

Nonpoint Source Grant Project Application Guide

**§ 319 and State Agricultural Grants for Watershed and
Aquifer Implementation Activities**

Federal and State Grant Funding Cycles



**State of Idaho
Department of Environmental Quality**



Open application periods:

State Grant: March 16–April 17, 2026

319 Grant: April 20–July 17, 2026

Prepared by

Idaho Department of Environmental Quality
Surface Water and Wastewater Division
1410 N. Hilton Street
Boise, ID 83706

Accessibility Services: The Idaho Department of Environmental Quality will provide reasonable language access services and/or disability services for documents at no charge. To request an accommodation under Title VI of the Civil Rights Act of 1964 or Americans with Disabilities Act, contact DEQ's nondiscrimination coordinator at (208) 373-0271 or accessibility@deq.idaho.gov. Para obtener información en español, visite <https://www.deq.idaho.gov/about-us/accessibility/>.

DEQ, February 2026, Cost codes: 24530044.245030.22502. Costs associated with this publication are available from the State of Idaho Department of Environmental Quality in accordance with Idaho Code § 60-202.

Table of Contents

Acronyms	v
Introduction	1
NPS Project Application.....	1
Permits, Authorizations, and Approvals.....	2
Notice to All Applicants.....	2
Risk Assessments.....	2
Administrative/Indirect Costs	2
Application Process	2
How to Apply	3
Filling Out the Application	3
Identify Only One Funding Source for Your Project	3
Project Name.....	3
Which Basin Advisory Group for Review	4
Project Sponsor	4
Project Location.....	5
TMDL Effort	5
Beneficial Uses Affected by the Project	5
Project Description	6
Estimated Annual Pollutant Load Reduction.....	6
Best Management Practice Implementation	6
Budget Category Narrative and Budget Template	6
Budget Category—Personnel	7
Budget Category—Indirect	7
Budget Category—Travel Costs	7
Budget Category—Supplies	7
Budget Category—Equipment Costs	8
Budget Category—Contractual (costs must be related directly to work plan tasks)	8
Best Management Practice Monitoring	8
Soil and Water Conservation District Applicants.....	9
All Other Applicants	9
Public Outreach and Education	9
Project Tasks and Work Plan with Budget Justification and Schedule.....	10
Budget Summary	10

Estimated Total Project Funding	10
Requirements for Project Budgets	11
Match Sources	11
Letters of Support.....	11
Euna/AmpliFund Grant Guidance	12
How to Create an Account in the Euna/AmpliFund Portal	12
Important Dates for NPS Grants	17
NPS Project Application Resources	18
DEQ Contact Information.....	20
Appendix A. Construction General Permit Fact Sheet.....	21
Appendix B. Guidance for Registering with SAM and Obtaining a UEI Number	22

Acronyms

BAG	basin advisory group
BMP	best management practice
DEQ	Idaho Department of Environmental Quality
EPA	United States Environmental Protection Agency
HUC	hydrologic unit code
NPS	nonpoint source
SAM	System for Award Management
TMDL	total maximum daily load
UEI	Unique Entity Identifier

Introduction

In 1987, Congress established the Nonpoint Source (NPS) Management Program under the Clean Water Act § 319 to help states address NPS water pollution. The Idaho Department of Environmental Quality (DEQ) has administered a NPS Program since 1989.

Each year, the United States Environmental Protection Agency (EPA) receives a congressional appropriation to fund states with an approved NPS management program and a record of satisfactory performance. These funds come in the form of a state § 319 grant and can be used to support eligible NPS projects. Projects that intend to implement best management practices (BMPs) to reduce either pollutant loads in water bodies identified as needing a total maximum daily load (TMDL), or for which a TMDL and implementation plan have been developed, are often ranked higher in the annual competition for funds than those that are not. The water bodies for which a TMDL and implementation have been completed in Idaho are available at [Total Maximum Daily Loads](#).

In 2017, the Idaho Legislature began appropriating an ongoing amount of the state's general fund to DEQ to implement agricultural BMPs in high-priority watersheds throughout Idaho. The agricultural BMP program is designed to help landowners implement agricultural BMPs in high-priority watersheds throughout the state and help meet TMDL objectives.

NPS Project Application

All parties with an interest in receiving funding for an eligible § 319 or state-funded agricultural project are required to submit an application via DEQ's new Euna/AmpliFund platform. The links to each Euna/AmpliFund Funding Opportunity are available at [Nonpoint Source Subgrants in Idaho](#).

The online application must be submitted to DEQ by the end of day on the last day of the open application period.

DEQ will review application materials to ensure completeness. Only complete applications will be considered for funding. The applicant will give an oral presentation to the local basin advisory group (BAG) highlighting their project benefits. After the presentations, the BAG will discuss the merits of the project and other considerations. The local BAG recommendations are pooled for a final statewide rank.

Supplemental information can be submitted in support of an application. Examples include but are not limited to additional maps, white papers, other supporting reference materials, and letters of support.

