



2024 Nonpoint Source Application - Capacity Building and/or Education Outreach Projects

General Information

Project Name

Applicant Name

Is your organization registered with the Montana Secretary of State?

Explanation: Each applicant 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/>

Is your organization registered with the federal System for Award Management (SAM)?

Explanation: Each applicant 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.

Your organization's Unique Entity Identifier number (UEI #)

Explanation: Each applicant is required to have a current UEI number. The UEI number replaces the old DUNS number. If your organization had a DUNS number, you should have received a notification from the federal government indicating that your DUNS number has been changed to a UEI number. If you did not receive this notification, or if you never had a DUNS number, you will need to go to the federal government's System for Award Management (SAM - <https://sam.gov/content/home>) to obtain your UEI number. DEQ recommends starting this process early as it is very time-consuming, requires providing documentation-sometimes with follow-up requests for additional information, and can take up to 2 months to complete. If you need assistance, you may contact the federal help desk at 866-606-8220 Monday-Friday 8:00 a.m. through 8:00 p.m. EST.

Does your organization have adequate liability insurance for the risks associated with your project?

Explanation: Each applicant must have or obtain liability insurance coverage meeting the requirements stated in the Draft Sample Contract and/or requirements negotiated based on the appropriate level of risk associated with the project.

Primary Contact **Title**

Address **City** **State** **Zip Code**

Phone Number **Email**

Signature Digitally signed by Brenna Rietmann
Date: 2024.04.05 18:48:28 -06'00'

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

Signatory **Title**

Address **City** **State** **Zip Code**

Phone Number **Email**

Signature Digitally signed by Brenna Rietmann
Date: 2024.04.05 16:49:33 -06'00'

Explanation: This is the person who can legally sign contracts and other binding documents on behalf of the applicant (e.g., a board chair)

Note: The primary contact and the signatory must both sign the application. Signatures must be either signed electronically, or wet-signed, scanned and emailed.

Project Description

- Capacity Building: Briefly describe your proposed capacity and planning project. Include area of interest, scope, and why the proposed work is an appropriate next step for protection or improvement of water quality. Include a list of anticipated activities and outcomes, and the metrics you will use for evaluating effectiveness.

AND/OR

- Education Outreach: Briefly describe your education outreach project and what nonpoint source pollution, or cause of pollution you are addressing. Explain how you will address nonpoint source pollution awareness and/or reduction. Include a list of anticipated activities and outcomes, and the metrics you will use for evaluating effectiveness.

Activity Location List the watershed and any sub watersheds where your proposed work will happen.

Budget Form

Please fill out the Capacity Building and/or Education Outreach Project Budget Template (Excel file). Cells highlighted in yellow may be edited to fit the needs of your particular project. DEQ uses a template to construct nonpoint source grant contracts. The Budget Template contains tasks and typical deliverables that match up with the grant contract template. Please see the Example Contract and Scope of Work template for a more detailed look at typical task requirements and deliverables.

Budget Summary

Please manually enter the summary information from the Excel file below.

Nonpoint Source Funding Request	Non-Federal Match	Other Funding	Total Cost
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Additional Questions

Please use the next few questions to tell us about your proposed project and why it is the appropriate approach.

- Capacity Building - How will the proposed activities improve your organization's capacity to plan and carry out projects to reduce nonpoint source pollution?

AND/OR

- Education Outreach: What awareness, knowledge, skills, or behavior will be developed as a result of your program or project? How will your program or project change behaviors or attitudes?

- Capacity Building: Identify the stakeholders you plan to engage and their role in these planning activities.

AND/OR

- Education Outreach: Identify the target audience and how your message will be delivered

Describe your anticipated timeline.

Environmental Justice

Environmental justice can be defined as: The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- The same degree of protection from environmental and health hazards, and
- Equal access to the decision-making process to have a healthy environment in which to live, learn, and work

DEQ is committed to carrying out the nonpoint source pollution reduction projects in an environmentally just manner. We encourage applicants to apply the principles of environmental justice in their development and implementation of nonpoint source pollution prevention projects. Below are a few examples of how applicants might apply these principles. DEQ will award additional points in the scoring form for projects that address environmental justice.

