

## INSTRUCTIONS FOR FINAL REPORT Form 3400-189P

for the Urban Nonpoint Source & Storm Water Planning (UNPS-P) Grant Program

### GENERAL INFORMATION

- These instructions are to be used in conjunction with the Final Report Form 3400-189P for Urban Nonpoint Source & Storm Water Planning grant program. 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 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

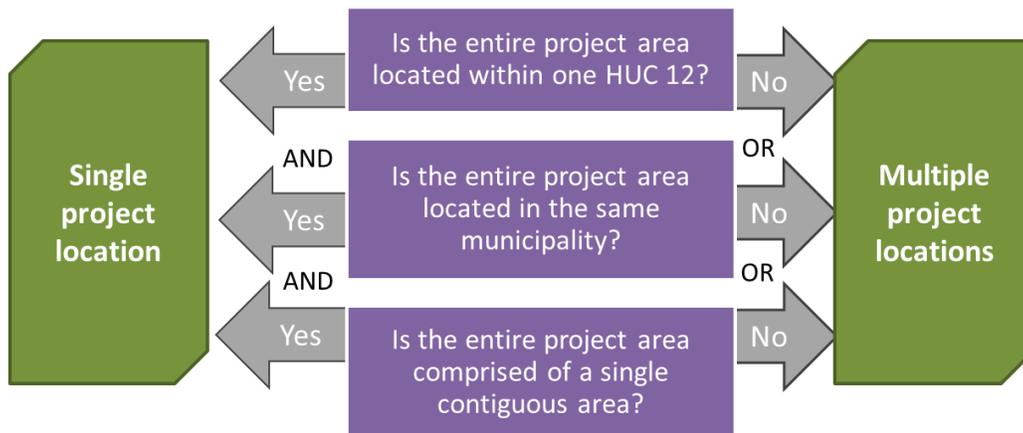
*The grantee's project contact person is the government official most directly involved in the implementation of the project.*

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## PROJECT SITE LOCATION(S)

Additional site locations can be added to the form as needed by clicking the **[+]** 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 the project has one or multiple site locations.

***Does my project have more than one project location?***



## Site [No]- Location & Watershed Information

Enter all of the information listed below for each project location, 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) of the center of the project location
3. Longitude (4-7 decimals places) of the center of the project location
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.*

## Project Area(s)

Provide a brief description of the overall project area(s) covered by the individual products produced under the planning grant.

## Summary of Deliverables - Ordinances

1. In column 1, use the drop list to select the storm water ordinance deliverable developed by the planning grant project.
2. In column 2, select “developed new” or “updated existing” from the dropdown menu, to indicate whether a new ordinance was developed, or an existing ordinance was updated.
3. In column 3, enter the number of acres covered by the ordinance planning deliverable.

*For ordinance deliverables, the number of acres covered by the deliverable is the size of the area where the ordinance applies.*

4. In the top half of column 4, identify the name and number of the ordinance that was developed or

updated, for example “Chapter 27, Section 2, City Smithville Code of Ordinances”.

*Reviewing ordinances and recommending updates is not a reimbursable planning activity if the required final deliverable – i.e. a newly developed or a updated ordinance – is not provided.*

5. In the bottom half of column 5, explain the purpose of the new ordinance or the reason for the updated.

*Ordinances for reasons unrelated to water quality are not eligible for reimbursement. For example, updating an ordinance to include flood control or site grading requirements unrelated to water quality are not eligible for reimbursement.*

6. In column 6, select “yes” or “no” from the dropdown menu to indicate whether the deliverable has been reviewed and approved by DNR storm water program staff.

*Grantees submit Final Report Form 3400-189P after all deliverables have been reviewed and approved by storm water program staff. Grantees should submit deliverables to their DNR regional Nonpoint Source Coordinator at least 60 days prior to grant expiration, so that the NPS Coordinator can forward the deliverables to appropriate storm water program review staff. Alternatively, if deliverables will be, or have already been, submitted directly to the storm water program as part of an MS4 permit requirement, grantees must notify their regional DNR Nonpoint Source Coordinator of the submission so that the NPS coordinator can route deliverables for the required grant reviews.*

7. Add rows for additional ordinance deliverables by clicking the [+ ] at in the right margin of the form.

### Summary of Deliverables – Storm water quality plan

1. In column 1, use the dropdown list to select the storm water quality planning deliverable developed by the planning grant project.

