

NEBRASKA

A yellow swoosh graphic that starts under the 'N', goes under the 'B', 'R', 'A', 'S', and 'K', and ends under the 'A'.

DEPT. OF ENVIRONMENT AND ENERGY

Waste and Litter Grant Application and Portal Guidance

Created: February 2021

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1. How to Register for an Account

To start an online grant application process, you must first register for an account.

Note: If you have a previous Onbase account, you will be able to use that account on the new online application system. → Skip to page 7

- 1) To use the online grant application, you will need internet access and preferably use one of the following browsers: Chrome, Safari, or Firefox.
- 2) From your internet browser, go to the NDEE login portal or click on the following link:
<https://ecmp.nebraska.gov/DEE-WGS/>
- 3) You should now be at the Nebraska Department of Environment and Energy (NDEE) portal
 - a. To create a new account, click “[Register Here](#)” under [New Users](#) on the right side of the screen.



Waste and Litter Grant Application

	Log In	New Users If you are a first time user and have not yet registered for an account, click the following link and follow the instructions Register Here (Non-State Employees)
User Name	<input type="text"/>	
Password	<input type="password"/>	
	<input type="button" value="Login"/>	
	Reset Password (Non-State Employees)	
	Update User Account Information (Non-State Employees)	

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.....

The DEE State Website
Security, Privacy & Accessibility Policy

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Nebraska Department of Environment and Energy

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 Rules

- Max length is 128 characters
- Password is case sensitive
- Must contain a minimum 10 characters
- Must include at least three (3) of the following four (4):
 - At least one (1) uppercase character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol
- Must not repeat any character sequentially more than two (2) times or use the same password
- Must not contain the username
- Must not contain parts of the user's full name that exceed two (2) consecutive characters
- Must not include any of the following values: password, huskers, or admin

Password reminder questions

Question One *

Your Answer *

Question Two *

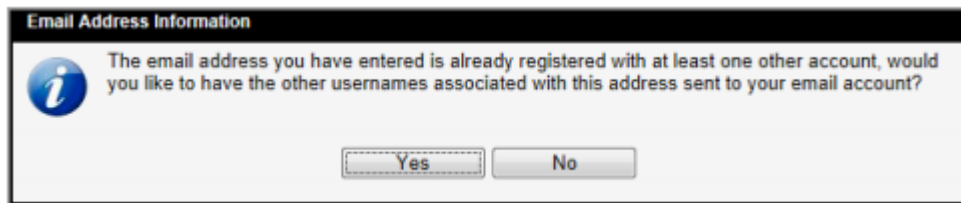
Your Answer *

Question Three *

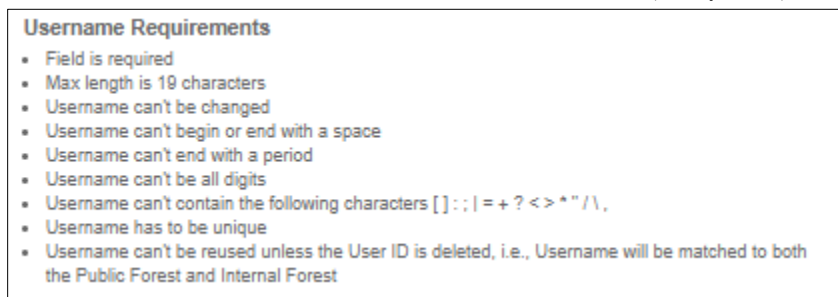
Your Answer *

Instructions on next page

*If you previously registered an account with the same email address you will receive the message below. If you would like to have other usernames associated with the email address you entered, click “yes” on the message.

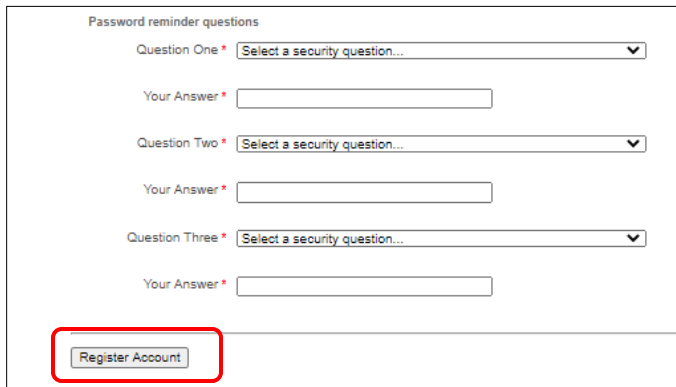


- 4) After clicking on the “[Register Here](#)” option, you will be at the New Account Registration page. You will need to complete all the fields on this page. If you would like to view details on requirements for specific fields such as Username and password, click the field requirements link. The following will guide you through the fields you need to complete.
- First Name** - enter your first name.
 - Last Name** - enter your last name.
 - Email Address** - enter the email address that will be associated with this account and grant applications.
 - Confirm Email** - re-enter the email address typed above.
 - Username** - Create a username for this account (no spaces).



- Password** - Create a password for this account.
- 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.
 - Select a security question from the drop-down box.
 - Type your answer in the Your Answer field. This field is not case sensitive.

- 5) Prior to completing your registration, **please note or record your Username, Password, 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 the **“Register Account”** button.



The screenshot shows a registration form titled "Password reminder questions". It contains three sets of questions, each with a dropdown menu for the question and a text input field for the answer. The dropdown menus are labeled "Question One", "Question Two", and "Question Three", each with a "Select a security question..." option. The text input fields are labeled "Your Answer". At the bottom of the form, there is a button labeled "Register Account" which is highlighted with a red rectangular box.

- 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.”**



8) You will be redirected to the NDEE log in page.

The screenshot shows the login page for the Waste and Litter Grant Application. At the top, there is a banner with the Nebraska Department of Environment and Energy logo and a background image of a sunset over a field with wind turbines. Below the banner, the title "Waste and Litter Grant Application" is centered. The page is divided into two main sections: "Log In" and "New Users".

Log In

User Name

Password

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

New Users

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions

[Register Here](#) (Non-State Employees)

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.....

