



NEVADA DIVISION OF ENVIRONMENTAL PROTECTION  
WATER QUALITY PLANNING  
NONPOINT SOURCE BRANCH

## 319(h) Grant Proposal and E-Form Instructions

Refer to 319(h) 2024 Grant Funding Opportunity, <https://ndep.nv.gov/water/rivers-streams-lakes/nonpoint-source-pollution-management-program/cwa-319h-grants>

**Submission Deadline: 5:00 PM, February 14, 2024**  
**BWQP Email Received, Stamped Received OR Postmarked**

### Dear Interested Parties:

The Nevada Division of Environmental Protection- Water Quality Planning seeks proposals to use grant funding from the Nonpoint Source Pollution Management Program of EPA (319(h)). The *Grant Proposal E-Form* is available for prospective applicants to apply for grant funding and to allow for electronic submittal of Nonpoint Source proposals.

*To ensure that an applicant's Grant Proposal is complete, eligible, and competitive, applicants must reference 319(h) 2021 Grant Funding Opportunity (GFO) document for additional grant program and application information.* In addition to the E-Form, other attachments may be required to prepare a complete proposal.

### When to Submit the proposal:

The Proposal Acceptance Period will be advertised via a news release and on Water Quality Planning's website, including the *GFO*. The tentative proposal acceptance period is 8:00 AM, December 8, 2023 to 5:00 PM, February 14, 2024. Please see <https://ndep.nv.gov/water/rivers-streams-lakes/nonpoint-source-pollution-management-program/cwa-319h-grants> to confirm final submittal dates and deadlines.

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**Where to Submit a proposal:**

Proposers are required to submit the Proposal E-Form to Water Quality Planning electronically as an attachment to an email. Please email the completed form and all relevant electronic attachments to Dr. Christian Fritsen, Branch Supervisor, Nonpoint Source Program at the following email address:

[cfritsen@ndep.nv.gov](mailto:cfritsen@ndep.nv.gov)

If preparation and submittal of the proposal electronically represents a hardship, *you must contact Dr. Christian H. Fritsen to explain the nature of the hardship, and to request authorization to submit a printed proposal.* If authorized, printed proposals and attachments may be hand delivered or submitted via U.S. Mail\* to the following physical address:

\*Mailed submittals *postmarked* by the Acceptance Period Deadline will be accepted.

Nevada Division of Environmental Protection  
Water Quality Planning  
Nonpoint Source Pollution Management Program  
Attn: Dr. Christian H. Fritsen  
901 S. Stewart Street, Suite 4001  
Carson City, NV 89701

**How to Submit the proposal E-Form:**

The E-Form is located on Water Quality Planning's webpage at the following URL: , <https://ndep.nv.gov/water/rivers-streams-lakes/nonpoint-source-pollution-management-program/cwa-319h-grants>. Copy and save the document in your personal directory and complete the form by filling in the blanks with text, selecting relevant drop-down information, and/or by checking boxes as appropriate. Once complete, save again to your directory, and attach an email and submit. Within the same email, attach additional relevant documents necessary to complete the proposal. PDF, MS Word, and MS Excel formatting are allowed. In this email's subject line, type *319(h) 2024 Grant Funding Opportunity*.

In addition to these detailed instructions, the Proposal E-Form itself includes help boxes that are embedded in specific fill-in Form Fields, highlighted in yellow. Help dialogue boxes are accessed by keying F1. Note that not all fill-in fields include this tool, as most of the information required is self-explanatory.

