

# **319 ONLINE APPLICATION INSTRUCTIONS – 2018 RFP**

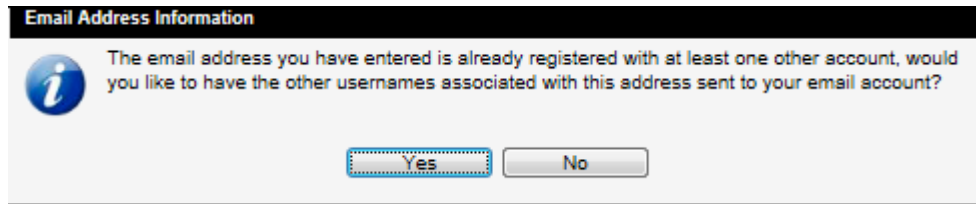
## **How to Register for an Account**

To start the online grant application process, you must first register for an account. Please read all of the steps carefully

1. To use the online grant application, you must:  
Have internet access, using one of the following internet browsers described at this link:  
<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>
  
2. From your internet browser, go to the DEQ portal for registration and application authorization:  
<https://ecmp.nebraska.gov/DEQ-LOGIN>

<p><b>LOGIN</b></p> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p><b>Login</b></p> <p><a href="#">Reset Password (Non-State Employees)</a></p> <p><a href="#">Update User Account Information (Non-State Employees)</a></p> <p><small>THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....</small></p>	<p><b>NEW USERS</b></p> <p>If you are a first time user and have not yet registered for an account, click the following link and follow the instructions <a href="#">Register Here (Non-State Employees)</a></p>
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3. You will be at the DEQ portal.
  - a. To create a new userID – click on the Register Here under NEW USERS on the right side of the screen.
  - b. If you have a userID – type in your User Name (userID) and password to verify your authorization to the application.
  - c. If you need to reset your password – click on the Reset Password option.
  - d. If you need to update other account information – click on the Update User Account Information.
  - e. NOTE: If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click Yes for this message.



4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the **Field Requirements** link. The following list will guide you through the fields you will need to complete:
  - a. **First Name** – enter your first name.
  - b. **Last Name** – enter your last name.
  - c. **Email Address** – enter the email address that will be associated with this account and grant applications.
  - d. **Confirm Email** – re-enter the email address typed above.
  - e. **Username** – Create a username for this account.
  - f. **Password** – Create a password for this account.

*PLEASE NOTE: the password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit. Click the **Field Requirements** or **Password Rules** link for more information on password requirements.*

- g. **Password Reminder Questions** – You must select three password reminder questions, and supply an answer for each question. These questions will be used to authenticate your identify if you need to change your password or account information.
      - i. Select a security question from the drop-down box.
      - ii. Type your answer in the Your Answer field. This field is not case sensitive.

# NEBRASKA ENTERPRISE SELF REGISTRATION

## NEW ACCOUNT REGISTRATION

\* Required

### User Information

[Field Requirements](#)

First Name \*

Last Name \*

Email Address \*

Confirm Email \*

### Login Information

Username \*

Password \*

Confirm Password \*  [Password Rules](#)

### Password reminder questions

Question One \*

Your Answer \*

Question Two \*

Your Answer \*

Question Three \*

Your Answer \*

5. Prior to completing your registration, **please note or record your userID, security questions and answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.
6. To complete your registration, click **Register Account.**
7. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here.**

Official Nebraska Government Website

# NEBRASKA ENTERPRISE SELF REGISTRATION

Your account has been successfully created, you will be redirected to the sign in page in 5 seconds...

If you are not redirected, please click [here](#)

8. You will be redirected/returned to the DEQ portal page.

<h2>LOGIN</h2> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p><a href="#">Reset Password</a> (Non-State Employees)</p> <p><a href="#">Update User Account Information</a> (Non-State Employees)</p> <p>THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....</p>	<h2>NEW USERS</h2> <p>If you are a first time user and have not yet registered for an account, click the following link and follow the instructions <a href="#">Register Here</a> (Non-State Employees)</p>
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9. Your account (userID) must be authorized to use the 319H – Nonpoint Source Pollution Program online application process. On the left side of the screen, enter your User Name (userID) and password and click the Login box.

