



Community Assessment: A Team Approach

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Nebraska Department of Environmental Quality

TO: SOURCE WATER PROTECTION STAKEHOLDERS
FROM: DEANA BARGER, NDEQ SOURCE WATER COORDINATOR
SUBJECT: SOURCE WATER PROTECTION GRANTS
DATE: 3/6/06

For the fourth year, I am pleased to announce that funding is being made available out of the Drinking Water State Revolving Fund for Source Water Protection projects. Last year, 21 applicants requested more than \$770,000; 11 projects were funded for a total of just over \$200,000.

This year, approximately \$211,000 is available for either source-specific projects or regional/non-area-specific projects. Local, source-specific grants will be awarded for implementing source water protection activities in Wellhead or Watershed Protection areas and the associated communities. Grants to entities committed to doing regional or non-area-specific work to further the progress of source water protection are expected to deliver services or education to protect or promote drinking water quality, quantity, or security.

Practically any activity that addresses drinking water quality, quantity, security, or education is an eligible and fundable activity under this grant program. On a local level, what I would like to see in proposals is basically a community's wish list of every activity they would like to do that would have a positive impact on improving or sustaining the integrity of their water source. Activities may be prioritized and/or removed after review of the proposal, if necessary. While local projects will most likely apply to do a variety of diverse tasks within their community; in contrast, projects that are regional or not area-specific will likely focus on delivering a single specialized service or product to multiple entities – such as a media campaign, traveling nutrient/irrigation management workshops, educational materials, etc.

Enclosed is a Request for Proposals for these grant funds and an example budget; if you would like the budget spreadsheet to be sent to you electronically, please call me at 402.499.4927 or e-mail deana.barger@ndeq.state.ne.us. I look forward to the possibility of working with you in the future to further excellent stewardship of our state's drinking water resources.

March 6, 2006

Invitation for **SOURCE WATER PROTECTION PROJECT PROPOSALS**

The Nebraska Department of Environmental Quality (NDEQ) is inviting proposals for source water protection projects. Funding is authorized through section 1452 of the Safe Drinking Water Act as administered by the U.S. Environmental Protection Agency, the NDEQ and the Nebraska Health and Human Services System.

Funding eligibility, criteria for prioritization, application format, and special conditions are outlined in the attached guidance. Proposals must be received in the Lincoln office of NDEQ on or before 3:00pm July 5, 2006, to be considered for funding; late proposals will be returned unopened. Facsimile or e-mailed proposals will not be accepted.

Any questions you may have regarding this invitation must be submitted in writing (e-mail is acceptable) no later than May 24, 2006. All questions and their answers will be posted on the NDEQ website by June 7, 2006. If you would like a copy of the questions and answers mailed to you, you must make this request in writing by May 24, 2006. Please direct all questions and requests to:

Deana Barger, Source Water Coordinator
Nebraska Department of Environmental Quality
P.O. Box 98922
Lincoln, Nebraska 68509-8922
Telephone: (402) 471-6988
E-mail: deana.barger@ndeq.state.ne.us
Website: <http://www.deq.state.ne.us>

This Invitation is issued by the NDEQ. Proposals are to be delivered/sent to the following addresses, preferably by cutting out and attaching one of these labels:

If Mailed:

Nebraska Dept. of Environmental Quality
Attn: Deana Barger
P.O. Box 98922
Lincoln, Nebraska 68509-8922

If sent UPS, Federal Express, etc.:

Nebraska Dept. of Environmental Quality
Attn: Deana Barger
1200 N Street, Suite 400, The Atrium
Lincoln, Nebraska 68508



NEBRASKA DEPARTMENT OF ENVIRONMENTAL QUALITY

INVITATION FOR SOURCE WATER PROTECTION PROJECT PROPOSALS FUNDING UNDER SECTION 1452 OF THE FEDERAL SAFE DRINKING WATER ACT

I. INTRODUCTION

- A. Invitation for source water protection project proposals.

This document constitutes an invitation for eligible organizations to submit proposals for source water protection projects to the Nebraska Department of Environmental Quality (NDEQ) for funding under Section 1452 of the federal Safe Drinking Water Act. Approximately \$211,000 is available for project funding. There is not a minimum or maximum dollar limit on requests.

- B. Background.

Section 1452 of the federal Safe Drinking Water Act provides funds for Source Water Assessment and protection. These funds are a potential source of support for drinking water protection projects in Nebraska. **Units and subunits of government, public and private educational institutions and non-profit organizations are eligible recipients of Source Water Protection grants from NDEQ.** Project eligibility and special conditions of these grant funds are described in this invitation.

- C. Grant Process.

