

# *Invitation for* **SOURCE WATER PROTECTION PROJECT PROPOSALS**

The Nebraska Department of Environmental Quality (NDEQ) is inviting proposals for source water protection projects. Funding is authorized through section 1452 of the Safe Drinking Water Act as administered by the U.S. Environmental Protection Agency, the NDEQ and the Nebraska Health and Human Services System.

These funds are a potential source of support for drinking water protection and source water assessment projects in Nebraska. Program overview, grant process, general program information, funding priority, project requirements and format are outlined in the attached guidance.

Any questions you may have regarding this invitation must be submitted in writing, or by email to the Source Water Coordinator, to the address below no later than July 1, 2014. All questions and their answers will be posted on the NDEQ website by July 15, 2014. Proposals must be submitted to the **NDEQ office in Lincoln by 4:00 PM Wednesday, July 31, 2014**. Please direct all questions and requests and proposals to:

Source Water Coordinator  
Nebraska Department of Environmental Quality  
1200 N Street, Suite 400, The Atrium  
Lincoln, Nebraska 68509-8922  
Telephone: (402) 471-2186  
Website: <http://deq.ne.gov>  
**[ndeq.moreinfo@nebraska.gov](mailto:ndeq.moreinfo@nebraska.gov)**



**NEBRASKA DEPARTMENT OF ENVIRONMENTAL QUALITY**

**INVITATION FOR SOURCE WATER PROTECTION PROJECT PROPOSALS  
FUNDING UNDER SECTION 1452 OF THE FEDERAL SAFE DRINKING WATER  
ACT**

**PROGRAM OVERVIEW**

ESTIMATED ANNUAL FUNDS	\$100,000
ELIGIBLE APPLICANTS	Political subdivisions, in Nebraska, that operate a public water system serving a population of 10,000 or less and have met all requirements of the Source Water Assessment Program.
ELIGIBLE ACTIVITIES	Projects that provide long-term benefits to drinking water quality, quantity and/or education.
INELIGIBLE ACTIVITIES	<ul style="list-style-type: none"> <li>• Activities related to the operations and maintenance of drinking water systems and water treatment;</li> <li>• Land purchases;</li> <li>• Projects that <u>only</u> develop a Wellhead or Watershed Protection Plan and do nothing toward implementation of the plan;</li> <li>• Projects requesting only personnel expenses;</li> <li>• Projects geared towards the security aspect of Source Water.</li> </ul>
APPLICATION DEADLINE	July 31, 2014
REQUIRED COPY	Send original proposal to the below address.
<p>Proposals must be delivered to or received by the NDEQ office in Lincoln on or before <b>4:00 PM Wednesday, July 31, 2014</b>. Late proposals will be returned. Mail or hand deliver applications to:</p> <p align="center">Source Water Coordinator Nebraska Department of Environmental Quality 1200 N Street, Suite 400, The Atrium Lincoln, Nebraska 68509-8922 Telephone: (402) 471-2186</p> <p align="center"><b><i>Facsimile and email submissions will not be accepted Late proposals will not be accepted</i></b></p>	
Phone 402-471-2186	Toll Free: 877-253-2603

## GRANT PROCESS

Project proposals will be reviewed by staff at NDEQ, Nebraska Health and Human Services, and potentially other individuals and organizations. Projects recommended by the reviewers will be forwarded to the Director of NDEQ for approval. Projects are subject to final approval by the EPA.

### Timetable:

July 1, 2014	All questions regarding this invitation must be received in writing.
July 15, 2014	All written questions regarding this invitation and their answers will be posted on the NDEQ website or mailed to potential applicants that specifically request such.
July 31, 2014	Proposals, including a DUNS number, must be received at the NDEQ Lincoln office by 4:00 PM of this due date.
~August 2014	Proposals are reviewed by committee.
~September 2014	Projects are selected and notified. Funding is made available to begin projects pending approval of a final Project Implementation Plan and finalization of a funding agreement.

