Guidelines and Instructions
for
Completing the NPS Proposal Application

After you have read the *Nonpoint Source Pollution Management Project Proposals Invitation and Procedures* (Request for Proposals), please read this entire Guidelines and Instructions for Completing the NPS Proposal Application *before* beginning to fill in information on the following forms.

Should you have any questions, please contact:

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General Rules:

1.) All Proposals **MUST** include a DUNS number.

2.) Proposal Narratives must be provided using an 8.5" x 11" format. 1" margins are minimum.

3.) Proposals should have single spaced sentences, with double spacing between paragraphs.

4.) The prescribed format is **required** for all proposals, and is outlined in the remainder of this document.

4.) Submissions must contain **All** the required materials to be considered for funding, including:

Completed Application Forms
Completed Project Narrative

5.) All proposals must submit **One Hard Copy** of the proposal documents to:

Nonpoint Source Program
Nebraska Department of Environmental Quality
1200 N. Street, Suite 400
P.O. Box 98922
Lincoln, NE. 68502

6.) All Hard Copies must be received by the Department no later than the RFP Deadline:

4:00 pm on Tuesday September 3rd, 2013.

Formatting and Required Forms.

The prescribed format is ***required*** for all proposals. Using this format allows reviewers to easily and efficiently grasp the important parts of your proposal. Requested information is very similar to the Nebraska Environmental Trust grant application, and NDEQ encourages you to use your Environmental Trust application information in this NPS proposal.

For proposals addressing statewide information and educational needs or planning and assessment activities in priority watersheds, it is recognized that some of the requirements identified below may not be appropriate. Such projects should address as many of the stated requirements as possible.

Application Form

Section 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.

Section 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.

Section 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.

Section 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.

Section 5–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.

Section 6–Budget Summary

Provide a summary of the Section 319(h) funds, non-federal funds, and other funds needed to complete the project. This is an estimate identifying the source(s) of funding. The amounts in this section should match the *Budget* totals in Section 10.

Section 7–Project Type
Identify the type of project for which you are applying: Watershed, Waterbody, Groundwater Area, Local Outreach, or Statewide Outreach.

Section 8–Previous 319 Grants
If your organization has previously received 319 funding, please check "*Yes";* if your organization has never received 319 funding, check "*No"*.

Section 9–Project Overview
Provide a brief summary of your project. This should be a short description that fits in the box provided; Further detail will occur in the project description section (Section 11). Consider this section as an Executive Summary for your grant proposal.

Section 10–Budget
In the Budget Summary Table, identify major cost items for the entire project and individual funding sources. *You must use the budget summary sheet provided*. Fill in the estimated amount for each category. Depending on your project, you may use all or only some of the categories and funding sources.

If a category does not apply, leave it blank. If necessary, please add categories that are not listed but apply to your project. Fill in the total budgeted amount for each section (Section 319, Other Federal Funds, and Non-Federal Funds). These amounts should match the *Section 6-Budget Summary* on your Project Proposal Form. Identify sources of funding and break out specific amounts in the two tables below the budget summary.

Please be as detailed as possible with the budgetary information. In review of your application, the budget is our only way to 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.

NOTE: Use the "Equipment" category for purchases of $5,000 or more (per item) and that have a service life one year or more. EPA or NDEQ may retain ownership of this equipment at the end of the grant term.

Project Narrative

Choose from the following two project description formats, depending on project type.

- Format 1: Watershed, Waterbody or Groundwater Area projects (Page 3)
- Format 2: Local or Statewide Outreach Projects (Page 4)

FORMAT 1: WATERSHED, WATERBODY OR GROUNDWATER AREA

Section 11–Project Narrative (Watershed, Waterbody, Groundwater Area)
In five pages or less, provide a description of your project—*please do not exceed the five-page, single-sided limit.*

1. 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.

2. 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.

3. 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.

4. Pollutant Loads: 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.

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

6. Stakeholder Participation: How were stakeholders involved in the project development?

7. Education and Outreach: Proposed projects must have an information and education component. Describe information and education methods that will be used before, during, and after implementation of the project to enhance the target audience's understanding of the project and motivate them to participate in the project and/or adopt behavioral changes. These activities should address the local project area as well as possible plans for wider distribution of information gleaned from the project. Project sponsors are encouraged to work closely with Cooperative Extension System offices, as appropriate, in developing this component.

8. Monitoring: 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 QAPP must be approved by the department prior to collection.

9. Evaluation Criteria: 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.

10. Project Area Map (One page, single-sided). Provide a map of the project area if applicable. The map should identify priority treatment critical areas within the project area.

FORMAT 2: LOCAL OR STATEWIDE OUTREACH

Section 11–Project Narrative (Local or Statewide Outreach)

In five pages or less, provide a description of your project—*please do not exceed the five-page, single- sided limit.*

1. Background: Briefly describe the historical perspective, the justification and need 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.

2. Goals & Objectives: Include overall goals as they relate to the educational deficiencies. List specific objectives and tasks, in quantified terms, to be achieved by the project. Objectives must relate to the educational deficiencies and reflect progress in resolving those deficiencies and improving education on nonpoint source pollution.

3. Target Audience: Describe the under-served audience to be addressed by the project. Identify deficiencies in audience knowledge, attitudes or behaviors to be addressed.

4. Programming Needs: Describe the deficiency in materials, methods or delivery systems needed to reach target audiences. Identify any cultural, social or economic barriers.

5. Outreach Products: Describe the materials, methods or delivery systems that will be created and implemented to address deficiencies for the target audiences.

6. Evaluation Criteria: Describe the criteria or methods to be used to track progress in implementing project activities and 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, surveys, certifications, journals, audits, mapping, case studies, interviews, activity logs, etc.