Permits, Authorizations, and Approvals

NPS project applicants are solely responsible for obtaining all required permits, authorizations, certifications, approvals, and for complying with the stated conditions. There are various permitting authorities that may issue permits for your project. See permits issued by DEQ at [Water Quality Permits and Certifications](#).

Notice to All Applicants

Risk Assessments

For Federal § 319 Nonpoint Source Grant projects only: As part of ongoing subrecipient monitoring, DEQ will be completing risk assessments on all federally funded subawards. These risk assessments will be completed by a member of DEQ's Fiscal Grants and Contracts team and are intended to address an entity's risk of fraud, abuse, noncompliance, and financial and debarment status (including verification on [SAM.gov](#)). More information about the federal requirements for subrecipient monitoring and risk assessment are found at [2 CFR 200.332—Requirements for pass-through entities](#). Once an entity has been selected to receive a subaward, and if the subaward requires a risk assessment, they will be contacted by the Grants and Contracts team to schedule time to complete the assessment. For additional questions about subrecipient monitoring and risk assessments, contact Stephanie Archibald, DEQ Fiscal Office's Grants and Contracts Manager, at (208) 373-0137.

Administrative/Indirect Costs

New in 2026: The Nonpoint Source Program is revising how we approach administrative/indirect cost allowance to more closely align with the EPA's program guidance for implementing a 319 Nonpoint Source Program. Beginning in 2026, all projects awarded under both federal 319 Nonpoint Source Program and the State Agricultural best management practices (State Ag BMP) program will only be allowed administrative/indirect costs at a rate of **15% of all modified total direct costs** (MTDC, see [2 CFR 200.1—Definitions](#)), or their federally negotiated indirect cost rate, whichever is their preference. All projects will use the same calculation to calculate their administrative/indirect costs:

(Personnel/Supplies/Travel/Contractual) X (15%) = Administrative/Indirect Cap

Application Process

The application process for grants has changed. DEQ implemented a new grant management application and invoicing system called Euna/AmpliFund. This system will be used for applications and invoicing from projects contracted in calendar year 2024 and beyond. Use this guidance for help in completing your application.

Bookmark this location for NPS funding: [Nonpoint Source Subgrants in Idaho](#).

Mark your calendar: the application must be submitted on the Euna/AmpliFund online grant management website by end of day for the state or federal open application period.

- ✓ Funding requests cannot exceed \$250,000.
- ✓ The application must have completed all fields.
- ✓ The proposed budget must be submitted along with the application.
- ✓ Your project work plan must be specific enough to justify the request for funding.

How to Apply

To begin the application process, access the submittal materials at [Nonpoint Source Subgrants in Idaho](#).

- Application deadline is end of day for the application period.
- Open and read this application guide.
- Register as a user in Euna/AmpliFund and log in to apply to the Funding Opportunity.
- Complete and submit full application package in Euna/AmpliFund:
 - Project Information
 - Application Forms
 - Budget
 - Maps, letters of recommendation, and any additional supporting documentation.

Filling Out the Application

Identify Only One Funding Source for Your Project

There are two different funding opportunities in Euna/AmpliFund. Use the following links to apply to these grant opportunities:

- State Agricultural BMP Grant: [Nonpoint Source \(State Ag BMP\) SFY 2027](#)
- Federal § 319 Nonpoint Source Grant: [Nonpoint Source \(Federal § 319\) FY 2027](#)

Project Name

The name should be short and descriptive (20 words or less) and must include the water body (e.g., Red River) that the project will benefit the most. If more than one water body will benefit, reference the broader scale impact of the project. Projects that will focus more on groundwater must include the aquifer in the project name.

Identify the funding source in the name of the project, for example:

State Agriculture Grant: Red River Streambank Stabilization—State General Fund Grant

Federal 319 Grant: Red River Streambank Stabilization—319 Grant

Which Basin Advisory Group for Review

Name the Basin Advisory Group (BAG) who will receive your application for review. If you are unsure, use the [Find my BAG](#) link.

Project Sponsor

Organization Name: Name of the organization or business (e.g., for profit, nonprofit, other) that will enter into the project subaward agreement. The organization agrees to implement the project in compliance with the terms and conditions of the subaward agreement.

Organization Phone: Phone number (with area code) DEQ should use to contact the organization named in the prior field.

Organization Email: Email address the organization uses to correspond and conduct other electronic business transactions. This address will be the primary contact on the project.

Organization Address and Postal Code: Physical address and 5 or 9-digit postal code the organization uses for general mail delivery.

Unique Entity Identifier (UEI) #, Tax ID# Professional Liability #, Workers Comp Policy #: If your project is selected for funding, you will need this information. Be prepared to provide current information in a timely manner.

- The Unique Entity Identifier (UEI) is a 12-character alphanumeric ID assigned to an entity by [SAM.gov](#) to identify businesses and other entities that do business with the federal government, including applying for grants with federal funding.
- Requesting a UEI is a **free** service from [SAM.gov](#). Beware of scams that charge fees or are not the specific [SAM.gov](#) web page.
- Getting an UEI is estimated to require 7 to 10 working days but can be longer. HINT: Start this process early as it is required for all grants and loans from DEQ.
- See the SAM.gov instructional page in [Appendix B](#).