### **Changes in 2014:**

- Projects geared towards the security aspect of Source Water will no longer be eligible
- There will be a required 10% match for any funds received
- Any steel and iron products purchased must be American made – Contact the Dept. for more information

## GENERAL PROGRAM INFORMATION

Source Water Protection Grants are available for proactive projects geared toward protecting Nebraska's drinking water supplies and will address drinking water quality, quantity and/or education. Eligible applicants are political subdivisions that operate a public water system serving a population of 10,000 or less.

Source Water Protection project areas include source water protection areas, designated future source water protection areas and the associated communities.

Rather than providing the grant to complete one task, it is preferred that grants be provided to help establish and develop comprehensive local source water protection programs, enhance cooperation and education among citizens, local government, businesses, and agricultural producers. Grants can be used for source water protection planning expenditures or for the development of a wellhead protection plan, but only in conjunction with the implementation of pollution prevention tasks.

Grants cannot be used for the sole purpose of developing a Source Water or Wellhead Protection Plan, for only personnel expenses, to purchase land, or for operations and maintenance activities. Projects that primarily focus on research or investigation are discouraged. Examples of projects that have previously been funded can be found on the NDEQ website: <http://deq.ne.gov/SourceWa.nsf/Pages/SWPGMain>

## **FUNDING PRIORITY**

Prioritization will be given for the following status/activities:

- A. Projects implementing on-the-ground activities that address nitrate contamination of drinking water.
- B. Projects implementing on-the-ground management activities that address source water protection.
- C. Public Water Supply Systems that have a NDEQ-approved Wellhead or Watershed Protection Plan and/or designated Groundwater Guardian.
- D. Projects involving stakeholder participation in project planning and implementation.
- E. Projects where source water protection activities will be sustained beyond the term of the grant.

## **GENERAL PROJECT REQUIREMENTS**

- A. Projects must focus on the protection of Nebraska public drinking water sources, not operation and maintenance of the system or water treatment.
- B. Projects must include activities in one or more of the three categories: water quality, water quantity and water public education.
- C. Projects must have a good potential for success (i.e., tasks must yield measurable improvement in water quality, reduction of water use, increased resource integrity, citizen knowledge and/or behaviors, etc.).
- D. Commitment must be demonstrated by the public water system and/or local government(s) to develop, implement, support and sustain a local protection program after funding is received.
- E. On-the-ground activities must take place within existing source water or wellhead protection areas, designated future source water or wellhead protection areas, or the associated community of a Community Public Water Supply System.
- F. Public Water Supply Systems must have met all requirements of the Source Water Assessment Program in order to qualify for a Source Water Protection grant. Compliance with this program may be verified by calling Source Water Protection Coordinator at (402) 471-2186.
- G. The applicant must be located in the State of Nebraska.
- H. At least a 10% non-federal match to the total project cost is required. For example: a project totaling \$20,000 will receive \$18,000 in grant funds and would have a requirement of \$2,000 in match.

## **PROPOSAL FORMAT AND REQUIRED INFORMATION**

The following format and information is required for all proposals. Failure to use this format or to furnish the information requested will disqualify the proposal from funding consideration.

### **PROJECT PROPOSALS FORMATTING MUST:**

- **Not exceed 7 pages (including Title Page, Project Description and Project Area Map);**
- **Formatted for 8.5" X 11" paper**
- **Use 10 pt or larger type with single-spaced sentences, double spaced paragraphs, and 1" margins.**

### **SUBMIT ORIGINAL PROPOSAL TO THE DEPARTMENT**

- A. Title Page (one page)
  - a. Project Title
  - b. Project's Primary Sponsor: Organization name, address, telephone number, fax number, web-site (if applicable), DUNS number.
  - c. Project Manager: Name of contact person, address if different from above, telephone number, and email address
  - d. Project's Co-sponsors: Names of co-sponsoring organizations, if applicable
  - e. Funds requested and match offered
  - f. Project Area
  - g. Project Period: Initial month/year – final month/year (not to exceed 2 years)
  
