

**Illinois Environmental Protection Agency (IEPA)  
Nonpoint Source Pollution Control Financial Assistance Program  
Best Management Practice (BMP) Documentation Form**

**INSTRUCTIONS**

**Part I – Project Estimation BMP Documentation Form**

**Part II – Project Implementation BMP Documentation Form**

**GENERAL INFORMATION**

For the forms to function properly Adobe Reader 10 or higher is required. You can download the latest version of the reader at <http://get.adobe.com/reader/>. The download is free.

The TAB button moves to the next field; Shift/TAB moves back to the previous field.

**SAVE YOUR WORK OFTEN!** Use 'save as' to name the file specific to this project.

This document includes TWO forms.

- Part I is the Project Estimation Best Management Practice (BMP) Documentation Form for use at the design stage of the BMP. Part I is to be submitted to your IEPA Project Manager for approval **prior** to the start of BMP implementation.
- Part II is the Project Installation Best Management Practice (BMP) Documentation Form for use to declare the completed BMP's **actual** cost and units installed. Part II is to be submitted to your IEPA Project Manager for approval **prior to or with** the request for reimbursement or to document the BMP as match.

The document is designed to auto-complete portions of Part II with the information that you entered in Part I. Once you have completed Part I save the entire form under a new file name (appropriate to the documented landowner/BMP) for your use to complete and submit Part II once the BMP has been installed.

Report multiple BMPs owned by the same landowner(s), such as components of a treatment train, on a single form using the 'Add a BMP' button. Create a new form for BMPs that are located on a different landowner's property.

**Part I – Project Estimation Best Management Practice (BMP) Documentation Form**

|  |                          |
|--|--------------------------|
| Project Title: Example Lake Watershed BMP Implementation Project | Agreement Number:3191700 |
| Grantee Name: Example Lake Homeowners Association                | Version: 1               |

**Grant Information** – The information in this area will be the same for all the BMP forms submitted under your grant with IEPA no matter which property is included. Use the information in the grant agreement that your organization executed with IEPA to complete the:

- **Project Title**
- **Agreement Number** – seven digits long and usually starts with '319'
- **Recipient Name** – name of organization that executed the agreement with IEPA
- **Version** – original = 1. If this landowner/BMP form is resubmitted, use this to differentiate between versions.

| Landowner Information  |                       |              |                               |
|--|-----------------------|--------------|-------------------------------|
| Name:  | John Doe              | Telephone:   | (217) 555-1212                |
| Address:   | 319 Main Street       |              |                               |
| City:  | Anytown               | State:       | Illinois <input type="text"/> |
|  |                       | Zip Code:    | 69999                         |
| * For information to answer these items, visit the Resource Management Mapping System site at <a href="http://www.rmms.illinois.edu">www.rmms.illinois.edu</a> . |                       |              |                               |
| * Receiving Waterbody:   | Example Lake          | * AUID Code: | IL_EXX                        |
| * Hydrologic Unit Code:  | 017130001010          | County:      | Sangamon <input type="text"/> |
|  | (12, 10, or 8 digits) |              |                               |

**Landowner Information** – This information links a landowner to their property (BMP site). If there are multiple owners for the property, select one name to represent the group. Document all the BMPs for a single property on a single form. Complete a new form for each additional property.

Examples –

- Use one form for a waterway with a grade stabilization structure and terraces all located on the same property.
- Use two forms for a project where 2 adjacent landowners are installing a waterway that continues across a property line. One form will document installation of the upper waterway, the second form will document the bottom of the waterway. Each property gets their own form, including a break out of their units installed, costs, and pollutant load reductions.

Enter the **Name**, **Telephone**, **Address**, **City**, **State**, and **Zip Code** for the landowner (or their representative) of the property of the proposed BMP(s) site.

- Telephone – numbers ONLY, the form will auto-format to (111) 111-1111.
- If not appropriate to include the phone number, tab past it. Inserting anything short of 10 digits (123-456-7890) will cause an error message. If this happens, click the ‘ok’ button, then either enter the entire number or double-click and delete, then TAB to next field.

Visit RMMS (<http://www.rmms.illinois.edu>) for information for the ‘Receiving Waterbody’, ‘AUID Code’, and ‘Hydrologic Unit Code’ fields.

Enter the name (e.g., Illinois River, Lake Springfield, Spring Creek) of the **Receiving Waterbody** that will benefit from the installation of the BMP(s). Select a waterbody that has an IEPA AUID.

