications?

How? Template Overview

1.3 Data Quality Objectives (DQOs)

- ▶ **Explain site selection criteria and why the sites selected for sampling are appropriate to achieve the project objectives**
 - ▶ How are sampling locations selected? When and by whom?
 - ▶ Explain decision-making process for site ranking or prioritization
- ▶ **Explain stakeholder/geospatial/secondary data selection criteria**
 - ▶ Which stakeholder feedback be used to support project objectives?
 - ▶ What sources of geospatial and/or secondary data are acceptable for use on the project?

How? Template Overview

Data Quality Objective (DQO) Examples

Team experience and adherence to protocols

- ✓ *Our Data Quality Objectives are based on federal protocols established by the EPA, NRCS and USGS. Specifically, all fisheries sampling will follow EPA protocols, habitat assessments will follow NRCS visual assessment protocols, and temperature monitoring will follow USGS protocols as specified in the following sections.*

Identifying/aligning to past project success

- ✓ *We have successfully used this set of parameters to monitor the success of projects dating back to 2005 when we first began work in the state.*

Compliance with project goals, regulatory requirements, and/or a management plan

- ✓ *Comments from stakeholders collected during workshops must be relevant to the 4 project goals of enhancing resiliency, restoring habitat, improving water quality, and enhancing public recreation opportunities. Only input relevant to addressing each of these 4 goals will be included.*

How? Template Overview

Data Quality Objective (DQO) Examples

Project experience in a similar geographic scope or representative area

- ✓ *Decisions regarding the applicable management practices, are made by the professional conservation practitioners listed in the Project Team and based on the presence/absence of species through the knowledge of local staff, annual monitoring efforts, and long-term datasets.*
- ✓ *Sites were selected because they support nesting priority shorebirds, are beaches where people recreate and provide opportunities for outreach to reduce human threats to nesting shorebirds.*

Identification of and adherence to accepted methods and appropriate training

- ✓ *USC staff and member districts have been trained on the Stream Corridor Assessment: A Process Guide, as well as have trained others. The field samplers have participated in stream corridor assessment guide training and were involved in the development of the guide.*
- ✓ *Data will be usable as long as at least 80% of sediment samples are collected and analyzed using the standards outlined*

How? Template Overview



1.4 Quality Assurance Objectives (QAOs)

- ▶ Specifically outline the range or rules for accepting data for use on your project.
- ▶ Key Indicators of Data Quality
 - ✓ Precision
 - ✓ Accuracy
 - ✓ Representativeness
 - ✓ Comparability
 - ✓ Completeness
 - ✓ Sensitivity
- ▶ Definitions in template
- ▶ QAOs will vary for each project. Most projects do not need to address entire list above

How? Template Overview

1.4 Quality Assurance Objectives (QAOs)

- When reviewing a datasheet, how will you know if the data collected is wrong or cannot be used on the project?
 - ✓ *If the model values fall between 0.75 and 0.99, the model will be validated.*
 - ✓ *We expect estimates from the GIS map to be within 1 SD of the mean based on field measurements from the permanent reference markers.*
- QAOs are more specific than DQOs
 - ✓ *Based on historical data and professional experience the ammonia concentration in the location of the new analyzers could theoretically range from 0.0 mg/L (full nitrification) to approximately 24 mg/L (no nitrification)*
 - ✓ *In the event that the relative percent deviation (RPD) is greater than 20%, divers will compare notes to determine if a procedural or other error has been made.*
- QAOs for Stakeholder Data and Secondary Data may be the same as DQOs
 - ✓ *Survey responses and meeting notes must meet the DQOs of being relevant to the project, representative of the geographic area, timely, feasible to implement and in alignment with state and town guidelines.*
 - ✓ *Secondary data older than 10 years and not specific to the geographic scope will not be considered for use on the project.*

