2022 Application Form Instructions – General and Focus Watershed

Instructions are provided in the same order as the fields in the form. Some fields have drop down menus to choose from. If you have questions about the application form, contact Mark Ockey at mockey@mt.gov or 406-465-0039.

GENERAL INFORMATION

Project Name Provide a very brief descriptive name for the project(s) (e.g., Mule Creek Restoration Project).

Sponsor Name Project sponsors must be either a governmental entity or a nonprofit organization. A governmental entity is a local, state, or federal office that has been established and authorized by law. Nonprofit organizations are identified as having a tax-exempt declaration of 501(c)(3) from the Internal Revenue Service.

Registered with the Secretary of State? All project sponsors must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website: https://sosmt.gov/business/

Registered with SAM? System for Award Management; formerly Contractor Certification Registration. Each project sponsor is required to register with SAM. To register or check your organization's status, go to https://sam.gov/content/home. If you get an "Unsupported Browser" error, copy and paste the link into a Google Chrome browser window.

DUNS # Data Universal Numbering System. Each project sponsor is required to have a current DUNS #. To register or check your organization's status, go to http://fedgov.dnb.com/webform/index.jsp

Does your organization have liability insurance? (Y/N) To be eligible to receive 319 funding, the project sponsor must have liability insurance.

Primary Contact This is the person who DEQ would routinely contact to discuss project progress, billing, etc.

Signatory Person who can legally sign contracts and other binding documents on behalf of the project sponsor (e.g., a board chairman).

Signatures The Primary Contact and the Signatory must both sign the Application. Signatures may be submitted one of three ways:
- Scanned and emailed
- Electronic signatures on application
- E-mail chain/attachment combination showing explicit approval by appropriate personnel (signature not explicitly required in this circumstance, the e-mail information serves the same purpose)

Technical and Administrative Qualifications Identify the technical and administrative expertise that you will rely upon for your project. Include qualifications and credentials of project partners that will be involved in design, implementation, monitoring, administration, or other technical aspects of the project.

Past and Current Projects In the table, identify previous and/or ongoing grants or contracts your organization has received from government entities, non-profit groups, or other entities. This is similar to providing a list of references on a job application.

BUDGET SUMMARY

Fields outlined in black on this page will auto-populate from other sections of the application form. Fields outlined in red on this page will not auto-populate. You must manually transfer or enter the information for fields outlined in red.

EDUCATION AND OUTREACH

DEQ recognizes that developing good projects often requires a considerable amount of time and effort up front to build relationships and trust with individual landowners and stakeholder groups. To promote the development of future projects, DEQ is encouraging project sponsors to use up to $5,000 in 319 funding for education and outreach to develop and capitalize on these critical relationships. DEQ encourages applicants to incorporate on-the-ground projects into education and outreach efforts through on-site demonstrations and project tours. 319 funding may not be used to pay for food and beverages, or for honorariums and gifts. Education and outreach activities funded by 319 or used as match for 319 funding must adhere to all the eligibility requirements outlined in the annual Call for Applications document.

Describe the education and outreach activities you will complete to promote or facilitate future efforts to reduce nonpoint source pollution. Identify your target audience (e.g., ranchers along the Patty River, septic system owners in the Coli Creek watershed). Describe the message you plan on delivering, and your mode of delivery.

319 Funding Requested Total amount of 319 funds requested for education and outreach.

NON-FEDERAL MATCHING FUNDS
Project sponsors must be able to meet a minimum 40% cost share (also known as match) of the total project cost. Match can be from private, state, local, or non-profit sources. It cannot be from federal sources. Match does not have to be secured at the time you submit your application, though this is certainly encouraged wherever practical. Commitment letters, award letters, copies of contracts, and notices to proceed may be attached in place of an official Letter of Support from entities supplying matching funds. Use the formula below to calculate how much non-federal match you will be required to document.

