

INSTRUCTIONS FOR FINAL REPORT Form 3400-189A

for the Agricultural Targeted Runoff Management (TRM)
& Notice of Discharge (NOD) Grant Programs

GENERAL INFORMATION

These instructions are to be used in conjunction with the Final Report Form 3400-189A Targeted Runoff Management (agricultural projects only) and Notice of Discharge grant programs. Unless otherwise noted, all citations refer to Wisconsin Administrative Code.

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- **A completed final report** (find under Resources at <http://dnr.wi.gov/Aid/TargetedRunoff.html>) **with all required attachments and the final reimbursement request** (find under Reimbursement at <http://dnr.wi.gov/Aid/TargetedRunoff.html>) **must 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 grant program type associated with the project, by selecting one the following from the dropdown menu.

- Notice of Discharge
 - Small-Scale Total Maximum Daily Load
 - Small-Scale Non-Total Maximum Daily Load
 - Large-Scale Total Maximum Daily Load
 - Large-Scale Non-Total Maximum Daily Load
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Grant Information

Enter all of the information listed below, as identified on the grant agreement for the project.

1. Grantee, i.e. governmental unit name

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).

2. Grant Number

3. Project Name

4. Grantee Project Contact - Name, phone number and email address

The grantee's project contact person is the government official most directly involved in the implementation of the project.

PROJECT SITE LOCATION(S)

The following sections of the form need to be filled out individually for each project site location.

- Location and Watershed Information
- BMP & Load Reduction and
- Required attachments.

The form expands to accommodate multiple project sites, so only one final report form should be submitted for each project. A project **site location** refers to one discrete site - e.g., one BMP location collecting runoff, or one continuous length of stabilized or restored shoreline - addressed under the grant. Many projects will have only one project site location however, most large-scale TRM projects, and some small-scale projects, will have more than one site location.

Additional site locations can be added to the form as needed by clicking the **[+Loc]** button in the right margin at the bottom of the site location table and then saved as they are completed. Use the figure below to determine whether your project has one or multiple site locations.

Site [No]- Location & Watershed Information

Enter all of the information listed below for the project site, consistent with location and watershed information in the project application or the most recent grant amendment, if different. Project locations are geo-located in DNR web-based mapping tools, so it is important that location information is accurate. If assistance is needed to complete the location and watershed information, the DNR Surface Water Data Viewer is available at: <https://dnr.wi.gov/topic/surfacewater/swdv/>.

1. Site name
2. Latitude – 4-7 decimal places
3. Longitude- 4-7 decimals places
4. County – select from dropdown
5. 12-digit HUC (select from dropdown)

*Watersheds in the United States are delineated by the U.S. Geological Survey using a national standard hierarchical system known as “hydrologic units.” A hydrologic unit pertains to a surface water drainage area of a particular scale. Each hydrologic unit is identified by a unique hydrologic unit code (**HUC**).*

6. 12-digit Watershed Name

The form will automatically populate this space with the name of the HUC 12, based on the 12-digit HUC selected by the grantee.

7. Nearest Receiving Waterbody

*The **nearest receiving waterbody** is the stream, river, or lake, including intermittent streams (dashed blue lines on SWDV) in closest proximity to the proposed project area. If unnamed, enter “unnamed trib. to [named stream or lake]”.*

8. Primary Waterbody addressed by project

*The **primary waterbody addressed by the project** is the waterbody for which credit was taken in the water quality need section of the grant application.*

Site [No] - BMP & Load Reduction Information

1. In column 1, select the Best Management Practices (BMPs) installed with this grant at this site from the dropdown list.
2. In column 2, enter the quantity or size of each BMP. The unit of measure for quantity or size of the BMP will automatically populate column 3, based on the BMP selected in column 1.
3. In column 4, use the dropdown menu to select all of the performance standards brought into compliance by the BMP.

Use Ctrl + Click to select multiple codes for prohibitions for a single BMP.

4. In column 5, enter total phosphorus load reduction in pounds per year resulting from the project if applicable.

If the application indicated that phosphorus would be one of the primary pollutants addressed by the project, the phosphorus load reduction achieved by the project in their final report, column 5 must be filled in.

5. In column 6, enter nitrogen load reduction in pounds per year resulting from the project, if applicable.

If the application indicated that nitrogen would be one of the primary pollutants addressed by the project, the nitrogen load reduction achieved by the project in their final report, column 6 must be filled in.