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Nebraska Department of Environment and Energy

2. How to Login to the Online Application

- 1) On the left side of the screen, enter your username and password and click the login button.
 - a. If you need to reset your password, click the “[Reset Password](#)” option.
 - b. If you need to update other account information, click on the [Update User Account Information](#) option.

Waste and Litter Grant Application

Log In

User Name

Password

[Login](#)

New Users

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions

[Register Here](#) (Non-State Employees)

[Reset Password](#) (Non-State Employees)

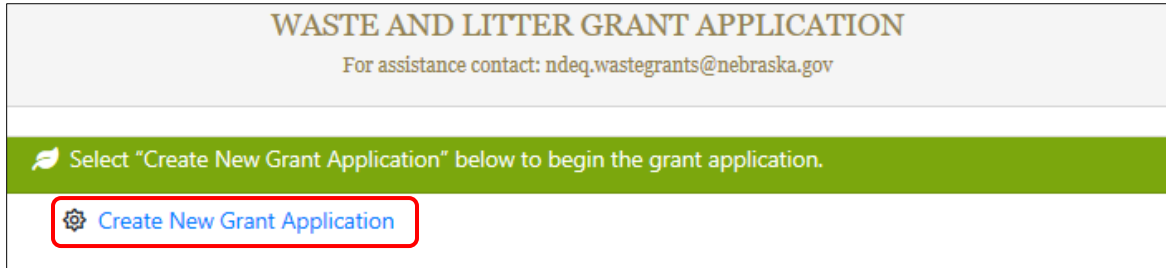
[Update User Account Information](#) (Non-State Employees)

- 2) If you have completed or in-progress applications, they will appear on this page:

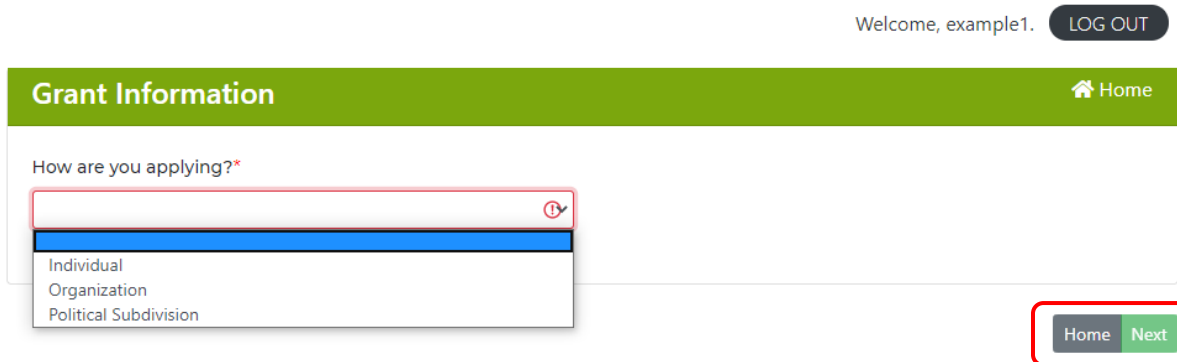
WASTE AND LITTER GRANT APPLICATION			
For assistance contact: ndeq.wastegrants@nebraska.gov			
Select "Create New Grant Application" below to begin the grant application.			
Create New Grant Application			
Listing of incomplete Waste/Litter Grant Applications that have yet to be submitted			
Select Tracking # link to continue filling out a previously started waste grant application.			
Tracking #	Application #	First Name	Last Name
202100312	2334	SAM	SAMPLE
Listing of submitted Waste/Litter Grant Applications.			
Select Tracking # link to continue filling out a previously started waste grant application.			
Tracking #	Application #	First Name	Last Name
202100311	2333	EDUARDO	EXAMPLE Withdraw
202100199	2221	SUZIE	SAMPLE Withdraw
Listing of Waste/Litter Grant Applications that have been completed			
Select Tracking # link to retrieve completed waste grant application.			
Tracking #	Application #	First Name	Last Name
202100199	2221	SUZIE	SAMPLE

3. How to Create a New Application

- 1) Click on “[Create New Grant Application.](#)” You can start a Waste or Litter grant application from the link on the page shown below.



- 2) You will be asked if you are applying as an individual, organization, or political subdivision.
 - a. If you are applying as an Individual, there will be a follow up question to ask if you are a citizen of the U.S. or a qualified alien under the Federal Immigration and Nationality Act.
 - b. If you are applying as an Organization, it will ask you if you are registered with the Secretary of State to conduct business in Nebraska.
 - c. Once you have chosen how you are applying, click “[Next.](#)”



Welcome, example1. [LOG OUT](#)

Grant Information [Home](#)

How are you applying?*

Individual ✓

Are you a citizen of the United States or a qualified alien under the Federal Immigration and Nationality Act?

Yes ✓

Application Type*

Waste Reduction & Recycling Incentive
Litter Reduction & Recycling

[Home](#) [Next](#)

3) The next step allows you to choose if you are applying under Litter or Waste.

- a. Litter grant application options are shown below.
- b. Waste grant application options when applying as an Individual and Organization are the same; however, if you apply as a Political Subdivision there are additional options shown in the following screenshots below.