Project proposals will be reviewed by staff at NDEQ, Nebraska Health and Human Services, and potentially other individuals and organizations. Projects recommended by the reviewers will be forwarded to the Director of NDEQ for approval. Projects are subject to final approval by the EPA.

- D. Timetable.

May 24, 2006	All questions regarding this invitation must be received in writing.
June 7, 2006	All questions regarding this invitation and their answers will be posted on the NDEQ website or mailed to potential applicants that specifically request such.
July 5, 2006	Project proposals are received by the NDEQ by 3:00pm.
July 19, 2006	NDEQ staff review proposals.
August 2, 2006	Projects are selected and notified. Funding is made available to begin projects pending approval of a final Project Implementation Plan and a Cooperative Agreement.

II. PROJECT ELIGIBILITY

Types of projects that are eligible for funding include those that are associated with source water protection measures. Operations and maintenance of the system and water treatment are not eligible activities. Community involvement and education is a central theme in these grants, and projects will be expected to provide long-term benefits to drinking water quality, quantity, education, and/or security.

Projects will take either a local or regional approach. Local projects will concentrate on protection of a specific community public water supply system while regional protection activities will likely focus on building capacity to deliver services and education to communities. Projects that implement on-the-ground action are preferred; those that focus on research or investigation are discouraged.

Local Projects

Grants to community public water supplies will be used to implement protection activities in existing source water protection areas, designated future source water protection areas, and in the associated communities. Projects should include activities that enhance cooperation among citizens, local government, businesses, and agricultural producers. Eligible projects will educate the community and build community awareness of how to protect and improve its drinking water source, but purely educational projects without tangible activities are discouraged.

Rather than providing the grant to complete one task such as fencing, it is preferred that grants be provided to help establish and develop comprehensive local source water protection programs. Source water protection programs are ongoing, locally designed voluntary efforts to protect drinking water sources used by community water systems. Grants can be used to develop a Wellhead or Watershed Protection Plan but only in conjunction with a source water protection program.

A protection program should address drinking water quality, quantity, security, and education. A local program may include, but is not limited to:

- Public education
- Program promotion
- Support for pollution prevention and waste reduction
- Integration with land-use planning
- Restoration and/or conservation of the source water protection area
- Local steering committee and public participation
- Wellhead or Watershed Protection Plan development
- Irrigation and chemical management
- Water conservation practices
- Security for the drinking water system

If the applicant is someone other than the water supplier, the water supplier must understand and support the project in writing. Grants cannot be used to purchase land, for the sole purpose of developing a Wellhead or Watershed Protection Plan, or for exclusively funding personnel. Loans are available for land acquisition through the Clean Water State Revolving Fund.

Regional/Not Area-specific Projects

Grants to entities committed to doing regional work to further the progress of source water protection are expected to deliver services or education to protect or promote public drinking water quality, quantity, or security.

Examples of projects that would affect more than one community and be widely transferable:

- Water conservation incentives in areas of reduced water quantity
- Source water educational exhibits, either temporary or permanent
- Media campaigns
- County planning projects related to source water protection
- Development of drinking water educational materials

III. GENERAL PROJECT REQUIREMENTS

- A. Projects must focus on protection of public drinking water sources, not operation and maintenance of the system or water treatment.
- B. Projects must have a good potential for success (i.e., tasks must yield measurable improvement in water quality, reduction of water use, increased resource integrity, citizen knowledge and behaviors, etc.)
- C. For local projects, commitment must be demonstrated by the water supplier and/or local government(s) to develop, implement, support and sustain a local protection program after funding is received. For regional projects, the applying organization must have a demonstrated past and affirmed future commitment to protection of natural resources. In any case, the applicant must be located in the state of Nebraska.
- D. Any on-the-ground activities must take place within an existing source water protection area, designated future source water protection area, or the associated community of a Community Public Water Supply System.
- E. Public Water Supply Systems that have a NDEQ-approved Wellhead or Watershed Protection Plan and designated Groundwater Guardian communities will be given preference for funding. Communities with a population of 4,000 or less will be given preference for funding on an incremental scale; the smaller the community, the greater the preference for funding.
- F. Public Water Supply Systems must have met all requirements of the Source Water Assessment Program in order to qualify for a Source Water Protection grant. Compliance with this program may be verified by calling Deana Barger at (402) 471-6988.
- G. There is no match requirement; however, a cash or “in-kind” match is encouraged.

IV. PROPOSAL FORMAT AND REQUIRED INFORMATION

The following format and information is required for all proposals. Failure to use this format and to furnish the information requested will disqualify the proposal.