10. The NDEQ PORTAL ACCESS screen will display. There may be more than one DEQ program listed. To the left of the 319H – Nonpoint Source Pollution Program application name is a box to enable access to the application. Click in the box to enable access and then click on the Update Access button.

11. Click on the DEQ program name “319H – Nonpoint Source Pollution Program” to start the application process. Please refer to the next section on “**How to Login to the Online Application**”.

Listed below are the public applications that you may request access to use.

- If the box is checked, you may click on the application name and you will be directed to the main application page.
- If the box is not checked and you want to have access to the application, then check the box next to the application and click on update access. Once the access box is checked you may then click on the application name and you will be directed to the main application page.

Enable Access	DEQ Program
<input checked="" type="checkbox"/>	<a href="#">Waste/Litter Reduction &amp; Recycling Incentive</a>
<input checked="" type="checkbox"/>	<a href="#">319H - Nonpoint Source Pollution Program</a>

## How to Login to the Online Application

The following steps only apply to accounts that have been successfully created and authorized to use the application. If you have not yet successfully created an account and set up your authorization, please refer to the previous section “**How to Register for an Account**”.

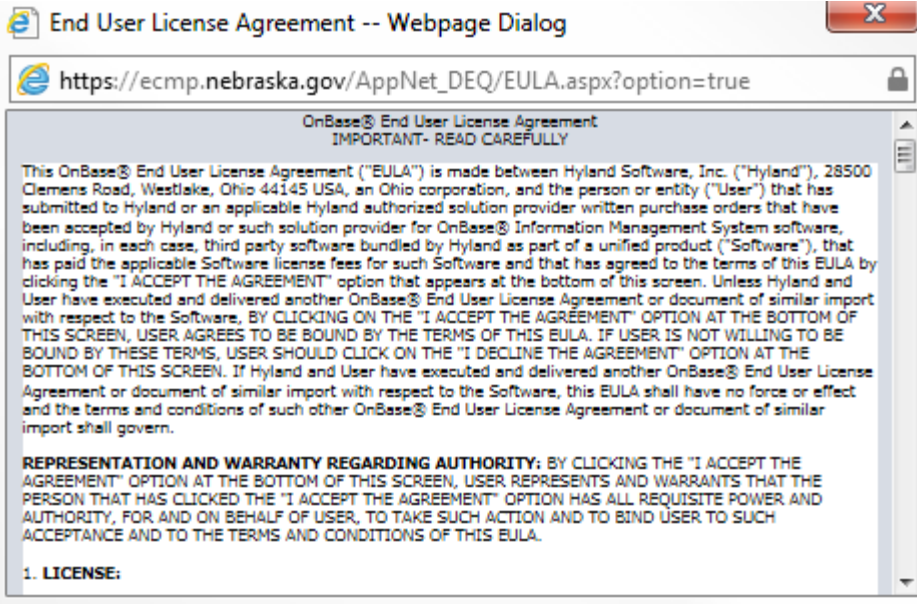
To use the online grant application, you must have internet access, using one of the following internet browsers described at this link:

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>

1. To access the application:
  - a. If you are coming from the DEQ portal, then you have already clicked on the program name and you can skip to step 2.
  - b. Open your internet browser and go to:  
[https://ecmp.nebraska.gov/Appnet\\_deq/workflow/WFLogin.aspx](https://ecmp.nebraska.gov/Appnet_deq/workflow/WFLogin.aspx)
2. The first field will already be filled out with the word PUBLIC.
3. In the second field, enter your userID.
4. In the third field, enter your password.
5. Click on Login.



6. The first time the application is used by your account, an End User License Agreement will display. This is for the OnBase software licensed to the State of Nebraska.