6. In column 7, enter the percent TSS load reduction, and tons per year TSS load reduction, if applicable.

If the application indicated that sediment would be one of the primary pollutants addressed by the project, the sediment load reduction achieved by the project in their final report, column 7 must be filled in.

7. In column 8, enter the **total cost** to install the BMP.

The total cost is the state cost-share amount plus the local share; it is not the grant award amount.

8. If more than one BMP was installed at the site, add rows for the additional BMPs by clicking the **[+]** at the margin of the form.

Site [No] – Compliance Requirements

Column 1 of the compliance requirements section will automatically populate with the performance standard or prohibition addressed by the project, based on the information entered in column 4 of the preceding section.

Compliance requirements are specific to one discrete site location, such as, one livestock and/or crop production operation. For each performance standard or prohibition addressed by the project at the site, use the dropdown menus to fill-in columns 2 through 5, as explained below.

1. If cost sharing for this project site was offered under a formal notice pursuant to NR 151 or NR 243, select the notice type from the dropdown menu in column 2.
2. If cost sharing for this project site was offered under a formal notice pursuant to NR 151 or NR 243, attach this notice to the final report form and then select “yes” in column 3 to indicate that the notice is attached to the form.
3. If the performance standard in column 1 was brought into compliance by the project, select “yes” in column 4.

For TMDL TRM projects, where the purpose of the project was to exceed a performance standard or address a pollution source for which there is no performance standard, the applicant may select “NA”.

For non-TMDL TRM project, the applicant must be able to select “yes” in column 4. BMPs installed under a non-TMDL TRM project to address a performance standard for which compliance was not achieved are ineligible for reimbursement.

4. In the space underneath the table that lists the performance standards and prohibitions addressed by the project, check box 1 if a copy of the compliance letter for the site has been placed in county files.
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5. Check box 2a if the compliance letter for the site has been provided by the county to the landowner and cost-share recipient.
6. Check box 2b if the compliance letter for the site identifies each of the performance standards & prohibitions (PS&Ps) on cropland and livestock facilities brought into compliance by the project and that is listed in the table above.
7. Check box 2c if the compliance letter for the site identifies the name and location of the facility where compliance has been achieved.
8. Check box 2d if the compliance letter for the site states that the landowner is obligated to maintain compliance with each PS&P addressed by the project in perpetuity regardless of future cost sharing.

Site [No] - Required Attachments

Attach the required materials listed below to the final report form. Then check the box to the left of each to indicate it is attached to the form.

1. Photographs that depict pre- and post- implementation of the BMP(s) at the site.
2. Aerial photograph map of individual site location with appropriate BMPs labeled;
An aerial photograph map is a map of site the site with an aerial photo as the background (base layer).

3. Modeling results and documentation for all models used to calculate load reductions.

- *STEPL is appropriate for calculating P, N and sediment load reductions.*
- *SNAP+ is appropriate for calculating P and sediment load reductions.*
- *BARNY is appropriate for calculating P load reductions.*
- *RUSLE 2 is appropriate for calculating sediment load reductions.*
- *The NRCS Bank Erosion is appropriate for calculating sediment load reductions achieved by streambank stabilization.*

Questions regarding whether other models, appropriately applied, are acceptable, should be directed to the Regional Nonpoint Source Coordinator.

9. Water quality monitoring results/summary, if applicable.

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.

Site [No] - Information

1. Provide a narrative summary of the BMP project(s) installed at each discrete site location. Include comments, explanations, and challenges encountered in conducting the site project, such as things that might be done differently, etc. in the narrative summary, if applicable.
2. For grants addressing compliance associated with implementation of 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.
3. If full compliance with all NR 151 or TMDL load reduction goals have not been achieved, provide an explanation of the site's project results and relative contributions toward compliance in the narrative space for site information.
4. 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.
5. Click the Tab key to have the narrative space expand to show typed or copied-in text.

ADDING SITE LOCATIONS

If the project has multiple site locations (i.e., livestock and/or crop production operation site locations), click the **+ Loc** button in the right margin at the bottom of the site location table to add the following sections of the application for each additional site: Location & Watershed Information; BMP & Load Reduction Information; Compliance Requirements; Required Attachments; and Site Information.

Additional Project Information

1. In this space, provide a narrative summarizing overall project information that is not site-specific /or and that ties together a larger project that includes multiple site locations, if applicable.
2. Click the Tab key to have the narrative space expand to show typed or copied-in text.

Grantee Certification

1. 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.
2. 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. You may also attach the final reimbursement request form to your email as a separate attachment from the final report form and its attachments.