> ### Calculating Required Match
>
> #### $(X \div 0.60) - X = Y$
>
> Where
> *X = amount of 319 funds being requested*
> *Y = amount of cost share required*
>
> Example: For a project sponsor requesting $100,000 in 319 funds, the calculated cost share would be:
>
> ($100,000 ÷ 0.60) - $100,000 = **$66,667**

State Cash Match Cash contributed from state agencies.

Local Cash Match Cash contributed from cities, counties, conservation districts, watershed groups, private citizens and all other non-federal, non-state funding sources. Please investigate each of your funding sources to ensure that the funding you report as local cash match did not originate from federal sources. For example, if the USDA gives a grant to the nonprofit Green Stream Inc, and then Green Stream Inc uses the USDA funds to offer a grant to your watershed group, funds from the grant would be considered Federal Funds, and could not be reported as Local Cash Match.

In-Kind Match Estimated dollar value of in-kind contributions of time, equipment, and other measurable resources from non-federal sources.

Total Non-federal Match This field will be filled in automatically in the electronic form. It is equal to the sum of state cash match, local cash match, and in-kind match.

Federal Match If part of the project will be funded by federal sources (other than 319), indicate the amount coming from these sources.

Other Funding If there are funds that don't fit into one of the above categories (e.g., if funds from a DNRC grant will be used to help cover project materials but will not be reported as part of the non-federal match), indicate the amount here.

Match Source Use these fields to identify anticipated sources of match (e.g., Future Fisheries Grant, landowner contributions, US Forest Service partnership agreement).

Secured Match is not required to be secured at the time of application submittal. "Secured" means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

PROJECT ADMINISTRATION

Project administration includes bookkeeping, invoicing, interim/annual/final report preparation, office supplies, rent, communications, etc. Up to 10% of the total requested 319 funds for your entire application can be used to pay for project administration. However, like all other tasks, payment is by reimbursement for actual expenses incurred.

PROJECT FORM

A separate Project Form *(including providing separate attachments)* must be filled out for each project included in your application. Use the following examples to help determine when to lump and when to split projects. For clarification, contact Mark Ockey at mockey@mt.gov or 406-465-0039.

Splitting Examples (fill out multiple Project Forms)
- Stream restoration work occurring on two separate streams, on parcels owned by two separate individuals
- Two projects with significantly different sets of project partners
- Two projects that address substantially different pollution sources (e.g., one project moves a corral off a streambank, and another removes mine tailings, with both projects being on the same property)

Lumping Examples
- Contiguous stream restoration work spanning multiple land parcels
- 3 projects that address similar sources of pollution on a single land parcel (e.g., moving a coral off a stream, implementing a grazing management plan, and relocating a manure storage facility out of the floodplain, all on the same ranch)

Project Name Provide a very brief descriptive name for the project (e.g., Bare Bank River Riparian Buffer).

Watershed Restoration Plan (WRP) and authoring entity Each 319 project must implement recommendations in a DEQ-accepted WRP. Use the dropdown menu to choose from existing, DEQ-accepted WRPs. If your WRP is not listed, you may write in the name.

Letter of support from WRP authoring entity? If "no", please explain. Where possible, project sponsors should consult directly with the entity that wrote the local WRP and obtain a letter of support to ensure consistency with the goals and direction within the WRP. Indicate whether a letter of support was obtained. If the WRP author could not be reached (e.g., they no longer exist) or declined to provide a letter of support, please explain.

Waterbody name from 2018 List of Impaired Waters Indicate the waterbody name where the project will occur. Waterbodies with impairments can be obtained from Montana's Clean Water Act Information Center (CWAIC) website at www.cwaic.mt.gov. When obtaining data from CWAIC, be sure to look at the right waterbody and the right segment of that waterbody. For example, there are dozens of streams named "Beaver Creek," so be sure to look at the one in your watershed. Many of the larger streams are divided into segments (i.e., "Assessment Units"), and different segments may have different impairments.