Enter the **AUID Code**. The IEPA Assessment Unit Identification (AUID) Code can be found in Appendix B-2 (streams) and B-3 (lakes) at: <https://www2.illinois.gov/epa/topics/water-quality/watershed-management/tmdls/Pages/303d-list.aspx>. Please consult with your IEPA Project Manager if you cannot locate the waterbody in the appendices.

Enter the 12- (preferred), 10- or 8-digit Hydrologic Unit Code (HUC) where the BMP is proposed to be installed. A map of Illinois’ HUCs can be found at <http://www.rmms.illinois.edu>.

Enter the name of the county where the proposed BMP(s) will be installed.

|  |   |
|--|---|
| BMP Number: 001                                    | BMP Category: <input checked="" type="radio"/> Agriculture <input type="radio"/> Urban <input type="radio"/> Hydrologic <input type="radio"/> Livestock <input type="radio"/> Other |
| BMP: Water and Sediment Control Basin - feet - 638 |   |
| Type of Units: Feet                                | Start Date: Dec 19, 2017 * Latitude: 39.8802  |
| Number of Units to be Installed: 1,653             | End Date: Jan 17, 2018 * Longitude: -89.71835   |

**BMP Number-** Enter a unique number (e.g., 001, 002, 003) for each proposed BMP on the property. It's okay to use '001' as the first BMP number for all the forms submitted under this grant.

**BMP Category** – Select the BMP Category by clicking on the appropriate button. Once you select a category, a BMP drop-down list will appear.

**BMP** - Select the appropriate BMP from the drop-down list. If your BMP is not listed, select the BMP most like your project. If necessary, contact your IEPA Project Manager to determine which BMP best represents your project. Put your original BMP name in the comment field for this BMP.

The BMP line includes the BMP, the type of units that should be used for reporting and the BMP code. E.g., Water and Sediment Control Basin units should be reported in feet. The BMP code is '638'.

**Type of Units** – The form will auto-fill this field. If there's a different unit type that you want to document, complete the requested units and then include the other units in the BMP's comment box.

Example BMPs by Unit Type:

| <u>Acre</u>            | <u>Feet</u>              | <u>Number</u>                 |
|------------------------|--------------------------|-------------------------------|
| Critical Area Planting | Diversion                | Grade Stabilization Structure |
| Filter Strip           | Streambank Stabilization | Infiltration Trench           |
| Grassed Waterway       | Terraces                 | Oil and Grit Separator        |
| Green Roof             | Water and                | Pond                          |
| Wetlands               | Sediment Control Basin   |                               |

**Number of Units to be Installed:** For acres, carry the amount out to tenth (e.g., 5.2 acres). For feet or number use whole numbers; skip the decimal point.

**Start Date** - provide the anticipated start date (month, day and year) for construction of the BMP.

**End Date** - provide the anticipated completion date (month, day and year) for construction of the BMP. Plan for poor weather, construction glitches, and supply issues. A three-day project might have an estimated time frame of three to six months.

**Latitude and Longitude** – provide in a numeric format (e.g., 39.88020, -89.71835). You can find this information in RMMS at <http://www.rmms.illinois.edu>. Look in the RMMS status bar – lower left side of the window. If it does not appear there, follow these directions:

1. Open **Internet Explorer**
2. Go to Tools > Internet Options.
3. Click on the Security tab.
4. Make sure Internet is selected and click on Custom Level.
5. Scroll down the list to one of the last options that says 'allow status bar updates vis script' and check the 'enable' box. Click OK.
6. Close the browser **and** RMMS. When you reopen RMMS the lat/long information should appear in the script bar.

| Volume and Pollutant Load Reduction Information   |    |             |  | Volume/Units:         |                     |
|---|----|-------------|--|-----------------------|---------------------|
| Sediment Tons/Yr:   | 24 | TSS Lbs/Yr: |  | Phosphorus Lbs/Yr: 26 | Nitrogen Lbs/Yr: 52 |
| Visit <a href="http://it.tetrattech-ffx.com/steplweb/models\$docs.htm">http://it.tetrattech-ffx.com/steplweb/models\$docs.htm</a> for the Region V Load Estimate Spreadsheet to calculate the BMP pollutant load reductions. Enter the the reduction for each BMP separately and submit a PDF of the load reduction spreadsheet for each BMP included on this form. |    |             |  |                       |                     |

## **Volume and Pollutant Load Reduction Information**

Many BMPs will not have a volume/units reduction to report. Visit web sites like the Center for Neighborhood Technology (CNT) if you need to find tools to calculate volume reductions.

