

Septic Renovation Water Quality Initiative (SRWQI) 2026 Local Project Sponsor Application

- Read the Septic Renovation Water Quality Initiative Guidelines (SRWQI) before applying.
- The NDDEQ will provide feedback on draft applications received by September 4, 2026.
- Complete applications are due **September 30, 2026 by 5:00 pm CT/4:00 pm MT.**
- Application and attachments may be submitted via email to DEQ-NPS@nd.gov or by mail or drop-off 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 the NDDEQ at (701) 328-7371 or by email to ecsmith@nd.gov

Instructions

Applicants will use the word document template provided. Text box sizes do not indicate character limits.

1. Project Title

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

Applicant Information (Local Project Sponsor)

2. Applicant Name

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

3. Authorized Person

The Authorized Person is the person authorized to enter into a subaward 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 should consider aligning project boundaries within watershed-scale planning areas or priority areas identified through the North Dakota Nonpoint Source Pollution Management 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).

6. Qualifying Septic Systems

Describe how you will determine whether an individual septic system qualifies for renovation assistance under your local program. At minimum you must include all eligibility criteria described in the SRWQI 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 should address all the following items. If an item is “not applicable”, explain why.

- 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.
- Previous federal grant experience
 - Give examples of previous similar federal grants the organization has successfully managed. Include the dollar amount of the award and award timeline.
- 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 local 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.

Project Budget

8. Budget Table

How to use the table:

- Replace the “Year 1, 2” etc. with actual years.
- Enter the total of Rebate 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 minimis 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:

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

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

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

9. 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 rebate payment caps if applicable. Include how match will be generated if applicable.

10. Rebate Payment Procedures

The NDDEQ will disburse funds to Local Project Sponsors on a reimbursement basis. Describe how your organization plans to issue rebate payments in a timely manner, who will authorize payments, the anticipated timeframe for issuing rebate checks, and any administrative processes that may affect payment timing.

Submittal

- Save the application as a .pdf and email it with any attachments to DEQ-NPS@nd.gov
- Put "Septic Renovation Application" in the subject line.
- Alternatively, the application and attachments may be sent via regular mail or dropped off in person (see mailing/drop-off information on Page 1)
- For questions or assistance with this application please call (701) 328-7371 or email to Liz Smith ecsmith@nd.gov