



Agenda Item # 15  
Date 2/7/24

1508 Square Turn Blvd.  
Norfolk, NE 68701

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402.371.7313 | FAX 402.371.0653

www.lenrd.org |  

2023 JAN 29 AM 3: 25

DODGE COUNTY, NEBRASKA  
MICKI GILFRY, COUNTY CLERK

January 24, 2024

RE: Public Entity Funding

Dear Dodge County Clerk,

In an effort to assist not only the rural constituents, but our communities as well, the Lower Elkhorn Natural Resources District Board of Directors wishes to cooperate with municipalities to solve natural resource problems and create recreational opportunities for citizens located within the boundaries of this NRD. Two programs have been developed for this purpose, and we invite you to make application for them. Applications must be received at the NRD office by March 14, 2024 to be considered for funding in Fiscal Year 2025 (July 1, 2024 – June 30, 2025).

1. Urban Conservation Assistance Program – Designed to assist municipalities in solving erosion and flooding problems. Enclosed storm sewers are not eligible. The cost share rate is up to 50% of local costs, not to exceed \$25,000 in NRD funds. Please see attached guidelines for more information or call me at 402-371-7313.
2. Recreation Area Development Program – Developed to assist municipalities with the acquisition of lands and development of recreation areas. The cost share rate is up to 50% of local costs, not to exceed \$30,000 in NRD funds. Please see attached guidelines for more information or call me at 402-371-7313.

The NRD has established a combined cap for the two programs at \$150,000 annually. A priority system has also been established that gives priority to Urban Conservation Assistance Program applications followed by Recreation Area Development Program applications from communities that have received the least amount of funding for these programs along with the Community Forestry Program over the last three fiscal years.

Please share this information with any local groups you feel can work with your public entity to promote and complete these types of projects. However, the applications and Special Operations and Maintenance forms must be from the governing boards of villages, cities, counties, and schools.

I hope these programs will be of interest to your community, and that we can cooperate with you in solving your local natural resources concerns.

We realize that public entities within the district may require our assistance for major projects that do not fit into the scope of these two existing programs. The following guidelines have been developed for such projects:

- ❖ Projects may be for flood control, storm-water management, wetland enhancement or other projects for the management of natural resources.
- ❖ Project must be part of a comprehensive plan.
- ❖ Pre- application to the NRD staff by October 1<sup>st</sup> for preliminary consideration by the NRD Board. The Board may then authorize the NRD staff to work with the applicant to prepare a formal cost share application or it may reject the pre-application
- ❖ The NRD Board will consider formal applications in March of the following year.

Sincerely,

*Curt Becker*

Curt Becker  
Assistant General Manager

**LOWER ELKHORN  
NATURAL RESOURCES DISTRICT**

1508 Square Turn Blvd  
Phone: (402) 371-7313 NORFOLK, NE 68701

**URBAN CONSERVATION ASSISTANCE PROGRAM  
Application Form**

1. Date \_\_\_\_\_ Tax ID Number \_\_\_\_\_
2. Project Name \_\_\_\_\_
3. Project Sponsor \_\_\_\_\_  
Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
4. Contact Person \_\_\_\_\_ Title \_\_\_\_\_
5. Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_
6. Project Location\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Description of Project\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Total Estimated Cost \_\_\_\_\_
9. Cost Share Request \_\_\_\_\_
10. Signature/Title \_\_\_\_\_
11. Approval by Lower Elkhorn NRD \_\_\_\_\_

\*\* Attach additional sheets, as necessary.

## **LOWER ELKHORN NATURAL RESOURCES DISTRICT**

### **Urban Conservation Assistance Program**

The Urban Conservation Assistance Program is an authorized program of the District to provide financial assistance to units of government (cities, counties, villages, and schools) to help prevent or control erosion, flooding, and related resource concerns in urbanized areas within Lower Elkhorn NRD.