- Project planning included consultation with Tribal Nations
- Project will benefit socially or economically disadvantaged communities
- Project will occur in a community that has not previously received nonpoint source pollution reduction grant funding
- Project will address nonpoint source pollution in a community that has been disproportionately burdened by impacts from legacy pollution (e.g., SuperFund sites, legacy mine waste, etc)

Please use this section to highlight connections your project may have to addressing environmental justice.

Use the space below to include anything additional for the review panel to consider. Attach additional items and information that could help reviewers better understand your project. Please be conscious of reviewers' time, as they may not have time to read lengthy studies and reports. Please do not attach copies of TMDL documents or watershed restoration plans.

Project Administration

Each contract will have a Project Administration Task. Take the requirements (listed below) into consideration when planning logistics and budget for your project. Project administration includes bookkeeping, invoicing, interim/annual/final report preparation, office supplies, rent, communications, etc. Nonpoint source funding applied to this task must not exceed 10% of the total amount of funding requested, or \$3,000, whichever is lower. Like all other tasks, payment is by reimbursement for actual expenses incurred.

Report Format:

- *Contractor shall submit each Attachment B Billing Statement, Mid-Year Report, Interim Report, Annual Report, and Final Report using the most current reporting guidance and templates provided by the DEQ project manager.*
- *Contractor shall ensure each Mid-Year, Interim, Annual, and Final Report contains adequate documentation to justify accompanying reimbursement requests and match reporting, to the satisfaction of the DEQ project manager.*
- *Contractor shall ensure that the Final Report is a standalone document describing all contract activities and containing copies of all contract deliverables (even if the deliverables were previously submitted).*

Reporting Schedule:

- *Mid-Year Reports: Due June 1st of each year the Contract is in effect.*
- *Annual Reports: Due December 1st of each year the Contract is in effect.*
- *Interim Reports: Due whenever reimbursement is requested outside of the normal Mid-Year, Annual and Final reporting periods while the Contract is in effect.*
- *Draft Final Report: Contractor shall submit a complete draft Final Report for DEQ review and comment at least 15 days prior to the contract expiration date.*
- *Final Report: Contractor shall submit a Final Report, addressing DEQ comments on the draft Final Report, on or before the Contract expiration date.*
- *Attachment B Billing Statements: Contractor shall submit an Attachment B Billing Statement with each Mid-Year, Interim, Annual, or Final Report submitted to DEQ while the Contract is in effect. To maintain cash flow, Contractor may submit interim Attachment B Billing Statements as frequently as monthly during the term of the Contract. However, each interim Attachment B Billing Statement must be accompanied by an Interim Report.*
- *Exception to the Reporting Schedule: The Final Report and associated Attachment B Billing Statement will replace the last required Mid-Year or Annual Report.*

Staff Contact

Please reach out to the following DEQ staff for assistance in preparing your application.

