

## NONPOINT SOURCE PROGRAM

# Nonpoint Source Program Fact Sheets INSTRUCTIONS

### PURPOSE:

All projects funded with NPS program funds, (e.g., funds related to 319, 205(j), Watershed Council, etc.) must submit a fact sheet on the corresponding NPS program fact sheet template. Completed fact sheets must accompany final reports for implementation grants (319/Clean Michigan Fund) and watershed planning grants (205(j)). Fact sheets are submitted in lieu of final reports for watershed council grants.

NPS fact sheets are used to share project information with the public and are posted on the NPS website. The fact sheets can also be used by grantees to share their successes with other partner organizations or funders. Information submitted by grantees is publicly available. The NPS Program may provide copies of any or all the grantee's products without copyright infringement.

The following instructions serve as a guide for the completion of the Nonpoint Source (NPS) program fact sheet templates for all funding opportunities.

[Grantee Tools: Contract Close-out \(michigan.gov\)](https://www.michigan.gov)

### GENERAL INSTRUCTIONS:

All fact sheets must include the following information in the header of the template:

- EGLE logo
- The words, "Nonpoint Source Program"
- EPA logo (if federally funded)

All Fact Sheets must also include the following project-specific information:

- Grantee logo (if available)
- Grant project name
- Dates of the project

All projects must include a project description, a map of the project area location within Michigan, and all other information described throughout the template where applicable to the project.

When you are finished with your fact sheet, save the document in **MS Word (.doc)**. DO NOT save it as a .pdf file until EGLE has reviewed and approved it for posting online. Send your Project Administrator (PA) and district NPS contact your MS Word document *and* electronic files of all maps and images used.

### FORMATTING

**All formatting should remain identical to the formatting found on the template.** Page and table margins, the use of size 12 pt or larger font, and the font itself (Calibri) must be maintained. Adhering to this will provide a consistent look throughout the program and aid in maintaining accessibility.

Tables are used in the design of the fact sheet template. You may elect to toggle on “View Gridlines” (under Table Design > Borders) to view table row and column structure. The layout and position of the various tables does not have to be exactly as it appears on the template, rather, items should be placed to allow for a neat, finished product. If you must rearrange the items on the page, do so in a way that keeps them well organized and neat looking with plenty of white space.

[A quick table formatting tutorial can be found at this link.](#)

[Additional formatting tips can be found at this link.](#)

To edit text or images, click or double-click on the cell you wish to edit and replace the text or image. Do your best to write concisely and crop images to prevent the need to edit any of the table structures.

### DETAILED INSTRUCTIONS:

#### TITLE ELEMENTS (HEADERS)

1. The existing logo(s) plus the grantee logo must appear at the top of each fact sheet. These are built into the header of the page. Double click at the top to edit the header.
2. Right click the white box in the upper-right corner to replace the image with the grantee logo.
3. Below the EGLE logo, add the project name.
4. Underneath the project name, add the start and end dates of the grant as stated on your contract or amendment (Month, XX, 20XX format).
5. Scroll to the second page and enter the project name and dates.
6. Close the header using the ribbon at the top of the page to edit the remainder of the document.

#### PROJECT SUMMARY (Page 1)

7. Enter the grantee Name, City and State.
8. List key partners from the project.

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9. The [Funding Source] lines at the top of page 1 may or may not already be provided. Select and include the appropriate source from the following options. If your project used another EGLE funding source, please contact your EGLE Project Administrator for guidance.

Clean Michigan Initiative  
Nonpoint Source Grant

Federal Clean Water Act  
Section 205(j) Grant

Federal Clean Water Act  
Section 319 Grant

EGLE Nonpoint Source Program  
Watershed Council Grant

10. Add the tracking code from your grant contract.
11. Add the grant amount, **rounding to the nearest 100 dollars**. For all but Watershed Council grants, add the match amount and total project amount (also rounded).
  - a. The dollar amounts reported should be based on the final project amounts. In other words, if additional match was earned, include this in the totals. If the project under spent the contractually awarded grant funds, use the final amount that was spent, rather than the grant award.
12. Add a project map showing the location of your watershed in Michigan to the front page. If you have a good map already on hand, please use it as your first option. If you do not have a good map of your watershed, please use the links provided in the template and include a snip of a map from that location.
13. Add the Project Description. Include a description of the watershed, water quality issues, the goal of the project and one or two sentences about what the project accomplished. For smaller watersheds, include what the waterbody drains into (if not obvious). Refer to your proposal's Project Summary for reference.
14. Include a photo that exemplifies work that was performed as part of this grant project. This is highly encouraged for 319 and Watershed Council grants and optional for 205(j) grant projects. Be sure to include a caption for all images and add [alt text](#) to each image by right clicking on the image.
15. **Implementation Projects:** Summarize any Best Management Practices (BMPs), Water Quality Improvement, and Information and Education accomplishments.

