

# Nevada Nonpoint Source Pollution Reduction 319(h) Grant Funding Opportunity

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**Opening Date and Time: September 22, 2025 @ 5:00 PM PST**

**Closing Date and Time: November 3, 2025 @ 5:00 PM PST**



## 1. Introduction

Nonpoint source (NPS) pollution is a primary cause of water quality impairments throughout Nevada and the nation. Unlike pollution from discrete sources, such as industrial and sewage treatment plants, NPS pollution comes from many diffuse sources (See NAC 445A.309). NPS pollution is caused by rainfall or snowmelt runoff that picks up and carries away natural and human-made pollutants as water moves across and through the ground, and deposits them into lakes, rivers, streams, wetlands, and groundwater.

In recent years, the U.S. Environmental Protection Agency (USEPA) has increased the [national NPS Program](#)'s focus to improve water quality across the nation and remove impaired waters from the 303(d) list of impaired waters. U S EPA emphasizes the development of Total Maximum Daily Loads (TMDLs) and watershed-based plans (WBPs) to help address water quality problems at the watershed level. Implementing these plans is the focus of the [319 Grant Program for States and Territories](#).

The goals of Nevada's NPS Program are to establish, strengthen, and maintain effective partnerships to achieve the vision of restoring and protecting water quality across Nevada. Leverage shared resources and expertise to achieve the vision of effective water management; systematically identify and prioritize impaired watersheds for restoration projects that enhance ecological health and maximize their beneficial uses for communities and ecosystems; protect Nevada's high-quality waters by identifying and prioritizing watersheds that require preservation and implementing proactive measures to maintain standards and/or prevent degradation; execute on-the-ground projects and actions that lead to quantifiable improvements in water quality and measurables reductions in nonpoint source pollutants.

## 2. Funding Description

The NPS Branch within the Nevada Division of Environmental Protection's (NDEP) Bureau of Water Quality Planning (BWQP) NPS Program is soliciting proposals for **watershed-based plans or implementation projects** that mitigate or protect waters from nonpoint source pollution (in accordance with [EPA Guidelines for States and Territories](#)).

Watershed planning helps address water quality problems in a holistic manner by fully assessing the potential contributing causes and sources of pollution, then prioritizing restoration and protection strategies to address these problems ([EPA 2013](#)). Implementation projects are activities identified in WBPs to protect or restore water quality, such as streambank stabilization, low-impact development, rangeland improvements, or conservation easements. Implementation projects should be proposed and completed within the framework of WBPs. However, entities can propose implementation projects in areas where WBPs are not yet available but Alternative Plans apply. Applicants are encouraged to contact the NDEP NPS Program staff for guidance when submitting proposals referencing Alternative Plans.

Applicants can submit proposals for activities that will lead to identifying and developing the elements that are needed to have a complete WBP. Proposals combining both WBP and implementation activities are generally not recommended, but in some circumstances may be allowable. Applicants are encouraged to contact the NDEP NPS Program staff for guidance prior to

submitting proposals that combine WBP and implementation projects. Submission of implementation proposals without reference to an EPA-accepted WBP or Alternative Plan will not be considered for review or award.

#### **A. Available Funding**

BWQP anticipates up to \$1.3 million of funding available for award during the 2025 GFO (contingent upon receipt of the FFY25 federal award). This funding is anticipated to support a range of small (e.g., ~\$25,000 in federal funding) and large projects (e.g., up to ~\$500,000 in federal funding) that address NPS pollution within the State. Projects seeking funding in excess of \$200,000- \$300,000 are encouraged to contact NDEP NPS Program staff to ascertain possible future needs and funding sources within the state.

#### **B. Project Timeframe**

The typical period of performance for a project is up to three years, but longer timeframes may be permissible.

#### **C. Eligibility**

The following agencies and organizations are eligible to apply for and receive 319(h) funds:

- Federal, State, local, and tribal governments.
- Interstate and intrastate public agencies.
- Public and private nonprofit organizations (501(c)(3) organizations).
- Educational institutions (public institutions that are not-for-profit institutions that are barred from lobbying).