Meagan Gilmore, Water Quality Specialist

P: 406-755-8981

E: Meagan.Gilmore@mt.gov

BUDGET

Project Title: Rolling Rivers Trailer									
Instructions	Tasks and Potential Deliverables	Nonpoint Source Request*	Non-Federal Match**	Other Funding***	Match Source	Match	Total Project Cost	Additional Information****	
<p>Capacity Building: This task may include the initial stages of developing a variety of Plans, designing demonstration projects, etc.</p> <p>Education & Outreach: This task may include the development of your outreach program, planning tours, developing materials, etc.</p> <p>Please include anticipated deliverables and a detailed budget.</p>	Project and Program Development								
	Metal	\$ 4,000.00					\$ 4,000.00	Aluminum based build	
	Utility trailer 5x10ft	\$ 3,000.00					\$ 3,000.00	All items in blue are part of one task: to provide a rolling rivers trailer for the Flathead basin, or	
	Spare tire/mount	\$ 220.00					\$ 220.00		
	Deep Cycle 12 v battery	\$ 200.00					\$ 200.00		
	2 bilge pumps	\$ 55.00					\$ 55.00		
	Plumbing Supplies	\$ 450.00					\$ 450.00		
	Electrical Supplies	\$ 168.00					\$ 168.00		
	Sand material +shipping	\$ 1,000.00					\$ 1,000.00		
	Canvas tarp/trailer cover	\$ 700.00					\$ 700.00		
	Hardware	\$ 400.00					\$ 400.00		
	Paint, and painting supplies	\$ 250.00					\$ 250.00		
	Rhino liner paint	\$ 150.00					\$ 150.00		
	Demonstration materials	\$ 400.00					\$ 400.00		
	New and novel educational lesson plans	\$ 100.00	\$ 100.00			Local CD's/ MACD	Y	\$ 200.00	
	Printing costs	\$ 300.00						\$ 200.00	
	Labor			\$ 2,000.00		MACD	Y	\$ 2,000.00	Welding/fabricator shop rate:140/hr x 14 hrs
	Labor			\$ 11,200.00		Community College	N	\$ 11,200.00	Welding/fabricator shop rate:140/hr x 80 hrs In communication with Helena College or similar
	Labor	\$ 400.00						\$ 400.00	Pumbing/wiring/ initial set up 36.59/hr x 11hrs
								\$ -	All items in green are part of one task: to provide a onetime refresh of operational support to c
	Update demonstration materials	\$ 400.00	\$ 100.00			Local CD's/ MACD	Y	\$ 500.00	
	Plumbing updates	\$ 200.00						\$ 200.00	
	Trailer Tire replacements	\$ 1,000.00						\$ 1,000.00	
	Replacement Sand	\$ 1,600.00						\$ 1,600.00	
	Hardware	\$ 200.00						\$ 200.00	
	Printing costs for signage/ new lesson plans	\$ 300.00						\$ 300.00	
	Paint	\$ 300.00	\$ 100.00			Local CD's		\$ 400.00	
	Total		\$ 15,793.00	\$ 13,500.00	\$ -			\$ 29,193.00	
	<p>Capacity Building: This task would include the time actually getting stakeholder involvement and creating the Plan, holding tours, etc.</p> <p>Education & Outreach: This includes activities to implement your program, volunteer coordination, holding events, etc.</p> <p>Please include anticipated deliverables and a detailed budget.</p>	Implementation							
		Out to new groups to encourage diverse audiences, event promotion.		\$ 600.00		Local CD	Y	\$ 600.00	
		Signage for trailer promoting EPA and DEQ	\$ 200.00					\$ 200.00	
								\$ -	
								\$ -	
								\$ -	
	Total		\$ 200.00	\$ 600.00	\$ -			\$ 800.00	
	<p>This task includes costs for evaluating the success of your project or program. This may include surveys, community readiness factors, landowner buy in for projects, completion of a Plan, etc. Please include anticipated deliverables and a detailed budget.</p>	Effectiveness Monitoring							
		Surveys	\$ 50.00	\$ 50.00		Local CD		\$ 100.00	
Outreach follow up		\$ 50.00	\$ 50.00		Local CD		\$ 100.00		
staff time totaling/ reporting metrics			\$ 680.00		Local CD		\$ 680.00		
							\$ -		
							\$ -		
Total		\$ 100.00	\$ 780.00	\$ -			\$ 880.00		
<p>Funding applied to Project Administration must not exceed 10% of the total amount of nonpoint funding requested, or \$3,000, whichever is lower. Project includes normal business expenses and reporting requirements.</p>	Administration								
	Mid/Annual/Interim Reports and Billing Statements	\$ 1,400.00					\$ 1,400.00		
	Draft/Final Report and Billing Statements	\$ 600.00					\$ 600.00		
	Communication with DEQ	\$ 720.00					\$ 720.00		
							\$ -		
							\$ -		
Total		\$ 2,720.00	\$ -	\$ -			\$ 2,720.00		
Grand Totals		\$ 18,813.00	\$ 14,880.00	\$ -			\$ 33,593.00		

*Funding Request - Must not exceed \$30,000
 **Non-Federal Match - Can include in-kind materials.
 ***Other Funding -Use this space for funding that will be used to support creation of task deliverables, but will not be reported
 ****Additional Information - Use to justify cost if needed. (Hourly rates, rental costs, etc.)

