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# Nonpoint Source Implementation Grant Application Instructions for Form 780-1896

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Applications must be typed and submitted using the Nonpoint Source Implementation Grant Application or a photocopy of the form. All questions must be answered to the best of your ability. Enter "N/A" for any item that is not applicable. Do not add information or delete any pages or parts of the application form. Due to the limited time available during the application review process, please ensure your application is complete and concise or you may be contacted for more information.

## **Sponsoring Agency Information**

**Name of Sponsoring Organization.** List the name of the sponsoring organization. If it is a public agency, include the name of the branch, section, division or office as appropriate.

**Sponsoring Organization Mailing Address.** List the mailing address of the sponsoring organization.

**Sponsoring Organization Type.** Indicate the organizational type that best describes the sponsor by choosing from the list provided. Attach any necessary documentation as requested. All applicants must submit their Internal Revenue Service letter that identifies their Employer Identification Number, or Tax ID. Include the sponsor Tax ID and the organization Data Universal Number System, or DUNS number in the spaces provided. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 866-705-5711 or online at the following link: <http://fedgov.dnb.com/webform/displayHomePage.do>

**Primary Sponsor Contact.** State the name, job title, telephone number, fax number and e-mail address of the individual most familiar with the project proposal and able to respond to questions about the project application.

**Project Manager Contact Information.** If different from the primary sponsor contact (if known at time of application), state the name, job title, telephone number, fax number and e-mail address of the individual who will be overseeing the activities of the project.

## **Project Information Summary**

**Name of Project.** The name should be brief and concise and clearly identify the type of project and water body. For example: Brushy Creek Restoration and Education Project or Cole County Nonpoint Source Rain Garden Project.

**Project Start Date.** Indicate month, day and year the expected start date of the project. The target date for beginning projects should be no earlier than one year after the date of the application submittal.

**Project End Date.** The length of your project should not exceed four years. Allow time for unexpected delays (e.g. construction delays due to weather, equipment rental, etc.).

**Project Type.** Provide a percentage break down of the anticipated activities to be conducted during the project. The total percent should equal 100 percent (e.g., 20 percent information and education, 30 percent monitoring, 40 percent implementation and 10 percent demonstration).

**Project Budget Summary.** The following budget categories are used to record project costs to be incurred by the grant sponsoring organization (applicant).

Budgets should be realistic and complete for the life of the project and reflect the activities listed in Section VI, General Schedule and Milestones of this application. Budgets for approved projects may be adjusted later between categories and components as planning dictates. There will not, however, be any later increases to the total award.

These figures will be a summary of the totals calculated from the detailed budget Excel spreadsheet. See Attachment 1 for an example of the layout of a detailed budget.

The budget funding sources are broken into three categories:

- 319 Grant Federal Funds - the 319 fund category is the amount of federal dollars requested by the sponsoring organization to complete the project.
- Match (nonfederal) - the match (nonfederal) fund is the amount of donated in-kind services, equipment or supplies that will be provided to complete the project. Match can also be provided by project activities supported by nonfederal funds of the sponsoring agency. A required 40 percent match of nonfederal funds is required for all 319 grants. In other words, for every \$60 of 319 money in the project, a minimum of \$40 nonfederal money must be contributed to the project. Matching funds can be provided by in-kind activities such as volunteer time or donated supplies. For each budget category, as it applies to the budget, include a brief description of how the 40 percent match (nonfederal) funds and other funds are to be provided. See Attachment 2 for additional information regarding match.

The required minimum match can be calculated as follows:  $(40 / 60) \times$  (the requested federal amount). Please check your calculations. Refer to Attachment 2 for additional information relating to match requirements.

- Other Funds - other funds are those funds or in-kind services provided above and beyond the 40 percent match or not eligible under nonfederal match requirements. For example, other federal funds which are not eligible to match federal grant funds.

Federal Budget Categories:

A brief description of each of the federal budget categories are as follows.

- Salaries - are limited to salary costs for employees of the grant sponsoring organization (applicant) working on the project. Salaries shall be broken down by position title, pay rate and estimated number of hours committed to project or expressed as number of full time employee. Contracted salaries are to be budgeted under the "contractual" category. Third party volunteer or donated time should be budgeted under the "other" category. No federal paid employee's time or expenses can be used as match on a federal funded project. Any employee whose salary is already being used as match for another grant cannot be used. Provide an attachment of job descriptions or each position budgeted.
- Fringe - benefits may be included for staff employed by the grant sponsoring organization (applicant). Fringe is typically reported in a percentage rate, which includes cost for such items as health, dental and life insurance, retirement, vacation, annual and sick leave and other standard benefits provided to employees of the grant sponsoring organization who are working on the project.