Project Admin: The person to which all correspondence on the project will be directed. This person will be primary contact for grant contract management.

Name with Signing Authority: Full name and title of the person authorized to enter into a legally binding subgrant on behalf of the organization. The name entered is considered to be responsible for the expenditure of project funds and for completing the project under the terms of the subgrant.

Project Field Officer: Person assigned to oversee the work on the project site on a regular basis. This person is also responsible for ensuring project work plan timelines are met and task budgets are not exceeded. DEQ will contact the field officer with questions and to request project information.

Field Officer Phone: The phone number (with area code) DEQ would use to contact the project field officer during normal business hours or in case of an emergency.

Project Location

Primary and Other Affected Counties: When a project will involve work outside the primary county, add the names of all additional counties.

Hydrologic Unit Code (HUC): A HUC is an 8-digit set of numbers assigned by the United States Geological Survey to represent and identify specific watershed subbasins in the United States. Select the HUC for the watershed your project is located in. If you are unsure of the HUC for your project, use the [Find a HUC](#) link.

Latitude and Longitude: Enter the latitude and longitude coordinates (in decimal format, e.g., 46.827832) for the location of the project site. Use the links in the application to find the coordinates.

If there are multiple locations for subprojects, include all location data in the table provided.

Project Site Description: Describe the parcel of land where the project site is located. Include general features including vegetation, landmarks, and any unique characteristics of the site in your description.

TMDL Effort

A total maximum daily load is a regulatory term in the Clean Water Act that describes a plan for restoring impaired waters. The TMDL identifies the maximum amount of a pollutant that a body of water can receive while still meeting water quality standards. Enter the name of the TMDL for the water body referenced in your application and the pollutants you will be focusing on when implementing the project.

Note whether a TMDL implementation plan has been developed and approved and provide the name of the plan and the date of approval. Describe how implementing your project aligns with the identified pollutants and priorities in the plan.

To determine whether your water body has a TMDL and a TMDL Implementation plan, consult DEQ's table of TMDLs listed by subbasin at [Total Maximum Daily Loads](#). If you have questions, contact your DEQ regional office for assistance.

Beneficial Uses Affected by the Project

Beneficial uses are the desired uses that water bodies should support, including water supply (e.g., domestic, agricultural, and industrial), recreation (e.g., swimming, boating, and fishing), and aquatic life. Each beneficial use has a unique set of water quality criteria that must be met to support each use. Select all that apply.

Project Description

What is the goal of the project? Provide an overview, objectives, and methods that will be used to improve water quality.

The project description should include such things as whether the project is reducing a pollutant of concern identified in a TMDL and implementation plan; a description of the nature and extent of the NPS problem the project is addressing; the root causes of the problem; your proposed solution; and the expected outcome and water quality benefits.

Estimated Annual Pollutant Load Reduction

Enter the estimated pollutant load reduction that the project would provide. The load reductions your project will achieve should relate directly to pollutants identified in TMDLs. These estimates are evaluated during the review of your project proposal. Describe the method used to make the estimate. If using a modeling exercise, include the name of the model, source of data, and collection dates. Report in measured units: sediment - tons/yr; nitrogen and phosphorus - lb/year; % reduction in solar load; % reduction in *E. coli* or bacteria.

For assistance with estimating load reductions, contact Lily Conrad, DEQ Water Quality Scientist at Lily.Conrad@deq.idaho.gov, or (208) 830-7068.

Best Management Practice Implementation

Idaho prioritizes funding for implementation of BMPs that improve water quality of impaired waters. List and detail the BMPs you intend to apply. For help identifying the BMPs, see the [List of BMPs from NRCS](#).

Budget Category Narrative and Budget Template

You will be completing your budget within AmpliFund; however, you can use the budget template linked below to help build your budget before entering it into AmpliFund.

Before beginning this section of the application, it is beneficial to complete the budget template in the Resources at [Nonpoint Source Subgrants in Idaho](#).

Details added in the following sections should be related to cost categories in the budget template.

Budget Category—Personnel

Personnel Costs include compensation and fringe benefits provided to an employee for work completed in exclusive support of a project.

Budget Category—Administrative/Indirect

Subgrant recipients can seek reimbursement for indirect costs associated with managing projects. Indirect costs are costs incurred for common or joint purposes within the organization that benefit one or more cost objectives. Indirect costs are not readily assignable to specific cost objectives or projects.

Common indirect costs include, but are not limited to, salaries of administrative staff that serve multiple programs; rent, utility, and maintenance costs of a building that houses several different agencies; audit expenses*; and the pro-rated cost of basic office supplies with varied responsibilities. Indirect costs exclude purchase of capital equipment.

Grants awarded on or after October 1, 2024, can receive a **15% de minimis rate** of modified total direct costs authorized by [2 CFR 200.414\(f\)](#).