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**What must be included in the proposal E-Form:**

Your proposal must include the following components\*:

*(\*Note that all necessary components are included in the **Grant Proposal Electronic Form** with limited field descriptions. For more detailed instruction, see below.)*

**1. Proposal Summary**

- a. **Project Title.** In ten words or less, clearly identify the type of project proposed.
- b. **Primary Contact Person.** Provide name of the person who will oversee the proposed project.
- c. **Lead Agency/Organization.** State the name of the entity that, if selected for funding, will enter a legal contract with the State of Nevada.
- d. **Organization Unique Entity Identifier (UEI).** An organization's UEI is replacing the formerly required DUNS number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. If your organization does not have a UEI number, contact Water Quality Planning Staff for assistance.
- e. **Primary Contact Information.** Provide contact information (i.e., mailing address, e-mail address and phone number) for the person who will oversee the proposed project.
- f. **Project Fiscal Summary.** Provide the total project cost; total amount of 319(h) funds requested; and the total amount of non-federal matching funds.
- g. **Applicant Type.** Check the appropriate box indicating Applicant Type.
- h. **Project Type.** Select the appropriate Project Type from the dropdown list.
- i. **Pre-Application Status.** Check whether a Pre-Application was submitted and indicate the determined eligibility status.
- j. **Project Location.** Identify the project watershed(s), counties, Hydrologic Unit Code(s) (HUC) and USGS Hydrographic Region(s) included in the project area. For detailed HUC information, visit [WATERS GeoViewer](#). (on the left, under "Surface Water Features" turn on the "hydrographic Units" features layer).
- k. **Waterbodies Affected.** Using the dropdown lists provided, indicate the Type and Name(s) of Waterbody(ies) Affected.

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- l. Project Summary.** In 200 words or less, provide a brief description of the project. State the NPS water quality problem to be addressed by the project; the project goals and objectives; an overview of the project, and activities/methods proposed to address the problem.
- m. NPS Categories of Pollution.** Using the dropdown lists, indicate the Nonpoint Source Category(ies) of Pollution that the project addresses. Indicate the total percentage each category represents. The total percentage must equal 100.
- n. Pollutant Load Reduction Estimate.** If applicable, estimate the anticipated load reductions for nitrogen, phosphorus, and sediment due to project implementation, including a method of load reduction calculation (e.g., [Pollutant Load Estimation Tool \(PLET\) | US EPA](#)).
- o. Anticipated Project Start and Completion Dates.**
- p. Project Partners.** Provide information (including primary contact information; see item 1.c., above) for any partners involved with the project. Project Partners are generally related to the project as follows:
  - i.** An organization that shares all or part of the Project's goals. Provides resources, programs or other assets that may be helpful to the Project's efforts.
  - ii.** Provides opportunities for collaboration that may be of value to this specific Project.
  - iii.** Has expressed willingness or actively demonstrated a desire to coordinate efforts specific to the Project.

Contribution of cash or in-kind match is not requisite of a project partner, however, if a partner is providing match, Letters of Commitment from the Partner should be submitted indicating the type (in-kind or cash) and source of the non-federal match. The roles and responsibilities of partners need to be clearly stated.

## **2. Scope of Work (Workplan)**

- a. Introduction and Problem Statement.** Provide a succinct description of the NPS water quality problem addressed by the project:
  - i.** Identify the waterbody(ies), NPS pollutant(s), source(s) of concern and extent of the problem;
  - ii.** Summarize and reference any data that documents the problem;
  - iii.** Provide pertinent watershed information (e.g., land use, human activities, ecosystem characteristics, hydrology, etc.);
  - iv.** Describe how the project supports an existing or planned watershed plan or contributes to the development of a WB, and
  - v.** Provide a map that clearly delineates the project area. Attach the project map as a separate electronic document when emailing the Grant Proposal E-Form.

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- b. Goals and objectives.** Define the overall goal(s) of the project.
- c. Tasks.** Describe the specific project activities that will be completed:
  - i. Provide a detailed description of the methods used to complete the tasks;
  - ii. State the specific roles and responsibilities of all organizations or agencies involved with the project;
  - iii. Describe the extent of public involvement and/or awareness with regard to the project;
  - iv. Under each task description, list all deliverables produced at task completion; and
  - v. Provide the estimated number of hours each staff position will perform by task.