OTHER ATTACHMENTS

ROLLING RIVERS TRAILER USER GUIDE

Trailer Transport and Use



Emma Kelsick
Sun River Watershed Group

Rolling Rivers trailers serve as teaching aids for watershed education programs. The trailers contain sand molded into winding rivers lined with a community or toy machinery, animals, vegetation, and houses. The flip of a pump switch brings the simulation to life as water flows throughout the virtual watershed. The trailers serve as an invaluable resource to explain watershed health principles to students of all ages. Students stand on the trailer's steps while teachers and chaperones peer over their heads as they all watch the river erode a river bank. The trailers are used to enact outreach scenarios that focus on river energy, riparian health, erosion, diversions and dams, nonpoint source pollution and the effects of developments in floodplains and on river banks.

There are four Rolling Rivers trailers in use across the state. This User Guide provides detailed instructions for their use, from set-up to take-down. More information on setting up specific scenarios and lesson plans can be found online at: <http://dnrc.mt.gov/divisions/cardd/conservation-districts>. This guide was created in cooperation with Big Sky Watershed Corps, Cascade Conservation District, Lewis & Clark Conservation District, Sun River Watershed Group, Flathead County Conservation District, Richland County Conservation District, and the Montana Association of Conservation Districts.

For assistance or more information about the Rolling Rivers Trailers, contact:

Cascade Conservation District
12 3rd St NW
Great Falls, MT 59404
406-770-4332
www.cascadecd.com

Flathead Conservation District
133 Interstate Lane
Kalispell MT 59901
406-752-4220
www.flatheadcd.org

Richland Conservation District
2745 West Holly St.
Sidney MT 59270
406-433-2103 x3001
richlandcd@gmail.com

Lewis & Clark Conservation District
790 Colleen Street
Helena MT 59601
406-449-5000 ext. 5
lccd@mt.net
www.lewisandclarkcd.org



TRANSPORTING THE ROLLING RIVERS TRAILER

Trailer 101

1. Make sure your vehicle meets the safety requirements to tow a Rolling Rivers Trailer, i.e. 2" ball hitch.
2. Check the pressure in each of the trailer's tires and verify it is **35 PSI**.
3. Check the towing vehicle's tire pressure is suitable.
4. Raise the trailer's jack so the transporting vehicle's towing ball can be aligned directly beneath it.
5. Verify the trailer's hitch lock is unlocked.
6. Lower the trailer's jack to connect the trailer to the transporting vehicle's towing ball.
7. Lock the trailer's hitch lock to secure the tongue of the trailer to the vehicle's towing ball.
8. Attach the trailer's lights to the tow vehicle's harness. The wires should be color coded. Ensure that all trailer lights work by turning on the brakes and turn signals. The trailer's lights should light up accordingly. **Do not transport the trailer if one or more lights are not working.**
9. Attach safety chains.
10. In case of a flat tire, there is a spare tire and lug wrench found in the trailer's storage compartment. Use the trailer leg stands to jack up the trailer and place the jack under the trailer's axle on the side that needs a spare tire installed.
11. Always verify the towing vehicle's emergency brake is engaged when parking the vehicle and trailer.
12. Double-chuck both of the trailer's tires and lock the hitch when parking the trailer.

TRAILERING TIPS

Check the following before driving:

- Steps are securely locked closed.
- Legs are pinned in place.
- Cover is securely attached to the trailer.
- Tire chucks are removed and stowed.
- All storage compartments are locked.

While driving:

- Accelerate and brake slowly. Vehicle will take longer to accelerate and brake while towing.
- Pay attention to the additional length of your rig. Make wider turns.
- Expect to have a lower gas mileage, plan your trip accordingly.

While reversing:

- Have someone act as a spotter.
- Check your surroundings.
- Proceed slowly and pay attention to where your trailer is going and keep an eye on the front end of your rig.
- If you hold the bottom of your steering wheel and turn- the trailer will go in the direction you turn the steering wheel.
- If making a turn, your trailer may end up at an angle less than 90 degrees. You will need straighten up and start again.
- Budget time and research reversing a trailer if you are unfamiliar with the process.