Visit [http://it.tetrattech-ffx.com/steplweb/models\\$docs.htm](http://it.tetrattech-ffx.com/steplweb/models$docs.htm) for the Region V Load Estimate Spreadsheet to calculate pollutant load reductions for sediment, phosphorus and nitrogen.

Avoid double counts of load reductions. Potential for double counts include: projects that stabilize both streambank and stream channel; waterways with grade stabilization structures at their outlet, etc.

To avoid double counts, enter the total load reduction for the BMPs in just one of the BMPs and enter '0' for the load reductions for the other BMP. Put a note in the comment field for both BMPs that the load reduction is captured under BMP #.

Enter the reduction amounts for the following pollutants for each BMP:

- **Volume/Units** (stormwater/gallons per year) many BMPs will not have a volume reduction
- **Sediment\*** in tons per year, OR
- **Total Suspended Solids\*** (TSS) in pounds per year
- **Phosphorus** in pounds per year
- **Nitrogen** in pounds per year

\* Some BMPs may be able to report both TSS and Sediment.

Submit a PDF of **each** pollutant load reduction spreadsheet with this form. Avoid combining BMPs on one spreadsheet. Contact your IEPA Project Manager if you need assistance with the spreadsheet.

| Estimated BMP Cost - Break down into appropriate practice components (e.g. earthwork, materials, labor, etc.) |                    |                        |        |  |            |            |
|---|--------------------|------------------------|--------|--|------------|------------|
|   | Practice Component | Unit Type              | Amount | Cost Per Unit  | Total      |            |
| A   | Earthwork          | Cubic Yards            | 510    | \$3.30   | \$1,683.00 |            |
| B   | Inlets             | number of              | 6      | \$150.00   | \$900.00   |            |
| C   | Tile, 6"           | linear feet            | 650    | \$2.05   | \$1,332.50 |            |
| D   | Outlet, 8"         | linear feet            | 40     | \$5.60   | \$224.00   |            |
| <input type="button" value="Add a Line"/> <input type="button" value="Remove a Line"/>                        |                    |                        |        |  | Total Cost | \$4,139.50 |
| Comments: 6 basins, 2 - 6" tile lines. Outlet - 20' each line.  |                    |                        |        | BMP Approved (IEPA Use Only)<br>IEPA PM _____<br>IEPA TL _____ |            |            |
| IEPA %: 60%   |                    | IEPA Share: \$2,483.70 |        | Landowner %: 40%   |            |            |
|   |                    |                        |        | Landowner Share: \$1,655.80                                    |            |            |

## Estimated BMP Cost

Limit cost documentation within this table to a single BMP, not an entire treatment train. If there are multiple BMPs on the property use the Add a BMP button to add more tables.

### Examples

- a grassed waterway which outlets into a grade stabilization structure would be two BMPs (e.g., waterway = BMP 001, structure = BMP 002).
- A terrace system, with 3 tile lines and 6 basins would be one BMP (e.g., terraces = BMP 001).

**Practice Component** – Document earthwork, materials (including plants and seed), labor, equipment use, etc. for the specific BMP. Limit costs to **eligible** items. Do not include design costs on this form. Design costs can be an eligible item under the grant; however, this form is for BMP installation costs.

Add lines as necessary to document **all** the major components associated with the implementation of the BMP. Try not to exceed 10 lines. Combine components such as the top and bottom of a tile riser. Combine items of similar size (e.g., 6" tile line for a multiple basin terrace system, or 6 risers).

The drop-down list does not have all the components for all BMPs. If you do not see the component you want, select the blank line at the top of the drop-down list and type in the component name. Or click on the line and start typing.

'Contingency' is not a component. See Cost Per Unit below for how to address contingency.

**Unit Type** – The form will auto-fill the most commonly used unit for the component selected. You can select a different unit type by clicking on the drop-down arrow. Types include: (Acre, Feet (linear), Feet (square), Hours, Lump Sum, Number, Tons, or Yard (square)).

**Amount** – identify the number of units that are needed to implement the BMP.

**Cost Per Unit** – estimate the cost per unit for the specific component. If the cost of the BMP implementation will go up before the landowner can get the BMP installed, consider adding funds to the individual Component line items to help address the gap between 'now and then' costs.

Costs should reflect the implementation rates in the grant application, the grant agreement budget, or in an updated County Average Cost docket. Consult your IEPA Project Manager with questions about eligible and appropriate costs.

