



The Nebraska Environmental Trust

preserving NATURAL NEBRASKA™ for future generations

Mike Johanns, Governor

Mary A. Harding, Executive Director

September 15, 2004

Mr. Steve Gaul
NE Department of Natural Resources
NE State Office Building
INTERAGENCY MAIL

RE: Project Number 03-164 – LB 1003 Water Policy Study/Project

Dear Mr. Gaul:

We acknowledge receipt of your most recent project report. An IBT in the amount of \$7,676.87 has been processed.

We are enclosing the forms for submission of your next quarterly project report that is due by October 31, 2004.

Please feel free to contact our office at (402) 471-5409 if you have any questions regarding your project.

Sincerely,

Lisa Beethe
Grants Administrator

LB/tmh

Enclosures

RECEIVED

SEP 16 2004

DEPARTMENT OF
NATURAL RESOURCES

700 South 16th Street • P.O. Box 94913 • Lincoln, NE 68509-4913

Phone: 402-471-5409 • Fax: 402-471-8233

www.environmentaltrust.org

DNR 010635



Focus On Equipment/Real Estate Purchases

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Mary Harding, Executive Director
Lisa Beethe, Grants Administrator
Tina Harris, Grants Assistant
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If equipment or real estate purchases are part of your grant then these reminders will help you complete your documentation of these purchases to the Trust.

Equipment Purchases

- Bids - 2 bids required if equipment is valued at \$1,000 or more.
- Insurance - Property insurance required on all equipment valued at \$1,000 or more. All risk property damage insurance is required - must cover a physical loss or damage including theft, vandalism and malicious mischief. Amount of insurance must equal the replacement value of the equipment. The Nebraska Environmental Trust must be named a beneficiary on the policy. The Trust will request a copy of your current insurance policy each year on or about the renewal date of the policy. We require proof of insurance for the "useful life of the equipment" as determined by the State of Nebraska depreciation table.

- Transfer/Disposal of Equipment - A grantee may not sell, trade, transfer or encumber equipment without written approval from the Trust.

Real Estate Purchases

- Prior to closing - A copy of the signed purchase agreement and title insurance commitment are required with your request for disbursement.
- Following closing - A copy of the recorded deed and a settlement statement are required to confirm conveyance of the property. A complete description of the property acquired must also be included - # acres, legal description, type of property (wetland, upland, forest, prairie, wooded, buffer, riparian) and when taxes are next due by the new owners.
- Property Taxes - Property taxes must continue to be paid on any property purchased in whole or in part with Trust funds. Evidence of payment must be submitted to the Trust office (paid receipt or bill w/ cancelled checks).

2005 APPLICATION DEADLINE APPROACHING

The 2005 grant application deadline is September 7, 2004 by 5:00 pm. Go to our web site www.environmentaltrust.org for an application or call our office for a paper application packet. Please contact our office to discuss your application ideas or if you have any questions about the application process.