Probable cause(s) of impairment to be addressed For each listed waterbody, CWAIC lists the probable causes of impairment (e.g., sedimentation/siltation, nitrogen, lead). For the selected waterbody, list the probable causes of impairment that your project specifically addresses.

or

Name of healthy waterbody to be protected While the majority of the available 319 project funding is dedicated to addressing known impairments, EPA is allowing states to use a limited amount of funding to protect non-impaired waters (healthy waters) from becoming impaired. If you would like to use 319 funding to protect healthy waters, please indicate the name of the waterbody you are interested in protecting. Please also contact DEQ to discuss your proposed project ideas prior to submitting you application.

Description of identified threat to non-impairment status Describe the threat and its source (e.g. increased nitrogen loading from septic system creation and rapid development).

PROJECT LOCATION

Latitude and Longitude For projects that involve long linear sections of streambank, provide and upstream and downstream end for the project area. For projects less than 100 feet in length, pick a point that is roughly in the geographical center of the project. Latitude and longitude must be expressed in decimal degrees.

12 Digit HUC #(s) Indicate the 12 digit HUC #(s), sometimes referred to as Sixth Code HUCs, where the project will take place. If you need assistance in determining the HUC, contact DEQ.

Project Site Map A map or set of maps showing the location and size of proposed activity. The map scale must be between 1:1,000 and 1:12,500. The map(s) must have an aerial photo background (e.g., USDA NAIP photography, Google Earth imagery, etc.). The map(s) must show the latitude, longitude, site name, and landowner for the activity site. The map(s) should also identify waterbodies affected by the pollution that the activity is designed to address.

COMMUNITY PARTICIPATION AND SUPPORT

Landowner Name of the landowner(s) on whose property the project will take place.

Contributions to Project In addition to granting permission for a project to be completed on their property, DEQ encourages landowners to have a vested interest in the long-term maintenance of the project benefits, as demonstrated by in-kind or cash contributions to the project.

Letter of Support Attached? Applicants should submit a letter of support from each landowner on whose property activities will take place.

Partner List the names of project partners.

Role Identify the role(s) of each project partner (e.g., financial support, design and engineering, grazing management planning).

Letter of Support Attached? Attach a letter of support from each project partner.

Other Community/Stakeholder Support Identify other project supporters who might not be providing material support but are nonetheless in favor of seeing the project move forward.

PROJECT DESCRIPTION

Within the space provided, describe the **nature and extent** of the nonpoint source problem, the **root causes** of the problem, and your **proposed solution**. If you are applying for funding solely for project design work, provide a rough estimate of the type and size of the problem your designs will address, and a description of some of the possible techniques you would consider.

Continuation of previous or ongoing activity? If so, please explain. Is your project related to a larger watershed restoration effort? Is it the implementation of previously developed plans? Is it within or adjacent to a previous project? Is it part of a landscape conservation initiative? Include connections to projects you are involved in, even if your organization is not the primary sponsor.

WATER QUALITY BENEFITS AND SUSTAINABILITY

DEQ encourages applicants to be deliberate in their efforts to improve and protect water quality, focusing on projects and activities that are the next logical step for making progress towards removing pollutant/waterbody combinations from Montana's Impaired Waters List. What this looks like in practice will likely be specific to individual water quality issues and local conditions.

DEQ encourages applicants to focus on the most significant sources of NPS pollution.

DEQ encourages applicants to focus in on projects that will generate significant, permanent, self-sustaining water quality benefits. DEQ is a strong advocate of techniques and strategies that restore natural stream processes and conditions such as channel migration, habitat diversity, and native plant and animal communities. Practices like rock armoring (rip-rap), revegetating with non-native plant species, and replacement of aging infrastructure are generally not appropriate for 319 funding. For specific questions, please contact a member of the Nonpoint Source Program staff.

NONPOINT SOURCE GOALS AND SUCCESS METRICS

Describe the nonpoint source pollution goals for your project, what you will do to achieve them and how you will measure your success. Please be specific in your responses, drawing a clear connection between the activities you are proposing and the nonpoint source benefits you hope to realize.