The following activities qualify for funding under this GFO:

- Projects that implement the [State Management Plan](#)<sup>1</sup>
- Implementation of nine element WBPs or Alternative Plans that will lead to removal of the waterbody from the impaired waterbodies list
- Development of WBPs in watersheds where the plans do not exist
- Protection activities that will prevent a waterbody from becoming listed as impaired

Note: this list is not exhaustive of all possible activities that could be eligible. Applicants are encouraged to contact NPS program officers and/or the NPS Branch Supervisor if there are further questions regarding eligibility.

The following DO NOT qualify for 319(h) funding under this GFO:

- Activities related to specific requirements of a draft or final NPDES permit, or the drafting or finalization thereof.
- Ambient monitoring or monitoring to determine if a waterbody is impaired.

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<sup>1</sup> Weblink is to the draft 2025-2029 Nonpoint Source Pollution State Management Plan which was released for public review and comment from July 2 – August 11, 2025. BWQP is currently revising the document to address the valuable feedback received on the draft. Revisions will be completed by October 31, 2025 at which time the document will be sent to EPA for approval. EPA approval is anticipated by December 31, 2025, at which time the final document will be posted online.

- General planning, assessment, or research activities.
- General education programs and activities not tied to implementation activities.
- Activities that could be considered general operations of an organization.

### 3. Applicant Support Webinars

Webinars will be held virtually by BWQP and will cover details of this solicitation. Topics include eligibility, intent, proposal structure, etc. The 2025 GFO webinars will be hosted on:

- General GFO Webinar – 10/8/2025 at 9:00 AM PST
- General GFO Webinar – 10/15/2025 at 2:00 PM PST
- Implementation Proposal Webinar – 10/22/2025 at 9:00 AM PST
- Watershed-Based Planning Webinar – 10/29/2025 at 9:00 AM PST

Applicants interested in attending any of the 2025 GFO webinars should contact NDEP NPS Program staff (contact information provided below).

### 4. Submittal Instructions

Proposals will be accepted until November 3, 2025, at 5:00 PM PST.

Electronic submittal of the application is required unless a determination of hardship is made by NPS Program staff. Submit proposals to:

Christian H. Fritsen  
Supervisor, NPS Pollution Branch  
Bureau of Water Quality Planning  
Nevada Division of Environmental Protection  
[cfritsen\[at\]ndep.nv.gov](mailto:cfritsen@ndep.nv.gov)

### 5. Proposal Content

Proposals are required to contain the following sections described below.

- A. **Project Summary** - A brief description of the problem and work to be performed along with information regarding submitting institutions, contact information, location(s) of work and a short fiscal summary (1 page maximum).
- B. **Scope of Work (SOW)** - A succinct description of the NPS issue addressed and the tasks to accomplish targeted goals of NPS pollution reductions (6 page maximum with no restriction on supplemental engineering designs/maps).

The SOW should identify the WBP or Alternative Plan guiding the proposed project and description for how the activities implement the associated plan. For projects not based within EPA-accepted WBPs see guidance below.

The SOW must demonstrate adequate technical design and a description of long-term operation and maintenance plans for which the applicant is responsible. The plans should demonstrate resiliency or adaptive measures that may be necessary to withstand reasonably foreseeable

environmental conditions at the project location for implementation projects or recognize the necessity to account for environmental variability in planning efforts.

Note: If the applicant is an entity subject to National Pollution Discharge Elimination System (NPDES) permit, the SOW must document that the proposed project or activity is not required by the NPDES permit.

