

INSTRUCTIONS FOR FINAL REPORT Form 3400-189U

for the Urban Nonpoint Source & Storm Water Construction (UNPS-C)
& Urban TMDL Targeted Runoff Management Grant Programs (Urban TMDL-TRM) Programs

GENERAL INFORMATION

- 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>) **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 either:

- Urban Nonpoint Source & Storm Water Construction; or
- Small-Scale Urban TMDL TRM

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 urban runoff, or one continuous length of stabilized or restored shoreline - addressed under the grant. Many projects will have only one project site location however, some will have more than one.

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 each 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 size of each BMP.

For shoreline and streambank BMPs, enter the length of BMP installed, in linear feet. For all other BMP types, enter surface in acres of the BMP that was installed. Leave this column blank for an accelerated or high-efficiency street sweeper.

3. In column 3, enter the drainage area served by each BMP, in acres.

4. In columns 4 and 5, enter the percent TSS load reduction, and tons per year TSS load reduction, if applicable.

If the project application indicated that modeled results of the TSS reduction achieved by the project would be provided in the final report form, columns 4 and 5 must be filled in.

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

If the project application indicated that modeled results of the TP reduction achieved by the project would be provided in the final report form, column 6 must be filled in.

6. In column 7, enter nitrogen load reduction in pounds per year resulting from the project, if applicable.

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. The total cost includes BMP construction and eligible ancillary activities.

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] - Required Attachments

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

1. Photographs that depict pre- and post- implementation of the BMP(s) at the site.
2. Aerial photograph map of each site location with the BMPs constructed under project labeled.
An aerial photograph map is a map of the site with an aerial photo as the background (base layer).
3. Modeling results and documentation for all models used to calculate the load reductions achieved by the project.

STEPL, SLAMM, and P8 are all acceptable models for calculating pollutant load reductions achieved by urban storm water BMPs. The NRCS Streambank Erosion Formula may be used to determine the sediment load reduction achieved by streambank stabilization. Questions regarding whether other models, appropriately applied, are acceptable, should be directed to the Regional Nonpoint Source Coordinator.

4. An operation and maintenance plan for each BMP installed by the project, as required by NR 155.22 (4) (d) 2. and 5.
5. Documentation showing that the applicant owns or has control of the property.
6. Water quality monitoring results/summary, if applicable.

Water quality monitoring results and a written summary of the monitoring must be attached if the grantee earned points to conduct monitoring in the grant application.

Site [No] - Information

1. Provide a narrative summary of the BMP project(s) installed at the site location. Include additional comments, explanations, and challenges encountered in conducting the 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 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.
 3. If full compliance with NR 151 or TMDL load reduction goals has not been achieved, provide an
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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, 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; Required Attachments; and Site Information.

Additional Project Information

1. In this space, provide a narrative summarizing overall project information that is not site-specific and/or 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. Type 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.
