

INSTRUCTIONS FOR FINAL REPORT (Form 3400-189U) Urban Nonpoint Source & Storm Water Construction & Urban TMDL Targeted Runoff Management Grant Programs

General Instructions

These instructions are to be used in conjunction with the Final Report Form 3400-189U for Urban Nonpoint Source & Storm Water Construction & Urban TMDL Targeted Runoff Management 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) Region Nonpoint Source Coordinator within 60 days of the project end date.** The name of the 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>. The project end date can be found on the first page of the grant agreement. 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.

Grant Type

Select the appropriate grant program associated with the project.

Submit a single final report at the completion of the project. The form expands to accommodate multiple, complete sub-project level reports. Do not submit multiple final reports for projects funded under a single grant award. Additional site locations and project reports can be added to the form by clicking the **[+Loc]** button in the right margin at the bottom of the site location table and then saved as they are completed. Continue to add new data and save the form as the project adds new locations.

Project Name & Location

Enter the project name, grant number, and governmental unit 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).

Provide the county name, watershed name, and 12-digit Hydrologic Unit Code (HUC) 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>.

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.

For a project with multiple site locations, check the box to indicate that the aerial photo map (map with the aerial photo as the base) of the full project area with each site location labeled is attached.

Site Location

Site location refers to one discrete site (e.g., one BMP location collecting urban runoff) addressed under the grant. Additional site locations can be added as needed by clicking the **[+Loc]** button in the right margin at the bottom of the site location table. The summary of results sections and associated attachments are specific to one discrete site location. If there has been a site location substitution approved in an amendment to the grant agreement, assure the information reflects the substitution site.

If assistance is needed to complete the site location information, the DNR Surface Water Data Viewer (SWDV) is available at: <http://dnrmaps.wi.gov/sl/?Viewer=SWDV>.

For each site location, provide:

- Site Name/Location Name;
- Nearest receiving waterbody (stream or lake name, or if unnamed, use UN trib. to a named stream or lake, e.g., UN trib. to Sand Creek);
- Public Land Survey System information, including 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 location of the BMP(s). If the site location covers more than one QQ or more than one Q, leave the smaller unit spaces blank.
- Latitude and Longitude. Provide 4 – 7 decimal places. Longitude is negative (-). Enter the BMP location or the center point of the site location (e.g., farmstead of BMP location(s)).

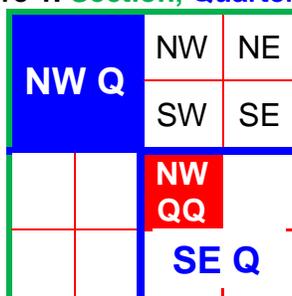
Additional site locations can be added as needed by clicking the **[+Loc]** button in the right margin of the Site table.

Completed projects at each site location are geo-located in DNR web-based mapping tools, so it is imperative that site location information is accurate.

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**.

Summary of Results

Use the drop down list to identify all of the Best Management Practices (BMPs) that were installed with this grant at this discrete site location. Additional BMPs may be added by clicking the **[+]** at the margin of the form. If multiples of the same BMP were installed per site location, tally them and list together in one row of the table. Report the number of each BMP in the Site Information narrative. Provide the total quantity of the unit measure surface area that was installed and the acres of drainage area served by the BMP site. Provide the **total cost** to install the BMP including local

and other sources of cost share, not the state cost-share amount. Provide the load reduction data for Total Suspended Solids (% and tons/yr), phosphorus and nitrogen (pounds/year).

Additional installed BMP data rows may be added by clicking the **[+]** box in the right margin of the form.

For load reduction modeling, the most widely used models and their applications are included in Table 1, below. . Questions regarding whether other models, appropriately applied, may be acceptable, should be directed to the Regional Nonpoint Source Coordinator.

Table 1. Load Reductions to Surface Water or Groundwater

Model	TSS reduction	P reduction	N reduction
STEPL	Yes	Yes	Yes
SLAMM	Yes	Yes	Yes
P8	Yes	Yes	Yes

For grants addressing compliance associated with implementation of the non-agricultural performance standards in NR 151, or TMDL goals, include information on the achievements of this project relative to the requirement(s) and/or goal(s) of NR 151 and/or the applicable TMDL.

If full compliance with NR 151 or TMDL load reduction goals has not been achieved, provide an explanation of the site’s project results and relative contributions toward compliance in the narrative space for site information.

Attach a copy of the modeling documentation to the final report.

Site Location Attachments

For each individual site location, the following items are required to be attached to the final report:

- Photographs that depict pre- and post- implementation of the BMP(s) at the site
- Aerial photograph map of individual site location with appropriate BMPs labeled
- Modeling results for all models used to calculate load reductions
- Water quality monitoring results/summary, if applicable.

Note: The water quality monitoring results and a written summary of the monitoring must be attached if the grantee proposed in the grant application to conduct monitoring.

Check the boxes to indicate that the required aerial photo map (map with the aerial photo as the base) of the project location, pre- and post- project photos for each structural BMP installed, and load reduction modeling documents for each site location are attached to the final report submission. If in-stream water quality or BMP effectiveness were included in the application, the information must be provided to DNR to comply with the grant agreement.

Site Information

This space is available for a narrative summary of the BMP project(s) installed at each discrete site location. This space may also be used for any other comments, explanations, and challenges encountered in conducting the site project, including things that might be done differently, etc.

Click the Tab key to have the narrative space expand to show typed or copied-in text.

Check the box if the grantee is willing to provide additional information regarding the project for future success stories to meet state or federal reporting needs.

For a project with multiple site locations, click the **[+Loc]** button in the right margin at the bottom of the site location table to add **Site Location, Summary of Results, Site Location Attachments, and Site Information** for each additional site location of the project.

Additional Project Information and/or Comments

This space is made available for reporting overall project information that is not site-specific or that may be used to tie together a large project that includes multiple site locations.

Click the Tab key to have the narrative space expand to show typed or copied-in text.

Grantee Certification

Enter the name and the title of the Governmental 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.

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 Responsible Governmental Official to the Region 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. Also include final reimbursement request documents as a separate file from the final report file and attachments.