



# The Nebraska Environmental Trust

preserving NATURAL NEBRASKA™ for future generations

Mary A. Harding, Executive Director

April 8, 2005

Mr. Steve Gaul  
Nebraska Department of Natural Resources  
301 Centennial Mall South, 4th Fl, NSOB  
Interagency Mail

RECEIVED

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DEPARTMENT OF  
NATURAL RESOURCES

**RE: Project Number 05-161 - Project Name - Nebraska Augmentation Program for  
USDA Conservation Reserve Enhancement Program Efforts**

Dear Mr. Gaul:

It is our pleasure to convey to you the results of the Environmental Trust Board action on April 7, 2005, and to confirm that your application was funded in the amount of \$30,000.00 for 2005. Please accept our hearty congratulations! We look forward to the success of this project, and are excited to be a partner in your efforts to enhance our natural environment.

Two (2) copies of your grant agreement are enclosed. Any restrictions or conditions that were attached to your award are specified in this document. Please contact Mary Harding at this address if you have any questions or concerns to clarify before signing and returning one (1) copy to this office. The contract becomes effective on the date we receive this signed document. Funds become available to you at that time.

If you have not yet completed the 2005 Public Information Plan for your grant and returned it to our office you will need to complete it now. Please return it with your signed contract.

Enclosed are the report forms for your project. It is important that you understand the following points:

1. Your reporting schedule and conditions of disbursement are specified in your grant agreement. Most agreements provide you 30 days to file reports, for the previous reporting period. You do not need to wait until the 28<sup>th</sup> day, for example, to file your report. We process requests in the order in which they are received. Failure to file reports as detailed in your agreement may result in forfeiture of your grant.

700 S 16th Street • PO Box 94913 • Lincoln, NE 68509-4913  
Phone: 402-471-5409 • Fax: 402-471-8233  
[www.environmentaltrust.org](http://www.environmentaltrust.org)

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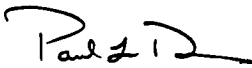
2. Please be sure to reference your project number on any correspondence concerning your grant. You must file reports on the forms provided (or photocopies of the forms) which are enclosed. DO NOT IMPROVISE. ORIGINAL INVOICES must accompany reimbursement requests unless otherwise specified in your grant agreement. Incomplete or improperly filed reports may be returned for corrections before processing.
3. Payments will not be issued until a complete and satisfactory report has been filed. Errors and omissions will delay your funds transfer. If you have any questions whatsoever about what is required of you under the terms of the agreement, please contact staff. We will be happy to help you.
4. Changes in your budget line items or project activities must be approved in writing BEFORE you make expenditures. If you question whether an expense is eligible or not, please ask in writing before proceeding. We want to emphasize that your award may not be expended on items which were not identified in your contract budget summary, or for other items such as past debt or unforeseen organizational expenses. Please, if you have any questions whatsoever, contact staff before expending funds which may not be recoverable to you.

**Please return one signed copy of your grant agreement to our office as soon as possible. Funds will not be available until the signed contract is received.**

Hope you plan to attend the Grantee Seminar on April 19<sup>th</sup>. We will discuss grant reporting, compliance issues and public information topics. Don't miss this opportunity to meet other grantees and legislators. You should have received an invitation with all the details. Be sure you RSVP as requested.

Again, congratulations and best wishes in this outstanding endeavor.

Sincerely,



Paul L. Dunn  
Board Chair



Mary A. Harding  
Executive Director

Enclosures: Contracts  
Media Letter  
Reporting Forms