- Travel - includes mileage, lodging, airfare, taxi, bus, train, parking and meals while traveling in-state or out-of-state on project related business for employees of the sponsoring organization. When out-of-state travel is requested, applicants must identify the purpose, destination and amount of each out-of-state travel event as proposed and must be pre-approved by the Missouri Department of Natural Resources' project manager. The mileage rate is based on the organization's established mileage rate in their written travel policy. Reimbursement for mileage rates, however, cannot exceed the current federal mileage rate established by the Internal Revenue Service. Travel for consultants should be listed in "contractual" category. Travel for volunteers, should be listed in the "other" category. Refer to the U.S. General Services Administration Web site for privately owned vehicle mileage reimbursement rates: [www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=9646](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=9646)
- Equipment - includes nonexpendable items costing \$5,000 or more. All proposed equipment purchases funded under this project must be itemized. Equipment that cost less than \$5,000 per item should be classified as supplies. Any items less than \$5,000 purchased separately to be assembled as part of one or more large piece of equipment that totals more than \$5,000 will be considered equipment and should be categorized as such. Equipment purchases must be pre-approved by the Department of Natural Resources' project manager. Any item costing more than \$3,000 requires a three-bid process.
- Supplies - are tangible, expendable or one-time use items with per unit cost of less than \$5,000 that are necessary to complete the project or administer the grant. Examples include: office supplies (copy paper, note pads, printer ink, toner cartridges, pencils, stamps) waders, sampling dye, gloves, test kits, digital camera, GPS unit, computer and printer. All proposed electronic equipment needs such as GPS units, computers, printers, projectors, cameras and other tangible equipment more than \$1,000 such as small trailers, all terrain vehicles, watershed models, gauging equipment, etc. must be itemized and pre-approved by the Department of Natural Resources' project manager. Any items more than \$5,000 will be listed in the "equipment" category. Any item costing more than \$3,000, requires a three-bid process.
- Contractual - are service type expenses outside of your agency (e.g., accounting, legal, laboratory analysis, technical services, janitorial, printing services, photo film development, bulk mailings, food catering, load reduction modeling, water quality monitoring, watershed assessment, etc.). If you will be proposing best management practice, or BMP, incentives to landowners, be aware of the 1099 tax requirements. Salaries compensated to contracted staff are to be budgeted in this category. Any work that exceeds \$3,000 in one year with any vendor/contractor will require a three-bid process.
- Other - includes conference registrations, training fees, room or office rental, phones and cost of acquiring conservation easements. Items also include food purchased by the agency from a local grocery store for meetings or project related events. However, if the food is provided by a caterer or food service then it would be categorized under "contractual." This category also includes "in-kind" donated goods or use of space. It also includes volunteer services furnished to an organization by professional and technical personnel, consultants, and other skilled and unskilled labor. The value of these goods or services are not reimbursable as either direct or indirect cost. However, the value may be used to meet cost-sharing or matching requirements where the services directly benefit a project supported by an award.

- Indirect Cost - applies only to those organizations that have a previously negotiated indirect rate (cost allocation plan rate) with the federal government. If this budget category is used, then a copy of the federal negotiated indirect rate agreement must be provided with the grant application. Indirect rate cannot exceed 13 percent. Applicants may budget as match the “unrecoverable” federal indirect at the recipients approved rate if over 13 percent. Indirect on applicant incurred nonfederal match expenditures may be budgeted at the applicant’s full approved rate. Indirect cost is not allowed on third-party in-kind expenses.
- Program Income - funds generated from a grant funded asset or grant funded event or activity such as rental of grant funded equipment, registration fees to grant funded work shops or events, sale of product generated with grant funds.

Applicants are encouraged to generate program income to help defray program costs. However, applicants will not be permitted to use grant-acquired assets to compete unfairly with the private sector. Applicants must include all planned estimated program income in the budget.

Program Income shall be retained by the subgrantee and be deducted from the total project allowable costs on which the federal share of the cost is based.

