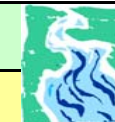


# Nonpoint Source (NPS) Grants Administration Summary Sheet



Michigan's  
Nonpoint Source  
Program

NPS Financial Analysts (NPS FA): Are located in Lansing. Please check your contract for the appropriate staff person.

NPS Project Administrators (NPS PA): Are located throughout the state. Please check your contract for the appropriate staff person.

**Please Note: Talk to your NPS PA if this document conflicts with your Contract.**

What to Submit	When To Submit	To Whom, in What Format	MDEQ Environmental Science and Services Division Forms and Guidance Documents <a href="http://www.michigan.gov/deqnp">www.michigan.gov/deqnp</a>
<a href="#">Contractor Qualification Form</a>	Either with contract or prior to any work being completed by contractor. Need PA approval.	NPS PA: 1 electronic copy	<a href="#">Grant Recipient Information: Grantee Tools: Developing Contracts</a>
Quarterly Status Reports	Four (4) time per year by the 30th of each of the months of Jan., April, July, and Oct. (Note: Special requirements for DEQ fiscal year end Sept.)	NPS FA: 1 hard copy with original signatures NPS PA: 1 hard copy	<a href="#">Grant Recipient Information: Grantee Tools: Status Reports</a>
<a href="#">Notice of Changes</a>	After discussing with PA, e-mail PA. Changes take effect with PA approval in writing. See Budget Revision Form if budget change.	NPS PA: 1 electronic copy	<a href="#">Grant Recipient Information: Grantee Tools: Contract Changes</a>
<a href="#">Amendment Requests</a>	After discussing with PA, prior to changes taking effect. For extensions, a minimum of 45 days prior to end of contract.	NPS FA: 2 hard copies with original signatures NPS PA: 1 electronic	<a href="#">Grant Recipient Information: Grantee Tools: Contract Changes</a>
Budget Form Revisions	After discussing with PA, submit as part of a Notice of Change or amendment involving budget changes.	NPS PA: See Budget Revision Tab in E-FSR, or contact PA	<a href="#">Form located on E-FSR, or Grant Recipient Information: Grantee Tools: Contract Changes</a>
Before and After Photos (required to document BMP completion except sites visited by DEQ PA or engineer and for crop residue and similar practices)	1. With Status Report when Best Management Practice (BMP) is complete.	NPS FA: 1 hard copy NPS PA: 1 hard copy	<a href="#">Grant Recipient Information: Grantee Tools: Status Reports: Photo Documentation</a>
	2. With Final Report.	NPS FA: 1 cd or DVD with all photos NPS PA: 1 cd or DVD with all photos	
<a href="#">BMP Cost Share Forms</a>	Each time requesting reimbursement for BMP work with Status Report and when site is completed. NOTE: Close-out goes faster if grantees compile all BMPs at end of project.	NPS FA: 1 hard copy NPS PA: 1 hard copy	<a href="#">Grant Recipient Information: Grantee Tools: Status Reports: BMP Cost-Share Form</a>

Engineering Design Package	At least nine (9) weeks prior to construction (this allows for a one (1) week PA review time).	NPS PA: 1 hard copy NPS Engineer: 3 hard copies (Must meet DEQ engineering requirements)	<a href="#">Technical Assistance: BMPs, Engineering Review and Site Plans Project Checklist</a>
Draft Monitoring Quality Assurance Project Plan (QAPP)	Nine (9) weeks prior to beginning any work.	NPS PA: 1 electronic copy NPS Monitoring Specialist: 1 electronic copy	<a href="#">Monitoring and Field Investigation: Quality Assurance Project Plan for Water Quality Monitoring AND</a>
Final Monitoring QAPP	1. When revisions are complete, must be approved by Lansing Unit staff prior to any work.	NPS PA: 1 electronic copy NPS Monitoring Specialist: 1 electronic copy	
	2. With Status Report.	NPS FA: 1 hard copy & 1 electronic copy NPS Project Administrator: 1 hard copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>
Monitoring Report	As per contract timeline with status report or upon request by PA	NPS FA: 1 hard copy & 1 electronic copy NPS PA: 1 hard copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>
Water Quality: Biological and Chemical Data	As per contract timeline with status report or upon request by PA.	NPS PA: 1 electronic copy NPS FA: 1 electronic copy ( <i>Must be on STORET TEMPLATE</i> ).	<a href="#">Monitoring and Field Investigations: STORET Information</a>
Draft Social Survey and Information/Ed QAPP	Nine (9) weeks prior to beginning any work.	NPS PA: 1 electronic copy NPS I&E Specialist: 1 electronic copy	<a href="#">Monitoring and Field Investigations: Social Monitoring and Evaluation</a>
Final Social Survey and Information/Ed QAPP	When revisions are complete, must be approved by Lansing Unit staff prior to any work.	NPS PA: 1 electronic copy NPS I&E Specialist: 1 electronic copy	
	With Status Report.	NPS PA: 1 hard copy NPS FA: 1 hard copy & 1 electronic copy	
Draft Hydrologic Study	As per contract timeline.	NPS PA: 1 electronic copy NPS Hydrologist: 1 electronic copy	<a href="#">Hydrologic Analysis Protocol AND</a>
Final Hydrologic Study	As per contract timeline.	NPS FA: 1 hard copy & 1 electronic copy NPS PA: 1 hard copy & 1 electronic copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>