Litter Options

Application Category*

Cleanup
Public Education
Recycling

Waste Options- Individual or Organization

Application Category*

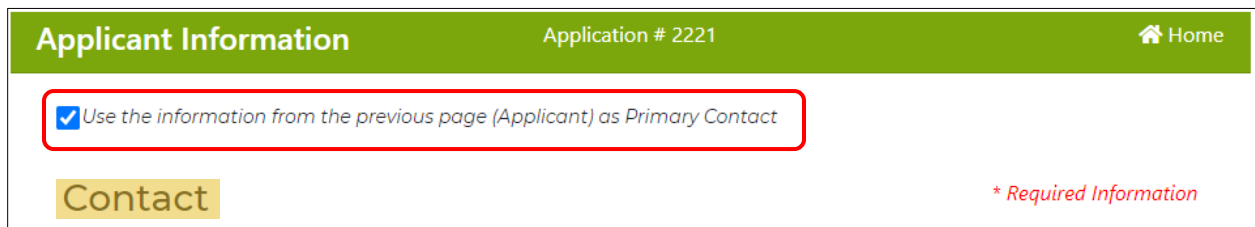
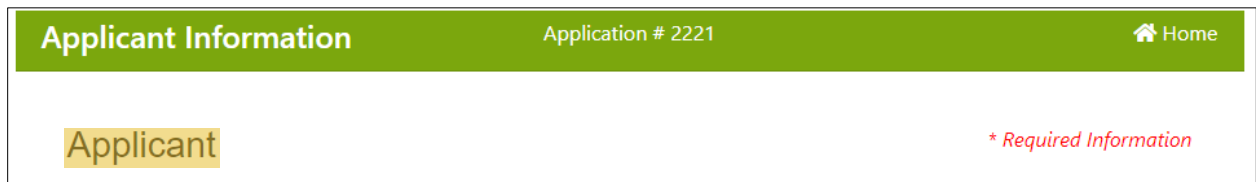
Business Fee
Scrap Tire Partial Reimbursement for Purchase of Tire-Derived Products and/or Crumb Rubber
Scrap Tire Equipment Grants
Cost-Sharing for Civil Engineering Uses of Scrap Tires

Waste Options- Political Subdivision

Application Category*

Cost-Sharing for Civil Engineering Uses of Scrap Tires
Disposal Fee
Deconstruction of Abandoned Buildings
Scrap Tire Collection Site
Scrap Tire Partial Reimbursement for Purchase of Tire-Derived Products and/or Crumb Rubber
Scrap Tire Equipment Grants

- 4) Once you have finished this page and selected your grant category, click “Next.”
- 5) The next page is the Applicant information, the **applicant** information can be different from the **contact** information.
 - a. The following page is the application contact information; the **contact will be the first point of communication for all NDEE emails**. **Note: Grant writers please do not put in your information; rather use the person’s name within the organization who is applying for the funding.**



- b. If the applicant information is the same as the contact information, click the box shown above and the information will autofill.
- 6) After all contact information is entered, you can either “save” and “exit,” to complete the application later; or continue to the funding section.

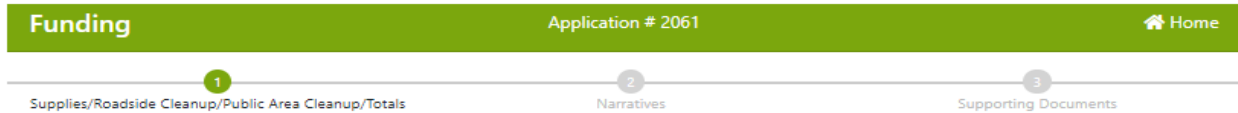
Note: Be sure to record your application number shown at the top of the online application for your records. See the upper red box in the screen shot above.

*Note: At any point during the application process you can **save** and **exit** to finish later, but once you hit the submit button you **will not** be able to edit your application further.*

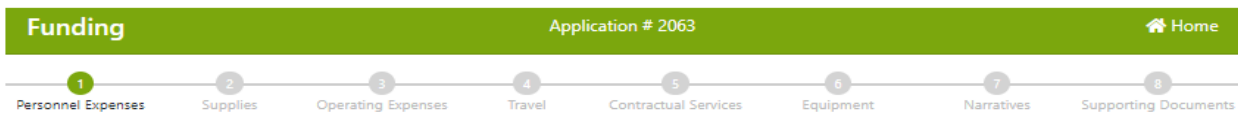
4. How to Fill Out an Application

- 1) You are now in the funding section of the application. At the top of your screen there will be a progress bar, showing you what section you are at in filling out the application. **The progress bar looks different based on grant type and category.**

Litter-Cleanup example



Waste and Recycling-Business Fee example



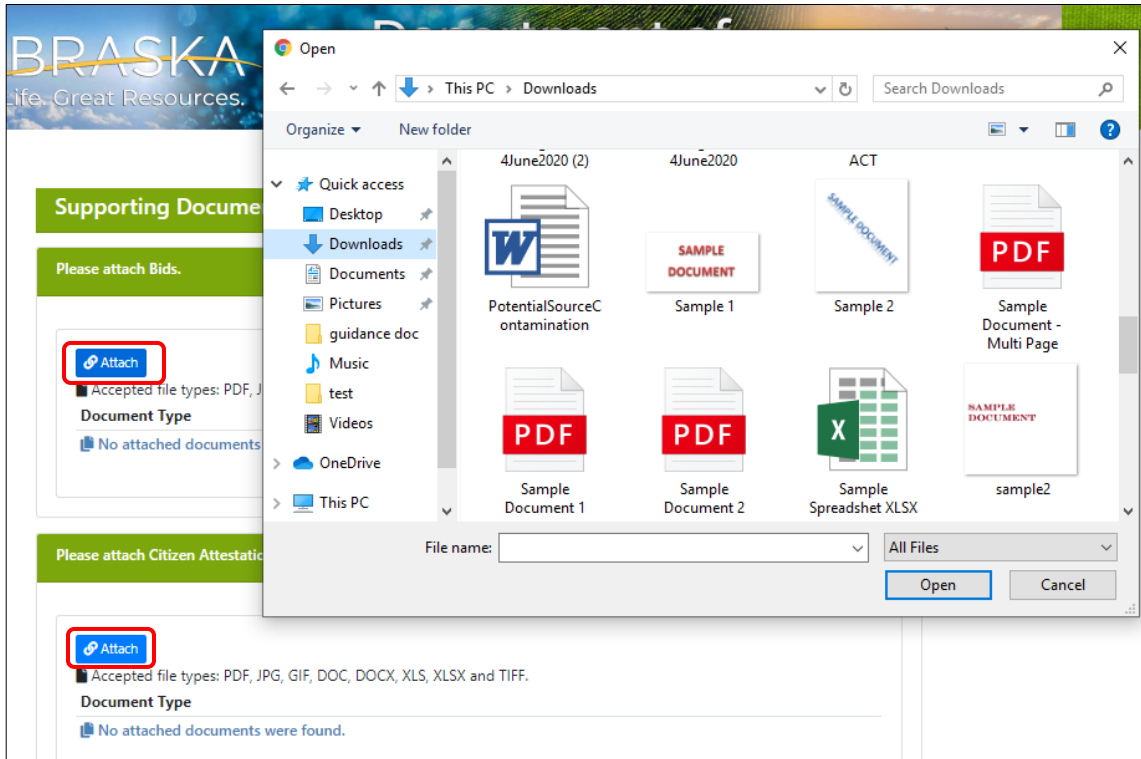
- 2) In each section, be sure to fill out **every applicable field and textbox**. For specific information and regulations on grant funding please refer to the Waste and Litter Grant Guidance Application Document on the NDEE website (link below).
<http://deq.ne.gov/publica.nsf/pages/WAS075>
 - a. Narrative questions are required to be answered. If you wish to copy your narrative answers over from another document, you can do so by copying and pasting them into the narrative fields in the online application (a detailed explanation of this process is described in Common Technical Issues on page 31).
- 3) The online application saves automatically every time you click “**Next**” to go to a new page, but be sure to save if you do not plan on finishing the application. **Information from the most recent page you were working on may not be saved if the application is left inactive for an extended period of time.**
- 4) Once all required information is entered you may continue to the Supporting Documents section. These steps are covered in “How to Attach Supporting Documents.”