- Total Project Costs - please check all calculations. The total project costs should match the figures in the detailed budget Excel spreadsheet.

Other Budgeting Considerations:

- If you expect your project to expend more than \$500,000 per year in federal grant funds from all federal sources, the cost of such annual audits may be included in the budget but must be prorated among all federal sources.
- If you expect your project to have more than \$25,000 in expenditures per year, you should include cost for hiring an outside, qualified accounting firm to manage record keeping. The requirement for outside accounting management may be waived, subject to Missouri Department of Natural Resources review and approval of staff accounting credentials.
- If your project includes costs for environmental monitoring, a quality assurance project plan, or QAPP, is required. Preparation and Missouri Natural Department of Resources approval of a QAPP is required prior to reimbursement of any costs incurred for monitoring activities falling under these requirements. Time for development of the QAPP can be charged to the project only after the subgrant award has been signed by the Department of Natural Resources and the sponsoring agency.
- Project signs at demonstration sites are required, so budget accordingly.

For more details on the federal requirement related to costs, applicants can refer to the Federal Office of Management and Budget requirements as relates to applicant type below:

Institution	Cost Principals	Audits
State and Local Governments	2 CFR 225 (A-87)	A-133
Nonprofits	2 CFR 230 (A-122)	A-133
Colleges, Universities and other Education Institutions	2 CFR 220 (A-21)	A-133

The OMB circulars can also be found and downloaded from:  
[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

### Signature

An authorized representative of the sponsoring organization MUST sign and date the original application and include his or her telephone number. The authorized representative should be different from the project and fiscal manager. For example, an authorized person may be the Executive Director, Program Director, or Board Chairman of an organization. Signature acknowledges all the data in the application is true and correct and the authorizing representative attests they have read the required documents and assures they can and will comply with ALL requirements and conditions of the grant.

### Detailed Project Information

**PreProposal Submitted.** Indicate whether a preproposal was submitted to Missouri Department of Natural Resources for review

**Attended Application Training.** Indicate whether you or your group attended the Missouri Department of Natural Resources’ Section 319 nonpoint source application training.

**Project Geographic Coverage.** Identify the geographic coverage in which the project will take place by selecting one coverage type and providing associated information as appropriate. For regional projects, please list all counties and eight-digit HUCs that fall within that region. For watershed projects please indicate the watershed name, watershed size in acres, the eight-digit HUC, 12-digit HUC and counties (as they apply). The eight-digit HUC code can be obtained from the local Soil and Water Conservation District office or from the CARES mapping site located at <http://maproom.missouri.edu/locationmaps/hu8map.html>.

**Nine Element Watershed Management Plan.** Indicate whether a watershed plan has been completed for this watershed.

- If a plan has been developed, and if possible, attach a copy or submit electronic copy for review. An electronic copy should be submitted to [darlene.schaben@dnr.mo.gov](mailto:darlene.schaben@dnr.mo.gov).
- If a plan has not been developed, indicate if the project will develop a nine element watershed management plan. Refer to [www.dnr.mo.gov/env/wpp/nps/rfp/w-mgmt-pln-grant.htm](http://www.dnr.mo.gov/env/wpp/nps/rfp/w-mgmt-pln-grant.htm) for additional information regarding watershed management planning.

**Watershed Pollutants.** Check all the pollutants that will be addressed during this project.

**Nonpoint Sources.** Check all the nonpoint sources that will be addressed in this project.

**303(d) Impaired Water Body.** Indicate whether or not the water body has ever been listed as impaired on any of Missouri's 303(d) lists: [www.dnr.mo.gov/env/wpp/waterquality/303d.htm](http://www.dnr.mo.gov/env/wpp/waterquality/303d.htm)

**Total Maximum Daily Load.** Indicate if your proposed project will be addressing a total maximum daily load: [www.dnr.mo.gov/env/wpp/tmdl/index.html](http://www.dnr.mo.gov/env/wpp/tmdl/index.html).

### **Project Narrative**

Project Narrative. The narrative section should be clear and concise. Complete all the elements of this section to the best of your ability. Do not leave an element blank. Record "N/A" if an element is not applicable. Questions within this section are self-explanatory, but further comments are provided below.

B.1. The project goal(s) is the overarching, broad expectation to be reached at the end of the project (e.g. to improve water quality).

