

# *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 Department of Health and Human Services.

These funds are a potential source of support for drinking water protection 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 April 22, 2016. All questions and their answers will be posted on the NDEQ website by May 2, 2016. Proposals must be submitted to the **NDEQ office in Lincoln by 4:00 PM Friday May 27, 2016**. 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)

*Protecting Drinking Water For*  
*Life*  
*with the*  
*Nebraska State Revolving Fund*



Nebraska Department  
of Environmental Quality  
**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 having a population of 10,000 or less with groundwater sources.   |
| ELIGIBLE ACTIVITIES    | <p>Projects that provide long-term benefits to drinking water quality, quantity and/or education. Eligible projects include:</p> <ul style="list-style-type: none"> <li>• Contaminant source identification – research / investigation</li> <li>• Contaminant pathway removal – includes the closure of abandoned or unused wells</li> <li>• Contaminant removal – pollution prevention and waste reduction</li> <li>• Contaminant source management – implementation of best management practices (BMPs), ordinance development, and implementation of a Source Water or Wellhead Protection Plan</li> <li>• Education and information sharing – workshops, brochures, meetings, and media campaigns</li> <li>• <b>**ADDITIONAL ACTIVITY (new 2016)**</b> Development of a Drinking Water Protection Management Plan which is an alternative to 9-element watershed management plans. These plans will focus on wellhead protection areas. Plans must address implementable groundwater best management practices. (For additional information please refer to the Fact Sheet attached)</li> </ul> |
| INELIGIBLE ACTIVITIES  | <ul style="list-style-type: none"> <li>• Activities related to the operations and maintenance of drinking water systems including: treatment, transmission, distribution, consolidation or storage</li> <li>• Land purchases;</li> <li>• <b>Projects that <u>only</u> develop a traditional Source Water or Wellhead Protection Plan and do nothing toward implementation of the plan; these plans should not be confused with a Drinking Water Protection Management Plan.</b></li> <li>• Projects requesting only personnel expenses;</li> <li>• Projects geared towards the security aspect of Source Water, such as security fencing and cameras.</li> </ul>  |
| APPLICATION DEADLINE   | May 27, 2016  |

|   |  |
|---|--|
| REQUIRED COPY   | Send original proposal to the following address. |
| <p>Proposals must be delivered to or received by the NDEQ office in Lincoln on or before <b>4:00 PM Friday May 27, 2016</b>. Late proposals will be returned.<br/> Mail or hand deliver applications to:</p> <p style="text-align: center;">Source Water Coordinator<br/> Nebraska Department of Environmental Quality<br/> 1200 N Street, Suite 400, The Atrium<br/> Lincoln, Nebraska 68509-8922<br/> Telephone: (402) 471-2186</p> <p style="text-align: center;"><i>Facsimile and email submissions will not be accepted</i><br/> <i>Late proposals will not be accepted</i></p> <p>Phone 402-471-2186 <span style="float: right;">Toll Free: 877-253-2603</span></p> |  |

### GRANT PROCESS

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

**Timetable:**

- April 22, 2016      All questions regarding this invitation must be received in writing.
- May 2, 2016        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.
- May 27, 2016      Proposals, including a DUNS number, must be received at the NDEQ Lincoln office by 4:00 PM of this due date.
- June 2016          Proposals are reviewed by committee.
- July 2016          Projects are selected and sponsors notified. Funding is made available to begin projects pending approval of a final Project Implementation Plan and finalization of a funding agreement.

### GENERAL PROGRAM INFORMATION

Source Water Protection Grants are available for proactive projects geared toward protecting Nebraska’s drinking water supplies by addressing drinking water quality, quantity and/or education. Eligible applicants are political subdivisions in Nebraska that operate a public water system, having a population of 10,000 or less with groundwater sources, and demonstrate serious financial hardships.

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 the development of a Wellhead Protection Plan, but only in conjunction with the implementation of pollution prevention tasks.