Note: If you put a monetary value in a field you must fill out all other fields regarding that value. Example shown below.

Operational Activity	Grant Funds Requested	Matching Cash Funds	Matching Non-Cash Funds
Internet	\$ 1200	\$ 0	\$ 0
Provide an explanation/purpose and calculation for the requested grant funds and/or matching cash and non-cash funds for operating expenses. Required* 250-character limit			
Internet service: 12 months @ 100\$/month			

5. How to Attach Supporting Documents

- 1) When you get to the Supporting Documents section, if you need to attach documents, use the blue Attach button. You can attach as many documents as needed.
 - a. Click on the blue “Attach” button.
 - b. Locate and select the previously scanned documents.



Instructions continue to next page

c. Note that when you attach your document - in the 'attach bids section' - it will automatically be named "Bid," each additional attached bid will also be named "Bid."

d. You can view your attached document by clicking on the eyeball icon.



e. You can delete your attached document by clicking on the trash icon.



Welcome, example1. LOG OUT

Supporting Documents Application # 2063 Home

Please attach Bids.

Attach
Accepted file types: PDF, JPG, GIF, DOC, DOCX, XLS, XLSX and TIFF.
Document Type
Bid

Please attach Citizen Attestation Form.

Attach
Accepted file types: PDF, JPG, GIF, DOC, DOCX, XLS, XLSX and TIFF.
Document Type
Citizen Attestation Form

Optional - Here you can attach additional supporting documents.

Please select a Document Type before attaching a file.

Document Type
Attach
Accepted file types: PDF, JPG, GIF, DOC, DOCX, XLS, XLSX and TIFF.
Document Type
No attached documents were found.

Back Next

- 2) If you are applying as an individual, there is a required section for the **Citizen Attestation Form**. This form can be found at the bottom of the page of the link below:
<http://www.deq.state.ne.us/Publica.nsf/PubsForm.xsp?documentId=17C5B65DBDD6A2568625763F006A31C2&action=openDocument>
- 3) If you have other supporting documents, you can attach them in the "Optional" section at the bottom.
- 4) When you have finished attaching your supporting documents, click the "Next" button to go to the submission section of the application process.

6. How to Submit an Application

- 1) Once you have filled out the budget, narrative questions, and uploaded the required supporting documents, click “[Next](#)” from the Supporting Documents page. You will arrive at the screen shown below.
 - a. You can still go back and review your application from this point, but **once you hit “[Submit](#)” you will not be able to make changes.**

Welcome, example1. [LOG OUT](#)

Waste and Litter Grant Application

Application # 2063 [Home](#)

I certify I have authority under the laws of the State of Nebraska to submit this grant application and that the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

A. Is in Compliance with Nebraska State Affirmative Action Requirements and is committed to provide a drug free workplace environment;
 B. Holds or can acquire title to all lands or has the necessary easements and right-of-way for the project and related lands;
 C. Does not operate a landfill without a permit from the Nebraska Department of Environment and Energy;
 D. Is in compliance with the local zoning ordinances pertaining to the proposed project.

[Back](#) [Submit](#)

- 2) Hit the “[Submit](#)” button when you are sure you have answered every applicable question and filled in applicable every field.
- 3) After you hit “[Submit](#),” it will bring you to this page. Click “[Done](#).”

Welcome, example1. [LOG OUT](#)

Waste and Litter Grant Application

Your application has been submitted to Nebraska Department of Environment and Energy for review.

[Done](#)

- 4) Once you click “[Done](#),” you will receive an email that your application was successfully received.

- 5) The Application will take you back to your homepage.
 - a. The top section shows in-progress applications, these applications can still be edited.
 - b. Once you complete your application, it will appear in the submitted and completed section. At this point you are able to withdraw the application.
 - c. You can view your completed application once it appears in this section, but you **will not** be able to make any changes.

WASTE AND LITTER GRANT APPLICATION

For assistance contact: ndeq.wastegrants@nebraska.gov

Select "Create New Grant Application" below to begin the grant application.

[Create New Grant Application](#)

a

Listing of incomplete Waste/Litter Grant Applications that have yet to be submitted

Select Tracking # link to continue filling out a previously started waste grant application.

Tracking #	Application #	First Name	Last Name
202100312	2334	SAM	SAMPLE

b

Listing of submitted Waste/Litter Grant Applications.

Select Tracking # link to continue filling out a previously started waste grant application.

Tracking #	Application #	First Name	Last Name	
202100311	2333	EDUARDO	EXAMPLE	Withdraw
202100199	2221	SUZIE	SAMPLE	Withdraw

c

Listing of Waste/Litter Grant Applications that have been completed

Select Tracking # link to retrieve completed waste grant application.