- C. **Project Outcomes** - Proposals need to articulate project deliverables and measurable outcomes (i.e., load reductions for implementation activities) and the means that will be used to evaluate the project's successes.
- D. **Project Schedule** - Proposals must include an anticipated schedule for the proposed project and include task milestones and measurable deliverables associated with each task. Activities typically should not last more than two to three years in duration. Funding awards for activities lasting longer than one year will be subject to satisfactory progress determination and availability of funding.
- E. **Contingency Plans** – Proposals should describe Anticipated challenges that could be experienced during project implementation as well as describe solutions and practical alternatives to mitigate the anticipated challenges.
- F. **Budget and Budget Justification** - The project budget shall include task-specific costs (salaries/wages, operating costs, contracts, travel, etc.) and how federal and match funds are applied. The budget and budget justification must identify the amount of funding requested and should distinguish between cash match and in-kind match contributions (value of donated goods and services). Reference Attachment D.
- G. **Letters of Commitment** - Commitment letters should identify the roles and activities of the partnering entity in delivering the project. Moreover, these letters shall recognize the level of any match commitments. General letters of support from non-participatory people or organizations are discouraged.
- H. **Results of Prior Support** – Proposals should describe the results of previously funded work (if applicable).
- I. **Current and Pending Support** – Proposals should document any current or pending support for the proposed project including the funding agency and amount secured or requested.
- J. **References/Citations** – Citations should be provided for works (books, journal articles, planning documents, etc.) referenced within the proposal (as applicable).

## 6. Proposal Evaluation

Proposals will be reviewed by a Proposal Review Committee and allocation of available funds will be competitively determined. Ranking of proposals is to be completed by a review committee and final decisions regarding subawards are subject to review by NDEP Administration and U S EPA. The respective criteria will be considered in evaluating and ranking of either implementation or watershed planning proposals.

## **A. Implementation Proposal Criteria**

- i. WBP or Alternative Plan (10%) – located within the geographic scope of an accepted WBP or Alternative Plan; or information is sufficient to have elements of a watershed plan identified.
- ii. Water Quality Benefit (15%) - The proposal must clearly describe how the project will contribute to the restoration or protection of Nevada’s waters impacted by nonpoint sources of pollution.
- iii. Assessment (10%) - The proposal clearly defines milestones, measures of success, and associated processes to assess meeting the goals and objectives of the project. If applicable, the performance of the applicant on previous NPS awards (e.g., timeliness and accuracy of submitted reports and invoices, adherence to BWQP budget and reporting templates, fulfillment of contractual obligations, etc.) will be considered in the final rankings of applications.
- iv. Maintenance (15%) - The proposal clearly describes the methods and the capacity to operate and maintain the project and its outcomes beyond the initial years when the funding is awarded.
- v. Stakeholder Collaboration (10%) - The proposal clearly defines the level of commitment from partnering agencies/organizations and outlines the material, logistical, and financial responsibilities of each entity. The roles and responsibilities of partnering agencies and organizations are to be clearly documented and recognized in the required Letters of Commitment.
- vi. Cost Effectiveness (10%) - The proposal minimizes administrative, overhead, and indirect costs. Details regarding allowable indirect cost calculation methods are available can be referenced at USEPA’s General Terms and Conditions. Proposals that substantially leverage state or local resources also will be given higher marks.
- vii. Added Value Aspects to the Work (10%) - Examples could include increased water supply, groundwater recharge, enhancements to instream flows, decreased dust and soil losses, decreased risk of catastrophic wildfire, reduced extreme waterbody temperature fluctuations, or conditions that promote toxic algal blooms. Other co- benefits may be possible and can be highlighted in the proposal narrative.
- viii. Quality and Completeness of the Proposal (10%) - Applicants must adhere to the detailed GFO guidance contained in this document to be considered compliant. Noncompliant proposals may be returned without consideration.
- ix. Permitting (5%) - As permitting is a requirement for many proposed projects, the proposal should identify all needed permits in the narrative, budget, and schedule and must demonstrate the ability to obtain all required, local, state, and federal permits. The proposed plans and ability to obtain such permits will be evaluated.
- x. Outreach (5%) - Outreach or education efforts are optional. If included in the proposed efforts, the plans will be evaluated and will be considered in the final rankings of applications regarding the ability of outreach and education activities to enhance stakeholder commitments to address NPS pollution associated with the implementation project and in the associated watershed. NOTE: BWQP maintains final editing authority for all curricula paid for with grant funds.