PROJECT PROPOSALS (INCLUDING TITLE PAGE, PROJECT DESCRIPTION AND PROJECT AREA MAP) MUST NOT EXCEED 7 SINGLE PAGES AND MUST BE PRINTED ON 8.5” X 11” WHITE PAPER IN 10PT OR LARGER TYPE, WITH SINGLE-SPACED SENTENCES, DOUBLE-SPACED PARAGRAPHS, AND 1” MINIMUM MARGINS. SIX PHOTOCOPIES OF THE PROPOSAL AND AN ELECTRONIC COPY ON CD OR FLOPPY DISK MUST BE SUBMITTED IN ADDITION TO THE ORIGINAL.

- A. Title Page (1 single side)
 - 1. Project Title
 - 2. Project’s Primary Sponsor: Organization name, address, telephone number, fax number, web-site (if applicable)

3. Project Manager: Name of contact person, address if different from above, telephone number, and e-mail address
4. Project's Co-sponsors: Names of co-sponsoring organizations, if applicable
5. Funds Requested and Match Offered
6. Project Area (If the project is not area-specific, please state)
7. Project Period: Initial month/year – final month/year (not to exceed 2 years)

B. Project Description (4 single sides maximum)

1. Introduction/Background Information
 - a. Provide a brief historical perspective and justification for the project.
 - b. Define the nature and extent of the need(s) to be addressed.
 - c. Describe other activities ongoing or planned in the project area that relate to water quality management or to the project. If the project is not area-specific, describe any similar activities ongoing statewide.
2. Project Objectives

Proposals must describe what is expected to be accomplished during the period of the project. Objectives must relate to the identified source water or educational concerns, and reflect progress in source water protection.
3. Project Tasks
 - a. Describe specific source water protection actions proposed to be implemented within the scope of the grant. Tasks must be related to specific project objectives. Discuss how each proposed task relates to drinking water quality, quantity, security, and/or education.
 - b. Proposed projects must have an information and education component. Specific information and education activities planned before, during, and after project implementation must be identified. For local projects, these activities will address the local project area as well as possible plans for wider distribution of information gleaned from the project.
 - c. Proposed projects must include public participation. Processes for stakeholder participation in project planning, design, and implementation must be described in the proposal.
 - d. Proposed projects must include some form of evaluation 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.
4. Partnerships

Identify the roles and responsibilities of agencies and groups involved in the proposed project regardless of funding source. All activities in the proposed project area relating to source water protection must be discussed. The NDEQ strongly recommends that a project team be assembled to involve the appropriate agencies and stakeholders in planning the project and preparing the project proposal.

5. Project Costs/Funding Sources

- a. The cost of the entire project must be defined and broken out by funding source in a budget table. The budget must account for the dollar value of both cash and “in-kind” service contributions. Indirect costs will not be allowed. Any income generated from the project or products produced by the project must be described and estimated. How this income will be used throughout the grant period must be described.
- b. Provide a detailed budget for each major task or work element for which requested grant funds or match funds will be allocated. Example and blank budget forms are attached to this Invitation and are also available as an electronic spreadsheet, by request.

C. Project Area Map (1 single side)

Provide a map of the project area. If applying for a source-specific grant, a current map of the Wellhead Protection Area is sufficient. If unsure whether the map you have is the most current, contact Deana Barger at (402) 471-6988. If the project is regional, provide a map of the region that will be affected. If the project is not area-specific, please state.

V. SPECIAL INSTRUCTIONS

A. Procuring and Contracting Agency.

The NDEQ is the sole point of contact for all aspects of the Invitation. Any questions you may have regarding this invitation must be submitted in writing (e-mail is acceptable) no later than May 24, 2006. All questions and their answers will be posted on the NDEQ website by June 7, 2006. If you would like a copy of the questions and answers mailed to you, you must make this request in writing by May 24, 2006. Please direct all questions and requests to:

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Attn: Deana Barger
1200 N Street, Suite 400, The Atrium
Lincoln, Nebraska 68508

Budget Template for NDEQ Source Water Protection Grants

Item	Grant Funds	Matching Funds	Totals
Personnel Costs			
Travel			
Transportation			
Lodging			
Meals			
Equipment			
Materials/Supplies			
Contractual/Implementation			
Other			
Total Costs			
Match Percentage			