PROJECT EDUCATION AND OUTREACH

Briefly describe the educational benefits of your project (e.g. it is visible from a high-traffic road or public space, it is located on public lands, it is the first project of its kind in the watershed).

BIGGER PICTURE BENEFITS

NPS pollution projects often have benefits that go beyond simply cleaning up Montana's lakes and streams. This section provides an opportunity for applicants to consider the wider benefits of their proposed project in three important areas.

- Environmental Justice (EJ) – Making sure all Montanans have equal access to a clean and healthy environment and equal opportunity to participate in government programs
- Climate Change – Focusing on resiliency and on maintaining cool, late season stream flow
- Impacts to Downstream Communities – Encouraging cooperation between entities working to address nonpoint source and point source pollution; protecting drinking water

TASKS AND BUDGET

DEQ uses a standard template to develop scopes of work for 319 contracts. The tasks in this section match up with DEQ standard scope of work template. Some tasks might not be applicable to your project. Please leave the non-applicable tasks blank. If your project doesn't fit the task outline, use the task labeled "Other" to describe your project.

Task 1 – Project Planning Deliverables Include such things as completing project designs, conducting site evaluations, obtaining permits, organizing volunteers, conducting scoping meetings, etc. Identify specific deliverables that will be submitted.)

Task 2 – Landowner Agreements, Operation and Maintenance Deliverables This task only applies to projects involving on-the-ground activities. DEQ periodically evaluates the effectiveness of each on-the-ground project. To accomplish this, DEQ requires a process be in place to allow periodic access to the project site. The landowner agreement should also specify the roles of each project partner in the design, implementation and continued operation of on-the-ground pollution prevention practices. DEQ does not require the use of a specific landowner agreement template. In some situations, existing agreements between the project sponsor and the landowner may be sufficient.

Task 3 – Project Implementation Deliverables This task should include all aspects of construction, including oversight, materials, construction, preparation and submittal of as-built drawings, etc.

Other Activities (Task 4) Use this task if the activities you are proposing are outside the scope of the typical design/implement/monitor process. Provide sufficient details to enable application reviewers to successfully compare the nonpoint source pollution reduction benefits of your project to those of other projects in the applicant pool.

Task 5 – Project Effectiveness Monitoring Deliverables The short duration (1-3 years) and limited spatial extent (often just a few hundred yards) of most 319-funded projects frequently precludes the use of traditional water chemistry monitoring as a means of evaluating project effectiveness. Instead, DEQ encourages project sponsors to use simpler, more qualitative tools. Typically, this will include pre- and post-construction photo point monitoring, vegetation mortality measurements, and perhaps modeling to estimate pollution load reductions. Please contact one of the DEQ Nonpoint Source Program staff for guidance relative to your specific project.

ADDITIONAL ATTACHMENTS

Attach additional items and information that could help reviewers better understand your project. Items could include site photos, design drawings, site evaluations, permits, etc. Information could describe imminent public health risks, opportunities to leverage other funding sources, etc. ***Please be conscious of reviewers' time, as they may not have time to read lengthy studies and reports.*** List all additional attachments.

2022 Application Form Instructions – Mini-grant Programs

Instructions are provided in the same order as the fields in the form. Some fields have drop down menus to choose from. If you have questions about the application form, contact Mark Ockey at mockey@mt.gov or 406-465-0039.

GENERAL INFORMATION

Project Name Provide a very brief descriptive name for the project(s) (e.g., Mule Creek Restoration Project).

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Does your organization have liability insurance? (Y/N) To be eligible to receive 319 funding, the project sponsor must have liability insurance.

Primary Contact This is the person who DEQ would routinely contact to discuss project progress, billing, etc.

Signatory Person who can legally sign contracts and other binding documents on behalf of the project sponsor (e.g., a board chairman).

Signatures The Primary Contact and the Signatory must both sign the Application. Signatures may be submitted one of three ways:
- Scanned and emailed
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Technical and Administrative Qualifications Identify the technical and administrative expertise that you will rely upon for your project. Include qualifications and credentials of project partners that will be involved in design, implementation, monitoring, administration, or other technical aspects of the project.