## **B. Watershed Planning Proposal Criteria**

- i. Demonstrated Need (15%) - The proposal clearly identifies a watershed and justifies the need for water quality improvements and restoration. The proposal includes a description of the goals and objectives and clearly demonstrates the connection of the proposed efforts to known impairments, nonpoint source pollution reduction, and water quality improvements.

- ii. Alignment with WBP or Alternative Plan (40%) - The planning effort identifies the steps that will be taken to attain all nine elements of a WBP (see Attachment A).
- iii. Stakeholder Collaboration (15%) - The plan includes collaboration with stakeholders and organizations that are necessary to accomplish the goals and objectives of the planning efforts. The proposal defines the levels of commitment from cooperating agencies (state or federal) and outlines the roles and responsibilities of each.
- iv. Cost Effectiveness (15%) - The proposal leverages resources, minimizes administrative costs, and expenses are fully justified.
- v. Technical Merit (5%) - The proposal includes sound justification and methodology for developing or updating a watershed-based plan. The methodology is achievable and practical for planning efforts. Proposal deliverables are measurable or quantifiable.
- vi. Transferability (5%) – Development of additional WBPs is necessary to ensure a coordinated approach to address nonpoint source pollution throughout Nevada. The proposal includes efforts to transfer knowledge gained through the proposed planning efforts to other watersheds to facilitate efficient and effective plan development throughout the state.
- vii. Plan Sustainability (5%) - The proposal identifies means of ensuring success of the WBP following NDEP and USEPA acceptance.

Note: WBPs are only viewed as being complete when all nine elements are identified and are accepted by USEPA. Clear plans for the completion of these elements will be given highest priority.

## **7. Award Notification and Contract Development**

The Proposal Review Committee and selecting authorities seek to notify proposers of proposal status by the end of November 2025. Intended recipients of grant awards will be contacted by NPS Program staff to discuss development of a subgrant agreement (contract) necessary for final awarding of federal funds. Please note that subgrant agreements can require one to three months to execute depending upon the complexity and ability of subgrantees to complete required approval processes (including updates to any project milestones and permitting conditions that may be necessary).

## **8. Important Considerations for Applicants**

### **A. Contractual Agreement**

Applicants approved for 319(h) funding must enter into a legal agreement with the State of Nevada. The subgrant agreement, which includes specific NDEP and USEPA terms and conditions, was developed and approved by the State of Nevada and the NDEP Administrator. Applicants must be willing to accept, without revision, the language and conditions. Copies of these forms are available upon request.

Note: BWQP is in process of developing a training pertaining to subgrant administration and reporting, in which awardee participation may be required prior to entering into the subgrant agreement.

### **B. Reimbursable Funds**

319(h) funds are available only on a reimbursable basis. Therefore, applicants must have the ability to pay for project expenses upfront and then request reimbursement from BWQP by submitting invoices with proof of payment of expenses on a quarterly basis.

### **C. Permits**

Applicants are responsible for obtaining all applicable federal, state, and local permits within project timeframes. If applicable, be sure to allow sufficient time and funds to obtain the permits required for the project. **Note: the permitting process could be up to eight months.** See Attachment B for more information.

### **D. Liability Insurance**

Additional liability insurance requirements are imposed on independent contractors and/or subcontractors. If the project includes hiring an independent contractor (i.e., consulting firm or private business) to complete all or a portion of the proposed work, please contact NPS Program supervisor for additional information.

### **E. Large Projects with Multiple Stakeholders**

If applicants are seeking resources for activities that could be viewed as a portion of a larger project, the project elements completed with NPS grant funds to achieve water quality benefits must be demonstrated independently of other components of the larger project. Alternatively, if the resources from the NPS program fulfill a distinct benefit to a larger effort and the total effort's outcomes could be considered as an added-value aspect of the work, the accomplishments associated with NPS grant funds should be clearly distinguished from accomplishments associated with other leveraged funds, so that BWQP can track and assess project commitments. Please contact NPS supervisor before proposal development.