B.2. An objective(s) is more specific and the specific efforts or actions that will be implemented to accomplish the goal. The project objectives should be specific, measurable, achievable, reasonable and time bound.

C.2. Budget appropriately for contractual work. Any contractual work costing more than \$3,000 will require a three-bid process. Bidding process should be listed as a task to be completed.

C.3. Partnering agencies or organizations should provide letters of support or commitment. The letters should specifically indicate the partner's intended commitment and contribution to the project. Specific tangible contributions such as the amount of funding, type technical work or assistance provided, number of volunteers or hours donated, supplies donated, facility space donated for meetings or events should be provided.

F.2. Budget appropriately for load reductions modeling or assessment, physical restoration, other measurable improvement activities.

### **General Schedule and Milestones (per project year)**

For each project year, list in chronological order tasks to be accomplished, project completion dates and which participant(s) are responsible for completion. Dates recorded in "Month and year" format are acceptable. The time frame should be reasonable and should allow for unexpected delays (e.g., rain events, contractor scheduling). If your proposal is accepted, changes may be made prior to award approval. See Attachment 3 for an example of project milestones per year.

**Missouri Department of Natural Resources Nonpoint Source Implementation Grant**  
 Application Instructions – Attachment 1 Example of Detailed Budget Spreadsheet

Expense Item	Year 1			Year 2			Year 3			Year 4			Total		
	319 Funds	Match	Other Funds	319 Funds	Match	Other Fund									
Salary Breakdown of cost (including pay rate)															
Total Salary															
Fringe Benefits . _____%															
Total Fringe Benefits															
Travel Breakdown of cost:															
Total Travel															
Equipment (cost >\$5,000 per unit cost) Breakdown of cost:															
Total Equipment															
Supplies Breakdown of cost:															
Total Supplies															
Contractual Breakdown of cost:															
Total Contractual															
Other Breakdown of cost:															
Total Other															
Approved Indirect Cost ( * %) *indirect rate cannot exceed 13%															
Estimated Program Income															
Total Project Costs (not including program income)															

### **Costs Allowable for Matching and Cost Sharing**

Using any nonfederal sources or program income if permitted by the grant terms and conditions can fulfill cost sharing requirements. Unless authorized by legislation, regulations or the award agreement, costs used to satisfy a grantee's matching requirement may not be derived from federal funds of subgrants from other programs or costs used as match or cost sharing on other grants.

If a cost is related to two or more grants the cost shall be pro-rated among the grants. Any expenditure charged to an approved budget consisting of federal and nonfederal shares is considered to be derived from the grant in the same proportion as the percentage of federal/grantee participation (matching ratio) in the overall budget.

Neither grantee-incurred costs nor third-party in-kind contributions count toward satisfying matching or cost-sharing requirements unless the grantee's records can verify them.

### **Sources of Rules Governing Valuation of Costs**

Rules governing the valuation of costs stem from two sources. For grantee-incurred costs, the applicable cost principles govern. For third-party in-kind contributions the rules below apply.

Grantee in-kind contributions - are valued as any other grantee cost in accordance with the cost principles whether or not they require a cash outlay; grantee in-kind contributions must be an allowable cost to be counted toward the project.

Third-party in-kind contributions - on the other hand, do not represent a cost to the grantee and must be valued according to the following rules.

### **Standards for Third-Party In-Kind Contributions**

Third-party in-kind contributions must be:

- Necessary to accomplish program activities; and
- Allowable if the grantee was required to pay for them. (A third-party in-kind contribution of entertainment, for example, would not count because it would not be allowable if the grantee had incurred the cost.)

Simply stated, the rule for valuation of third-party in-kind contributions is "what it would have cost if the grantee had paid for the item or service itself." Several rules apply to valuation of third-party in-kind contributions, which are described below.

- **Volunteer Services** - services provided to a grantee by volunteers are valued at rates consistent with those paid by the grantee to its employees performing similar work. If the grantee does not have employees performing similar work, the applicable rates are those paid by other employers for similar work in the labor market in which the grantee competes for services. In either case, a reasonable amount of fringe benefits may be included in the valuation.
- **Employees of other organizations** - when an employer other than the grantee furnishes at no cost the services of an employee, these services are valued at the employee's regular rate of pay, provided they are in the same line of work for which the employee normally is paid. The employer's overhead costs cannot be made part of the valuation.