Budget Explanation for NDEQ Source Water Protection Grants

Item	Grant Funds	Matching Funds	Totals
Personnel Costs			
If personnel costs are associated with the project, it is preferred that they be contributed as match funds. Grants will not be awarded for the sole purpose of funding personnel.	(amount requested)	(amount contributed by applicant)	
Travel			(total cost of travel)
Transportation (Airfare, personal vehicle mileage, etc.)	(amount requested)	(amount contributed by applicant)	
Lodging	(amount requested)	(amount contributed by applicant)	
Meals	(amount requested)	(amount contributed by applicant)	
Equipment			(total cost of equipment)
These are mechanical devices. Examples: water meters, GPS unit, colorimeter	(amount requested)	(amount contributed by applicant)	
Materials/Supplies			(total cost of materials/supplies)
These are non-mechanical materials. Examples: maps, brochures, motion lights	(amount requested)	(amount contributed by applicant)	
Contractual/Implementation			(total contractual costs)
These are services that are hired out. Examples: abandoning wells, building filter strips, installation of BMPs, web page development	(amount requested)	(amount contributed by applicant)	
Other			(total cost of other)
This could include space rental, conference calls and other telephone costs, mailings, workshop or conference registration fees, etc. The value of volunteer services is allowable as match dollars. Meals (except travel-related) are not allowed to be paid with grant dollars, but may be considered match. This includes refreshments provided at meetings.	(amount requested)	(amount contributed by applicant)	
Total Costs	(total requested grant amount)	(total match amount contributed by applicant)	
Match Percentage	(total match divided by total project cost)		

Example Budget for NDEQ Source Water Protection Grants

Item	Grant Funds	Matching Funds	Totals
Personnel Costs			
.20 Water Operator	\$5,000	\$0	
.10 NRD Program Manager	\$0	\$3,000	
Travel			\$945
Transportation	\$300	\$0	
Lodging	\$435	\$0	
Meals	\$210	\$0	
Equipment			\$5,700
Submersible transmitter	\$2,000	\$2,000	
Hydrant Meter	\$300	\$0	
Irrigation Flow meters	\$1,000	\$0	
GPS Unit	\$400	\$0	
Materials/Supplies			\$2,350
Brochures	\$200	\$0	
Posters	\$150	\$0	
Fencing	\$1,000	\$750	
Wellhead Protection Area signs	\$250	\$0	
Contractual/Implementation			\$5,500
Filter Strips	\$3,000	\$0	
Well Abandonment	\$2,000	\$0	
Web page development	\$0	\$500	
Other			\$8,900
Mailings	\$0	\$500	
Volunteers	\$0	\$5,000	
Conference registration	\$400	\$0	
Water conservation rebates	\$3,000	\$0	
Total Costs	\$19,645	\$11,750	\$23,395
Match Percentage	50.22%		

Why Community Assessment?

- Empower communities
- Engage community members
- Encourage intercommunity cooperation
- Refine focus areas



Haven't we done this before?

- Community Builders
- NCIP
- Take 5
- Appreciative Inquiry
- TARGET
- START



Resource Team Model

- Affordable
- Assess problems and challenges
- Identify assets
- Define issues and projects
- Foundation for future planning



Resource Team Process

- Resource Team
 - 5 - 7 professionals
- 2 - 3 days in community/area
- Tour
- Listening Sessions
- Town Hall meeting
- Follow-up meeting



Listening Sessions

- By sector
- Sectors defined by community
 - **Examples:**
 - Small business
 - Retail
 - Agriculture
 - City/County Govt.
 - Non-profit/Civic organizations
 - Seniors
 - Clergy/Churches
 - Emergency Services/Law Enforcement
 - **Always include a youth session**
- Record responses verbatim



3 Questions

- What are the major problems and challenges in your community/area?
- **What are the major strengths and assets in your community/area?**
- What projects would you like to see accomplished in your community/area in the next 2, 5, 10 and 20 years?



After the Visit . . .

- Town Hall meeting
 - Themes
- Written report
 - 4 – 6 weeks
 - What was said
 - What was heard
 - Individual team member reports with recommendations and resources
- Follow-up Town Hall meeting
 - Priority setting



It doesn't end there . . .

- Follow-up
- Community submits progress reports
 - at 3 months
 - then, every 6 months
- Continued access to resource team members



So, what's in it for us?

- Engages community/area
- Builds unity
- Identifies specific projects that have community support
- Starting point for more in-depth planning
- Access to new resources/experts
- Follow-up
- Affordable



What do we have to do?

- Recruit a Community Coordinator
- Gain community support
 - Local Resource Team task force
- Provide community profile
- Publicize the Resource Team visit
- Provide lodging, meals, refreshments for team
- Coordinate community tour and guides
- Provide meeting facilities
- Print and distribute final Resource Team Report



Nebraska tweaks

- Preference for regional/area applications
- Community timeline
 - **After tour**



Why do we think this will work?

- Totally community-driven
- Follow-up, progress reports
- Working to build sustainable coalition of sponsoring partners
- Working in Wyoming, Montana, South Dakota, Texas, Wisconsin, Washington, Maine, Idaho . . .



How do we sign up?

- Email mwhite2@unl.edu to express interest
 - **Communities and Resource Team members**
- Wait for application
 - **Goal - mid-April**
- In the mean time:
 - **Think about regional/area partners**
 - **Complete community profiles – LOIS, NEDI**



Questions?
Comments?

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