### **F. Reporting Requirements (Quarterly and Final Reports)**

Grantees will be required to submit quarterly reports throughout the project duration and a final report following completion of the project. Final report preparation costs may be included in the project budget, but in this case, final report related expenditures must be completed prior to a contract's expiration to be reimbursed. Draft final reports will be due before the end of the grant expiration date to allow sufficient time for staff review and to make revisions, as needed. Failure to submit a final report on time may result in a delay or forfeiture of final payment.

Final reports nominally contain an overview of project results pertaining to the goals, objectives, and deliverables as stated in the subaward agreement. Final reports also will include information relevant to the completed activities. Common information contained in final reports includes the following:

- Data and/or products produced during the grant period (publications, programs, etc.).
- Estimates of pollutant load reductions, along with descriptions of how estimates were derived (for implementation projects).
- A description of the challenges encountered during project implementation and the actions taken to overcome these obstacles.
- Recommendations for future related activities.



To sign up for announcements related to Nevada's Nonpoint Source Pollution Program (including future information on Grant Funding Opportunities) please go to the [NPS Grant webpage](#) and select the "Get Notices" button located in the lower right hand corner- then select the "to Nonpoint Source Pollution Management Program" from the dropdown menu.

Please contact Christian H. Fritsen at (775) 687-9558 or via email at [cfritsen \[at\] ndep.nv.gov](mailto:cfritsen@ndep.nv.gov) if you have any questions concerning the proposal application, or if you would like to discuss project ideas, and/or project eligibility. Note that the Proposal Review Committee may contact you for additional information and/or to request a site visit.

## Attachment A

### **Watershed-Based Planning**

Although many different components may be included in a watershed plan, EPA has identified nine key elements that are critical for achieving improvements in water quality. EPA requires that these nine elements be addressed in watershed plans funded with incremental Clean Water Act section 319 funds and strongly recommends that they be included in all other watershed plans intended to address water quality impairments. In general, state water quality or natural resource agencies and EPA will review watershed plans that provide the basis for section 319-funded projects ([EPA 2008](#)). The nine elements of a WBP include:

1. Identification of the causes of impairment and pollutant sources
2. Estimates of the load reductions expected from management measures
3. Management measures to be implemented
4. Estimates of the technical and financial assistance needed
5. Informational and educational components necessary to implement BMPs
6. Schedule for implementation of management measures
7. Interim measurable milestones
8. Criteria to measure success
9. A monitoring (evaluation) plan

### **Submittals Referencing the 2020 Watershed Management and Protection Plan for Tributaries to the Truckee River**

The NDEP Nonpoint Source Program will accept implementation proposals referencing the *2020 Watershed Management and Protection Plan for Tributaries to the Truckee River*<sup>2</sup> with the submission of additional information in the proposal. Since the *2020 Watershed Management and Protection Plan* is an accepted alternative watershed-based plan, proposals referring to this plan must document all nine elements of a watershed-based plan<sup>3</sup> by providing the information requested below upon submission of a proposal for the 2025 GFO.

1. Project proposals for Truckee River watershed submitted should reflect the information contained in the *2020 Watershed Management and Protection Plan* Watershed Profile.
2. Proposals must demonstrate: (1) how the project addresses the water quality concern identified in the Watershed Profile; and (2) what implementation actions (BMPs) will improve water quality impairments.
3. Proposals must demonstrate how it meets the nine elements of a watershed-based plan by completing the Tributary Project Template [Page 92 of the *2020 Watershed Management and Protection Plan*]. Using this template will enable the proposal to be eligible for potential project

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<sup>2</sup> <https://tmstormwater.com/wp-content/uploads/2023/06/Watershed-Management-and-Protection-Plan-for-Tributaries-to-the-Truckee-River-2020.pdf>

<sup>3</sup> Developing Watershed Plans to Restore and Protect Our Waters: [https://www.epa.gov/sites/default/files/2015-12/documents/watershed\\_mgmt\\_quick\\_guide.pdf](https://www.epa.gov/sites/default/files/2015-12/documents/watershed_mgmt_quick_guide.pdf)

funding. The Template will be approved by the State of Nevada and accepted by the EPA as part of the approval process.