### **3. Project Evaluation**

- a. Measures of Success.** Identify indices, parameters and/or criteria that will be used to measure project success. Examples of quantitative criteria may include- but are not limited to the following:

Square feet of impervious cover removed

Linear feet of streambank stabilized

Percent increase in stream channel shading

Reduction in loading of nitrogen and phosphorus in pounds,  
sediment in tons.

Upward trend in Riparian Proper Functioning Condition (PFC).

A qualitative approach to measuring success may be appropriate for some projects, i.e., photo monitoring (Appendix B of EPA's 2013 Guidelines offers many examples- [Nonpoint Source Program and Grants Guidelines for States and Territories \(epa.gov\)](https://www.epa.gov/nonpoint-source-program/nonpoint-source-program-and-grants-guidelines-for-states-and-territories).

Examples of measures of success for planning activities could include timeliness of identifying elements of plans, commitments of stakeholders as well as acceptance by EPA of plans.

- b. Monitoring & Maintenance Plan.** All implementation proposals must include a detailed plan that includes specific methods to monitor, measure, track and/or calculate the Measures of Success (see above). The results of this plan are to be included in the required Project Final Report. Although the level of effort will depend on the scope of the project, a suitable plan will incorporate an adequate balance of the following monitoring types:
  - i. *Implementation monitoring* — assesses whether activities were implemented as planned; the information provides immediate feedback on whether the project was carried out as intended and/or according to specifications.
  - ii. *Effectiveness monitoring* — is used to evaluate whether project activities resulted in the intended or desired effect. Was the project successful? Were the project goals and objectives achieved? You will be asked to summarize the results of your monitoring program in order to quantitatively demonstrate and document the level of

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project success. Please note that the collection of environmental data may necessitate development of a detailed Quality Assurance Project Plan (QAPP), which must be approved by NDEP prior to data collection.

- iii. *Vegetation monitoring* — may be a subset of either implementation or effectiveness monitoring and is required for all projects that involve restoration or revegetation. This type of monitoring should include measurement of the following: (1) percent survival, (2) percent desirable (in most cases, native) species, and/or (3) percent cover.
- iv. *Maintenance inspection* — involves the regular inspection of implemented BMPs to ensure that they are functioning according to specifications. This type of monitoring is required for all proposed implementation projects.
- v. *Photo Monitoring* - If photo monitoring is to be used to demonstrate project progress, a photo monitoring plan that outlines a specific methodology must be included in the proposal.
- vi. *Education Programs* - includes pre- and post-education comprehension and likelihood of behavior change questions, with follow-up surveys conducted three months after completion of the program to substantiate retention and behavior change. (Note: Research on Human Subjects restrictions and approvals may apply to instances where surveys are anticipated in informal educational settings) and EPA and NDEP will need to mutually agree on any proposed assessment method (e.g., social indicator survey). For example, [Nonpoint Source Pollution: Technical Guidance and Tools US EPA](#) provides information about the [Social Indicators Data Management and Analysis \(SIDMA\) tool](#) and the [Social Indicator Planning and Evaluation System \(SIPES\)](#)

If awarded an implementation grant, a Monitoring and Evaluation task must be included in a grant scope of work and included in a budget task category.

- 4. **Project Schedule.** Provide a schedule for which the project will operate, including the identification of key dates for completion of each task to be accomplished and submittal of associated deliverables.
- 5. **Contingency Plan.** Identify factors that have the potential to substantially modify the project scope, schedule, methods, or funding and describe alternative actions to be taken if the project cannot be completed as originally proposed.
- 6. **Project Budget.**
  - a. **Match Requirements.** All proposed projects must include non-federal matching funds of at least 50% of the total project cost (i.e., 50/50 match means that of the 100% total project cost, 50% is 319(h) funds and 50% is

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non-federal match). The overall project budget must distinguish between 319(h) reimbursable expenses and non-federal matching funds. In addition, separate budgets must be provided for cash versus in-kind match.