Federal rules diverge as to whether fringe benefits can be included in the valuation, depending on the nature of the grantee organization. The government-wide common rule for state and local government grant administration prohibits the inclusion of the employee's fringe benefits.

However, OMB Circular 2 CFR 215 (A-110) permits the inclusion of fringe benefits that are reasonable, allowable and allocable.

If the services to be provided by the “lent” employee are in a different line of work, then the rules for volunteer services apply. In either case, donated services are valued at the rate for “similar work.” Therefore, if a doctor volunteers to drive a bus on weekends for a grant-supported program, his time would be valued at the rate of a bus driver, not a doctor. If, on the other hand, he donates necessary medical services to the project, his time would be valued at the rate of a doctor.

- **Donated supplies and loaned equipment or space.** If a third party donates supplies, the contribution is valued at the market value of the supplies at the time of donation. If a third party donates the use of equipment or space in a building but retains title, the contribution is valued at the fair market rental value of the equipment or space.
- **Donated equipment, buildings and land.** If a third party donates equipment, buildings or land, and the title passes to the grantee, the amount that is allowable for purposes of cost sharing or matching depends on whether the grant is for capital or operating expenditures.
- **Grants for capital expenditures.** If the purpose of the grant is to assist the grantee in acquiring equipment, buildings or land, the total market value of the property at the time of donation may be claimed.
- **Grants for current operations.** If the purpose of the grant is to support activities that require the use of equipment, buildings or land, cost sharing or matching cannot be claimed for the donated land, nor can the donated equipment or building be treated as third-party in-kind contributions. Instead, depreciation or use allowances based on the market value of the donations are allowable costs incurred by the grantee. Such depreciation or use allowance is determined and allocated according to the cost principles in the same manner as depreciation or use allowances for property purchased by the grantee and therefore is usually treated as indirect costs.

If the federal grantor agency approves the fair rental rate of the donated land and the full market value of the equipment or buildings at the time it is donated it may be considered cost-sharing or matching as third-party in-kind contributions. Approval is given only if purchase of the equipment or building or actual rental of the land would have been approved as an allowable cost.

- **Appraisal of real property.** In some cases, the market value of land or a building of the fair rental rate of land or space in a building must be determined. As a precondition to allowability for cost-sharing or matching purposes, the federal agency may require the market value or fair rental rate be determined by a certified real property appraiser, or by a representative of the U.S. General Services Administration, if available, and the value or rate be certified by the responsible official of the grantee.
- **Records for third-party contributions.** The most common problem with third-party in-kind contributions is lack of documentation. Grantees should ensure all third-party in-kind contributions are supported by documentation.
- The grantee records must show how it arrived at the valuation placed on third-party in-kind contributions. For example, the quantity and allocability of volunteer services must be supported, the extent feasible, by the same methods the grantee uses for its own employees performing similar services. If, for instance, a grantee’s employees use a time clock or time sheets, volunteers performing similar work must do the same.