#### **A. Criteria for Eligible Projects**

1. Each project must be sponsored by a city, village, county or school and located on publicly owned land;
2. Project must conform with the comprehensive plan for the municipality and provide primarily public benefits;
3. Eligible project components:
  - a. Permanent grade stabilization structures.
  - b. Channel stabilization measures (liners, gabions, weirs, etc.).
  - c. Diversions and terraces.
  - d. Permanent seeding, sodding, and mulching of critical areas (\$100 per acre maximum).
  - e. Design, construction, and construction inspection of eligible components.
4. An enclosed storm sewer is not an eligible practice.
5. Projects must conform to all local, state, and federal laws.
6. Project Sponsor's labor, equipment or materials are not eligible project costs (must be contracted).
7. First time applicants and low amounts of previous grants have priority over recent recipients.

#### **B. District Responsibilities**

1. Administer the Urban Conservation Assistance Program.
2. Review and prioritize all applications for assistance.
3. Reimburse sponsors up to 50% of the eligible local costs (i.e., excluding state and federal funds) of an approved and completed project up to a maximum of \$25,000.
4. The District reserves the right to approve or reject plans, specifications, and/or implementation schedules, and entire project applications.

#### **C. Sponsor Requirements**

1. The sponsor shall complete application on Districts' Form 110a.
2. The sponsor shall submit preliminary plans with the application. The following items should be included:
  - a. Project plan.
  - b. Itemized estimated cost.
  - c. Implementation schedule.
  - d. Location map.
3. The sponsor shall execute the District's Special Project Operation and Maintenance Agreement, Form 110b, upon approval of funding and before starting work on the project.
4. The sponsor shall provide all necessary land rights at no cost to the NRD.
5. The sponsor shall obtain all necessary local, state, and federal permits.

6. The sponsor shall administer all contracts for design, construction, and construction observation for the project.
7. The sponsor shall control all erosion and sediment on the site during and after construction.
8. The sponsor shall hold and save the District free from damages or claims due to the construction, operation, and maintenance of the project.
9. The approved application becomes an agreement with the District which includes these guidelines.

#### D. Requesting Reimbursement

1. Upon completion of the project, the Sponsor may request reimbursement from the District by providing a final report including:
  - a. A detailed letter reporting all components of work completed and explain any changes from the initial application
  - b. Listing of all project expenditures.
  - c. Copies of all receipts that have been paid.
2. The use of participant's labor, equipment or materials will not be considered a part of the grant project.

#### E. Definitions

1. Flood Control
  - a. A reduction in the amount of water which escapes from a stream or other natural drainageway and inundates or overflows adjacent land area; or
  - b. A reduction in the amount of land area overflowed by water escaping from a stream or other natural drainageway.

Source: Nebraska Resources Development Fund Guidelines, May 1990
2. Drainage
  - a. To rid the land of its superfluous moisture by adopting or improving natural watercourses and supplementing them, when necessary, by ditches or other artificial means.

Source: Nebraska Resources Development Fund Guidelines, May 1990
3. Flood Water
  - a. Floodwater is water that spills over the banks of a watercourse in times of high water and flows over adjacent lands in the floodplain, returning to the stream at a downstream point.

Source: Policy Issue Study - Drainage of Diffused Surface Water, May 1982
4. Stormwater Management
  - a. Stormwater management is often distinguished from floodplain management in terms of the "direction" in which floodwaters enter a structure or property. If the water is on its way to a major stream when it floods a property, it is "storm water". If the water is rising up from a stream, it is "flood water".