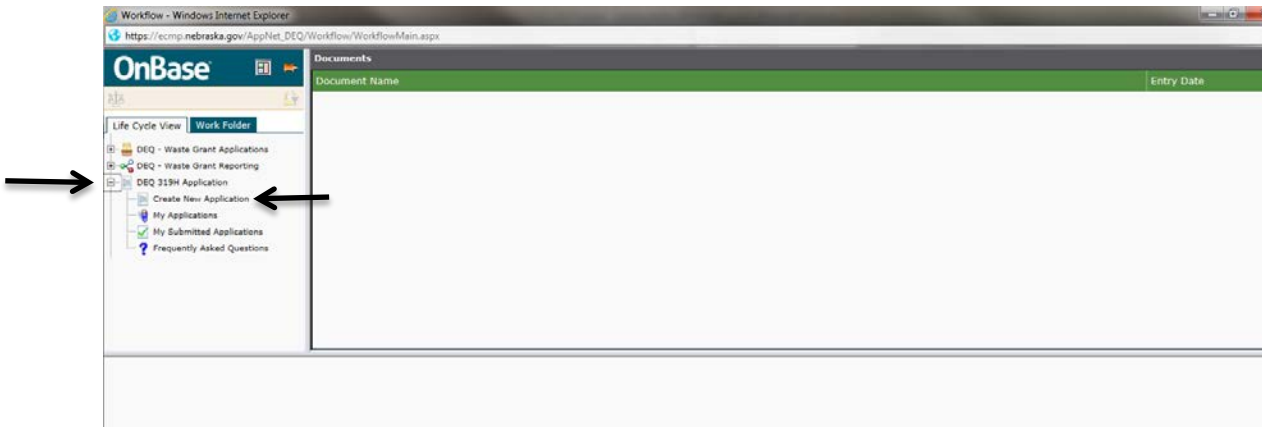


7. Scroll to the bottom
  - a. You can click on print to print a copy of the agreement.
  - b. To continue, you will need to click on the radio button next to “I accept the agreement”.
  - c. Then click on Continue.
  - d. If you click on the button next to “I decline the agreement”, you will not be able to continue on with the application process.
  
8. You should now be logged in to the application. Please refer to the next section “**How to Create a New Application**”.