Draft Watershed Plan	A complete draft at least 90 days prior to contract completion.	NPS PA: 2 hard copies & 1 electronic copy	<a href="#">Information and Education: Developing an Approvable Watershed Management Plan</a> <a href="#">AND</a> <a href="#">Watershed Planning Presentations: 2007 Workshops</a> <a href="#">AND</a>
Final Watershed Plan	As specified by contract timeline.	NPS FA: 1 hard copy & 1 electronic copy NPS PA: 2 hard copies & 1 electronic copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>
Conservation Easements:	1. Prior to Closing: Draft Easement, Draft Baseline, Appraisal Summary, Survey (if applicable)	NPS PA: 1 hard or electronic copy NPS FA: 1 hard or electronic copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>
	2. After Closing: Final Baseline (if changed since Draft) and Recorded Easement showing signature.	NPS FA: 1 hard or electronic copy NPS PA: 1 hard or electronic copy	
Geospatial Data	At Project Close Out.	NPS FA: 1 electronic copy NPS PA: 1 electronic copy	<a href="#">Grant Recipient Information: Electronic Geospatial Data Format and Submission Guidance for MDEQ Grantees and Contractors</a>
Draft Final Report	45 days prior to end of contract.	NPS PA: 1 electronic copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>
Final Report	Within 30 days after end of contract.	NPS FA: 1 hard copy & 1 electronic copy NPS PA: 1 hard copy & 1 electronic copy	<a href="#">Grant Recipient Information: Contract Close-Out</a>
Draft Fact Sheet	45 days prior to end date of contract.	NPS PA: 1 electronic copy	<a href="#">Grant Recipient Information: Fact Sheet Information</a>
Final Fact Sheet	Within 30 days after end of contract.	NPS FA: 1 hard copy & 1 electronic copy NPS PA: 1 hard copy & 1 electronic copy	
Release of Claims	Within 30 days after end of contract.	NPS FA: 1 hard copy (original signature) NPS PA: 1 hard copy	<a href="#">Grant Recipient Information: Contract Close-Out</a>

Other Draft Products*	According to contract timeline. Submit to PA for approval unless otherwise agreed to by PA.	NPS PA: 1 electronic copy	<a href="#">Grant Recipient Information: Providing Electronic Versions of Grant Products</a>
Other Final Products*	According to contract timeline; submit with status report.	NPS FA : 1 hard copy NPS PA : 1 hard copy	
	At Project Close Out.	NPS FA : 1 electronic copy NPS PA: 1 electronic copy	
Other Deliverables*	According to contract timeline; submit with status report.	NPS FA: 1 hard copy NPS PA: 1 hard copy	
	At Project Close Out.	NPS FA : 1 electronic copy (if feasible). Photo documentation of t-shirts, magnets, and other give-aways is acceptable. NPS PA: 1 electronic copy (e-copies where applicable)	

\*Other Draft Products is defined as drafts of other products not covered in this document, including newsletters, brochures, newspaper articles, press releases, and other written products.

Other Final Products is defined as the final newsletters, brochures, newspaper articles, press releases, and other written products.

Other Deliverables includes give-away items (such as magnets, pens/pencils, stickers), tote bags, water bottles, t-shirts, door hangers and other similar tangible items used to promote a watershed or water quality message.