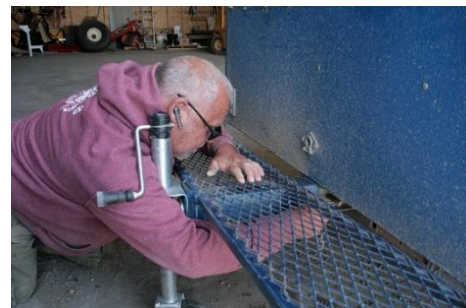
INSTRUCTIONS FOR TRAILER USE

Rolling Rivers Trailer Set Up

1. Budget at least two hours to set up a Rolling Rivers Trailer.
2. Find a level space to set up. The trailer must be level from side to side (vertically leveling the trailer is described in #14 below). Set up the trailer in shade whenever possible as it can become hot.
3. Use blocks to chuck the front and back of both tires. The trailer will easily move on a smooth surface or slight incline and cause injury if not secured.
4. If the trailer is being used indoors on a polished floor such as a gymnasium be sure to remove rocks from tires before entering the building. You may also want to place a tarp under wheels. If you are using the legs put casters under them to prevent scratching the floor.
5. Verify the towing vehicle's emergency brake is engaged before unhooking the Rolling Rivers Trailer.
6. Unplug the trailer's lights before unlocking the jack. Rotate the jack to a secure, vertical position and use the handle to lower the wheel to the floor.
7. Unlock the trailer's hitch in preparation to detach the Rolling Rivers Trailer from the towing vehicle.
8. Continue rotating the jack's handle to raise the hitch above the bolt. Check surroundings and verify the trailer is immobile.
9. Stabilize the front of the trailer by lowering the front legs before using the jack to lower the trailer until the front legs bear the trailer's weight. This will take pressure off of the trailer's jack. Make sure PVC pipes are around all of the Rolling River Trailer's legs. If on soft ground, use a 2"x4" wooden panel for support.
10. Unhook the trailer's safety chain.
11. Remove tarp, crossbars, and sheet to expose trailer bed. Push out to release crossbars. Store the tarp and sheet inside the trailer and the crossbars under the trailer.
12. To install optional front steps on trailer:



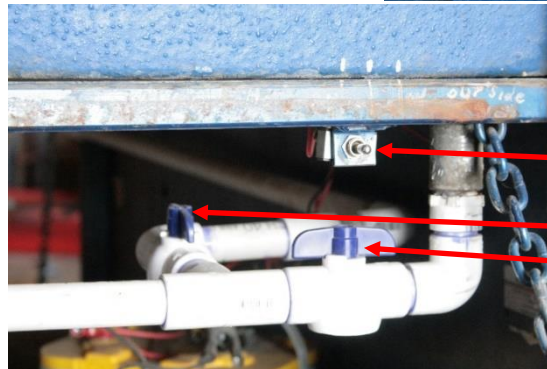
- a. Remove the jack's front pin and save it for installing the front steps.
- b. Remove the stepless trailer hitch
- c. Insert the trailer hitch with steps. **Never use the hitch with steps to tow the trailer.**
- d. Reinsert the trailer pin to the new trailer hitch.



13. Lower the rear legs. As with the front legs, remember to have PVC pipes around the legs for safety.

14. After grounding all trailer legs, make sure the trailer is still vertically sloped. If necessary, raise the trailer before lengthening the front legs to vertically slope the trailer. This encourages the flow of the river. Raising the slope will increase the rivers' flow rates.

15. On the front right side of the trailer, open the access panel to expose valves, pump switches, battery and supplies. This is where the presenter/trailer operator should stand. The front switch operates the pump. By-pass valve controls water volume. The by-pass valve closest to the operator will control the headwater closest to the operator. The by-pass valve furthest from the operator will control the headwater furthest from the operator.



Pump switch
Left headwater bypass valve
Right headwater bypass valve

16. Open rear access panel to expose water storage reservoir and pumps.

17. Use a hose to fill water box directly under the drain centered in main water tank. Fill the box until 4" from the top.

18. Once the water box is full, move the hose to the water reservoir. Begin primary building as reservoir fills. Close the back door of the trailer once both water containers are full (4" from the top).