**Total** - the computer will calculate the line total and the Total Cost.

**Comments** – include additional information, such as a BMP name not found in the drop-down list, an explanation regarding an included or excluded cost, a breakdown of a component line, etc.

The gray approval box is for use by IEPA.

NOTE – the ‘Remove a Line’ button only works on the last line that you have entered. It will not remove the original line in the table, but the original line can be modified.

**IEPA %:** enter the percent of assistance requested from IEPA for this BMP. The computer will calculate the **IEPA Share**, **Landowner Share** and **Landowner %**.

|  |   |  |  |
|--|---|--|--|
| <input type="button" value="Add a BMP"/>               |   | <input type="button" value="Remove a BMP"/>  |  |
| Total Cost All BMPs: <u>          \$0.00          </u> |   |  |  |
| IEPA %: <u>          </u>                              | IEPA Share: <u>          \$0.00          </u> | Landowner %: <u>          100%          </u> | Landowner Share: <u>          \$0.00          </u> |

Use the ‘Add a BMP’ button for additional BMPs proposed for this property (see page 1). The ‘Remove a BMP’ button will only work on the last BMP that you have added. The original BMP cannot be deleted, but it can be modified.

A landowner who plans to install a waterway (w/tile) (BMP 001), grade stabilization structure (BMP 002) and terraces (w/tile) (BMP 003) will have a total of 3 BMPs. Document the tile; distributing the total units per the design (or estimate) between the waterway and terrace BMPs.

**Total Cost All BMPs** – Confirm that the computer has calculated the total of all BMPs. Enter the percent for the **IEPA share**. The computer will calculate the landowner percent and both dollar amounts.

|   |  |
|---|--|
| <b>Conservation Easement</b>                                  |  |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | Is any of the landowner's property that contains, or is adjacent to, these BMPs currently (or soon will be) under a conservation easement? |
| Easement Type: State <input type="button" value="v"/>         | Program (Common) Name: CREP Conservation Reserve Enhancement Program   |
| Acres (approx.): 47.3   | Organization Holding the Easement: IDNR  |

**Conservation Easement** – This section is for IEPA’s information. It will not improve or impact the approval of a proposed BMP. This question refers only to the property of the landowner identified on page 1. Do not identify easements on neighboring property.

If yes, enter the **Easement Type** (Federal, State or local), the **Common Program Name**, approximate **Acres**, and the **Organization** that currently holds the easement. If there is more than one type of easement, select the type that represents the easement that covers the largest area. Notes regarding other easements can be included in the comment field at the end of the form.

**Support Documentation**

This form is being submitted to Illinois EPA for: **design approval**

Attached  1. A copy of that part of a 7.5 minute USGS topographic map with the site of the best management practice (BMP) identified on it.

Attached  2. A brief description of the type, purpose, and function of the proposed BMP; the nonpoint source pollutants to be controlled; and characteristics of the site.

3. Plans and specifications, landowner agreement, and pollutant load reduction worksheets need to be submitted to Illinois EPA for review and approval prior to the start of construction of the BMP. See your grant agreement for submittal deadlines. Allow at least 2 weeks for the review and approval of the form.

Attached  3. Plans and specifications for the proposed BMPs with sign off by NRCS or registered professional engineer.

Attached  4. Landowner agreement

On File  5. Pollutant load reduction worksheets.

Comments:

Submitted by: **Christine Davis** Date: **Mar 1, 2018**

Organization: **Example Lake Homeowners Association**

Email: **cld@examplelakehomeownersassociation.com**

Return form and attachments to your IEPA Project Manager at:

Illinois EPA Bureau of Water - Watershed Management Section  
P.O. Box 19276, 1021 N. Grand Avenue East  
Springfield, Illinois 62794-9276

This Agency is authorized to require this information under 415 ILCS 5/4(i). Disclosure of this information is required. Failure to do so may prevent this form from being processed and could result in your application being denied.

## Support Documentation

Support documentation to attach depends upon when you submit the form to IEPA for approval. For forms submitted for 'Design Approval' all 5 items are required. For 'Concept Approval', items 1 and 2 are required initially, with Items 3 – 5 due to IEPA for approval prior to the start of construction. All 5 items are required to be submitted to IEPA for approval before construction of the BMP can begin. IEPA can disallow costs associated with work started before the BMP design is approved by IEPA.

Select either 'Attached' or 'On File' for items 1 – 5. Consult your IEPA Project Manager regarding use of the 'On File' option. Unless directed otherwise, submit all required documents for the BMP(s) together as a package to your IEPA Project Manager for review.

