Nonpoint Source Pollution Grants at a Glance

Nebraska Department of Environmental Quality

<u>Who's Eligible for Nonpoint Source (319) Grants?</u>

Three types of agencies are eligible for non-point source grants:

- Government Agencies
- Non-Profit Agencies
- Educational Institutions

Private Individuals and Private Contractors/Businesses are <u>not</u> eligible.

<u>Are there any other Requirements?</u>

All Nonpoint Source Pollution grants must address nonpoint source pollution in some way. Project ideas can range from installation of best management practices to mitigate pollution, to information and outreach that encourages reduced pollution. Project type is up to the project sponsor.

All nonpoint source grants require that *<u>at least</u>* 40% of the **total** project cost is covered by non-federal match funding. In-kind match is acceptable. For example, if the **entire** project cost is $100,000, the breakdown of contributions from NDEQ and the Project Sponsor would be:

Nonpoint Source Grant Award = $\$100{,}000 \times 0.6 = \$60{,}000$

Non-Federal Match Requirement = $\$100{,}000 \times 0.4 = \$40{,}000$

*You **must not** be debarred or otherwise ineligible for receipt of federal funds.*

<u>What can you expect if selected for a grant?</u>

If you are selected to receive a grant you will be responsible for meeting certain grant requirements. You will have to:

- Develop a detailed **Project Implementation Plan (PIP)**. EPA must approve this PIP before grant funds become available, and the development/approval process on average takes between *45 and 90 days*.
- If environmental data is being collected, a **Quality Assurance Project Plan** must be developed.
- Provide **Semi-Annual Reports** outlining the status of your project to NDEQ.
- **Submit Invoices** for reimbursement of project costs.
- Provide a **Final Report** to NDEQ after project activities are completed.

<u>How can you Apply?</u>

In order to be considered for a nonpoint source grant you must:

- Complete the **Proposal Application** and **Required Forms** by the specified deadline.

Detailed instructions on how to complete the Proposal Application are included in the remainder of this document.

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 Linda Rohn (402) or 471-3098 Patrick Hartman (402) 471-3382.

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.

►All proposals must include a DUNS number◄

The application information must be prepared and maintained in an *8.5" x 11" letter* format (including maps) in *10 point or larger type font with single-spaced sentences, double-spacing between paragraphs, and 1" minimum margins.*

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.

Proposal application forms are to be e-mailed to the Nebraska Department of Environmental Quality, in Adobe PDF format, to e-mail address:

NDEQ.nonpointsource@nebraska.gov
with subject line: NPS Proposal

Facsimile submissions will not be accepted

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 p*rimary 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).

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.

***** 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.

Section 11-Project Description

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

- Format 1: Watershed, Waterbody or Groundwater Area projects
- Format 2: Local or Statewide Outreach Projects

FORMAT 1: WATERSHED, WATERBODY OR GROUNDWATER AREA

Section 11–Project Description (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.

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 Description (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.