New in 2026: The Nonpoint Source Program is revising how we approach administrative/indirect cost allowance to more closely align with the EPA's program guidance for implementing a 319 Nonpoint Source Program. Beginning in 2026, all projects awarded under the federal 319 Nonpoint Source Program and the State Agricultural best management practices (State Ag BMP) program will only be allowed administrative/indirect costs at a rate of **15% of all modified total direct costs** (MTDC, see [2 CFR 200.1—Definitions](#)), or their federally negotiated indirect cost rate, whichever is their preference. All projects will use the same calculation to calculate their administrative/indirect costs:

(Personnel/Supplies/Travel/Contractual) X (15%) = Administrative/Indirect Cap

**See 2 CFR § 200.425 for additional information.*

Budget Category—Travel Costs

You are expected to keep thorough records of your job-related travel costs for auditing purposes and to be reimbursed for these expenses under the terms of the subgrant.

Describe why the travel is needed. Use this category to enter other travel-related expenses, such as meals, lodging, and parking fees.

Budget Category—Supplies

Supplies are tangible personal property needed to implement the project that does not exceed a per-unit-acquisition cost of \$5,000. Examples of supplies are waders, work gloves, and shovels needed to plant trees at a project site. Rocks, shrubs, and grass seed purchased for a project would also be considered supplies.

Budget Category—Equipment Costs

Equipment costs are defined as capital expenditures and include tangible property with a useful life of more than 1 year and a per-unit-acquisition cost equal to or exceeding \$5,000. Items such as boats, trailers, seed drills, and all-terrain vehicles are considered equipment if they meet the definition and were purchased to assist with implementing an approved project.

Expenditures related to renting or leasing equipment and the cost of operating the equipment should not be included in this category. Use the “Other” budget category for those costs.

All equipment purchases require prior written approval from DEQ and are subject to the disposition requirements listed in 2 CFR 200.312 and 200.313(e). An approved application/Scope of Work can be considered to have prior written approval if equipment costs are included in the application and budget information.

Budget Category—Contractual (costs must be related directly to work plan tasks)

A contractual cost refers to the practice of assigning part of the obligations and tasks under a contract to another party. For example, contracted work may include tasks such as design and engineering, excavation and land surveying, and stream assessments.

All costs for such services must be included in a legally-binding contract or similar arrangement, which is entered into by the subgrant recipient and the entity or individual providing the service (contractor). All work assigned to a contractor must relate directly to a task included in the project work plan. All costs for contracted services should be closely reviewed and compared to costs for similar services provided in the same geographical area. A record of the process used to secure the services of a contractor and the results should be maintained on site by the subgrant recipient and made available to DEQ upon request. It is up to the subgrantee to understand and follow their agency/organization’s policies regarding putting contracts out for bid.

Best Management Practice Monitoring

Idaho prioritizes funding for implementation of BMPs. Monitoring and outreach and education activities should not exceed 10% of the NPS funding request.

Water quality monitoring is not required; however, if water quality data is generated as a result of this project, it must be collected under an approved Quality Assurance Project Plan (QAPP). A QAPP is written before implementing monitoring activities. The plan describes procedures for collecting quality monitoring data. Before project implementation, the grant recipient must send a copy of the proposed QAPP and field sampling plan to DEQ for review and approval. The document must also be retained with the recipient’s official project records. Data generated must also be uploaded into the federal WQX database. Photo-monitoring is exempt from the QAPP requirement.

Soil and Water Conservation District Applicants

Reference the [Idaho Agricultural Field Guide for Evaluating BMP Effectiveness](#) for information that applies to district project oversight responsibilities. The guide includes a series of nine forms to use while evaluating, interviewing, observing, or assessing a project as part of the oversight duties. The districts must select the forms they will use on the project site and list the form names in the data box.

All Other Applicants

Applicants should provide a thorough description of the procedure intended for use to evaluate implemented BMPs on projects. Applicants are expected to include the frequency of monitoring and any additional measures they will take to evaluate the progress they observe while on site. DEQ must possess a copy of all completed forms at the time the project's final report and invoice are submitted to avoid delays in closing the project and making final payments.

Public Outreach and Education

Idaho prioritizes funding for implementation of BMPs. Monitoring and outreach and education activities should not exceed 10% of the NPS funding request.

Describe all outreach efforts to inform the public of the project and the frequency of these efforts.

1. Outreach Signage Requirements: If the § 319 award includes an outreach component, the recipient agrees to provide signage that informs the public that the project is funded by DEQ. The signage must contain the DEQ logo. To obtain the appropriate logo or seal graphic file, the recipient should send a request directly to DEQ. If the physical design of the sign allows, it should also include the following text: "This project has been funded by the Idaho Department of Environmental Quality" or "This cooperative project has been funded in part by the Idaho Department of Environmental Quality." Exceptions to including the DEQ logo may be made by the state.
2. Announcements: The grant recipient agrees that announcements through the web or print materials for workshop, conference, demonstration days, or other events as part of a project funded by a § 319 assistance agreement must contain a statement that the materials or conference has been funded or partially funded by the Idaho Department of Environmental Quality.
3. Public or Media Events: The recipient agrees to notify the DEQ regional contact of public or media events related to construction projects and provide the opportunity for attendance and participation by a state representative with at least 10 working days' notice.
4. Limited English Proficiency Communities: To increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to include in their outreach strategies communication in non-English

languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

Project Tasks and Work Plan with Budget Justification and Schedule

The work plan should represent the complete list of substantive and ancillary actions that will be taken to complete the project. Consider including tasks for grant administration, monitoring, and BMP implementation.