- i. *Cash match* — as defined by 40 CFR 31.3, consists of “the grantee’s cash outlay, including the outlay of money contributed to the grantee or sub-grantee by other public agencies and institutions, and private organizations and individuals.”
- ii. *In-kind match* — is any donation of time, equipment, supplies, etc., where no actual cash changes hands between the grantee and the non-federal donating organization. Use the following sources to establish the value of in-kind services (or provide other justification):

- Occupational Employment and Wage Estimates, Wage Data by State, Bureau of Labor Statistics, online at: [http://www.bls.gov/oes/current/oes\\_nv.htm](http://www.bls.gov/oes/current/oes_nv.htm).
- The 2021 Nevada Occupational Employment and Wages, from the Nevada Dept. of Employment, Training & Rehabilitation Research and Analysis Bureau, online at: <http://www.nevadaworkforce.com/?PAGEID=67&SUBID=117> ; and/or
- The local Farm Services Agency (FSA) cost share rates for equipment time (hourly or daily) or the lowest of three estimates from local rental companies or contractors.

Example 1: Volunteers donate 8 hrs of labor to plant seedlings during National Public Lands Day.

Example 2: A company or landowner donates 300 ft of fence material.

Note: The value of in-kind services/labor will only be accepted from providers who are 16 years of age and older.

**b. Budget Categories.** Itemize total costs for each category shown below:

- i. *Salaries/Wages* - Expenses for salaries or wages must be included in the budget. The budget summary should list the position title and base salary rate for individuals who will work on the project. The budget detail for salaries should contain a breakdown of the estimated number of hours for each staff person.
- ii. *Fringe Benefits* — Fringe benefits are items such as health insurance, retirement and medical benefits. The budget detail should list the percentage of the base salary rate used to calculate the fringe benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each position.
- iii. *Operating* — All operating costs, including supplies, materials, and light meals and refreshments (if applicable) must be itemized in the budget detail.
- iv. *Travel* - Travel costs include transportation, per diem, and lodging. Itemize travel costs in the Budget Detail and Cost Breakdown. Vendors shall abide by NDEP and/or state policy regarding travel

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status and will be required to use State travel forms for the purposes of requesting reimbursement for travel related expenses. A summary of the most important information for the purposes of cost proposal development are provided below (additional information can be provided upon request).

**Travel Status:** The vendor's employee must be at least 50 miles from their respective workstation to gain travel status and receive reimbursement for per diem and lodging expenses. Employees in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for the State of Nevada. Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city/county and vary by season.

Receipts are required for all lodging expenses. Actual lodging cost not exceeding the standard (non-surveyed) Continental United States (CONUS) federal per diem rate, or less, may be requested. In addition to the reimbursable lodging rates, vendor may be reimbursed for lodging taxes and appropriate fees. Lodging taxes are limited to the taxes on reimbursable lodging costs.

Costs for Light Meals and Refreshments, except for meal purchases associated with travel, are only allowed pursuant to Grants Policies. In general, costs may be charged to Light Meals and Refreshments in relation to long-duration meetings where the refreshments or meals are necessary for effective and efficient achievement of its purpose.

Receipts are not required for the M&IE allowance. Eligible times to receive per diem meal reimbursements are as follows:

To claim breakfast, a person must enter travel status at least two hours prior to that person's regularly scheduled shift, and end travel status after the beginning of that person's regularly scheduled shift. To claim lunch, a person must enter travel status at least one hour prior to that person's regularly scheduled lunch break, and end travel status at least one hour after the end of that person's regularly scheduled lunch break. To claim dinner, a person must enter travel status prior to the end of the person's scheduled shift, and end travel status two or more hours after the end of the person's regularly scheduled shift.