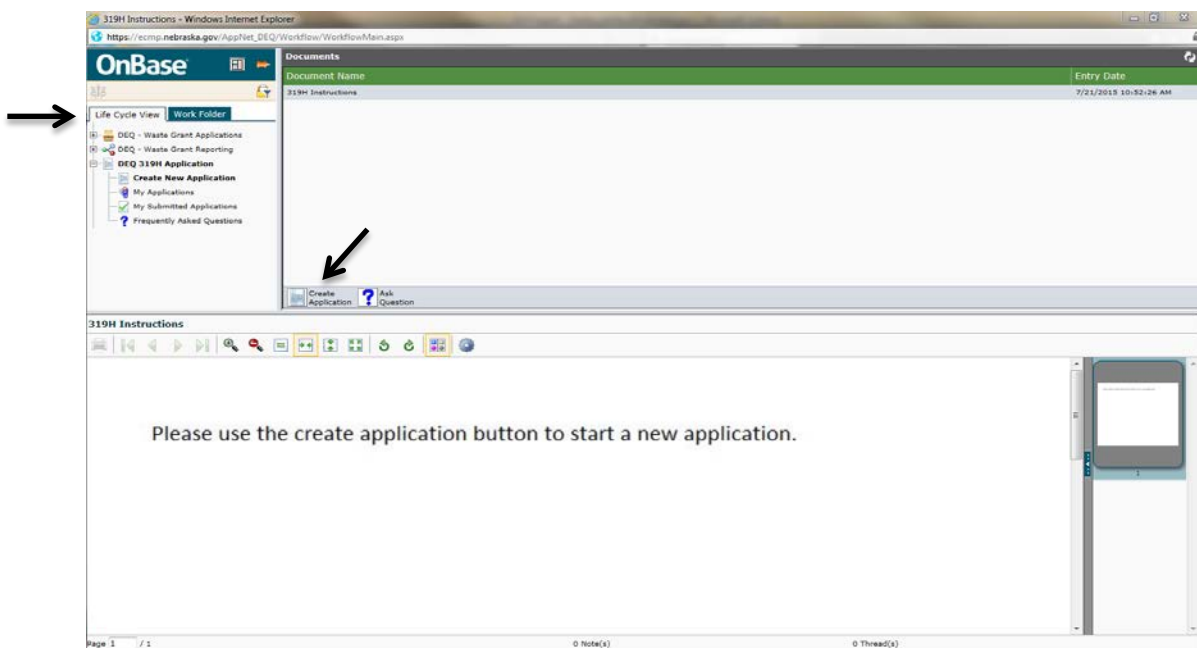
## How to Create a New Application

Before creating a new application, you must register and authorize your account. Please refer to the *How to Register for an Account* section for instructions.

1. Once signed in to the application program, click on the + next to *DEQ 319H Application*. This will show a drop down menu.
2. Next click on the *Create New Application*.



3. The tab *Work Folder* should open on the left hand side. Click on the *Create Application* icon next to the *Ask Question* icon.
4. Once an application is created, click on the *Life Cycle View* tab located on the upper left hand side. Click on the *My Applications* icon.



5. Click on the *My Applications* icon to see all the applications you have created. Click on the application you just created. This will open up the application with all of the required fields to be completed.



## How to Fill Out Application

Before filling out an application, please refer to the RFP and Application Preparation documents.

1. Fill out all required fields.

**Remember to save your work often (recommended every 20 minutes) to ensure all work is saved. The application may time out due to inactivity after 90 minutes and close without prompting you to save. To save work, scroll to bottom of the page and click on the *Save* icon.**

2. Once all the required fields in the application are filled out and saved, click on the *Create Project Implementation Plan* icon.

The screenshot shows the OnBase application interface. At the top, there's a 'Documents' section with a table containing '201510 - APPLICATION' and an 'Entry Date' of '8/4/2015 9:29:13 AM'. Below this is a 'Life Cycle View' and 'Work Folder' section. The main content area is titled '10. Budget' and contains a 'SOURCE OF FUNDS' table. The table has columns for 'Budget Category', 'Section 319 Funds', 'Other Federal Funds', 'Non-Federal Funds', and 'Total'. Below the table are summary rows for '319 Funds Total', 'Federal Funds Total', 'Non-Federal Funds Total', and 'TOTAL'. The '11. Project Implementation Plan:' section is also visible with a checkbox for 'Is the project area covered by an NDEQ-approved Watershed Management Plan (WMP)?'. A 'Save' button is located at the bottom left of the form area, indicated by a black arrow.

3. This will open the *Project Implementation Plan (PIP)* pop-up window with additional required fields. Copy and paste from your Application Preparation document into the appropriate fields. To save your work, click on the *Save* icon located at the bottom of the window. **If you close the PIP window before saving, your PIP information will not be saved.** You can reopen the PIP window by clicking on the *Show Project Implementation Plan* icon and continue working on it as necessary.



The screenshot shows the 'Budget Narrative' pop-up window. It has a rich text editor toolbar at the top with icons for copy, paste, undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, and source. Below the toolbar is a large text area for entering the narrative. At the bottom left of the window, there are 'Save' and 'Cancel' buttons, with a black arrow pointing to the 'Save' button.