The greater the level of detail and preciseness in the work plan, the greater the chance your project will impress those who make recommendations on which projects to fund.

The maximum amount of time allowed to complete a § 319-funded project is 36 months from the date the subgrant is issued. State awards must be complete 18 months from the date the subgrant is issued. Project budgets consist of NPS grant funds and local matching funds. Other funding sources may contribute to the project too, depending on the needs of the project and the ability for funds to qualify for use.

Budget Summary

You are required to submit a completed budget within Euna/AmpliFund as part of your application submittal.

A budget development tool is available to help develop the project-specific costs for your project. You can find all templates and tools in the Resources at [Nonpoint Source Subgrants in Idaho](#).

Estimated Total Project Funding

In the budget template, provide a total cost estimate of the project in terms of match contributions and NPS grant funds. A minimum of 40% of the minimum total project cost must be provided by local sources and must meet the eligibility criteria for matching funds. (Match contributions can be cash contributions, or in-kind contributions such as services and/or materials that are necessary for completion of the project.) The NPS funds and match contributions represent the total cost of the project. To be eligible as match, the funds must come from a qualified source. In the box that follows the total funding estimate, enter the names of the businesses, government agencies, nonprofit groups, students, citizens, and others.

Note: Funds and services that originate from other federal coffers generally are not eligible to include as match on a NPS project. Funds that were previously used as match on a different federally funded project are also not eligible to be used as match on a NPS project. Should questions arise on the eligibility of any match funds contributed to your project, you may be required to provide documentation that supports use of the funds.

Requirements for Project Budgets

- **Funds awarded to a project cannot exceed \$250,000.**
- **40% Match Required.** Based on the minimum total project cost:
 - $((\text{NPS requested funds})/0.6) \times 0.4 = 40\%$ minimum match requirement
 - Example: $\$10,000/0.6 = \$16,667 =$ minimum total project cost
 $\$16,667 \times 0.4 = \$6,666$ 40% of total project cost
 $\$6,666 =$ required 40% match
- **Administrative/Indirect:** Beginning in 2026, all projects awarded under the federal 319 Nonpoint Source Program will **only be allowed administrative/indirect costs at a rate of 15% of all modified total direct costs** (MTDC, see 2 CFR 200.1—Definitions), or their federally negotiated indirect cost rate, whichever is their preference. All projects will use the same calculation to calculate their administrative/indirect costs:
(Personnel/Supplies/Travel/Contractual) X (15%) = Administrative/Indirect Cap
- Be prepared to justify your reimbursement requests with timesheets if asked.
- Monitoring and Outreach and Education Costs combined must not exceed 10% of the grant award.

Match Sources

Projects that receive § 319 funding are required to be supported by local contributions commonly referred to as “match.” Match contributions must make up a minimum of 40% of the total project cost. Match contributions can be in any combination of cash (hard); services needed to implement the project (in-kind); and supplies, materials, or equipment (soft).

Match contributions can exceed the minimum 40% and may improve competitiveness.

Use actual costs for the value of the soft match. Determine the value of in-kind services by using the tools provided at the [US Bureau of Labor Statistics](#).

Letters of Support

To strengthen your submittal package, applicants are asked to provide written documentation to show there is local support for the proposal. Letters may be submitted by residents, businesses, local governments, civic and environmental groups, industry and trade associations, and others who reside or are property owners in the watershed. All letters must be signed and recently dated.

Sources that have agreed to contribute match to the project should also submit letters that acknowledge their support. A statement that commits to the type and amount of match should also be included in the letter.

Euna/AmpliFund Grant Guidance

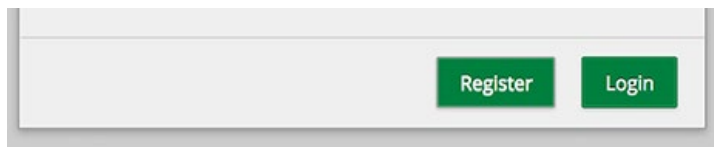
Euna/AmpliFund is a web-based grant management platform that DEQ is using for grant application rounds in 2026. Refer to this section to complete your application.

If you have already created a Euna/AmpliFund account, go to step 10 in the next section.

How to Create an Account in the Euna/AmpliFund Portal

The first time you access an opportunity through the Applicant Portal, you are prompted to create a login and password. You may have received an email invitation from another user in their organization. Once you register, you can access the opportunity.

1. Access the opportunity link from DEQ's link: [Nonpoint Source Subgrants in Idaho](#).
2. Click the opportunity name: Nonpoint Source Federal 319 or State Ag BMP.
3. Click Apply.
4. On the login screen, click **Register or Login**.



5. On the *Create New Account* page, add your **user information**, **contact information**, and **organization information**. All required fields are noted with an asterisk (*).

