

INSTRUCTIONS FOR FINAL REPORT (Form 3400-189P)

Urban Nonpoint Source & Storm Water Management Planning Grant Program

General Instructions

These instructions are to be used in conjunction with the Final Report Form 3400-189P for Urban Nonpoint Source & Storm Water Management Planning grant programs. Unless otherwise noted, all citations refer to Wisconsin Administrative Code.

A completed final report (find under Resources at <http://dnr.wi.gov/Aid/UrbanNonpoint.html>) **with all required attachments and the final reimbursement request** (find under Reimbursement at <http://dnr.wi.gov/Aid/UrbanNonpoint.html>) **shall be submitted to the Department of Natural Resources (DNR) Regional Nonpoint Source Coordinator within 60 days of the project end date.** The project end date is found on the first page of the grant agreement or amendment. *Note that draft products produced under the grant are/were to be submitted to the Regional Nonpoint Source Coordinator for review 60 days in advance of the end of the grant period.* The name of the Regional Nonpoint Source Coordinator for the area in which the project is located can be found on the first page of the grant agreement or at <http://dnr.wi.gov/topic/Nonpoint/NPScontacts.html>. Final reimbursement payment will not be made to the grantee until a complete final report is received and approved by DNR.

Questions regarding completing and submitting the final report form should be directed to the Regional Nonpoint Source Coordinator. The Nonpoint Source Coordinator will review the report for completeness and consistency with the project application and grant agreement. Upon approval of the final report, the final report and final reimbursement request will be forwarded to the DNR Central Office for archiving and final payment on the grant.

Submit a single, electronic, fillable, completed pdf final report form and project documents within 60 days of the completion of the project to the Regional Nonpoint Source Coordinator.

Project Information

Enter the governmental unit name, grant number, and project name as identified on the grant agreement. The governmental unit name should be written as name followed by type (*e.g.*, Brown County Land & Water Conservation Dept.; or Clayton, Town or Waunakee, Village).

The project contact person is the government official most directly involved in the implementation of the project. Provide the name, phone number, including area code, and email address of the project contact person.

Project Location Information

Provide the county name, watershed name, 12-digit Hydrologic Unit Code (HUC), and nearest receiving waterbody where the project is located. If assistance is needed to complete the project location information or prepare the aerial photo map, the DNR Surface Water Data Viewer (SWDV) is available at: <http://dnrmaps.wi.gov/sl/?Viewer=SWDV>.

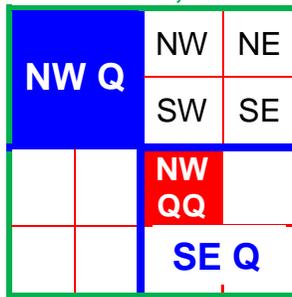
Enter a site name, if applicable, and the Public Land Survey System information. If the site location covers more than one QQ or more than one Q, leave the smaller unit spaces blank. Otherwise, include the Quarter-Quarter (QQ is quarter of the quarter), the Quarter (Q), Section, Township, and Range, East or West (E or W), for the discrete site locations of the project. For a project with multiple site locations, click the **[+]** box to enter additional locational information for the project area.

Completed projects are geo-located in DNR web-based mapping tools, so it is imperative that site location information is accurate. If there has been a site location substitution approved in an amendment to the grant agreement, assure the information reflects the substitution site.

How to enter Q and QQ:

Check that the QQ, Q, Section, Range (E or W), and Township are all correct. Check the Lat. and Long. Often, the QQ and Q are reversed. For example, in Figure 1 below, the location of the red box is the NW Quarter of the SE Quarter and is therefore **NW QQ, SE Q**. A site location or project area may cover more area, such as a full quarter, full Section or Township; in such a case, leave the smaller unit spaces blank.

Figure 1. Section, Quarters, and Quarter-Quarters



In Figure 1 above, the entire **NW Quarter** of the Section is highlighted in **blue**; the **NW Quarter-Quarter** of **SE Quarter** is highlighted in **red**. The **Section** is outlined in **green**.

Project Area(s)

Provide a brief description of the project area(s) covered by the individual products produced under the planning grant. Enter the name or type of product produced; then enter the acres of existing urban development the acres of new urban development (0, if none) and the approximate center point latitude and longitude of the area the product addresses. If multiple products were produced, click the **[+]** box to open data fields; then enter the additional data for acreages and center points.

Summary of Results

Click the boxes next to every product developed under the grant. Enter the comment information requested and check (click) the review box if the Nonpoint Source Coordinator had been sent the draft product to review at least 60 days in advance of the grant period end date.

Additional ordinances not provided in the list may be added by clicking the **[+]** at the Other Ordinance row in the right margin of the form. Additional Planning activities or products developed under the grant and not included in the given list may be added by clicking the **[+]** at the Other Urban Planning Activities row in the right margin of the form.

Include copies of the products developed with submission of the final report.

Storm Water Goals Addressed

Use the drop list to select the storm water goals addressed by the planning grant project. Additional rows for additional goals may be added by clicking the **[+]** at the right margin of the form.

Project Comments

Provide the overall project information requested. Report on the governmental unit's (units', if inter-governmental project) acceptance, approval, adoption, or implementation of the products developed under the grant. The narrative space expands to nearly 2 full pages.

Final Report Attachments

Aerial photo map(s) of the project area(s) boundaries are required to be submitted with the final report if products developed under the grant address drainage areas.

Check all applicable boxes for the project information that is submitted as part of the project final report. If the product/document was developed under the grant, it is required to be submitted as part of the final report.

Grantee Certification

Type the name and the title of the Government Official who is authorized by the Governmental Responsibility Resolution submitted with the grant application to sign the application and grant agreement on behalf of the governmental unit. Enter the date from the dropdown calendar.

Leave the Final Report pdf in the fillable/savable format and submit the final report file and all attachments by e-mail from the Authorized Government Official's e-mail address to the Regional Nonpoint Source Coordinator. The e-mail submission must be from the Authorized Responsible Government Official's e-mail address for certification of the documents to be accepted.

Send final reimbursement request documents as a *separate file* from the final report file and attachments.