

INSTRUCTIONS FOR FINAL REPORT (Form 3400-189A)

Agricultural Targeted Runoff Management and Notice of Discharge Grant Programs

General Instructions

These instructions are to be used in conjunction with the Final Report Form 3400-189A for Targeted Runoff Management (agricultural projects only) and Notice of Discharge 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/TargetedRunoff.html>) **with all required attachments and the final reimbursement request** (find under Reimbursement at <http://dnr.wi.gov/Aid/TargetedRunoff.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 Region 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 from the dropdown list.

For large scale projects, Total Maximum Daily Load (TMDL) and Non-TMDL, submit a single final report at the completion of the large scale 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/operations.

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).

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 livestock and/or crop production operation 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 agricultural – livestock and/or crop production – operation, farm, landowner/operator) 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 compliance requirements and summary of results sections and associated attachments are specific to one discrete livestock and/or crop production site location. If there has been a site location substitution approved, 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://dnrmapping.wi.gov/sl/?Viewer=SWDV>.

For each site location, provide:

- Name of the cost-share recipient – enter last name, followed by first name;
- Animal units associated with the livestock facility (see http://dnr.wi.gov/topic/agbusiness/documents/3400025a_wt.pdf for animal unit calculation sheet);
- 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 Township, Range, East or West (E or W), Section, the Quarter (Q) and the Quarter-Quarter (QQ is quarter of the quarter) for the 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)).

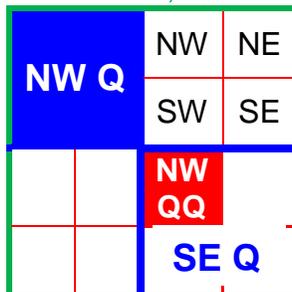
Additional site locations can be added as needed by clicking the **+ Loc** button in the right margin of the form.

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. It helps to read the entries backwards. 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 and SE Q**. The order of entries on the application is focusing from large to smaller size project area; therefore, the entry on the application form for the red box is **SE for Quarter** and **NW for Quarter-Quarter**. A site location or project area may cover more area, such as a full quarter, full Section or Township, so data entry is set up from large to small. The data entry sequence is Township **###** N, Range **###** E or W, **Section ##**, **Quarter** followed by the **Quarter-Quarter**.

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**.

Compliance Requirements

Compliance requirements are specific to one discrete site location, such as, one livestock and/or crop production operation.

If cost sharing for this project was offered under a formal notice pursuant to NR 151 or NR 243, provide information for each notice.

For grants addressing compliance requirements associated with a Notice of Intent (NOI) or Notice of Discharge (NOD) issued under NR 243, attach a copy of the original NOI/NOD issued to the landowner by the Department. Once the project has been completed and the site comes back into compliance, attach a copy of the Letter of Satisfaction for the NOI/NOD (typically issued by the Department) stating the site is now in compliance with the issues identified in the NOI/NOD.

For grants addressing compliance requirements associated with implementation of the agricultural performance standards and prohibitions in NR 151, attach a copy of the NR 151 notice letter issued to the landowner by either the county or the Department, including the determination of cost-share availability where applicable. Sections NR 151.09(5) and (6) and NR 151.095(6) and (7) outline the requirements for the content the letters should entail. Once the project has been completed and the site comes into compliance with the applicable agricultural performance standards and prohibitions, attach a copy of the updated NR 151 compliance determination stating the site is now in compliance with the applicable agricultural performance standards and prohibitions.

If full compliance with all performance standards and prohibitions has not been achieved, provide an explanation of the site's project results in the narrative space for site information.

Compliance with the performance standards and prohibitions shall be maintained in perpetuity. This can be documented in a variety of ways including: letter of satisfaction for NOI/NOD, NR 151 compliance determination letter, language in the cost-share agreement, recorded on the property deed, or other methods used by grantee. Attach a copy of the compliance documentation to the final report.

Summary of Results

Identify all of the Best Management Practices (BMPs) that were installed with this grant at this discrete site location. For cropping practices, a discrete site location is the crop production operation or landowner/operator that received cost share. If multiples of the same BMP were installed per site location, tally them and list together in one row of the table. Provide the total quantity of the unit measure (how much/many) that was installed. Provide the **total cost** to install the BMP including other sources of cost share, not the amount cost-shared. Provide the load reduction for phosphorus, nitrogen, and sediment.

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. Other models appropriately applied may be acceptable.

Table 1. Load Reductions to Surface Water or Groundwater

Model	P reduction	N reduction	Sediment reduction
STEPL	Yes	Yes	Yes
SNAP +	Yes	No	Yes
BARNY	Yes	No	No
RUSLE 2	No	No	Yes

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(s) 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 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 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 **Site Location, Compliance Requirements, 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.