How? Template Overview

1.4 Quality Assurance Objectives (QAOs)

Table 2 Quality Assurance Objectives for Individual Measurements

Parameter	Method	Detection Limit	Sensitivity	Precision	Accuracy	Completeness
Temperature	YSI Pro20i	-5°-55° C	0.1 ° C	±0.3° C	±0.3° C	80%
Dissolved Oxygen ¹	YSI Pro20i	0-20 mg/L	0.01 mg/L	±0.2 mg/L	±0.2 mg/L	80%
pH	Oakton Multi-Parameter PCSTestr 35	0.00-14.00 SU ²	0.01 SU ²	0.01 SU ²	0.01 SU ²	80%
Turbidity	Hach DR/870 colorimeter	0-1000 FAU ³	1 FAU ³	±2 FAU ³	±2 FAU ³	80%
Total Dissolved Solids	Oakton Multi-Parameter PCSTestr 35	0.0-999 ppm	0.1 ppm	±1%	±1%	80%
Nitrate-nitrogen	Hach DR/870 colorimeter	0-30.0 mg/L	0.1 mg/L	±1.7 mg/L	±1.7 mg/L	80%
Phosphate	Hach DR/870 colorimeter	0-2.50 mg/L	0.01 mg/L	±0.05 mg/L	±0.05 mg/L	80%
Conductivity	Oakton Multi-Parameter PCSTestr 35	0.0-1999 µS	0.1 µS	±1%	±1%	80%
Macroinvertebrates	D-frame net	Sieve size will be 500 microns	Family taxa level ⁴	200 ± 40 Identifiable organisms	200 ± 40 Identifiable organisms	80%
Location	Bad Elf GPS Pro +	Decimal degrees	N/A	2.5 meters	2.5 meters	80%

How? Template Overview

1.4 Quality Assurance Objectives (QAOs)

Table 2 Quality Assurance Objectives for Individual Measurements

Parameter	Method	Detection Limit	Precision	Accuracy	Completeness
Marsh extent	Handheld GPS unit (e.g., Juniper Systems Geode receiver)	<1 m	<1 m	90% agreement between map-generated estimates of marsh width and manual measurements from permanent reference markers	100%
Marsh extent	Transect tape	0.1 m	Measurements at each stake within 1 SD of mean	90% agreement between measurements	80%
<i>Spartina alterniflora</i> stem density	Count	N/A	Samples within 1 SD of mean	90% agreement between counters	80%
<i>Spartina alterniflora</i> average stem height	Meter stick with mm increments	0.5 cm	Samples within 1 SD of mean	90% agreement between measurements	80%

How? Template Overview

1.4 Quality Assurance Objectives (QAOs)

Table 2 Quality Assurance Objectives for Individual Measurements

Parameter	Method	Precision	Accuracy	Phone App
Latitude/ Longitude	Mobile App	Both latitude and longitude are rounded to 6 decimal places, providing a precision up to 11.1 cm	+/- 4 m	Google Maps

Table 2 Quality Assurance Objectives for Individual Measurements

Parameter	Method	Possible Range (mg/L)	Target Average Daily Concentration (mg/L)
Ammonia	Analyzer	0.0 - ~24.0*	0.0 – TBD
Nitrate	Probe	0.0 – ~24.0**	0.0 – 4.0
Total Suspended Solids	Probe	2,000 – 4,000	2,800 – 3,200

How? Template Overview

1.4 Quality Assurance Objectives (QAOs)

Table 2 Quality Assurance Objectives for Secondary Data Source

Criterion	High Quality	Medium Quality	Low Quality
Applicability	Purpose/scope of research/publication matches information/data need	Limited application	Does not apply
Study location	Within the Bay Watershed	Characteristic of CB, but outside of watershed	Outside of CB watershed and characteristics of study location not representative
Data collection & analysis methods	Approved state or federal methods used; statistically relevant	Other approved protocol and methods; analysis done but lacks significance testing	Methods not documented; insufficient data collected
Conclusions	Scientific method evident; conclusions supported by statistical analysis	Conclusions reasonable but not supported by data; inferences based on data	Inconclusive; insufficient evidence
References	Majority peer-review	Some peer-review	Minimal to no peer-review

Submitting QAPP Templates to NFWF

Submitting Sections 1.1-1.4:

Deadline: Thursday, January 25, 2024

Submit to: Victoria.Moreno@nfwf.org

Format: Word document - *No PDFs, No scanned documents*

Submit with grant # in file name e.g., 80153 Sections 1.1-1.3 draft QAPP submission

Questions:

Q: We need to hire a QAPP consultant - do we have to prepare sections 1.1-1.4?

Q: We need to have an active grant agreement before starting QAPP - can we pause submitting 1.1-1.4?

A: Please notify Victoria.Moreno@nfwf.org. Provide your grant # in the email and provide reason. You will still be required to submit a QAPP but dates may be adjusted.