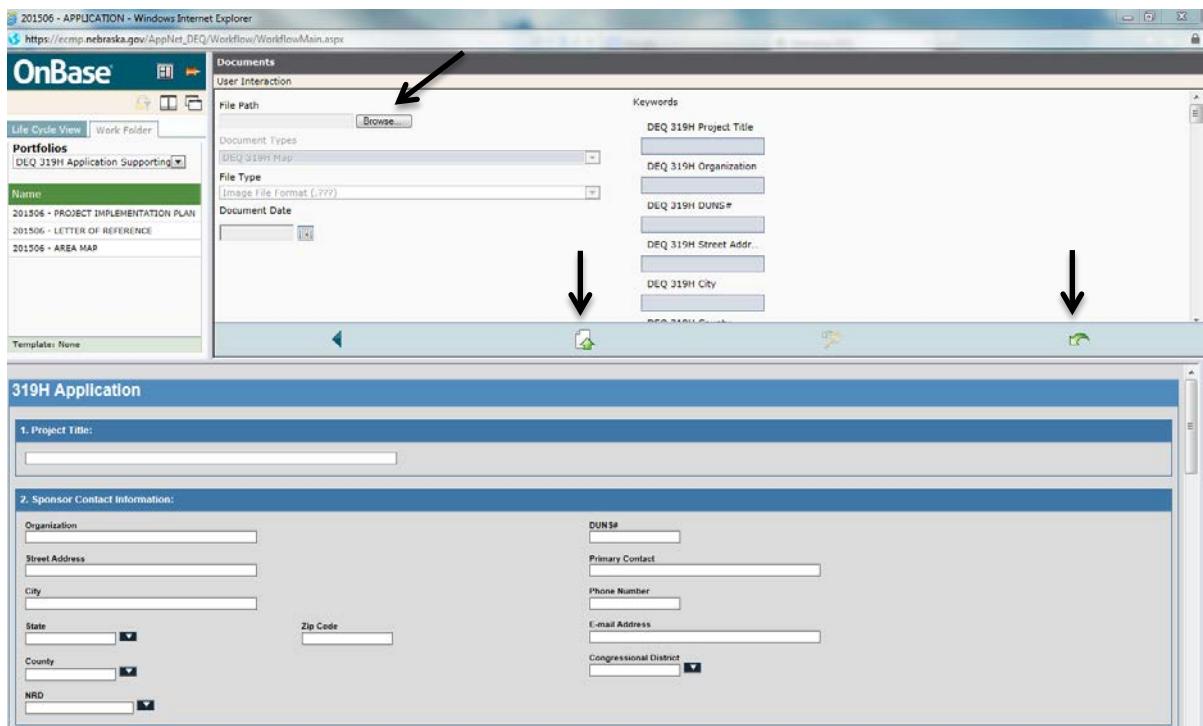
4. Once the Project Implementation Plan is complete, please click on the *Save* icon.

## How to Attach Supporting Documents

1. Click on the *Attach Supporting Documents* icon. If you have no supporting documents to attach, skip to How to Add a Map.
2. Provide a brief description of the document being attached and then click on the *Submit* icon.
3. Next, click on the *Browse...* icon to bring up your documents. Click on the document you would like to upload and select *Open*.

*\*\*If fields for Document Types, File Type, Document Date and Keywords are displayed (refer to picture below), please disregard. \*\**

4. When the correct document is listed under *File Path*, then click on the Import button represented by this icon . If the wrong file was selected, click on the Clear All button represented by this icon . It is recommended that you double check if the document you are about to import is the correct one.
5. To remove a supporting document, click on the *Remove Supporting Document* icon.
6. Once uploaded, supporting documents will be listed under the *Work Folder* tab.