Tracking #	Application #	First Name	Last Name
202100199	2221	SUZIE	SAMPLE

7. Withdrawing an Application

1) You will only be able to withdraw a **submitted** application up to the date of the deadline for that application period.

Select "Create New Grant Application" below to begin the grant application.

Create New Grant Application

Listing of incomplete Waste/Litter Grant Applications that have yet to be submitted

Select Tracking # link to continue filling out a previously started waste grant application.

Tracking #	Application #	First Name	Last Name
202100312	2334	SAM	SAMPLE

Listing of submitted Waste/Litter Grant Applications.

Select Tracking # link to continue filling out a previously started waste grant application.

Tracking #	Application #	First Name	Last Name	
202100311	2333	EDUARDO	EXAMPLE	Withdraw
202100199	2221	SUZIE	SAMPLE	Withdraw

2) Once you submit an application and return to the home screen, there will be a red "withdraw" button next to the application.

3) After you click the "withdraw" button you will receive a message informing you the application will be withdrawn, click "Ok."

ecmcatp.nebraska.gov says
You are about to withdraw this application!

[OK](#) [Cancel](#)

4) Your withdrawn application **will not** be shown on your home screen after you withdraw it.

8. How to Complete and Submit a Modified Application

If your grant is awarded for less than what you requested, you will have to submit a modified waste/litter grant application. You will receive instructions to do this in your award notification email.

1. Once logged on to the online NDEE application ([login here](#), see page 2 for full link), your awarded application will be in the Listing of Modified Waste/Litter Grant Application section.

Note: If you make an error while working on your modified budget, click on the home button, located at the top and bottom of the screen, to start over. Do not hit save or submit.

Select "Create New Grant Application" below to begin the grant application.

[Create New Grant Application](#)

Listing of incomplete Waste/Litter Grant Applications that have yet to be submitted

Select Tracking # link to continue filling out a previously started waste grant application.

Tracking #	Application #	First Name	Last Name
202100312	2334	SAM	SAMPLE

Listing of submitted Waste/Litter Grant Applications.

Select Tracking # link to continue filling out a previously started waste grant application.

Tracking #	Application #	First Name	Last Name
202100199	2221	SUZIE	SAMPLE

Listing of Waste/Litter Grant Applications that have been completed

Select Tracking # link to retrieve completed waste grant application.

Tracking #	Application #	First Name	Last Name
202100311	2333	EDUARDO	EXAMPLE
202100199	2221	SUZIE	SAMPLE

Listing of modified Waste/Litter Grant Applications.

Select Tracking # link to retrieve modified waste grant application.

Tracking #	Application #	First Name	Last Name
------------	---------------	------------	-----------

Listing of completed modified Waste/Litter Grant Applications

Select Tracking # link to retrieve completed modified waste grant application.

Tracking #	Application #	First Name	Last Name
------------	---------------	------------	-----------

- Click on the tracking number of the application you want to modify. You will need to modify your budget to match your award amount. Please read your award notification email for any specific instructions.

☰ Listing of modified Waste/Litter Grant Applications.

Select Tracking # link to retrieve modified waste grant application.

Tracking #	Application #	First Name	Last Name
202100078	2103	ZOE	TEST7
202100032	2057	ZOE	TEST4

☰ Listing of completed modified Waste/Litter Grant Applications

Select Tracking # link to retrieve completed modified waste grant application.

Tracking #	Application #	First Name	Last Name
------------	---------------	------------	-----------

- The revised match amount must meet at least the original proposed match percentage (matching cash + matching non-cash funds divided by the grant funds requested).

Waste and Litter Grant Application
Application # 2103
Home

Funding
Narratives
Supporting Documents

Notes

rew

Personnel Expenses

Use a separate line for each employee. Include wages, social security/Medicare, and employer-provided health, dental, and/or vision insurance premiums (up to \$5/hour actual cost for hours worked), workers' compensation, and unemployment insurance. See the application guide for eligible amounts and instructions.

Example: hourly rate x hours worked=gross wage x 7.65% (social security /Medicare rate) + applicable benefits=total salary for employee \$10 /hour x 1080 hours=\$10,800 + \$826 (\$10,800 x 7.65%) + \$5,400 (health) + \$120 (dental)=\$17,146

➕ Add New Row

Personnel/Position Title

Grant Funds Requested
\$ 0

Matching Cash Funds
\$ 0

Matching Non-Cash Funds
\$ 0

Provide calculations for the requested grant and matching cash and non-cash funds. Required* 250-character limit

Personnel Expenses Totals

Grant Funds Requested
\$ 0

Matching Cash Funds
\$ 0

Matching Non-Cash Funds
\$ 0

Supplies

Items such as office supplies, educational materials, promotional items, and other items (specify). Three dated (no older than one year from the date of application submission), written cost estimates/bids from different vendors, for purchases of like-kind or similar supply items costing \$2,000 or more must be submitted with the grant application.

Supplies Totals

4. If needed, please update the narrative questions to reflect the modified budget. To do so, click on the Narratives tab at the top of the page.

Waste and Litter Grant Application Application # 2103 [Home](#)

Funding **Narratives** Supporting Documents

Notes

Narratives

Describe the project and what it will accomplish.

XYZ

Provide a timeline with specific tasks to be accomplished at each milestone date during the 1 year grant term.

XYZ

What is your service area? You may include a map or other materials.

XYZ

Instructions continue on next page.

5. You can attach any of your updated documents by going to the [Supporting Documents](#) tab at the top of the page. Your original supporting documentation and any new documents attached during the modification process will be included in the complete modified application and your grant agreement.

The screenshot shows a web interface for a grant application. At the top, there is a green header bar with the text 'Waste and Litter Grant Application' on the left, 'Application # 2057' in the center, and a 'Home' button with a house icon on the right. Below the header, there are three navigation tabs: 'Funding', 'Narratives', and 'Supporting Documents'. The 'Supporting Documents' tab is highlighted with a red rectangular box. Below the tabs is a 'Notes' section with a green header and a text area containing the text 'qwa'. Below the notes is a 'Supporting Documents' section with a green header. In this section, there is a blue 'Attach' button with a paperclip icon. Below the button, it says 'Accepted file types: PDF, JPG, GIF, DOC, DOCX, XLS, XLSX and TIFF.' There is a 'Document Type' label followed by a text input field. Below the input field, it says 'No attached documents were found.' At the bottom right of the page, there are three buttons: 'Home', 'Save', and 'Submit'. The 'Save' and 'Submit' buttons are highlighted with a red rectangular box.