Submitting QAPP Templates

Questions:

Q: We are able to prepare and submit full draft QAPP, do we need to submit sections 1.1-1.4?

A: No. Please do the following:

Deadline: Thursday, January 25, 2024

Submit to: Victoria.Moreno@nfwf.org

Format: Word document - *No PDFs, No scanned documents*

Submit with grant # in file name e.g., 80153 Full Draft QAPP

Questions?



How? Template Overview

2.0 Data and Sample Acquisition

- ✓ What are you collecting?
- ✓ How are you collecting samples or data?
- ✓ What preparation and follow-up is involved for fieldwork?
- ✓ Who is collecting the data and what training have they received?
- ✓ What are the requirements for field instrument calibration and maintenance?



How? Template Overview

2.0 Data and Sample Acquisition

- ✓ How and when are samples transported from the field to a lab?
- ✓ What is the Chain-of-Custody process for your project?

NFWF QAPP Project No.:
Project Name:
Date:
Revision No.:

SAMPLE IDENTIFICATION

All samples will be identified with a unique number and samples labeled with the following information.

- Sample ID
- Location ID
- Date
- Time
- Initials of sample collector
- Sample type (normal or QC)
- Preservative method (if any)

[EXAMPLES ONLY – EDIT AS NEEDED]

FIELD MEASUREMENTS

If possible (if equipment is available), water quality parameters including **[Insert project-specific information, such as flow rate, pH, dissolved oxygen, and temperature]** will be measured prior to collecting samples for laboratory analyses. **[Note: If you will be collecting geospatial points then please note in this section and in Table 2]**

QC SAMPLE COLLECTION

Equipment blanks, field duplicates, and matrix spikes will be collected at a frequency of about 1 per 20 normal samples, or 1 per sampling event, whichever is greater. Matrix spikes will be collected as normal samples and will be spiked at the laboratory prior to sample preparation. **[If you are not collecting QC Samples then note that this section is not applicable, explain why, and remove references to QC samples in the boilerplate text in other sections.]**

FIELD INSTRUMENT CALIBRATION

Routine field instrument calibration will be performed at least once per day prior to instrument use to ensure instruments are operating properly and producing accurate and reliable data. Calibration will be performed at a frequency recommended by the manufacturer. **[Explain what instruments will be used on this project, or reference discussion elsewhere in the QAPP, and provide a reference for the manufacturer's instructions]**

DECONTAMINATION PROCEDURES

All field and sampling equipment that will contact samples will be decontaminated after each use in a designated area. **[If applicable, describe where the decontamination area would be and who would determine the placement for this site]**

FIELD DOCUMENTATION

All field activities will be adequately and consistently documented to ensure defensibility of any data used for decision-making and to support data interpretation.

Pertinent field information, including (as applicable), the **[Insert field project-specific sampling/measurement parameters, such as width, depth, flow rate of the stream, the surface water condition, crop and cultivation practices and evidence of pesticide/fertilizer or sediment management, and location of the tributaries]** will be recorded on the field sheets **[Provide field sheets as an appendix and reference here. Explain whether data would be**

How? Data Methods

2.0 Data and Sample Acquisition

What tools/instruments are you using to collect the data?

What standards/ procedures are you adhering to? Reference

Where is the collected data being stored and who is maintaining it?

Include comment or data sheets if applicable

What preparation is required ahead of fieldwork?



Photo Credit: NFWF

How? Data Methods

Secondary Data



If Secondary Data sources are known:

List potential sources in a table or add to appendix, summarize in document, and reference

Include full reference citation (author, title, year, etc.) and parameters to be evaluated

DQO/QAO - Reliability - Where did the data come from? How was it collected? What is the margin of error on their data?

DQO/QAO - Representation - How is this data related to your study? Why is it “fit for use”?



How? Data Methods

Bounding Secondary Data

Secondary Data with Unknown Sources

- ✓ Who is conducting secondary data research and how?
- ✓ Explain potential sources of information (ex. NOAA precipitation data or county-level population data)
- ✓ Explain parameters to be researched (ex. property owners, soils, flood extent). Why were these parameters selected and by whom?



Secondary Data DQOs and QAOs

- ✓ Define the temporal boundaries
- ✓ How recent does it need to be?
- ✓ Will you use the most recent available data? Why or why not?
- ✓ If data layers or sources represent a varying time scale, will data be comparable?