Each user must have a unique email address across all Applicant Portal accounts.

6. Click **Register**.
7. Click to **I Accept** to accept AmpliFund's terms and conditions.
8. Click on the Opportunity link and this page appears:

A screenshot of a web page titled 'Test Funding Opportunity'. At the top right are buttons for 'Print', 'Help', 'Download', 'Save', and 'Apply'. Below the title is a section header 'Opportunity Information'. The page contains a list of fields with labels and values: 'Title' (Test Funding Opportunity), 'Description', 'Awarding Agency Name', 'Agency Contact Name', 'Agency Contact Phone', 'Agency Contact Email', 'Fund Activity Categories', 'Category Explanation', 'Departments', 'Subjects', 'Opportunity Manager' (Bonnie Yoshizaki), 'Posted Date', 'Archive Date', 'Announcement Type' (Initial Announcement), 'Funding Opportunity Number', 'Assistance Listings Number', and 'Public Link' (https://www.gotomygrants.com/Public/Opportunities/Details/9913af2e-909b-43c3-b8d0-634a3938c707).

9. Read the Opportunity information (click Download in the upper right corner to preview the information). To apply, click “Apply” at the top right-hand side.

Project Information

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

Total Award Budget: \$0.00

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Save ✓ Mark as Complete Save & Continue

10. Complete the Project Information and click “Save & Continue” at the bottom of the page. The Forms page appears. Complete all the Forms. Click on each form to open.
11. When you have completed each form, click “Mark as Complete” and “Save & Continue.” Each form must have a completed status or Euna/AmpliFund will not let you submit the application. The status column shows your status as Complete, In Progress, or New.

Forms

Help Download Save & Continue

Name	Status	Print
319_Components	New	
Project Tasks and Work Plan	Complete	
Federal 319 Application	Complete	

1 - 3 of 3 items

Save & Continue

After all the Forms are completed, the budget is the next step. To enter the totals in the budget categories, click the “+” sign and a new page opens.

Budget

Budget View Settings

Options

☒ Line Items
 ☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Equipment	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Create New Category			
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding			
Award Requested	\$0.00		\$0.00
Subtotal	\$0.00		\$0.00
Non-Grant Funding			
Other Funding		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total Revenue Budget Cost			\$0.00
Total Overall Budget Cost			\$0.00

12. Enter the budget totals and Match. To enter Match, go to Non-Grant Funded and click the dropdown to "Yes." Enter Match in "Other Funding." The Direct Cost is a combined total of Grant Funded and Match. Click "Create" when all the totals are inserted.

New Line Item

Budget Item Information

Category

Equipment

Tangible items with a useful life of more than 1 year or a useful life beyond the project.

Item Type

Non-Personnel

Name*

Equipment

Direct Cost*

\$500.00

Non-Grant Funded

Yes

Grant Funded

\$400.00

Other Funding

\$100.00

Dollar

Percentage

Total Budgeted

\$500.00

Narrative*

Equipment

Create

Cancel

13. After the Line item is created, the Budget page appears. Add the budget information, and click “Mark as Complete” and “Save and Continue” at the bottom of the page. Click Submit after the completing the Budget.

Budget

Budget View Settings

Options

☒ Line Items ☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Equipment	\$400.00	\$100.00	\$500.00
Equipment  	\$400.00	\$100.00	\$500.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Create New Category			
Total Expense Budget Cost	\$400.00	\$100.00	\$500.00

Revenue Budget

Grant Funding

Award Requested	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00

Non-Grant Funding

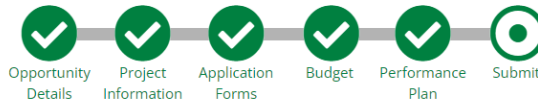
Other Funding	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00

Total Revenue Budget Cost \$0.00

Total Overall Budget Cost \$500.00

14. When the application is complete, click "Submit." Euna/Amplifund sends a notification to DEQ that an application has been completed.

Test Funding Opportunity 2/1/24



You are about to submit your application, **abc**, to **Idaho Department of Environmental Quality**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

 Review

Submit

15. After submittal, download the application and exit the Opportunity. Verify that all of the steps have a check mark.

Test Funding Opportunity 2/1/24

Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

Application
Exit

Important Dates for NPS Grants

The following is a list of key dates in the project application timeline. For some listings, a date range is provided rather than a fixed date. The range provides flexibility in scheduling activities from year to year.

State Grants

- State Grant period: March 16–April 17.
- NPS Program staff review for completeness: April 20–May 5.
- BAGs review and rank proposal: May 6–29.
- State Rank Projects complete: June 1.
- State Funds available for distribution: July 1.