Watershed Profiles should be up to date for any 12-digit HUC in which a project is located using the latest available data and/or information. The updated Watershed Profile must document any water quality impairments identified in the latest published version of NDEP's Integrated Report<sup>4</sup> <sup>5</sup> along with any strategies to address the water quality impairments.

Note that if a project is selected for funding, the Project Profile within the Watershed Management Plan will need to be updated by the Western Region Watershed Commission to include the status and elements of the approved project.

Submittals for projects without an accepted Watershed-Based Plans or approved Alternative Plans - Projects can be proposed that lie outside the EPA-accepted WBPs or approved Alternative Plans. However, information will need to be provided illustrating that all nine elements of a WBP are already documented or there is a path to obtaining an accepted WBP or approved Alternative plan. Often, elements of a WBP already exist among different documents and plans within organizations and these can be compiled or referenced to attain all nine elements in an accepted WBP (reference Attachment A). Note: If the proposer is considering pursuing this approach, please contact the NPS branch supervisor for further details.

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<sup>4</sup> NDEP's 2022 Integrated Report: [https://ndep.nv.gov/uploads/water-wqm-docs/IR2022FINAL\\_Report.pdf](https://ndep.nv.gov/uploads/water-wqm-docs/IR2022FINAL_Report.pdf)

<sup>5</sup> NDEP's Draft 2024 Integrated Report: [https://ndep.nv.gov/uploads/documents/Draft\\_Nevada\\_2024\\_Water\\_Quality\\_Integrated\\_Report.pdf](https://ndep.nv.gov/uploads/documents/Draft_Nevada_2024_Water_Quality_Integrated_Report.pdf)

## **Attachment B**

### **Permit Requirements for Implementation Projects**

Permit applications may require fees and/or surveys (e.g., cultural resources surveys, Threatened & Endangered Species surveys, etc.). The costs associated with applying for required permits may be included in the project budget. The applicant must provide NPS Program staff with copies of the permit application(s) and/or issued permit(s).

Agencies with applicable authorizations may include (but are not limited to):

- [United States Army Corps of Engineers \(USACE\)](#)
  - Clean Water Act Section 404 Permits for discharge and/or fill activities affecting waters of the United States.
  - Rivers and Harbors Act Section 10 authorizations for activities that have a potential to discharge into navigable waters of the United States, administered by the USACE.

Applicants may contact the USACE Nevada Regulatory Office at [SPKRegulatoryMailbox \[at\] usace.army.mil](mailto:SPKRegulatoryMailbox[at]usace.army.mil)

- [Nevada Division of Environmental Protection – Bureau of Water Quality Planning](#)
  - Clean Water Act Section 401 Water Quality Certification administered by NDEP's Bureau of Water Quality Planning (BWQP). Through this program, BWQP certifies whether a proposed activity that requires a federal license or permit to authorize a discharge into waters of the United States may violate State or federal water quality requirements.

Applicants need to account for the applicable certification timeline in the overall project's implementation milestones. Specific information is provided below - but in general, the certification process could require up to eight months (depending on complexity and jurisdictional purviews and reviews). Additionally, project delays may occur if certification applications are not submitted in compliance with applicable submission requirements or if additional information is necessary to determine a project's impacts to water quality.

#### **Overview and Timing of the Section 401 Certification Process:**

If a Section 401 certification is required for a project, applicants must request a pre-filing meeting (PFM) to initiate the Section 401 certification process. This PFM request will trigger a 30-day wait period to coordinate a meeting regarding the project prior to submitting a formal Section 401 certification request.

Submission of the Section 401 certification request can occur any time after the conclusion of the 30-day wait period. NDEP's review will commence upon receipt of a certification request submitted in compliance with applicable submission requirements.

Within the review window, NDEP must publicly notice the request for certification for 30 days, review the proposed discharges, and clarify any questions about the proposed

activities with project applicants. The typical amount of time to act on a request for certification is up to 180 days. Review times may vary depending on the number and complexity of certification requests BWQP is actively reviewing.