6. Once your application is modified, scroll down to the bottom of the application page and click "[Save](#)" then, "[Submit](#)."
 - a. Once the modified application is submitted, Department staff will review it.
7. If there are any questions or something that requires editing, the modified application will be sent back to your "Listing of Modified Waste/Litter Grant Applications" list. You will receive an email with instructions.
8. Once NDEE staff have approved your modified application, you will receive an email from DocuSign with your grant agreement, as well as instructions on how to electronically sign the agreement. **It may take a few weeks for you to receive the DocuSign email of your grant agreement.**

9. How to Complete and Submit Your Quarterly Report

The following steps only apply to accounts that have been successfully created, authorized to use the application and have an active grant award.

1. Once logged on to the online NDEE application ([login here](#), see page 2 for full link), your awarded grant will be in the Listing of Waste/Litter Grant Quarterly Reports section. They will be shown as “EDITING” until final submission.

Listing of modified Waste/Litter Grant Applications.

Select Tracking # link to retrieve modified waste grant application.

Tracking #	Application #	First Name	Last Name
------------	---------------	------------	-----------

Listing of completed modified Waste/Litter Grant Applications

Select Tracking # link to retrieve completed modified waste grant application.

Tracking #	Application #	First Name	Last Name
------------	---------------	------------	-----------

Listing of Waste/Litter Grant Quarterly Reports.

Select Quarterly Report link to retrieve waste grant quarterly report.

Tracking #	Name	Application #	Agreement #	Reporting Status
202100199	Quarterly 1 Report (1/1/2021 - 3/31/2021)	2221	2021-100164131	EDITING

Listing of Waste/Litter Grant Completed Quarterly Reports.

Select Quarterly Report link to retrieve waste grant completed quarterly report.

Tracking #	Name	Application #	Agreement #
------------	------	---------------	-------------

2. To start your Quarterly Report, click on the blue tracking number.
3. After selecting your quarterly report, you will be able to fill in the required fields in the form that appears. They grey fields are fixed and cannot be changed.
4. Fill out all the required fields under each of the tabs.
5. You cannot request more funds than you have remaining. If you attempt to request more than you have remaining you will receive an error and you will not be able to save the report until it is corrected.

6. Once you select your current quarterly report, your first prompt will be if you have any activity this quarter.
 - a. If no, then select “No” and answer the next two questions before you submit.
 - b. If yes, the rest of the quarterly report fields will appear.
 - c. The “Email Printable Copy” button will send you a pdf of your quarterly report after it is filled in and submitted; you must click the button before you submit it.

Waste and Litter Grant Application
Home

Quarterly Report
Supporting Documents

Quarterly Start Date Quarterly End Date Email Printable Copy

Application Info

Application # <input type="text" value="2221"/>	Reference Number <input type="text" value="2021-100164131"/>	Contact Email <input type="text" value="7016DEGRANDJE@NEBRASKA.GOV"/>
Program Category <input type="text" value="BUSINESS FEE"/>	Reporting Status <input type="text" value="EDITING"/>	Organization <input type="text" value="xxx"/>

Did you have any grant activity this quarter? You may have activity even if you did not expend any grant funds or matching funds. Select No only if you have nothing to report.*

Yes
 No

Home
Save
Submit

7. The next prompt will also be a drop down menu, as shown below.

Instructions

Is this the final quarter report?*

 ✓

Did you have any grant, match cash, or matching non-cash expenditures this quarter?*

 ✓

Please provide detailed responses to the questions in the narratives section regarding your grant funded activities for the past quarter.

Narratives

What communities, organizations, and other entities or individuals participated in this grant project?

 ✓

Is this project following the timeline of activities as outlined in your application?

 ✓
 ✓
 ✓

Please provide quantitative results of the grant project during the past quarter.

 ✓

If recycling was part of the grant project, what products were recycled and what were the volumes of material(s) processed?

 ✓

8. Fill in your narratives. You may wish to type up your responses to the narrative questions in a separate document. This will help prevent you from being Timed-Out of the online portal and ensures that you have another copy of your responses. You can then copy your responses from the document and paste them into the narrative fields. (You must use the keyboard shortcut, Ctrl V, for pasting into the form.) Fields cannot be left blank so you will have to paste your responses.
- a. The fields highlighted in red are required before you submit your final Quarterly Report.

Please check this box if you purchased equipment this quarter

Will you make changes in your program based upon your experience in this past quarter?

ⓘ

Required Field

List other pertinent information regarding your grant project during the past quarter.

ⓘ

Required Field

If an electronics, household hazardous waste, or pharmaceutical collections event was held, list the number of pounds of materials collected.

ⓘ

Required Field

If grant funds provide personnel and operating expenses for a recycling facility, please provide the types and quantity of material collected and/or processed during the quarter.

ⓘ

Required Field

If contractual services were used to prepare a study or used for other waste reduction/recycling services, what was the result?

ⓘ

Required Field

Any additional comments:

ⓘ

Required Field

9. If you bought equipment this quarter, check the box that says so and your narrative questions will change.

Please check this box if you purchased equipment this quarter

If equipment was purchased with grant funds, please detail when it was received and put into use.

This field is required because equipment was purchased this quarter

If equipment was purchased, what tasks were able to be accomplished with this equipment during this quarter?

This field is required because equipment was purchased this quarter

If equipment was purchased, list the amount and types of materials collected and/or processed. Please indicate the amount of time the equipment was used by the end of the current grant period.

This field is required because equipment was purchased this quarter

If equipment was purchased, what is the market or end use for the material that was processed?

This field is required because equipment was purchased this quarter

Will you make changes in your program based upon your experience in this past quarter?

Required Field

List other pertinent information regarding your grant project during the past quarter.