The screenshot displays the OnBase application interface. At the top, a browser window shows the URL [https://ecmp.nebraska.gov/AppNet\\_DEQ/Workflow/WorldflowMain.aspx](https://ecmp.nebraska.gov/AppNet_DEQ/Workflow/WorldflowMain.aspx). The main interface is divided into several sections:

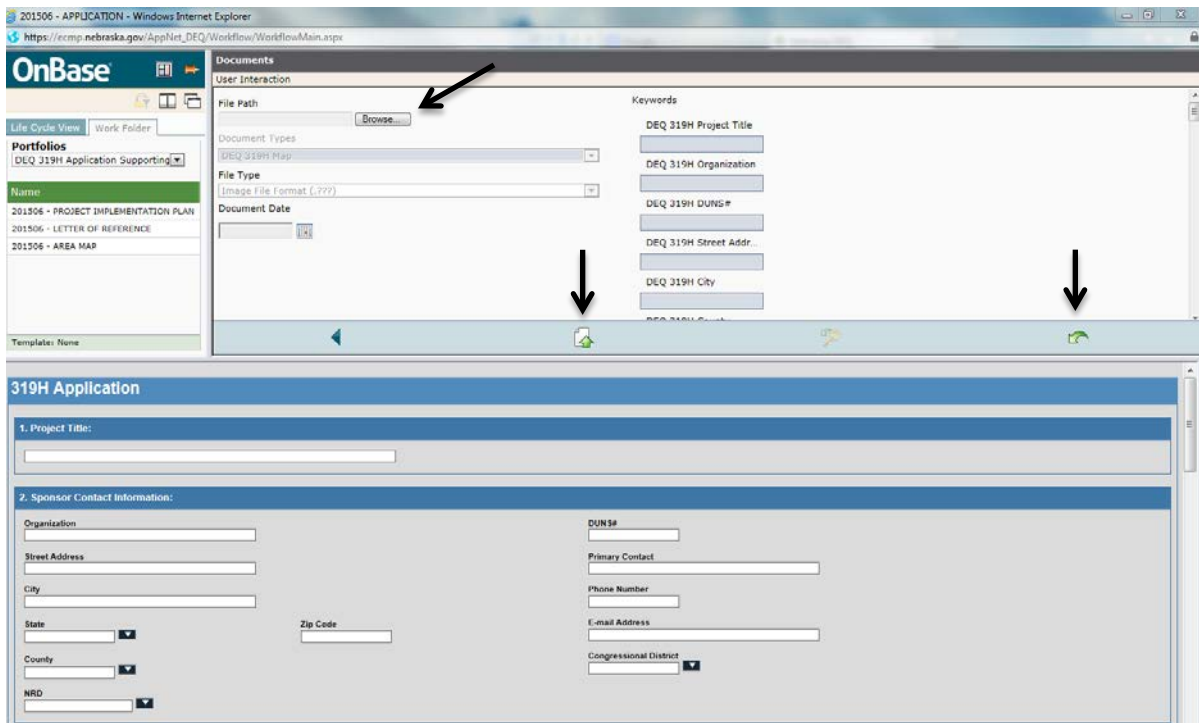
- Documents Section:** Contains a "User Interaction" area with a "File Path" field and a "Browse..." button (indicated by an arrow). Below this are fields for "Document Types" (set to "DEQ 319H Map"), "File Type" (set to "Image File Format (.???)"), and "Document Date". To the right, there is a "Keywords" section with several input fields: "DEQ 319H Project Title", "DEQ 319H Organization", "DEQ 319H DUNS#", "DEQ 319H Street Addr.", "DEQ 319H City", and "DEQ 319H State".
- Navigation Bar:** A horizontal bar at the bottom of the "Documents" section contains three icons: a left-pointing arrow, the "Import" icon (document with green arrow), and the "Clear All" icon (circular green arrow). Arrows point to the "Import" and "Clear All" icons.
- 319H Application Section:** Below the navigation bar, this section contains two main parts:
  - 1. Project Title:** A single text input field.
  - 2. Sponsor Contact Information:** A form with multiple fields for contact details:
    - Organization, Street Address, City, State, and Zip Code (left column).
    - DUNS#, Primary Contact, Phone Number, E-mail Address, and Congressional District (right column).

# How to Add a Map

1. Click on the *Add Map* icon.
2. Provide a brief description of the document being imported and then click on the *Submit* icon
3. Next, click on the *Browse...* icon to bring up your documents. Click on the document you would like to upload and select *Open*.

