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23-020

May 2025

SOURCE WATER PROTECTION PROGRAM GRANT PROPOSAL FORMAT AND REQUIRED INFORMATION

The following format and information are required for all proposals. Failure to adhere to these guidelines or furnish information requested may result in disqualification from consideration.

General Format

- Not to exceed 10 pages (including title page, project description, and map);
- Format for 8.5" X 11" paper;
- Use 10 point or larger font with single-spaced sentences, double-spaced paragraphs, and one-inch margins;
- Include an active UEI (Unique Equity ID) number.

1) Title Page (one page)

- a. Project Title.
- b. Project's Primary Sponsor: Organization name, address, telephone number, and email address.
- c. Project Manager: Name of contact person, office address (if different from than above), telephone number, and email address. **If possible, please include a secondary contact for your organization.**
- d. Project's Co-sponsor: Name of co-sponsoring organizations (if applicable)
- e. Funds requested and cost-share offered.
 - i. If using "in-kind services" as a cost-share, please provide a scope of the services, and review the instructional document on requesting reimbursement before utilizing the cost-share
<https://dee.nebraska.gov/forms/publications-grants-forms/wat087>.
- f. Project Area: General description of the location
- g. Project Period: Initial start month and year and end month and year (not to exceed two years). *These dates may change pending the official receipt of the Federal Grant Award.*
- h. Signatory: The individual having signatory authorization must include a statement authorizing the project in the cover letter of the proposal. Please also include the authorizing individual's email address. This will be used for signing contracts if funds are awarded.

2) Project Description

- a. Introduction/Background Information
 - i. Provide a brief historical perspective and justification of 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, or water quantity deficiencies, and reflect progress in resolving said deficiencies.
- c. Project Tasks
 - i. Describe specific source water protection actions 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.
- 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 stakeholders in planning the project and preparing the project proposal.

3) Project Area Map (one page)

- a. Provide a map of the project area, including the most recent Wellhead Protection Area the Public Water System has on record. If assistance is required in providing a map, please contact NDEE.SourceWaterProtection@nebraska.gov.

4) Work Plan (one page)

- a. Each task and sub-task associated with the project should be laid out in a separate page. This will be used as "Attachment A – Work Plan" on the official contract if funding is awarded. All reimbursements paid will be cross-referenced to this work plan, so please be thorough. Once a contract is signed, major deviations to the work plan will not be funded.

5) 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 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 the following page for an example.
- b. **The cost-share offered in the proposal will be the cost-share required in the agreement if your community is awarded funding. Amendments of cost-share will not be permitted after the initial agreement is signed.**
- c. Natural Resource District (NRD) well decommissioning cost-share is an acceptable match for Source Water Protection Projects. However, please be aware that soliciting private well owners to decommissioning wells yields no guarantees. Your community or organization will be required to pay the offered match percentage in cash if there is no participation from well owners.

6) Budget Summary Table Example:

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			
Proper Water Well Decommissioning	\$2,000	\$0	\$2,000
Implementation			
Water conservation efforts	\$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.

- If using personnel hours as an “in-kind service” for a portion of the cost-share, please list specific details of work and how they differ from the employee’s routine job description. In-kind services must be approved prior to signing agreements. For more information, please review the instructional form for using in kind services as <https://dee.nebraska.gov/forms/publications-grants-forms/wat087>.