Required Field

If an electronics, household hazardous waste, or pharmaceutical collections event was held, list the number of pounds of materials collected.

Required Field

If grant funds provide personnel and operating expenses for a recycling facility, please provide the types and quantity of material collected and/or processed during the quarter.

Required Field

If contractual services were used to prepare a study or used for other waste reduction/recycling services, what was the result?

Required Field

Any additional comments:

Required Field

Personnel

- 10. When requesting funds in the personnel category, a new line will need to be added for each individual or position.
 - a. Enter the personnel/position title.
 - b. Enter the grant funds requested, matching cash, or matching non-cash funds for each line added.
 - c. Provide the calculation for your request (hours worked and rate of pay) for each personnel entry.
 - d. The totals at the bottom of the category will automatically be calculated.
 - e. The Remove button can be clicked to delete any of the added rows.

Personnel Expenses

Use a separate line for each employee. See the grant agreement, for eligible amounts and instructions. Attach copies of paycheck stubs or payroll records showing hourly rate and hours worked. If claiming employer's share of payroll taxes, a copy of the Federal 941 form is required.

Remaining Funds Available \$ <input type="text"/>	Remaining Matching Cash Funds Available \$ <input type="text"/>	Remaining Matching Non-Cash Funds Available \$ <input type="text"/>
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[+ Add New Row](#)

Personnel/Position Title

Grant Funds Requested \$ <input type="text" value="0"/>	Matching Cash Funds \$ <input type="text" value="0"/>	Matching Non-Cash Funds \$ <input type="text" value="0"/>
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Provide calculations for any grant funds and/or matching cash and non-cash funds requested for personnel.

Personnel/Position Title

Grant Funds Requested \$ <input type="text" value="0"/>	Matching Cash Funds \$ <input type="text" value="0"/>	Matching Non-Cash Funds \$ <input type="text" value="0"/>
--	--	--

Provide calculations for any grant funds and/or matching cash and non-cash funds requested for personnel.

[Remove](#)

Total Grant Funds \$ <input type="text" value="0.00"/>	Total Matching Cash Funds \$ <input type="text" value="0.00"/>	Total Matching Non-Cash Funds \$ <input type="text" value="0.00"/>
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Supplies

11. Enter the total requested grant funds amount or matching cash or matching non-cash funds.
12. In the box, provide the list of supplies and their amounts that is being requested.

Supplies

Items such as: office supplies, software/software subscriptions, educational training materials, promotional items, other items (specify). Dated itemized invoices or receipts required.

Remaining Funds Available \$	Remaining Matching Cash Funds Available \$	Remaining Matching Non-Cash Funds Available \$
Grant Funds \$ 0	Matching Cash Funds \$ 0	Matching Non-Cash Funds \$ 0

List each supply item with quantity and dollar amounts for each item. Example: 30 pairs of gloves @ \$10/each = \$300. Provide an explanation for the requested grant funds and/or matching cash and non-cash funds for supplies.

List of supplies type, quantity, and cost.

Operating Expenses

13. Click on the “Add New Row” button to create new line for each type of operating expense.
14. Click on the down arrow to select the operational activity from the dropdown menu. If choosing “other”, give a short description of the activity.
15. Enter the requested amount of grant funds, matching cash funds, and matching non-cash funds.
16. The totals at the bottom of the category will automatically be calculated.

Operating Expenses

Items such as: printing, photo copying, equipment rental/maintenance, fuel, telephone, utilities, internet, advertising, building rent, liability insurance, postage, other items (specify). Dated itemized invoices or receipts are required.

Remaining Funds Available \$	Remaining Matching Cash Funds Available \$	Remaining Matching Non-Cash Funds Available \$
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+ Add New Row

Operating Activity ▼	Grant Funds Requested \$ 0	Matching Cash Funds \$ 0	Matching Non-Cash Funds \$ 0
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Provide an explanation and calculation for the requested grant funds and/or matching cash and non-cash funds for operating expenses.

Rent \$X, Wi-Fi \$X, etc.

Total Grant Funds \$ 0.00	Total Matching Cash Funds \$ 0.00	Total Matching Non-Cash Funds \$ 0.00
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Travel

17. Click on the “Add New Row” button to create new line for each type of travel activity.
18. Click on the down arrow to select the type of travel activity.
19. Enter the requested amount of grant funds, matching cash funds, and matching non-cash funds.
20. The totals at the bottom of the category will automatically be calculated.

Travel

Items such as airfare, hotel, ground transportation, registration, meals away from home, mileage. Dated itemized invoices or receipts required. For requested mileage, please attach a mileage log that includes date, purpose of travel, and the number of miles. See travel and meal expense reimbursement guidance.

Remaining Funds Available Remaining Matching Cash Funds Available Remaining Matching Non-Cash Funds Available

+ Add New Row

Travel Activity Grant Funds Requested Matching Cash Funds Matching Non-Cash Funds

Provide the purpose of the requested grant funds and/or matching cash and non-cash funds for travel.

Total Grant Funds Total Matching Cash Funds Total Matching Non-Cash Funds

Contractual Services

21. Click on the “Add New Row” button to create new line for each contractual service.
22. Enter a description the type of service. (Examples: HHW Company, E-Waste, Disposal Fees, etc.)
23. Enter the requested amount of grant funds, matching cash funds, and matching non-cash funds.
24. The totals at the bottom of the category will automatically be calculated.

Contractual Services

Items such as consultants, engineers, HHW services, e-waste services, other items (specify). Dated itemized invoices or receipts and an image of the cancelled check(s) are required.

Remaining Funds Available Remaining Matching Cash Funds Available Remaining Matching Non-Cash Funds Available

+ Add New Row

Description of Services

Grant Funds Requested Matching Cash Funds Matching Non-Cash Funds

Provide an explanation for the requested grant funds and/or matching cash and non-cash funds for contractual services.

Total Grant Funds Total Matching Cash Funds Total Matching Non-Cash Funds

Equipment

25. In the Equipment category, click on the Click on the “Add New Row” button to add information.
- a. New information should be added for each piece of equipment.
 - b. If the equipment does not have serial numbers, they can be lumped in the same line entry.