How? Data Methods

Geospatial Data

- ✓ If **geospatial data/layers are being collected**, the QAPP requirements are similar to secondary data requirements for QAPP compliance
- ✓ If **geospatial data/layers are being developed**, the QAPP requirements are similar to fieldwork data requirements for QAPP compliance





Stakeholder Data

- ✓ Who are the stakeholders? How and why will they be selected?
- ✓ How will they be invited to the meeting/workshop/survey and by whom?
- ✓ How long is the workshop and who will facilitate? What is the agenda?
- ✓ What information will participants be given ahead of time?
- ✓ How will notes be recorded and by whom? Who will review for accuracy?
- ✓ What type of survey will be developed?
- ✓ How will results be evaluated or tallied?

Modeling Data

- ✓ What model is being used on the project and for what purpose?
- ✓ Who selected the model and why is it the “best fit” for this project?
- ✓ Will use of the model require specialized software or training for the project team?
- ✓ What are the inputs to the model and where will this information come from?
- ✓ What are the anticipated outputs?

How? Template Overview

3.0 Analytical Requirements (Lab QAPP Only)

- ✓ What methods are you using for analysis?
- ✓ What preparatory methods will be used?
- ✓ SOPs can be appended and referenced to
- ✓ Provide a brief summary and reference to those documents
- ✓ Reader/reviewer should be able to clearly see how analysis will be conducted



How? Template Overview

3.0/4.0 Quality Control Requirements

- ✓ How are you ensuring that you are meeting your QAOs?
- ✓ How are you defining key accuracy and precision measures in the field and/or lab?
- ✓ Identify field and laboratory QC samples, their frequency and acceptance criteria.
- ✓ Are there any additional internal QC processes that are assuring your project?
- ✓ Who reviews data, post-collection and when does data-entry occur?

How? Template Overview

4.0/5.0 Instrumentation and Equipment Preventative Maintenance

- ✓ Applies to ALL field equipment and lab instrumentation (even binoculars)
- ✓ You may reference to equipment manuals, lab QA manual, or SOP that contains this information
- ✓ Identify details regarding calibration of instrumentation or equipment
- ✓ Identify what the corrective action is if 'out of compliance'
- ✓ Discuss if/how calibration information is logged or recorded



How? Template Overview

5.0/6.0 Data Management and Assessment Procedures

- ▶ Who reviews data for accuracy? (supported by DQO and QAO discussion)
- ▶ When is data reviewed post-fieldwork?
- ▶ How is data determined to be final and usable for project deliverables and reporting?
- ▶ How is data managed and stored?
- ▶ What is the procedure for non-compliant data?
- ▶ Would fieldwork/surveys need to be repeated?

How? Template Overview

6.0/7.0 Data Verification and Usability - Self-Assessment

- ▶ How will the project ensure that data is collected consistently?
- ▶ Periodic self-assessments
- ▶ Spot-checks on data
- ▶ Photo comparisons
- ▶ Training Updates



How? Template Overview



8.0 References

- ✓ Include references in the main body of QAPP text

9.0 Appendices

- ✓ Update appendix list
- ✓ Identify all appendices in the document text
- ✓ Make sure that all appendices are present when submitted
- ✓ Ensure that appendices are in the correct order (see list)
- ✓ If a lab certification is appended, make sure it is current

Questions?



When? Timeline and Coordination with NFWF, Stantec & EPA

QAPP is required to be approved by EPA before data collection begins or data collection activities can be reimbursed

Grantee prepare Sections 1.1 - 1.4 of QAPP template & submit to NFWF

NFWF submits to draft QAPP to Stantec for comprehensiveness and compliance review with EPA requirements

Draft submittal to Stantec (30-business day review period)

Stantec produces a comment matrix for QAPP draft

When? Timeline and Coordination with NFWF & Stantec

NFWF returns the comment matrix to grantee. If significant # of comments NFWF will set up call with Stantec and Grantee

Grantee revises draft QAPP based on comment matrix & returns it to NFWF

If 2nd draft ready to go, NFWF packages & submits to EPA. If 2nd draft not ready to go, NFWF sets up call with Stantec and Grantee

Potential NFWF 2nd draft submittal to Stantec (30-day review period).