Past and Current Projects In the table, identify previous and/or ongoing grants or contracts your organization has received from government entities, non-profit groups, or other entities. This is similar to providing a list of references on a job application.

BUDGET

To compare costs between proposals, DEQ has attempted to capture the key steps and processes associated with development, implementation and evaluation of all mini-grant programs. Please use the two "Other" categories to capture anything unique to your program that we may have missed.

Project administration includes bookkeeping, invoicing, interim/annual/final report preparation, office supplies, rent, communications, etc. Up to 10% of the total requested 319 funds for your entire application can be used to pay for project administration. However, like all other tasks, payment is by reimbursement for actual expenses incurred.

319 Funding Requested Total amount of 319 funds requested for education and outreach.

Non-Federal Match Project sponsors must be able to meet a minimum 40% cost share (also known as match) of the total project cost. Match can be from private, state, local, or non-profit sources. It cannot be from federal sources. Use the formula below to calculate how much non-federal match you will be required to document.

Calculating Required Match

$$(X \div 0.60) - X = Y$$

Where
X = amount of 319 funds being requested
Y = amount of cost share required

Example: For a project sponsor requesting $100,000 in 319 funds, the calculated cost share would be:

($100,000 ÷ 0.60) - $100,000 = **$66,667**

Federal Match There is no specific requirement for providing match from federal sources. However, EPA asks that we track federal match where possible.

Other Funding If there are funds that don't fit into one of the above categories (e.g., if funds from a DNRC grant will be used to help cover project materials but will not be reported as part of the non-federal match), indicate the amount here.

Match Source Use these fields to identify anticipated sources of match (e.g., Future Fisheries Grant, landowner contributions, US Forest Service partnership agreement).

Secured Match is not required to be secured at the time of application submittal. "Secured" means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

Letters of Support Commitment letters, award letters, copies of contracts, and notices to proceed may be attached in place of an official Letter of Support from entities supplying matching funds. Letters of support from funders are recommended, but not required.

PROGRAM DESCRIPTION

Describe the types of projects or activities you will fund, how much money each mini-grant recipient may receive, and the total number of mini-grants you intend to award.

TARGET AUDIENCE

The effectiveness of a nonpoint source mini-grant program is partly dependent upon marketing funding to the people who can have the greatest, long-term impact on water quality. In answering the questions in this section, you will demonstrate that you know who the target audience should be and how best to reach them.

PROGRAM IMPLEMENTATION AND EVALUATION

Use this section to describe how you will administer the mini-grant program and evaluate its impact on nonpoint source pollution prevention.

COMMUNITY PARTICIPATION AND SUPPORT

Partner List the names of project partners.

Role Identify the role(s) of each project partner (e.g., financial support, design and engineering, grazing management planning).

Letter of Support Attached? Attach a letter of support from each project partner.

Other Community/Stakeholder Support Identify other project supporters who might not be providing material support but are nonetheless in favor of seeing the project move forward.

Letter of Support Attached? Attach a letter of support from each listed supporter.

BIGGER PICTURE BENEFITS

NPS pollution projects often have benefits that go beyond simply cleaning up Montana's lakes and streams. This section provides an opportunity for applicants to consider the wider benefits of their proposed project in three important areas.

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- Climate Change – Focusing on resiliency
- Impacts to Downstream Communities – Encouraging cooperation between entities working to address nonpoint source and point source pollution; protecting drinking water

ADDITIONAL ATTACHMENTS

Attach additional items and information that could help reviewers better understand your project. Items could include publications and reports from past mini-grant activities, maps showing the location of potential mini-grant recipients, documentation of the need for the mini-grant program, testimonials from previous or potential mini-grant recipients, opportunities to leverage other funding sources, etc. ***Please be conscious of reviewers' time, as they may not have time to read lengthy studies and reports.*** List all additional attachments.