Equipment

Dated itemized invoices or receipts and an image of the cancelled check(s) are required.

Remaining Funds Available	Remaining Matching Cash Funds Available	Remaining Matching Non-Cash Funds Available
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Add New Row

Quantity	Equipment Type	Make
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
Model #	Serial #	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Grant Funds Requested	Matching Cash Funds	Matching Non-Cash Funds
\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Purchase Date	Condition	Location City
<input type="text" value="Enter the Purchase Date"/>	<input type="text"/>	<input type="text"/>
Location Info		
<input type="text"/>		

If you chose 'Other' as the equipment type, please provide a description of your equipment below:

Total Grant Funds	Total Matching Cash Funds	Total Matching Non-Cash Funds
\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

26. Equipment information:

- a. **Quantity:** if the equipment has a serial number a new entry needs to be added for each item. If the equipment does not have serial numbers, they can be lumped together in the same entry. For example: a trailer and truck needs to have 2 entries added. 20 recycling bins can be on the same line and 20 needs to be entered in the quantity box.
- b. **Type:** click on the down arrow to select the type of equipment. If nothing matches the type of equipment select other and enter the information in the provided box below.
- c. **Make:** Enter the equipment’s make, or brand, here. Examples: Ford, Bobcat, Pro-Trainer, Dell, etc.
- d. **Model #:** enter the equipment’s model number. This can be found on the sticker on the equipment or the purchasing invoice. Examples: F-150, S650, PRTB-16, Inspiron 15 5,000 series.
- e. **Serial #:** enter the serial number. This can be located either on the equipment’s sticker or invoice. If the equipment is a vehicle, enter the VIN number. If the equipment does not have a serial or VIN number, leave this box blank.
- f. **Year:** this box is for the year the equipment was manufactured.

- g. Location Info: enter the location of where the equipment will be stored or is going to be located.
- h. Funds: Enter the amount of grant funds requested, matching cash funds, or matching non-cash funds.
- i. Purchase Date: when the equipment was purchased. This can be the invoice date.
- j. Condition: click on the down arrow to select if the equipment is used, new, or refurbished.
- k. Location City: This is the city where the equipment is going to be stored or located.

27. Click Save.

28. At the bottom of your Quarterly Report your totals for your total grant money used and remaining grant funds will appear at the bottom.

Totals		
Total Grant Funds	Total Matching Cash Funds	Total Matching Non-Cash Funds
\$ 0.00	\$ 0.00	\$ 0.00
Remaining Funds Available	Remaining Matching Cash Funds Available	Remaining Matching Non-Cash Funds Available
\$	\$	\$

[Home](#) [Save](#) [Submit](#)

Attach Supporting Documents

29. Navigate back to the top of the page and click on the “[Supporting Documents](#)” tab.
30. Click on the blue attach button to upload your documents. Your documents will appear as “Supporting.”

The screenshot shows a web application interface for a 'Waste and Litter Grant Application'. At the top, there is a green header with the text 'Waste and Litter Grant Application' and a 'Home' button. Below the header, there are two tabs: 'Quarterly Report' and 'Supporting Documents', with the latter being highlighted in blue and circled in red. The main content area is divided into two sections: 'Supporting Documents' and 'Reimbursement Documents'. The 'Supporting Documents' section has a green header and contains an 'Attach' button, a list of accepted file types (PDF, JPG, GIF, DOC, DOCX, XLS, XLSX, and TIFF), a 'Document Type' dropdown menu set to 'Supporting', and a blue eye icon and a red trash icon. The 'Reimbursement Documents' section also has a green header and contains an 'Attach' button, a list of accepted file types, a 'Document Type' dropdown menu, and a message stating 'No attached documents were found.' At the bottom right of the interface, there are three buttons: 'Home', 'Save', and 'Submit', with the 'Save' and 'Submit' buttons circled in red.

31. To see a preview of your attachment, click on the blue eye button
32. Click “Save’ if you plan on completing your Quarterly Report later, or “Submit” if you are finished.
33. You should receive a confirmation email after you successfully submitted your quarterly report.

10. How to Resubmit a Rejected Quarterly Report

1. You will receive instructions from NDEE staff about any errors or adjustments that need to be made in your quarterly report.
2. Click “[save](#)” and “[submit](#).”

11.Common Technical Issues

- If you leave the application open and unattended for more than a few minutes, the application will log you out.
- Be sure to write down your application number for your personal records.
- Be patient and allow the software to complete spinning before moving on to the next step.
- After you submit or modify your application it may take up to 20 minutes to receive your confirmation email and pdf of your application.

Narrative Questions

- You can answer the narrative questions in word and copy and paste them into the application. In order to copy and paste:
 1. Select your entire response in word and press **Ctrl** and **C** buttons at the same time on your keyboard.
 2. Click on the narrative question box you are answering on the application and press **Ctrl** and **V** buttons at the same time on your keyboard.
 3. Alternatively, you can right click your mouse and click copy or paste.

12. Contact Us / Resources

To ask a question pertaining to either the online application process or the eligibility/content of the project(s), please email NDEQ.WasteGrants@nebraska.gov. If you know your Application Number, please include it in the subject line.

Additional contact information:

Nebraska Department of Environment and Energy
Planning and Aid Section

P.O. Box 98922

Lincoln, NE 68508-8922

Phone: 402-471-2186

Toll Free: 877-253-2603

Helpful Links:

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Link for the current mileage reimbursement rate.

https://independentsector.org/resource/vovt_details

Link for the current volunteer reimbursement rate for adults. Nebraska's volunteer rate is a year behind. You will have to download the "**full dataset for all states**" for the current Nebraska adult rate. The youth volunteer rate is the current minimum wage amount.

<http://deq.ne.gov/publica.nsf/pages/WAS075>

Link to the Waste and Litter Reduction Application Guidance document. This explains general rules and requirements for the application.

<http://www.deq.state.ne.us/Publica.nsf/PubsForm.xsp?documentId=17C5B65DBDD6A2568625763F006A31C2&action=openDocument>

Link for Citizen Attestation form.