

Septic Renovation Water Quality Initiative  
**2026 Local Sponsor Application DRAFT**

- **Read the Septic Replacement Water Quality Initiative Guidelines before applying {link}**
- Complete applications are due **XXXX by 5:00 pm CT/4:00 pm MT**
- Application and attachments may be submitted via email to [DEQ-NPS@nd.gov](mailto:DEQ-NPS@nd.gov) or by mail to:  
Department of Environmental Quality  
4201 Normandy Street  
Bismarck, ND 58503-1324  
Attn: NPS Management Program
- For questions or assistance with this application please contact DEQ at (701) 328-7371 or by email to [ecsmith@nd.gov](mailto:ecsmith@nd.gov)

**1. Project Title**

**Applicant Information**

**2. Applicant Name**

**3. Authorized Contact Person**

Name	Title
Mailing Address, City, State, Zip	
Email	Phone

**4. Project Primary Contact**

Name	Title
Mailing Address, City, State, Zip	
Email	Phone

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## **Project Details**

### **5. Project Boundary\***

\*If the project boundary does not align with a political boundary or line, spatial data must be provided in a GIS-compatible format (e.g., ESRI shapefile, KML, or KMZ).

### **6. Qualifying Septic Systems**

### **7. Project Tasks**

### **8. Procurement Strategy**

## **Budget**

### **9. Budget Table**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
<b>Contractor Payments</b>					
<b>Grant Management</b>					
<b>Total</b>					

<b>Match (if applicable)</b>					
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### **10. Budget Narrative**

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Septic Renovation Water Quality Initiative  
2026 Local Sponsor Application – **Instructions DRAFT**

**1. Project Title**

The project title should include the project location description and “Septic Renovation”. Example:  
Blue River Septic Replacement Project

**Applicant Information**

**2. Applicant Name**

Do not use abbreviations. The applicant is the entity entering into a legal agreement with NDDEQ. Applicants must meet the Local Sponsor eligibility requirements in the Guidelines.

**3. Authorized Contact Person**

The Authorized Contact is the person authorized to enter into a grant agreement with the State of North Dakota on behalf of the organization. Example: Board Chair, Mayor, Director.

**4. Project Primary Contact**

The person that will be responsible for managing the proposed project and will be the point of contact for project-related questions.

**Project Details**

**5. Project Boundary**

Describe the project boundary and how it was determined.

Project boundaries should be based on logical planning units such as watershed boundaries, hydrologic features, community service areas, or other defined geographic areas.

Applicants shall consider aligning project boundaries within watershed-scale planning areas or priority areas identified through the NPS Program prioritization framework to support targeted implementation of water quality improvements; projects aligned in this way may receive priority consideration for funding.

\*If the project boundary does not align with a political boundary or line, spatial data must be provided in a GIS-compatible format (e.g., ESRI shapefile, KML, or KMZ).

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## 6. Qualifying Septic Systems

Describe how you will determine whether any individual septic system qualifies for renovation assistance under this program. At minimum you must include all eligibility criteria described in the Guidelines.

## 7. Project Tasks

Describe the tasks that the applicant (and others, if applicable) will perform and how these tasks will contribute to successful implementation of the project and achievement of water quality benefits.

Applicants are encouraged to include the following information, as applicable:

- Project staffing and partners
  - Identify key staff or project partners responsible for septic inspection, system design, permitting, and project coordination. Include relevant experience, credentials, and the roles each party will play.
- Outreach and participation strategy
  - Describe how property owners will be informed about the program and encouraged to participate. This may include direct outreach, coordination with local public health units, public meetings, or other engagement approaches.
- Prioritization approach for individual systems
  - Describe how eligible septic systems will be identified and prioritized for replacement within the project area. Applicants are encouraged to describe how their approach considers factors that influence water quality risk and potential benefit.
  - Applicants may use a tiered, categorical, or scoring-based approach, or another method appropriate for local conditions.
- Implementation considerations
  - Applicants should describe coordination with local public health units, permitting processes, contractor availability, seasonality, cultural resources review, or other factors that may influence project implementation.

## 8. Procurement Strategy

**Read the NPS Procurement Guidelines** which can be found by clicking the NPS Procurement Guidelines button on the NPS Grant webpage

[https://deq.nd.gov/WQ/3\\_Watershed\\_Mgmt/1\\_NPS\\_Mgmt/NPS\\_Grant.aspx](https://deq.nd.gov/WQ/3_Watershed_Mgmt/1_NPS_Mgmt/NPS_Grant.aspx)

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Describe the procurement strategy that will be used for the project. Applicants may consider handling procurement at the project level or may require individual homeowners to procure services for their specific project.

## **Project Budget**

### **9. Budget Table**

How to use the table:

- Replace the "Year 1, 2" etc. with actual years.
- Enter the total of contractor (septic installer) payments per year and Total.
- Enter the calculated grant management amount (indirect costs) per year and Total.
- Enter match amount, if required; enter "NA" if not required. Match is tracked outside the Subaward so is not included in the project budget.

Applicants may include up to four years in their budget, however a four year budget is not required.

All applicants may include the de minimus indirect rate of 15% for grant management (indirect costs), unless another rate has been negotiated.

#### **Budget Calculator (based on 15% indirect)**

Start with the amount that will be paid to contractors, then use following equations:

$$1) \frac{\text{Total of Contractor Payments}}{0.85} = \text{Total Budget}$$

$$2) \text{Total Budget} - \text{Total of Contractor Payments} = \text{Grant Management (indirect costs)}$$

\*A negotiated indirect rate other than 15% will change the denominator in equation 1.

### **10. Budget Narrative**

Provide a narrative description of how the dollar amounts in the budget table were calculated. Include the number of septic systems to be renovated. Include payment caps if applicable. Include how match will be generated if applicable.

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