On or before the conclusion of the review window, NDEP will issue a certification action (waiver, certification, certification with conditions, or denial). If a certification, conditional certification, or waiver is issued, then EPA will evaluate whether a proposed project may impact the water quality of neighboring jurisdictions such as a state or tribal jurisdiction downstream of a proposed project whose water quality may be impacted by the activity requiring certification. The neighboring jurisdiction review is up to a 30-day process - if the EPA determines that the project is unlikely to affect the water quality of a neighboring jurisdiction. If the EPA determines the project may affect the water quality of a neighboring jurisdiction, that determination will initiate a 60-day public hearing process for the neighboring jurisdiction.

Upon completion of the certification process, any conditions of the certification will be incorporated into the associated federal permit or license.

Applicants may contact Bureau of Water Quality Planning at 775-687-9456, or [ndep401 \[at\] ndep.nv.gov](mailto:ndep401@ndep.nv.gov)

- [Nevada Division of Environmental Protection – Bureau of Water Pollution Control \(BWPC\)](#)
  - Temporary Permit for Working in Waterways Permit
  - Construction Stormwater Permit.
  - DeMinimis Discharge Permit

Applicants may contact Bureau of Water Pollution Control at 775-687-9418.

Table 1. Gantt chart documenting the timeline of both the Clean Water Act Section 319 and Section 401 processes.

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## **Attachment C**

### **Additional Resources**

- [Nevada's GIS Integrated Report Mapping Tool](#)
- Watershed-Based Planning Resources
  - [Watershed-Based Planning Handbook](#)
  - [Critical Source Area Identification and BMP Selection: Supplement to Watershed planning Handbook](#)
- [Recovery Potential Screening \(RPS\) Tool](#)
- [Pollutant Load Estimation tool \(PLET\)](#)
- [How's My Waterway?](#)
- [NDEP Water Quality Data Warehouse Viewer](#)
- [USGS Hydrologic Unit Code \(HUC\) Watershed Tool](#)
- [EPA WATERS Geoviewer](#)
- BMP Manual References
  - [Nevada Division of Environmental Protection Online Toolbox](#)
  - [Nevada Department of Transportation](#)
  - [Las Vegas Valley Construction Site Best Management Practices Guidance Manual](#)
  - [Tahoe Regional Planning Agency BMP Handbook](#)
  - [Natural Resource and Conservation Service \(NRCS\) Conservation Practice Standards](#)

## Attachment D

### **Guidance for Budget Construction**

**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 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.

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

- *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 member.
- *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 fringe benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each position.
- *Operating* — All operating costs including supplies, materials, and light meals and refreshments (if applicable) must be itemized in the budget detail.
- *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 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 is 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, vendors 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.

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	\$0.70/mile as of 9/18/25
Airfare	Actual Cost (First Class Prohibited)	
Public Transit	Actual Cost	

- *Indirect Cost (IDC) or Overhead* — 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 15% de minimis rate for an applicant that does not have a current negotiated indirect cost rate agreement over 15% and is not exempt from using the de minimis rate.
- *Equipment* — individual item purchases (i.e., equipment per 2 CFR 200.1 Definitions, and 2 CFR Part 200.313) of \$10,000 or more must be listed separately.
- *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.

Costs associated with the following are not allowed:

- Entertainment;
- Debt;

- Finance charges;
- Interest;
- Lobbying expenses and other similar contributions;
- Legal and professional services; or
- Staff or client relations and/or development.

**Match Requirements.** All proposed implementation 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 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.

Match may not be required for some planning activities within awards (as long as these planning activities lead to an accepted watershed-based plan). Applicants are encouraged to contact NPS Staff to discuss their proposed planning projects to determine whether matching funds will be required for their planning project.

- 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.”
- In-Kind Match* — 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).

- [http://www.bls.gov/oes/current/oes\\_nv.htm](http://www.bls.gov/oes/current/oes_nv.htm)
- <http://www.nevadaworkforce.com/?PAGEID=67&SUBID=117>