After NFWF submission, EPA review and comment (60-day review period)

When? Timeline and Coordination with NFWF, Stantec & EPA

EPA sends comments to NFWF concerning draft QAPP to distribute to grantees

Grantee makes requested revisions from EPA to draft QAPP

NFWF re-submits draft QAPP to EPA (60-day review period)

If acceptable QA/QC, EPA notifies NFWF

NFWF notifies grantee, manages signature process, packages final QAPP and EPA LIS
Futures Fund Project Officer approves QAPP

Finish Line - Tips for Getting Your QAPP Approved

1. Communicate early

- Request phone call from Victoria.Moreno@nfwf.org to discuss how to complete the template and/or how to address Stantec revision comments
- Review example QAPPs - QAPP Example Portal
- Submit Sections 1.1 - 1.4 for review before developing the rest of the QAPP **OR** if ready submit the full draft QAPP



QAPP Example Portal

QAPP Creation Guidance for NFWF Grantees

Explore QAPP examples:

Suggested search method: First filter by the options of NFWF program, QAPP template type, QAPP activities, and/or project location.

Then, search by keyword using the "Search this library" function located at the top of the QAPP Examples page.

[Access QAPP Examples](#)

Program Links



Chesapeake Bay Stewardship Fund



Long Island Sound Futures Fund

NFWF Program and EPA Guidance:

[Access CBSF QAPP Development Tools](#)

[Access LISFF QAPP Development Tools](#)

[EPA Region 1 Quality Assurance Landing Page](#)

[EPA Region 2 Quality Assurance Landing Page](#)

[EPA Region 3 Quality Assurance Landing Page](#)

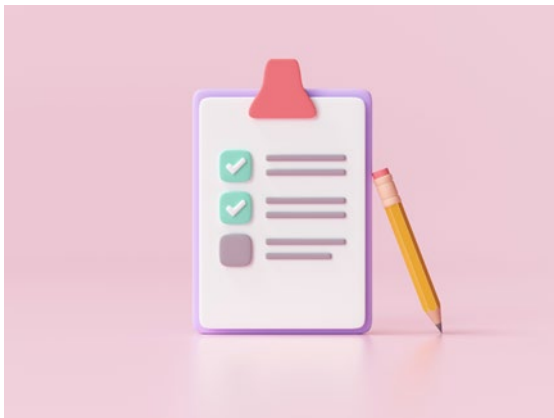
Finish Line - Tips for Getting Your QAPP Approved



2.0 Develop a Readable Document

- Use correct grammar and complete sentences.
- Have qualified person write the QAPP.
- QAPP must be stand-alone document. The person reading it should be able to understand what you are doing, why, and how.
- The QAPP will be read and approved by EPA; therefore, it needs to pass compliance checks for final signature.
- Address template questions in narrative form, not Q&A.

Finish Line - Tips for Getting Your QAPP Approved



2.0 Develop a Readable Document

- Informal or simple project actions need to be described (e.g., taking photos to document site conditions) in addition to complex or defined methods.
- Non-certified labs are still labs. Describe non-certified labs according to lab QAPP instructions
- Remove instructional text from QAPP template.
- Revise boilerplate or example text that is not relevant to your project.
- If a section or subsection is not applicable to your project, explain why. 2-3 short sentences.

Finish Line - Most Common Problems that Lead to Delays

- 1) Vague references to project activities or incomplete project information (e.g., not including appendices in submissions etc.)
- 2) Not describing all data collection activities or completing all relevant sections of the template; deleting sections of the QAPP template which do not appear to relate to project etc.
- 3) Describing data activities not included in the project grant scope of work; providing descriptions of project activities which do not concern data collection covered by a QAPP etc.
- 4) Not reading directions to add, edit, or delete example text (e.g. please delete example references that do not apply to your project).
- 5) Lack of clarity or inconsistency in QAPP. For most projects, the same or similar information will need to be repeated in different sections. This is common and it means you need to simply reference a previous section if information is already discussed, adding additional details if applicable.



Finish Line

Remember – your project has been awarded, approved, and funded as proposed.

Methods, project team, and reasoning for the project should be discussed in the QAPP.

You are simply documenting and explaining the process as required by the EPA.

QAPP review comments are to ensure the QAPP complies with EPA requirements and is a clear, stand-alone document.

NFWF LISFF Grant Program

Questions?



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Help & Feedback

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