Source: Andrew J Reese, Ogden Environmental and Energy Services, Inc., in Lincoln Stormwater Management Program Report, 1997

**LOWER ELKHORN  
NATURAL RESOURCES DISTRICT**

1508 Square Turn Blvd  
Phone: (402) 371-7313 NORFOLK, NE 68701

**RECREATION AREA DEVELOPMENT PROGRAM  
Application Form**

1. Date: \_\_\_\_\_ Tax ID Number \_\_\_\_\_
2. Project Name \_\_\_\_\_
3. Project Sponsor: \_\_\_\_\_  
Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
4. Contact Person \_\_\_\_\_ Title \_\_\_\_\_
5. Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_
6. Project Location\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Description of Project\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Total Estimated Cost \_\_\_\_\_
9. Cost Share Request \_\_\_\_\_
10. Signature/Title \_\_\_\_\_
11. Approval by Lower Elkhorn NRD \_\_\_\_\_

\*\* Attach additional sheets, as necessary.

## **LOWER ELKHORN NATURAL RESOURCES DISTRICT**

### **Recreation Area Development Program**

The Recreation Area Development Program is an authorized program of the District to provide financial assistance to units of government (cities, counties, villages, and schools) to acquire land rights, design, establish, develop, and improve public recreation areas within Lower Elkhorn NRD.

#### **A. Criteria for Eligible Projects**

1. Each project must be sponsored by a city, village, county, or school with the statutory authority and capability to develop and manage public recreation areas and be located on publicly owned land.
2. The recreation area, or park, must conform with the comprehensive plan for the municipality.
3. Recreation that utilizes/develops natural resources are high priority.
4. Eligible projects components:
  - a. Development of a recreation area plan.
  - b. Land acquisition (eligible only if recreation area is developed at the same time).
  - c. Grading, seeding, and landscaping.
  - d. Buildings and facilities (picnic shelters and restrooms).
5. Ineligible practices are: athletic fields, concession stands, landscaping around new buildings, equipment and moveable facilities such as picnic tables.
6. Projects must conform with all local, state, and federal laws.
7. Project Sponsor's labor, equipment or materials are not eligible project costs (must be contracted).
8. First time applicants and low amounts of previous grants have priority over recent recipients.

#### **B. District Responsibilities**

1. Administer the Recreation Area Development Program.
2. Review and prioritize, all applications for assistance.
3. Reimburse Sponsors up to 50% of the eligible local costs (i.e., excluding state and federal funds) of an approved and completed project, up to a maximum \$30,000 in District funds. Maximum payment for playground equipment is \$25,000.00. Maximum payment for the purchase of trees is \$100.00 per tree.
4. The District reserves the right to approve or reject plans, specifications, implementation schedules, and entire project applications.

#### **C. Sponsor Requirements**

1. The sponsor shall complete application on District's form 112a.
2. The sponsor shall submit preliminary plans with the application. The following items should be included:
  - a. Option purchase agreement (if applicable).
  - b. Recreation area development plan.
  - c. Itemized estimated cost.
  - d. Implementation schedule.
  - e. Location map.

3. The sponsor shall execute the District's Special Project Operation and Maintenance Agreement, Form 112b, upon approval of funding and before starting work on the project.
4. The sponsor shall obtain all necessary local, state, and federal permits.
5. The sponsor shall agree to manage the area as a public recreation area for a minimum of 10 years.
6. Upon completion of the project, the sponsor shall prominently display the plaque acknowledging Lower Elkhorn NRD funding (provided by the District).
7. The sponsor shall administer all contracts for land acquisition, design, construction, and construction observation for the project.
8. The sponsor shall control all erosion and sediment on the site during and after construction.
9. The sponsor shall hold and save the District free from damages or claims due to the construction, or operation and maintenance of the recreation area.
10. The approved application becomes an agreement with the District, which includes these guidelines.
11. The sponsor is encouraged to utilize recycled or recyclable products whenever practical or feasible.

D. Requesting Reimbursement

1. Upon completion of the project, the Sponsor may request reimbursement from the District by providing a final report including:
  - a. A detailed letter reporting all components of work completed and explain any changes from the initial application.
  - b. Listing of all project expenditures.
  - c. Copies of all receipts, deeds, or easements
2. The use of participant's labor, equipment or materials will not be considered a part of the grant project.