Grants cannot be used for only personnel expenses, to purchase land, or for operations and maintenance activities. In addition, activities specific to the treatment, transmission, distribution, consolidation, or storage of the drinking water system which includes mapping of the water distribution system are not eligible. Examples of projects that have previously been funded can be found on the NDEQ website: <http://deq.ne.gov/NDEQProg.nsf/OnWeb/SWPGMain>

*This year, funding will be available to develop Drinking Water Protection Management Plans which are an alternative to 9-element watershed management plans. These plans will be specific to Wellhead Protection Areas. Plans must develop implementable groundwater best management practices. The purpose of this plan is to provide an analytic framework for managing efforts to restore and protect a community's drinking water. With the development and approval of this plan, communities may be eligible to apply for Clean Water Act section 319 Nonpoint Source Program grants to assist in the implementations of these management practices.*

*\*\*For more information please refer to the Fact Sheet attached.*

Project areas include:

- Wellhead protection areas - groundwater systems
- Officially designated future wellhead protection areas
- Populations served under these systems

## **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 reliability, citizen knowledge and/or behaviors, etc.).
- D. Commitment must be demonstrated by the public water system and local government to develop, implement, support, and sustain a local protection program after funding is received.
- E. On-the-ground activities must take place within existing wellhead protection areas, designated future wellhead protection areas, or the associated area served by the community Public Water Supply System.
- F. 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. Match can be in-kind and/or cash.

## **FUNDING PRIORITY**

### **Prioritization will be given for the following status/activities:**

- A. Developing a Drinking Water Protection Management Plan.
- B. Projects where activities will be sustained beyond the term of the grant.
- C. Projects implementing on-the-ground management activities.
- D. Projects that addressing nitrate contamination/loading.
- E. Public Water Supply Systems that have a NDEQ-approved Wellhead or Watershed Protection Plan and/or designated Groundwater Guardian.
- F. Projects that focus on community education and awareness about how to protect and improve the local drinking water source.

## **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 may disqualify the proposal from funding consideration.

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

- **Not exceed 10 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 (if developing a Drinking Water Protection Management Plan, please incorporate into 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)

h. 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.*

**B. Project Description**

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, water quantity, and/or public education.

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 water quality, quantity or educational deficiencies and reflect progress in resolving those deficiencies.

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
- 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.
- v. **\*\*If proposing to develop a Drinking Water Management Plan please include detail regarding how you will complete plan expectations described on attached "Drinking Water Management Plan Fact Sheet".**

d. Partnerships

Identify the roles and responsibilities of organizations and groups involved in the proposed project regardless of funding source. The NDEQ strongly recommends that a project team be assembled to involve the appropriate organizations 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 under the blank reimbursement request forms: <http://deq.ne.gov/Publica.nsf/pages/WAT087>

- C. Project Area Map (one page)**  
Provide a map of the 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. When including matching funds, the value of the cash and in-kind match may be combined in the budget although federal funds may not be used to meet the 10% required match. 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</b>             |                    |                       |              |
|                                |                    |                       |              |
| <b>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>                                       |                        |                       |                 |
| Water Operator   | \$5,000                | \$0                   | \$5,000         |
| NRD Program Manager                                    | \$0                    | \$3,000               | \$3,000         |
| <b>Travel</b>  |                        |                       |                 |
| Transportation   | \$0                    | \$300                 | \$300           |
| Lodging  | \$435                  | \$0                   | \$435           |
| Meals  | \$0                    | \$210                 | \$210           |
| <b>Material &amp; Supplies</b>                         |                        |                       |                 |
| Brochures  | \$0                    | \$200                 | \$200           |
| <b>Equipment*</b>                                      |                        |                       |                 |
| Pump with control                                      | \$5,500                | \$0                   | 5,500           |
| <b>Contractual</b>                                     |                        |                       |                 |
| Well Abandonment                                       | \$2,000                | \$0                   | \$2,000         |
| <b>Implementation</b>                                  |                        |                       |                 |
| Water conservation rebates                             | \$3,000                | \$0                   | \$3,000         |
| <b>Other</b>   |                        |                       |                 |
| Conference registration                                | \$0                    | \$400                 | \$400           |
| <b>TOTAL</b>   | <b>\$15,935 (~80%)</b> | <b>\$4,110 (~20%)</b> | <b>\$20,045</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.