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The following table contains additional information regarding allowable rates for travel expenses incurred:

TRAVEL EXPENSE	ALLOWABLE RATE	MORE INFORMATION AVAILABLE AT:
Per Diem	GSA Rate	<a href="http://www.gsa.gov">http://www.gsa.gov</a>
Lodging	Actual Cost capped at GSA Rate	<a href="http://www.gsa.gov">http://www.gsa.gov</a>
Parking	Actual Cost	
Transportation		
Vehicle Mileage	NV State Rate	Contact Bureau Staff to Verify. Currently \$0.625/mile as of 7/1/22
Airfare	Actual Cost (First Class Prohibited)	
Public Transit	Actual Cost	

- v. Either Indirect Cost (IDC) or Overhead — often used to fulfill match requirements, these costs can be reimbursed if the following requirements are met. *IDC* charges are only available to entities that have a negotiated *IDC rate* with their cognizant agency. NDEP will allow use of the 10% *de minimis* rate for an applicant that does not have a current negotiated rate under 10% and is not exempt from using the *de minimus* rate RAIN-2018-G02-R | US EPA. *Overhead* may be expressed as a percentage of the direct costs. If you include *overhead* in your reimbursable budget, you must itemize the specific costs included in determining your *overhead rate*. Costs associated with the following are not allowed:
- Entertainment;
  - Debt;
  - Finance charges;

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- Interest;
- Lobbying expenses and political contributions;
- Legal and professional services; or
- Staff or client relations and/or development.

vi. *Equipment* — individual item purchases of \$500 or more must be listed separately.

vii. *Subcontracts* — if applicable, separately identify all costs associated with subcontracted work on the project. All conditions described above (Section 6) apply to any subcontract. Subcontract costs must be itemized in the Budget Detail and Cost Breakdown. Sub-contracting should 1) be included in the project schedule, and 2) must be done in accordance with Federal procurement requirements including 2 CFR Part 200 Subpart D - Procurement Standards and [Amended Grants Policy Issuance \(GPI\) 16-01 EPA Subaward Policy](#) . A separate contract budget must be submitted in the example format for each subcontract when the subcontract is executed.

c. **Detailed Budget.** To evaluate the cost-benefit of the project, provide a detailed breakdown of project costs. Provide a detailed budget, including the anticipated expenses for all budget categories listed in (b) above. Provide a separate detailed budget breakdown of the total project cost *by task*. Include the budget in Excel format as an attachment to the proposal submittal email.

## **7. Results of Prior Support.**

The purpose of this section is to assist review in assessing the quality of prior work conducted with prior or current 319(h) funding. If the applicant has received prior 319(h) funding including:

- an award with an end date in the past five years; or
- any current active subgrant,

the following information must be provided:

- (a) the contract award number, grant title, award amount and period of support.
- (b) a short description of the outcomes that were realized (e.g. deliverables successfully completed, additional benefits of completed work)
- (c) Challenges encountered- especially if project was not successfully completed (e.g. deliverables not met),

## **8. Current and Pending Support.**

Current and Pending Support is utilized to inform NDEP of the capacities of individuals to perform the tasks identified by helping identify and assess any

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potential overlap or duplication of efforts as well as any overcommitments of key personnel. Current and Pending support should be submitted for any senior personnel\participants contributing in a substantive and meaningful manner to the execution of the project/proposed activities.

**9. References.** In alphabetical order, list citations for statements of fact and sources of data included in the application/proposal (hyperlinks can be provided if available). The Review Committee may request copies of reference documents.

**10. Supplemental Information.** Note the type of supplemental information that is being provided in addition to the Grant Proposal E-Form.

Water Quality Planning staff may request additional information as necessary to determine eligibility and rank the proposed activities\projects.

If additional assistance towards completing a Grant Proposal is required, please contact Christian Fritsen at (775)-687-9558 or via email at [cfritsen@ndep.nv.gov](mailto:cfritsen@ndep.nv.gov).