### Attachment 3: Example of Project Milestones Per Year

	Key Milestones	Responsible Party	Target Completion Date
Year 1	Hire Project Manager, or PM.	Sponsor	April 1, 2008
	Establish Steering Committee – hold monthly meetings.	Sponsor/PM	March 30, 2008
	Draft Quality Assurance Project Plan, or QAPP.	PM/University	March 30, 2008
	Establish Watershed Planning Team, or WPT – hold monthly meetings.	Steering Committee	June 30, 2008
	Finalize QAPP.	PM/University	July 1, 2008
	Identify stakeholders in watershed.	Steering Committee	July 15, 2008
	Create and publish Web site to post watershed efforts, homeowner workshops, watershed plan, public comments, survey questions and results (Department of Natural Resources review required).	Contractor	Aug. 1, 2008
	Develop and submit news releases for public meetings.	WPT/PM	Aug. 15, 2008
	Hold first public meeting to determine watershed concerns.	WPT/PM	Oct. 1, 2008
	Begin fall water quality monitoring – monthly background sampling, deploy continuous monitoring equipment.	University	Oct. 1, 2008
	Plan biannual homeowner training workshops.	PM	Oct. 1, 2008
	Establish targeted goals for developing nine element watershed management plan, submit to Department of Natural Resources.	WPT	Oct. 15, 2008
	Submit quarterly reports and invoice information to Department of Natural Resources.	PM	Quarterly (July, Oct, Dec)
	Submit annual report to Department of Natural Resources.	PM	Oct. 15, 2008
Year 2	Continue holding monthly steering committee meetings.	Sponsor/PM	Throughout project
	Continue holding monthly watershed planning team meetings.	Sponsor/PM	Throughout project
	Continue monthly water quality monitoring.	University	Monthly
	Submit water quality data (raw and summary) to Department of Natural Resources.	PM Steering Committee/PM	Annually October
	Begin preparing for second biannual homeowner workshop (speakers, presentations, location, etc).	Steering Committee/PM	Jan. 1, 2009
	Conduct first series homeowner workshops (spring/fall).	WPT/PM	April 30, 2009 and Oct. 30, 2009
	Develop and submit news public meeting news release.	WPT/PM	April 15, 2009
	Host second public meeting to discuss watershed concerns.	WPT/PM	Oct. 1, 2009
	Draft nine element watershed management plan and submit to Department of Natural Resources for review.	WPT/PM	Dec. 1, 2009
	Planning phase: implement and demonstrate one BMP addressed in the watershed management plan, site selection (public property).	PM	Quarterly
	Submit quarterly reports and invoices to Department of Natural Resources.	PM	Oct. 15, 2009
	Submit annual report to Department of Natural Resources.	Sponsor/PM/Steering Committee/Department	Dec. 30, 2009
	Evaluate Project Efforts.		

	<b>Key Milestones</b>	<b>Responsible Party</b>	<b>Target Completion Date</b>
<b>Year 3</b>	Continue holding monthly steering committee meetings.	Sponsor/PM	Throughout project
	Continue holding monthly watershed planning team meetings.	Sponsor/PM	Throughout project
	Continue monthly water quality monitoring.	University	Monthly
	Submit water quality data (raw and summary) to Department of Natural Resources.	PM Steering Committee/PM	Annually Jan. 1, 2010
	Begin preparing for second series biannual homeowner workshop (speakers, presentations, location, etc).	Steering Committee PM/Contractor	March 1, 2010
	Bid and Construction Phase: implement and demonstrate one BMP addressed in the watershed management plan.	University	Jan. 1, 2010
	Set-up pre and post-water quality monitoring of BMP and begin monitoring during runoff events (five pre and five post).	Steering Committee/PM WPT/PM	April 30, 2010 and Oct. 30, 2010 Oct. 1, 2010
	Conduct second series homeowner workshops (spring/fall).	PM	Quarterly
	Revise nine element watershed management plan as new information is received – submit updates to Department of Natural Resources.	PM	Oct. 15, 2010
	Submit quarterly reports and invoices to Department of Natural Resources.		
	Submit annual report to Department of Natural Resources.		
<b>Year 4</b>	Continue holding monthly steering committee meetings.	Sponsor/PM	Throughout project
	Continue holding monthly watershed planning team meetings.	Sponsor/PM	Throughout project
	Continue monthly water quality monitoring.	University	Monthly
	Submit water quality data (raw and summary) to Department of Natural Resources.	PM Steering Committee/PM	Annually Jan. 1, 2011
	Begin preparing for third series biannual homeowner workshop (speakers, presentations, location, etc).	Steering Committee/ PM/Contractor	March 1, 2011
	Post Construction Phase: implement and demonstrate one BMP. addressed in the watershed management plan - Field day.	University	Throughout project
	Continue post water quality monitoring of BMP and begin monitoring based on runoff events.	Steering Committee/PM	April 30, 2011 & Oct. 30, 2011
	Conduct third series homeowner workshops (spring/fall).	WPT/PM	Oct. 1, 2011
	Finalize nine element watershed management plan as new information is received - submit to Department of Natural Resources for review.	PM	Dec. 1, 2011
	Draft Final Report and submit to Department of Natural Resources for review.	University	Dec. 1, 2011
	Compile and summarize water quality data and report results.	PM/Sponsoring agency	Dec. 30, 2011
	Submit final, annual and invoice with documentation to Department of Natural Resources.		

### **For More Information**

Missouri Department of Natural Resources  
Water Protection Program  
P.O. Box 176  
Jefferson City, MO 65102-0176  
800-361-4827 or 573-751-1300  
573-526-1146 fax  
www.dnr.mo.gov/wpp