**Comments** – provide any additional pertinent information here.

Complete the '**Submitted by**', '**Email**', '**Organization**' and '**Date**' and submit the form and required documentation to your IEPA Project Manager for approval. Your IEPA Project Manager will initial the BMPs that are approved and will return a copy of the form to you.

The support documentation can be submitted electronically or in hard copy. Be sure to include your IEPA Project Manager's name when submitting the forms.

You can quick print by clicking on either the Print ONLY or Print BOTH form buttons.

## Part II – Project Implementation Best Management Practice (BMP) Documentation Form

Complete Part II **after** the BMP has been installed. The BMP units and costs may differ from Part I. Part II documentation should reflect the components as listed in Part I. However, it is more important to document the actual units and costs of the BMP installation than to match Part I.

The computer will auto-fill Part II using information from Part I. Refer to the instructions for Part I for areas that are not described below.

Part II of the form will allow additional Components to be added to a table and additional BMPs can be added to the form as well.

- Add component to the **bottom** of the appropriate BMP table.
- Add BMPs at the **end** of the form.
  - Give the new BMP a number that doesn't overlap any of the BMPs documented in Part I.

If a BMP was not constructed, KEEP the BMP in the form. See the Partial/Final section below regarding phased documentation for BMPs/components. In the 'Comment' box, state that the BMP was not installed, include a brief explanation. Update the following (yellow highlights):

- remove the 'Started' and 'Completed' dates, and
- update the following items with zeros (0):
  - Number of Units Installed
  - Pollutant Loads
  - Amount Column of all the Practice Component rows

With these changes the BMP remains but will have a zero cost and no units installed.

BMP Number: 001    BMP Category:  Agriculture    Urban    Hydrologic    Livestock    Other

BMP: Water and Sediment Control Basin - feet - 638

Type of Units: Feet    Construction: Started: \_\_\_\_\_

Number of Units Installed: 0    Completed: \_\_\_\_\_

Are pollutant loads different than those provided on the Estimated Best Management Practice Documentation Form?  Yes    No

**Volume and Pollutant Load Reduction Information**    Volume/Units: \_\_\_\_\_

Sediment Tons/Yr: 0    TSS Lbs/Yr: \_\_\_\_\_    Phosphorus Lbs/Yr: 0    Nitrogen Lbs/Yr: 0

Visit <http://it.tetratech-ffx.com/step/web/models/docs.htm> for the Region V Load Estimate Spreadsheet to calculate the BMP pollutant load reductions. Enter the the reduction for each BMP separately and submit a load reduction spreadsheet for each BMP included on this form.

**Installed BMP Cost**

|            | Practice Component | Unit Type   | Amount | Cost Per Unit | Total | Estimated Total |
|------------|--------------------|-------------|--------|---------------|-------|-----------------|
| A          | Earthwork          | Cubic Yards | 0      | \$3.30        |       |                 |
| B          | Inlets             | number of   | 0      | \$150.00      |       |                 |
| C          | Tile, 6"           | linear feet | 0      | \$2.05        |       |                 |
| D          | Outlet, 8"         | linear feet | 0      | \$5.60        |       |                 |
| Total Cost |                    |             |        |               |       |                 |

Add a Line    Remove a Line

Comments

IEPA %: 60    IEPA Share:    Landowner %: 40    Landowner Share:

For installed BMPs, verify that the items above highlighted in yellow (and the cost per unit) are accurate. Update these items by typing directly into the field. If the Pollutant Load Reduction has changed, click 'yes' and enter the new amounts. If updating, attach a PDF of the new Load Reduction Spreadsheet(s) when you submit the form.

**Number of Units Installed** – identify the **actual** number of BMP units installed (e.g., 1,675 feet of WSCoBs). Determine/confirm this information during the construction checkout.

**Construction Started** – update the month, day and year.

**Construction Completed** – update the month, day and year when work/planting was completed.

### Installed BMP Cost

For each **Component** enter the **actual** amount installed and **actual** cost per unit. Enter zero units for any lines identified in Part I that have not yet been installed OR will not be installed. Add new lines at the bottom of the table for those items not originally listed in Part I. The computer will calculate the line total and the total cost for the BMP.

Note – the 'Remove a Line' button only works on the last line that you added. It will not remove the original line shown in the table.

Enter the **IEPA Percent**. The computer will calculate the **IEPA Share**, the **Landowner Share** and the **Landowner %**.