**NOTE:** The final check in reviewing fact sheets involves NPS unit staff checking the data on the fact sheet against the data in the nonpoint source grants database, so please make sure the BMP data and pollutant values on your fact sheet agree with the data you provided to the EGLE as part of your status reporting efforts.

### **Examples:**

**BMPs:** X ft. linear feet stream bank stabilized, X livestock crossings, X conservation easements, etc.

**Water Quality Improvement:** list pollutant load reductions. When reporting pollutant load reduction data, please include sediment reduced in *tons*, phosphorus reduced in *pounds* and nitrogen reduced in *pounds*.

**Information and Education:** website developed, X community meetings held, etc. Note that Clean Michigan Initiative (CMI) Nonpoint Source funds cannot be used for information and education activities, so this should not appear on CMI NPS fact sheets unless prefaced with “Concurrent with but outside the scope of the grant.”

## **PROJECT DETAILS AND OUTCOMES (PAGE 2)**

16. Use the remaining headings and descriptions within the template to fill in additional requested information.

### **Watershed Planning Projects:**

- Add [Impaired/Threatened] Designated Uses and edit the heading to match
- Add Major Pollutants
- Add Potential Sources
- Add Priority Recommendations
- Add link to watershed plan or website for further information

### **Watershed Council Projects:**

- Add list of Grant Products as found in your contract or additional products resulting for the funding.
- Add Watershed and Community Impact. State how this project assisted in building organizational capacity and/or capacity to work toward improved or protected watershed health.
- Add Other Information. Change this heading to characterize the provided information such as BMPs, Information and Education, etc.

17. Add additional images or maps that help tell your project’s story.

- **Watershed Planning Projects:** A second map zoomed into the specific watershed addressed by the project is encouraged for 205(j) watershed planning grants. This may occur on either page as space allows. If there is not enough space to view the map features, consider including a link to an external map or provide the map as a stand-alone image on page 3.
- **Implementation Projects:** Before and after photos are a requirement for any NPS project implementing BMPs. See guidance for taking before and after photos on the NPS website under Grantee Tools.

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If your project did not implement BMPs you may include other photos (monitoring efforts, cleanup, photos of the watershed). Include only the photos that are applicable to the grant and arrange them on the page to best maximize the space given. Be sure to preserve white space and include captions and alt text for all images.

### FINAL REVIEW AND SUPPORTING DOCUMENT SUBMISSION:

Review your fact sheet and these instructions when finished to ensure all the necessary information has been included.

When you are finished with your fact sheet, save the document in MS Word (.doc). **Do not save it as a .pdf file until the EGLE has reviewed and approved it for posting online.**

Final drafts of these Fact Sheets must be submitted to your PA and TA for review upon completion. **Email electronic files of any images and maps used in your fact sheet along with your submission.**

EGLE reserves the right to edit all fact sheets that are submitted but will discuss any such changes with the grantee before posting the final fact sheet online. Contact your PA if you have questions about any of the project-related information to be entered into the Fact Sheet. If you have any questions about the format of your fact sheet, contact Autumn Mitchell at [mitchella24@michigan.gov](mailto:mitchella24@michigan.gov) or 517-388-6662.

### EXAMPLES OF PREVIOUS PROJECT FACT SHEETS:

Visit [Michigan.gov/NPS](http://Michigan.gov/NPS). Under Information/Education, click on [Nonpoint Source Project Summaries](#).

- Ann Arbor District Library: Innovative Storm Water BMPs
- Boardman River Protection Project (easements)
- City of Dearborn Illicit Connections grant
- Grand Traverse Bay Watershed Center (Database Grant)
- Huron River Storm Water Demonstration Park (innovative BMPs)

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