Water reservoir
Water box

19. Optional: pull out trailer's side steps. Make sure steps are always secured, whether open or closed. **Tires and fenders are not to be used as steps, stepping on the valve can cause a flat tire!**

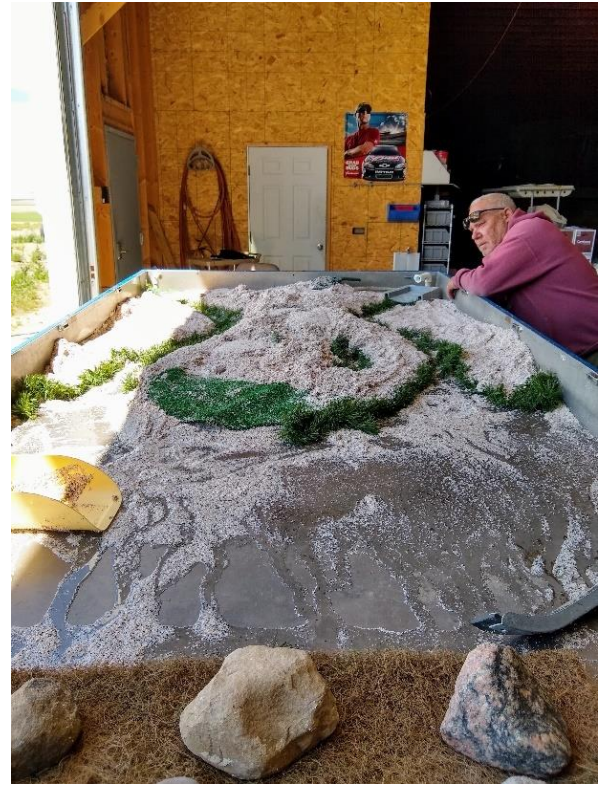


20. Make sure to clear the area around the drain of any sand before placing the filter mat over the drain. Place big, heavy rocks on the mat's corners to keep it in place.

21. If available, use an extension cord to connect the battery to a power outlet. If a power source is unavailable, most batteries can run the trailer for around 6 hours if fully charged, provided the trailer is turned off between presentations.

Building your Watershed

1. Attach a nozzle to the hose.
2. Use the hose to wet the sand thoroughly by spraying all over for 2-3 seconds. Fully saturated sand will be able to mold a “sandball”.
 - a. Water may need to be added to the sand again throughout the day. For example, if the sand begins to crumble and you can no longer form a “sandball”.
3. Use the grain feeder to get sand to the top two-thirds of the trailer.
4. Saturate bigger hills so water flows on the bottom.
5. Each spigot at the front of the trailer bed serves as a headwater for a river.
6. Use the corner of the feeder to draw an outline of a river from each headwater (two rivers total).
7. Verify each river is at least 3 inches from the trailer’s side wall
8. Use the feeder to dig the rivers.
9. Place stone or grass bed under headwaters.



10. Begin to vegetate the riverbanks by tucking garland into the sand.
 - a. Make sure the upstream garland overlays on top of the downstream garland.
 - b. If you plan to run the trailer more than once, double up on the garland when vegetating the riverbanks.
11. Turn on the pump and open the spigots to verify the rivers are flowing. Adjusting the by-pass valve helps optimize the rivers flow.
12. If drain clogs it may be cottonwood pollen. Remove the pollen to unplug the drain before continuing.
13. Begin to build structures based on topics you plan to discuss. See Rolling Rivers Trailer Educational Programs section for demonstrations.

PUTTING AWAY THE ROLLING RIVERS TRAILER

1. Make sure both spigots are closed, the by-pass valve is opened, and the pump is turned off.
2. Empty tanks at the back of the trailer. Some trailers have a hose you can attach to drain. It takes about 15 to 40 minutes to completely drain the trailer while tilted to the maximum slope. Remember to use the trailer's jack to adjust the its slope. The trailer should be at least 90% drained of water with 2 inches or less of water in the reservoir.
 - a. To remove water from the sand in the display area, push sand to the front of trailer and continue to let it drain.
3. If freezing temperatures are expected; the water lines need to thoroughly drained, with all valves left open.
4. Remove and rinse everything from the display area except for the sand and put items away in the appropriate box.
 - a. Be sure to save as much sand as possible since it is expensive.
 - b. Kids can help with the washing and putting away of materials.
5. Make sure all trailer legs are raised and secured.
6. Verify the trailer's steps are closed and locked.
7. Reinstall towing hitch if a step hitch was used. Adapt from Step 12 in Rolling Rivers Trailer Set Up.
8. Reinsert crossbars to the trailer before securely attaching the cover.
9. Lock all trailer compartments once everything is put away.

