PROCESS FOR ACCESSING NET 2020 AWARDS

Existing grant funding (2019 and older) will be available for reimbursement by May 1. We will discuss this further later in this presentation. The information presented today is for 2020 awards.

The person identified as the Primary Contact in your application will receive an email from our office following the May 21 NET Board meeting with your grant contract. Sign, scan and return the Grant Contract and the documents listed below to marilyn.tabor@nebraska.gov:
The contract will be emailed to you. The other 3 forms are on our webpage.

a. Signed Grant Contract  
b. Completed Grantee Information Form  
c. Signed and completed ACH forms  
d. Public Information Plan

LOG IN to access the forms and information:   environmentaltrust.nebraska.gov
The links you will need are on the right side of the screen and are outlined in red on this screenshot.

The online Grantee Seminar Kit includes today's agenda, presentation notes, and the forms you will need after the May 2020 NET Board meeting.

The Application Portal is where you will log in to access the applications you have submitted to NET in the past and the projects that have been approved for funding.
If you have problems with login: Click “Forgot your password?”

Enter your email address and click ‘Email Link’

You will receive an email from env.trust@nebraska.gov with a link to reset your password. You may have to wait for more than 10 minutes(+-), but typically the email shows up quickly and you can simply click the link. If you don’t get an email, check your email spam folder. The email will look like this:

```
env.trust@nebraska.gov via  2:40 PM (1 minute ago)  ⭐  ⏎  ⬦  :

You recently requested a password reset on the Nebraska Environmental Trust Grant Portal. To confirm your account and choose a new password, please follow this link by clicking here. The link in this email expires on 04/02/2020 2:40 PM
```

Click the link in the message. You will be taken back to environmentaltrustgrants.org.

```
Set Password.
Choose a New Password

New password

Confirm new password

Set password
```

The Password must be eight characters and have at least one numeric and one special character. A special character must be one of the following: ! @ # $ % ^ & * _
Once logged in this is the screen you will see:

![The Nebraska Environmental Trust portal](image)

**Grant Applications**

**New Application**

<table>
<thead>
<tr>
<th>Manage</th>
<th>Portal ID</th>
<th>App Year</th>
<th>Last Updated</th>
<th>Current Status</th>
<th>Project Sponsor</th>
<th>Project Name</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>❌</td>
<td>4111</td>
<td>2020</td>
<td>9/2/2019 7:13:01 PM</td>
<td>Received</td>
<td>Northeast Nebraska RC&amp;D</td>
<td>Early Detection and Integrated Management of Invasive Plants</td>
<td>8/7/2019 10:05:26 AM</td>
</tr>
</tbody>
</table>

At the top of the page in the gray bar you have these options: My Applications / My Projects / Contact / Help / and your email address

- **My Applications**: List of applications you have created for NET funding
- **My Projects**: List of approved NET applications
- **Contact**: Contact information for NET Staff
- **Help**: FAQs, Standards of Evaluation, and Applications

Mtabor9@gmail.com: The email address you are logged into the portal with

Choose **My Projects** > the App ID you want to work with > Final Budget

This is the Budget from your application

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App ID: 20-104, Portal ID: 4098, Expiration Date: 06-30-2021

<table>
<thead>
<tr>
<th>Sponsor Name: Middle Niobrara Natural Resources District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name: Long Pine Creek Watershed Restoration - Phase 3</td>
</tr>
<tr>
<td>Amount Awarded: $485,000, Total Funds Available: $485,000.00</td>
</tr>
<tr>
<td>Total Requested Disbursements Waiting Approval: $0.00</td>
</tr>
</tbody>
</table>

**Budget Status**: Not Submitted

**Manage Final Budget**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Amount</th>
<th>Spent</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Design, Permitting, and Construction Engineering</td>
<td>Proposal from JEO Consulting Group Inc.</td>
<td>$75,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Watershed Coordinator</td>
<td>Review of State Salary Ranges</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>BMP Implementation (Cost-share)</td>
<td>MNRD and NRCS Guidance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Admin/Staff</td>
<td>MNRD</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Construction</td>
<td>NETRADE</td>
<td>$300,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Technician</td>
<td>Review of State Salary Ranges</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td>$485,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Click “Manage Final Budget”

Fiscal Agent is the same as the Sponsor Name except in specific instances. Click “Is Fiscal Agent same as Project Sponsor?” This will populate the fiscal agent address. You will only need to do this one time.

The Budget is populated from your application. You should not need to make changes unless funding was reduced or specific conditions were imposed by the NET Board. Click “Save” Click “Submit”

Budget Status will change from “Not Submitted” to “Submitted on date / time”

After NET Administrator has reviewed your budget you will receive an email notifying of Approved or Rejected:

The email will be from env.trust@nebraska.gov “Regarding: GREAT: Groundwater Education and Training This message is to inform you that the budget you recently submitted to the Nebraska Environmental Trust has been approved.”
If your budget was rejected you will see a button that says
Re-Open Final Budget

Re-opening will allow you to make changes to a budget that is Submitted.
After corrections are made, submit the budget again.
Are you sure you want to continue?

Make changes – Save – Submit

Instructions for submitting reimbursement requests and reports will be available by May 1, 2020.

Contact us with any questions.