§ 319 Grants

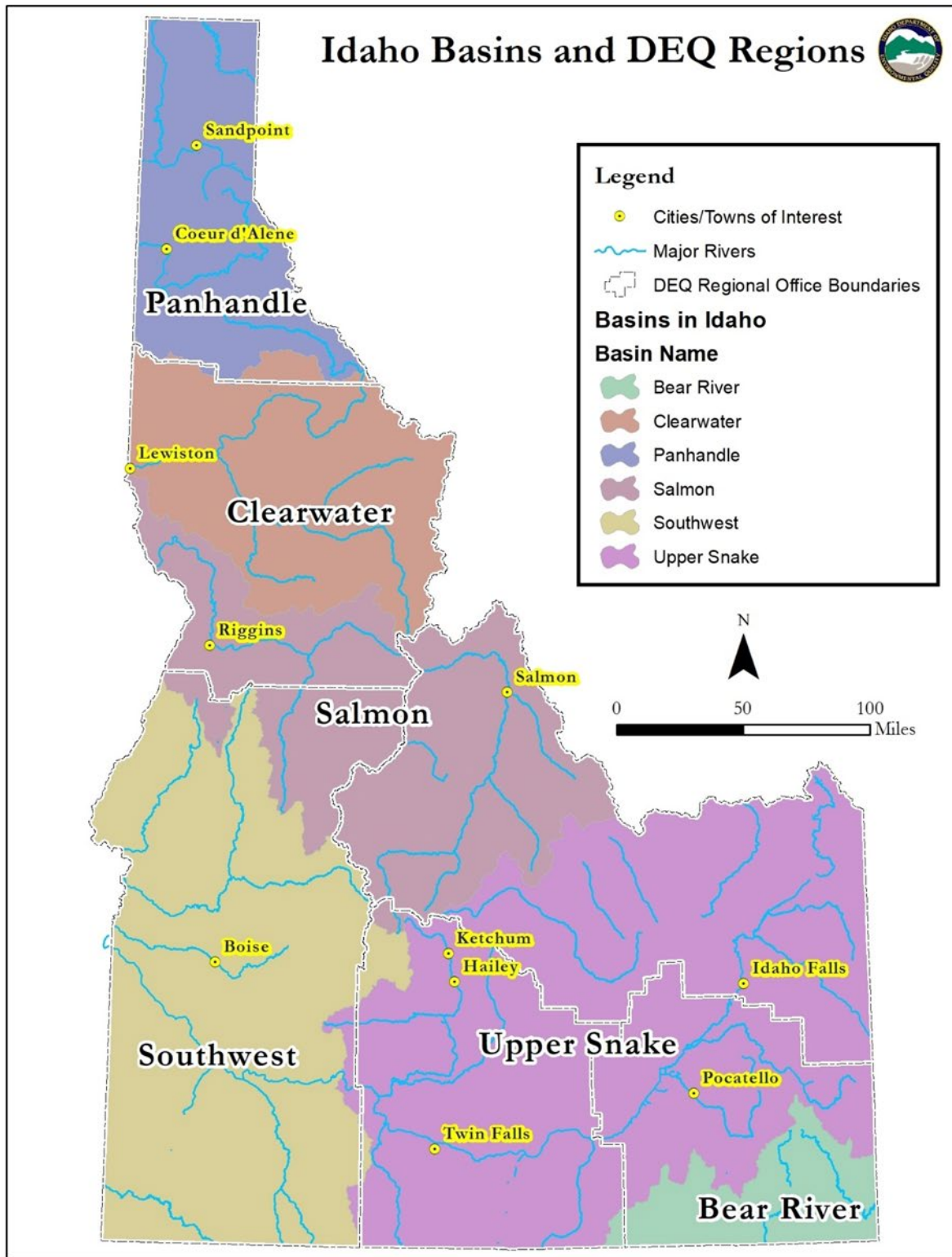
- Federal Grant period: April 20–July 17.
- April 7–May 7: DEQ Fiscal Office staff submit the application for funding assistance to EPA.
- June 1–30: DEQ anticipates receipt of its annual grant obligation letter from EPA. Soon afterwards, DEQ NPS/§ 319 Program staff contact all applicants to disclose the outcome of their application for funding. Successful applicants and DEQ prepare the project's subgrant agreement for signature.
- July 20–August 28: All applications are reviewed by § 319 Program staff to determine if they are technically complete. Only technically complete applications advance for funding consideration.
- September: DEQ state office personnel distribute copies of applications and supplemental information to the regional offices with jurisdiction over the watersheds

in which the projects are located. Each regional office, in turn, will forward the applications to their BAG members for review.

- September: Regional office staff schedule a date and location where their BAG will meet to review and rank the applications for the basin. Each applicant will present a short overview of their project at the upcoming BAG meeting.
- October 1–December 1: Applicants present overviews of their projects to the BAGs and answer any questions they may have. The BAGs will discuss the merits of the proposals, consider the water quality issues in the basin and the amount of funding the applicant has requested. Regional projects are prioritized. Regional recommendations move to a statewide ranking where the BAG chairs deliberate and recommend a final fundable project list.
- December: DEQ considers BAG recommendations and anticipated federal funding level, to prepare a list of projects they recommend for funding. The draft list is then forwarded to DEQ's regional offices with a request for them to review the information and respond by either agreeing or objecting to the outcome. If an objection is cast, DEQ state office personnel will settle on taking an alternate course of action until the matter is settled and an agreement can be reached on which projects to fund.
- The following year January–March 15: DEQ will use the information available from its various resources to compile the NPS/§ 319 Program Annual Performance and Progress Report. The report will be submitted to EPA as a component of the program's application for funding. The report will also be posted online on the program's website.
- April 1: The annual performance and progress report and grant application package are forwarded by DEQ to the DEQ director for review and approval.

