

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

SOURCE WATER PROTECTION GRANT 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.

General Format

- Not to 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.
- Include DUNS number.

1) 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, 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.*

2) 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
 - i) 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
- i) Identify the roles and responsibilities of organizations and groups involved in the proposed project regardless of funding source. The NDEE 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
- i) 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 NDEE website under the blank reimbursement request forms: <http://dee.ne.gov/Publica.nsf/pages/WAT087>

3) Project Area Map (one page)

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

4) Budget Summary Table (one page)

- a) 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 other federal funds may not be used to meet the 10% required match. Indirect costs will not be allowed. *See Below for example*

EXAMPLE BUDGET FOR NDEE SOURCE WATER PROTECTION GRANT PROJECT

Activity	Grant Funds	Matching Funds	Total
Personnel			
Water Operator	\$5,000	\$0	\$5,000
NRD Program Manager	\$0	\$3,000	\$3,000
Travel			
Transportation	\$0	\$300	\$300
Lodging	\$435	\$0	\$435
Meals	\$0	\$210	\$210
Material & Supplies			
Brochures	\$0	\$200	\$200
Equipment*			
Pump with control	\$5,500	\$0	\$5,500
Contractual			
Well Abandonment	\$2,000	\$0	\$2,000
Implementation			
Water conservation rebates	\$3,000	\$0	\$3,000
Other			
Conference registration	\$0	\$400	\$400
TOTAL	\$15,935 (~80%)	\$4,110 (~20%)	\$20,045

*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.