- B. Project Description (four pages maximum)
  - a. Introduction/Background Information
    - i. Provide a brief historical perspective and justification for the project.
    - ii. Define the nature and extent of the need(s) to be addressed.
    - iii. Describe other activities ongoing or planned in the project area that relate to water quality management or to the project.
  - b. Project Objectives

List objectives and describe what is expected to be accomplished during the period of the project. Objectives must relate to the identified source water or educational concerns, and reflect progress in source water protection.
  - c. Project Tasks
    - i. Describe specific source water protection actions proposed to be implemented within the scope of the grant. Tasks must be related to specific project

objectives. Discuss how each proposed task relates to drinking water quality, quantity, and/or education.

- ii. Detail the information and education activities that are planned before, during, and after project implementation.
- iii. Include in the proposal how public and stakeholder participation is included in project planning, design, and implementation.
- iv. Describe the method of evaluation that will be used to determine project effectiveness. The evaluation approach must be tailored to the specific project and will be based on factors such as the project's size and objectives.

d. Partnerships

Identify the roles and responsibilities of agencies and groups involved in the proposed project regardless of funding source. All activities in the proposed project area relating to source water protection must be discussed. The NDEQ strongly recommends that a project team be assembled to involve the appropriate agencies and stakeholders in planning the project and preparing the project proposal.

e. Project Costs/Funding Sources

Provide a detailed budget for each major task or work element of which requested grant funds or match funds will be allocated. Use the categories as listed in the attached example and blank budget forms. These forms are also available electronically at the NDEQ website: <http://deq.ne.gov>.

f. Signatory

The individual having signatory authorization must include a statement authorizing the project in the cover letter of the application. This can read as follows:

*I certify that the applicant has authority to undertake or participate in the proposed project.*

C. Project Area Map (one page)

Provide a map of the source water or wellhead protection area. If unsure whether the map you have is the most current, contact NDEQ at (402) 471-3376.

D. Budget Summary Table (one page)

The cost of the entire project must be defined and broken out by grant funds and matching funds in the included budget table. If including matching funds, the value of the cash and in-kind match may be combined in the budget. Indirect costs will not be allowed.

*See Below for example*

<b>Project Name:</b>			
<b>Activity</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Personnel</b>			
<b>Travel</b>			
<b>Material &amp; Supplies</b>			
<b>Equipment*</b>			
<b>Contractual/Implementation</b>			
<b>Other</b>			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## EXAMPLE BUDGET

<b>Example Budget for NDEQ Source Water Protection</b>			
<b>Activity</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Personnel</b>			
.20 Water Operator	\$5,000	\$0	\$5,000
.10 NRD Program Manager	\$0	\$3,000	\$3,000
<b>Travel</b>			
Transportation	\$300	\$0	\$300
Lodging	\$435	\$0	\$435
Meals	\$210	\$0	\$210
<b>Material &amp; Supplies</b>			
Brochures	\$200	\$0	\$200
Wellhead Protection Area signs	\$250	\$0	\$250
Hydrant Meter	\$300	\$0	\$300
GPS Unit	\$400	\$0	\$400
<b>Equipment*</b>			
N/A	\$0	\$0	\$0
<b>Contractual/Implementation</b>			
Well Abandonment	\$2,000	\$0	\$2,000
Web page development	\$0	\$0	\$0
<b>Other</b>			
Volunteers	\$0	\$4,000	\$4,000
Conference registration	\$400	\$0	\$400
Water conservation rebates	\$3,000	\$0	\$3,000
<b>TOTAL</b>	<b>\$12,495 (~65%)</b>	<b>\$7,000 (~35%)</b>	<b>\$19,495</b>

\*Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.