NPS Project Application Resources

- [*2025-2029 Idaho Nonpoint Source Management Plan*](#)
- [*2024 Integrated Report*](#)
- [*2024 Integrated Report Mapper*](#)
- [*Conservation Practices*](#)
- [*Source Water Assessments*](#)
- [*TMDLs/Implementation Plans/TMDL Table*](#)



DEQ Contact Information

For assistance with estimating pollutant load reductions, contact Lily Conrad at (208) 830-7068, or Lily.Conrad@deq.idaho.gov.

Address	Contact Information
Idaho Department of Environmental Quality Boise Regional Office 1445 North Orchard Boise, Idaho 83706-2239	Lance Holloway (208) 373-0564 lance.holloway@deq.idaho.gov
Idaho Department of Environmental Quality Coeur d'Alene Regional Office 2110 Ironwood Parkway Coeur d'Alene, Idaho 83814	Robert Steed (208) 666-4625 robert.steed@deq.idaho.gov
Idaho Department of Environmental Quality Idaho Falls Regional Office 900 North Skyline, Suite B Idaho Falls, Idaho 83402	Alex Bell (208) 528-2679 alex.bell@deq.idaho.gov
Idaho Department of Environmental Quality Lewiston Regional Office 1118 F Street Lewiston, Idaho 83501	Jenna Fortier (208) 799-4370 jenna.fortier@deq.idaho.gov
Idaho Department of Environmental Quality Twin Falls Regional Office 650 Addison Avenue W, Suite 110 Twin Falls, Idaho 83301	Sean Woodhead (208) 736-3877 sean.woodhead@deq.idaho.gov
Idaho Department of Environmental Quality Pocatello Regional Office 444 Hospital Way #300 Pocatello, Idaho 83201	Jennifer Cornell (208) 239-5021 jennifer.cornell@deq.idaho.gov
Idaho Department of Environmental Quality State Office § 319 Program Coordinator 1410 N. Hilton St. Boise, Idaho 83706	Bonnie Yoshizaki (208) 373-0439 bonnie.yoshizaki@deq.idaho.gov NPSGrants@deq.idaho.gov

Appendix A. Construction General Permit Fact Sheet

WHO NEEDS A CONSTRUCTION GENERAL PERMIT? (CGP)

A CGP IS NECESSARY WHEN:

- ✓ The construction activities have the potential to discharge or discharge to Waters of the United States (WOTUS)

AND

- ✓ The construction activities will disturb one or more acres of land or will disturb less than one acre of land but are part of a common plan of development or sale that will ultimately disturb one or more acres of land.



Construction
General Permit
and Fact Sheet

Other conditions may apply depending on the situation. Check the permit eligibility criteria for more details.

PERMIT APPLICATION STEPS

Develop a Storm
Water Pollution
Prevention Plan
(SWPPP)



SWPPP Template

Apply for coverage by
submitting a Notice of
Intent (NOI) to DEQ's
E-Permitting system



E-permitting

STILL HAVE QUESTIONS?

Reach out for more information.
We look forward to hearing from you!



DEQ Regional
Contacts



STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

Appendix B. Guidance for Registering with SAM and Obtaining a UEI Number

Idaho Department of Environmental Quality

Nonpoint Source Program

Guidance for Registering with SAM and Obtaining a UEI Number

In April 2022, the federal government phased out the use of DUNS numbers to a 12-character unique entity identifier (UEI) created with the System for Award Management (SAM) (www.sam.gov). Pursuant to 2 CFR Part 25, all eligible funding recipients are required to have an active registration with SAM. **For DEQ grant and loan funding recipients, disbursements are contingent on the system providing proof of an assigned UEI and active registration with SAM prior to the disbursement of funds.** This information will be requested at the time of the application. To ensure timely funding disbursements, DEQ recommends that applicants verify and/or submit their registration on www.sam.gov before submitting their grant or loan application.

WATCH OUT FOR SCAMMERS!

Please be aware of potential scammers targeting systems by offering help with SAM.gov registration and renewals in exchange for payment. The federal government **does not charge** service fees for creating, renewing, or updating SAM registration or obtaining a UEI number. **SAM.gov is a free service provided by the federal government and systems will never be asked for payment.** Only create an account directly with SAM.gov. If you need assistance with your account, please visit the Federal Service Desk at www.fsd.gov or call Monday - Friday from 8am - 8pm EST at 1-866-606-8220

HELPFUL RESOURCES:

[Quick Start Guide for Getting a Unique Entity ID](#)

[Guide for State and Local Governments Applying for Federal Financial Assistance](#)

[Quick Start Guide for Financial Assistance Registrations](#)

[Prepare for Entity Registration – Entity Checklist](#)

[YouTube Video: Validating Your Entity in SAM.gov](#)

[How to Renew or Update an Entity](#)