2. In column 2, select “developed new” or “updated existing” from the dropdown menu, to indicate whether a new plan was developed, or an existing plan was updated.

3. In column 3, enter the number of acres covered by the planning deliverable.

*For planning deliverables, the number of acres covered by the deliverable is the size of the area covered by the plan.*

4. In the top half of column 4, identify the name of the planning deliverable that was developed or updated, for example “City of Smithville Storm Water Pollution Prevention Plan”.

5. In the bottom half of column 5, explain the purpose of the new plan or the reason for the plan update. For example, “Storm water quality management plan for meeting developed urban area performance standards was updated to evaluate BMPs for meeting TMDL load allocations”.

6. In column 6, select “yes” or “no” from the dropdown menu to indicate whether the deliverable has been reviewed and approved by DNR storm water program staff.

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7. Add rows for additional planning deliverables by clicking the **[+]** at in the right margin of the form.

### **Summary of Deliverables – Financial feasibility analysis of alternative storm water quality program revenue source**

1. In column 1, select financial feasibility analysis of alternative storm water quality program revenue source, if such an analysis was developed or updated by the project.
2. In column 2, select “developed new” or “updated existing” from the dropdown menu, to indicate whether a new analysis was developed, or an existing analysis was updated.
3. In column 3, enter the number of acres covered by the analysis.
4. In the top half of column 4, identify the name of the deliverable that was developed or updated, for example “Storm water utility feasibility analysis”.
5. In the bottom half of column 5, explain the purpose of the new or update financial analysis. For example, “updated storm water utility analysis to compare the cost impact to customers of funding storm water program improvements via taxes vs: storm water utility rate increase.
6. In column 6, select “yes” or “no” from the dropdown menu to indicate whether the deliverable has been reviewed and approved by DNR storm water program staff.

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7. Add rows for additional financial deliverables by clicking the **[+]** at in the right margin of the form.

### **Summary of Deliverables – Program Development & Implementation Activities**

1. In column 1, use the dropdown list to select the storm water program activities developed and implemented by the planning grant project.
  2. In column 2, select “developed new” or “updated existing” from the dropdown menu, to indicate whether an existing program was updated and implemented or a new program was developed and implemented.
  3. In column 3, enter the number of acres covered by the developed or implemented activities.
  4. In the top half of column 4, identify the name of the activities that were developed and implemented, for example “City of Smithville Storm Water Utility”.
  5. In the bottom half of column 5, explain the purpose of the implemented program or the reason
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for the update.

6. In column 6, select “yes” or “no” from the dropdown menu to indicate whether the deliverable has been reviewed and approved by DNR storm water program staff.

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7. Add rows for additional implementation activities by clicking the **[+]** at in the right margin of the form.

### **Storm Water Goals Addressed**

1. Use the drop list to select the storm water goals addressed by the planning grant project.
2. Add rows for additional goals by clicking the **[+]** at in the right margin of the form.

### **Project Comments**

Provide additional relevant information about the project and its deliverables, not specifically asked about above, including a summary of project challenges and accomplishments. Also report the status of the local municipality’s approval, adoption, and implementation of the planning deliverables including ordinances, developed under the grant. For example, “Updated Erosion Control ordinance adopted by the Village Board on 11-14-18”.

### **Required Attachments**

Attach all applicable 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. All new and updated ordinances developed under the project.
2. All new and updated storm water quality plan components developed under the project.  
*An aerial photograph map is a map of the project area with an aerial photo as the background (base layer).*
3. Financial feasibility analysis of alternative storm water quality program revenue source.
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 for to conduct monitoring in the grant application.*

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## 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.*

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