

# Nonpoint Source (NPS) Grants Administration Summary *Updated: 8-5-19*



Michigan's  
Nonpoint Source  
Program

NPS PA: Project Administrators  
NPS TA: Technical Assistant

**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	Nonpoint Source Program Guidance Documents <a href="http://www.michigan.gov/nps">www.michigan.gov/nps</a>
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***Unless otherwise indicated here or in your contract all items are to be submitted electronically***

Quarterly Status Reports	Four (4) time per year by the 30th of each of the months of Jan., April, July, and Oct. <i>(Note: Special requirements for EGLE fiscal year end - Sept.)</i>	NPS PA & TA	<a href="#">Grantee Tools: Status Reports</a>
Notice of Changes	1) Discuss with PA prior to changes 2) Changes take effect with PA approval in writing. *See Budget Revision Form if budget change.	NPS PA	Contact your Project Administrator to discuss
Amendment Requests	1) Discuss with PA prior to changes 2) For extensions, a minimum of 45 days prior to end of contract.	NPS PA	Contact your Project Administrator to discuss
Budget Form Revisions (form is located in the FSR)	1) Discuss with PA prior to changes 2) Submit as part of a Notice of Change or amendment involving budget changes.	NPS PA	<a href="#">Budget Change Policy</a>
Before and After Photos (required to document BMP completion except sites visited by EGLE PA or engineer and for crop residue and similar practices)	1. With Status Report when Best Management Practice (BMP) is complete.	NPS PA	<a href="#">Grantee Tools: Status Reports; Photo documentation</a>
	2. With Final Report.	PA NPS	
BMP Cost Share Forms	1) Status Report: Submit one each each quarter in which a site is completed.	NPS PA	<a href="#">Grantee Tools: Status Reports: BMP Form</a>
	2) A master list of all BMPs implemented is required at the end of the project.	Include in Final Project Package	
Draft Engineering Design Package	At least nine (9) weeks prior to construction.	NPS PA, TA & Engineer (Must meet EGLE engineering requirements)	<a href="#">Technical Assistance: BMPs, Engineering Review and Site Plans Project Checklist</a>
Final Engineering Design Package	Prior to construction	NPS PA & TA: electronic copy NPS Engineer: 3 stamped hard copies (Must meet EGLE 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 NPS Monitoring Specialist	<a href="#">Monitoring and Field Investigations: Environmental Monitoring Guidance</a>
Final Monitoring QAPP	Include with Final Project Package	NPS PA	<a href="#">Providing Electronic Versions of Grant Products products</a>
Monitoring Report	As per contract timeline with status report or upon request by PA	NPS PA	<a href="#">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. <i>(Must be on STORET TEMPLATE)</i>	NPS PA	<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 NPS I&E Specialist	<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 NPS I&E Specialist	
	Include with Final Project Package	NPS PA	
Draft Watershed Plan	A complete draft at least 90 days prior to contract completion.	NPS PA: 1 hard copy & electronic copy      NPS District Staff: 1 hard copy & electronic copy	<a href="#">Developing an Approvable Watershed Management Plan</a>
Final Watershed Plan	As specified by contract timeline.	NPS PA: 1 hard copy & electronic copy      NPS District Staff: 1 hard copy & electronic copy	<a href="#">Providing Electronic Versions of Grant Products</a>

Geospatial Data	Include with Final Project Package	NPS PA	<a href="#">Electronic Geospatial Data Format and Submission Guidance for EGLE Grantees and Contractors</a>
Draft Final Report	45 days prior to end of contract.	NPS PA	<a href="#">Providing Electronic Versions of Grant Products</a>
Final Report	Include with Final Project Package	NPS PA	<a href="#">Grantee Tools: Contract Close-Out</a>
Draft Fact Sheet	45 days prior to end date of contract.	NPS PA	<a href="#">Grantee Tools: Contract Close Out Fact Sheet Information</a>
Final Fact Sheet	Include with Final Project Package	NPS PA	
Other Draft Products*	According to contract timeline. Submit to PA for approval unless otherwise agreed to by PA.	NPS PA	<a href="#">Providing Electronic Versions of Grant Products</a>
Other Final Products*	According to contract timeline; submit with status report.	NPS PA	
	Include all original files with Final Project Package	NPS PA	
Other Deliverables*	According to contract timeline; submit with status report.	NPS PA	
Final Close Out Package	At Project Close Out.	NPS PA	

\*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.