**\*\* If fields for Document Types, File Type, Document Date and Keywords are displayed (refer to picture below), please disregard. \*\***

4. When the correct document is listed under *File Path*, click on the Import button represented by this icon . If the wrong file was selected, click on the Clear All button represented by this icon . It is recommended that you double check if the document you are about to import is the correct one.
5. Uploaded documents are listed under the *Work Folder* tab.



## How to Submit an Application

1. Before submitting the application, please review all application fields, Project Implementation Plan and attachments for completion.
2. Once you are confident the application is complete, scroll to the bottom of the application and click *Save*.
3. Next, click on the *Submit Application* icon. **Once submitted, you will not be able to go back and edit your application.** When successfully submitted, a confirmation e-mail will be sent to the project sponsor e-mail address given in the application.
4. To review submitted applications, refer to the *My Submitted Applications* icon located in the drop down menu of the *DEQ 319H Application*.

The screenshot displays the OnBase application submission interface. The top section shows a 'Documents' table with columns for 'Document Name' and 'Entry Date'. Below this is a '10. Budget' section with a table for 'SOURCE OF FUNDS'. At the bottom, there is a '11. Project Implementation Plan' section and a 'Save' button. Arrows point to the 'Submit Application' icon, the 'Save' button, and the 'My Submitted Applications' link in the left sidebar.

Document Name	Entry Date
201910 - APPLICATION	8/4/2015 9:29:13 AM

Budget Category	Section 319 Funds	Other Federal Funds	Non-Federal Funds	Total
Equipment				
Description				
201910				
	319 Funds Total	Federal Funds Total	Non-Federal Funds Total	TOTAL

11. Project Implementation Plan:  
Is the project area covered by an NDEQ-approved Watershed Management Plan (WMP)?

Save

## How to Ask a Question

1. To submit a question pertaining to either the online application process or the eligibility/content of the project(s), click on the *Ask Question* icon.
2. In the field labeled *Question*, please type your question. The question cannot be longer than 250 characters.
3. Once completed, click on the *Submit* icon. Once submitted, the question will be reviewed and answered by NDEQ staff. The applicant will then be able to see the question under the *Frequently Asked Questions* icon.

All questions related to the eligibility/content of the project(s) must be submitted by 4:00 p.m., Central time, August 21, 2017. Responses to those questions will be posted under the *Frequently Asked Questions* icon by August 28, 2017. Questions in regard to the online application process will be answered up until the day the electronic application closes, 4:00pm, September 5, 2017.

The screenshot displays the OnBase application interface. On the left, a navigation menu includes 'Life Cycle View', 'Work Folder', 'DEQ - Waste Grant Applications', 'DEQ - Waste Grant Reporting', 'DEQ 319H Application', 'Create New Application', 'My Applications', 'My Submitted Applications', and 'Frequently Asked Questions'. An arrow points to the 'Frequently Asked Questions' icon. The main area shows a 'Documents' table with one entry: '201510 - APPLICATION' with an 'Entry Date' of '8/4/2015 9:29:13 AM'. Below the documents, there are buttons for 'Create Project Implementation Plan', 'Attach Supporting Documents', 'Add Note', 'Submit Application', and 'Ask Question'. The 'Budget' section (10. Budget) contains a 'SOURCE OF FUNDS' table with columns for 'Budget Category\*', 'Section 319 Funds', 'Other Federal Funds', 'Non-Federal Funds', and 'Total'. The 'Description\*' field contains '2015GFP'. Below the table are summary rows for '319 Funds Total', 'Federal Funds Total', 'Non-Federal Funds Total', and 'TOTAL'. The 'Project Implementation Plan' section (11. Project Implementation Plan) includes a checkbox for 'Is the project area covered by an NDEQ approved Watershed Management Plan (WMP)?'. At the bottom, there is a 'Save' button and status information: '0 Note(s)' and '0 Thread(s)'.