

Preparation Checklist for Filling out the Online 319 Application

The following is a summary of the information and materials needed to complete the online application. We encourage you to read and prepare all necessary information/documents before starting the application process.

1. Project Title:

The project title should uniquely identify and describe the project. Please choose a title that can be used consistently for the duration of the project. The title should not be longer than one typewritten line in length. Also, avoid the use of overly technical language or acronyms that would be difficult for the general public to understand.

2. Sponsor Contact Information:

Identify the project sponsor which is the single entity (institution, organization, etc.) that will be responsible for managing the project and its location. The project sponsor will be responsible for entering into a legal agreement and ensuring all project activities are carried out per that agreement. Identify the primary contact: his/her telephone number and email address. The primary contact should be identified as the main contact for project communications and to answer questions concerning the grant application.

Organization_____	DUNS #_____
Street Address_____	Primary Contact_____
City_____	Phone #_____
State_____	E-mail Address_____
County_____	U.S. Congressional District_____
NRD_____	

3. Partners:

Identify participating organizations substantially contributing funding or technical assistance to the project (e.g., Nebraska Environmental Trust Fund, nonprofit organizations, other state agencies, etc.). List the contact person from the organization(s) and his/her phone number and email.

- Partner Organization
- Partner Contact
- Partner Phone #

4. Project Location:

List the closest city or cities to the project site. Answer "statewide" if the project will be implemented throughout the state of Nebraska.

Closest City_____	Congressional District_____
State_____	Zip Code_____
	County_____

Additional information you will need:

- Project Area (Including HUC(s)) – Separate items with a semi-colon
- NRD(s) the project is located in

5. Executive Summary:

Provide a brief summary of your project. This should be a short description that is no more than 250 characters; further detail will occur in the Project Implementation Plan.

6. Project Period:

Estimate a project start date and end date. Project duration should not exceed three years. The date listed will only be a tentative date. The actual start date is determined when the project is approved by EPA and a legal agreement has been completed between the lead project sponsor and the Nebraska Department of Environmental Quality.

7. Project Type:

Identify the type of project for which you are applying: Watershed, Water body, Groundwater Area, Local Outreach, or Statewide Outreach.

8. Has the sponsor received any previous Section 319 Grants?

If your organization has previously received 319 funding, please check “Yes”; if your organization has never received 319 funding, check “No”.

9. Budget:

This is an estimate identifying the source(s) of funding. The amounts in this section should match the Budget Table and Budget Narrative in the Project Implementation Plan.

Section 319 Funds _____ Other Federal Funds _____
 Non-Federal Funds _____ Total _____

Source of Funds (Budget Breakdown):

Identify major cost items for the entire project and individual funding sources. Add categories from drop down list as needed (Contractual, Equipment, Materials/Supplies, Other, Personnel, Travel). Determine an estimated amount for each category you list. Depending on your project, you may use all or only some of the categories from the drop down list. For example, Personnel may include the salary for a project coordinator. Under Travel, distinguish between local mileage for site visits and travel to meetings/conference by adding multiple budget lines for travel. Contractual would include contracts for external services, such as construction, engineering and cost-share.

Match and Total Project Costs: Your request for 319 funds should equal 60% of the total project costs (excluding other federal funds). Project funding must include, at minimum, a 40 percent nonfederal match of total project costs. Nonfederal funding may include in-kind goods and services. The project sponsor must contribute 10 percent of the total project cost in cash for match, which goes towards the 40 percent nonfederal match requirement..

<i>EXAMPLES:</i>	<i><u>Example 1</u></i>	<i><u>Example 2</u></i>
<i>The TOTAL cost* of your project is</i>	<i>\$100,000</i>	<i>\$250,000</i>
<i>Your 319h funds request</i>	<i>\$ 60,000</i>	<i>\$150,000</i>
<i>Your non-federal match should be</i>	<i>\$ 40,000</i>	<i>\$100,000</i>

**excluding other federal funds*

Description:

Identify individual items that fall under the specific category selected. Examples: Personnel could include staff time or dedicated project coordinator; Contractual could include design/engineering or construction.

10. Project Implementation Plan:

Is the project area covered by an NDEQ-approved Watershed Management Plan (WMP)?

Contact NDEQ if you are uncertain if the project area is covered by an NDEQ-approved Watershed Management Plan.

Introduction/Background

Briefly describe the project area, historical perspective, and justification for the project. Describe in general terms the conditions prior to the project, what other efforts have been or are currently being taken to address the problem, and what factors may influence the outcome of the project.

Goals and Objectives

List categorical objectives, in quantified terms, to be achieved by the project. Objectives must relate to the identified water quality or educational deficiencies and reflect progress in resolving those deficiencies and improving management of NPS pollution.

Pollutant Sources

Identify the causes and sources of pollutants that need to be controlled to achieve load/quantity reductions necessary to achieve water quality goals. Estimate the extent to which pollutant sources are present in the watershed. Identify the water quality-dependent, beneficial uses impaired by the contaminants.

Proposed Management Practices

Describe and quantify structural and nonstructural practices that will be installed to reduce the pollutant loads.

Load Reduction Estimates

Estimate current pollutant loads/quantities and the reductions expected from implementing the project management practices. Quantify the estimates for each pollutant of concern in terms of pounds or tons as appropriate.

Communication Plans

All Section 319 projects require a communication (information and education) component of the project. In cases of communication projects this component might comprise the entirety of the project. In BMP installation projects, this component might be installing educational signage or providing educational brochures.

Schedule

Develop an estimated schedule or timeline for implementing management, education, monitoring, reporting or other activities being implemented:

Milestones

Develop interim milestones and end point of the groups of activities mentioned in the schedule. This will measure the progress of achieving major accomplishments.

Monitoring and Evaluation Criteria

Explain how monitoring is being used in your proposal. Describe why you're performing the monitoring, what you are monitoring, and how you plan to use the data gathered. If no monitoring is included as a part of the project, state this fact. Remember that if data is being collected as part of your project, a Quality Assurance Project Plan (QAPP) must be approved by the department prior to data collection. Describe the criteria or methods to be used to track progress in implementing project activities, achieving load reduction or changing behaviors in the target audience. Describe the process for taking corrective action when necessary to keep the project on schedule or to amend project activities. Methods may include, but are not limited to, monitoring, models, surveys, certifications, journals, audits, mapping, case studies, interviews, activity logs, etc.

Budget Narrative

Provide a summary of the Section 319(h) funds, non-federal funds, and other funds needed to complete the project. Provide a narrative justification for each major cost item listed in the budget summary table. This will help establish the cost-effectiveness of a project, matching funds and public-private partnerships.

Example:

Personnel

Project Coordinator (2 years) 4,160 hrs. x \$19.50/hr. = \$81,120

Contractual

Sediment Removal 20,000cy x \$4.00/cy = \$80,000

Bank Stabilization 1,000lf x \$125.00/lf = \$125,000

Fish restocking 500fish x \$3.00/fish = \$1,500

Design and Engineering 200 hrs. x \$90.00/hr. = \$18,000

Please be as detailed as possible with the budgetary information. In review of your application, the budget is the only way the review committee can determine how you intend to spend the requested grant funding. These budget details are crucial for reviewers to determine the potential success of the project.

11. Attach project map

Map of project area (if applicable). File format should be .jpg, .pdf, or .tiff.

12. Attach any additional supporting documents (letters of commitment; reference list; etc.)

If applicable