



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

General Information

Project Name MWCC Strategic Watershed Program & Education Planning with a Twist of Public E&O

Applicant Name Montana Watershed Coordination Council

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 #) X2ZVPB44LNP7

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 Amy Seaman **Title** Executive Director

Address P.O Box 1416 **City** Helena **State** MT **Zip Code** 59624

Phone Number 406-475-1420 **Email** director@mtwatersheds.org

Signature  Digitally signed by Amy Seaman
Date: 2024.04.05 16:55:25 -06'00'

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

Signatory Amy Seaman **Title** Executive Director

Address P.O Box 1416 **City** Helena **State** MT **Zip Code** 59624

Phone Number 406-475-1420 **Email** director@mtwatersheds.org

Signature  Digitally signed by Amy Seaman
Date: 2024.04.05 16:55:13 -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

2024 Nonpoint Source Pollution Reduction Application - Capacity Building AND/OR Education & Outreach

Project Title: MWCC Strategic Watershed Program (Task 1) and Education (Task 2) Planning with a Twist of Public E&O (Task 3)		Tasks and Potential Deliverables	Nonpoint Source Request*	Non-Federal Match**	Other Funding***	Match Source	Match Secure	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								
	Task 1 and 2. MWCC Strategic Plan Development - Internal	\$ 528.00	\$ 2,112		Arthur M. Blank Family Foundation MWCC Unrestricted Giving	No Yes		\$ 2,640.00	Requested staff time (\$528) - 10hrs @ \$52.82 ED is for initial engagement with key partners for scheduling and broad concepts. ~\$520 has already been matched by MWCC to gear up for Strategic Planning to start late in 2024. The majority of this task will be provided by match. AMBFF is committed but not secured. **Note - staff hourly rate includes: salary, benefits, and indirect costs
	Task 1 and 2. MWCC Strategic Plan Development - External (Contractor)	\$ 600.00	\$ 2,000.00		Dept. of Natural Resources WMG Grant	No		\$ 2,600.00	**Note contractor costs are still in estimate phase and funds are being requested through DNRC Watershed Management Grants Strategic Planning Initiative. Match has not yet been requested, so DEQ funds would represent critical capacity to get started. Up to \$2,000 will be requested for contracted support for the initial stages of developing the strategic planning process that may go through mid 2025.
	Task 3. Public E&O - Program Development	\$ 1,299.24	\$ 650.00		MWCC Unrestricted Giving	Yes		\$ 1,949.24	Requested staff time (\$1299.24) - 22hrs @ \$52.82/hr ED, 16hrs @ \$23.01 OCC, and 4hrs @ \$34.30/hr WPM. Staff time is needed to collaborate with Omerta Arts on a quarterly basis, to administer artist contracts, and to develop education campaign designs and painting schedules with collaborators. ~\$650 Match from MWCC Unrestricted Giving will launch the initial capacity for the program from March - October 2024, including supporting the spring (already planned) and summer Art Walk events. Several meetings between partners have already occurred, and though in-kind support from Omerta is expected, there is not dollar value assigned as of yet. **Note - staff hourly rate includes: salary, benefits, and indirect costs
Total		\$ 2,427.24	\$ 4,762.00	\$ -				\$ 7,189.24	
<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								
	Task 1 and 2. MWCC Strategic Plan - Creating the Plan	\$ 3,902.08	\$ 50,000.00		Arthur M. Blank Family Foundation Cinnabar Foundation Dept. of Natural Resources WMG Grants Montana Community Foundation	No No No No		\$ 53,902.08	Requested staff time (\$3902.08) - 60hrs @ \$52.82/hr ED and 16hrs @ \$34.30/hr WPM and 8hrs @ \$23.01 OCC. Total costs are still in estimate phase as funds are actively being requested through the DNRC Watershed Management Grants Strategic Planning Initiative. A \$15,000 match from AMBFF is committed but not secured for staff time and contracting needs. Additional \$5,000 matches from Cinnabar and Montana Community Foundation are pending. Additional match will be provided as needed from MWCC Unrestricted giving and other grants as they become available. Funding in this line item is directly for capacity to engage with the key partners defined as stakeholders in the proposal. Funding in this request is specifically to meet with partners including DEQ nonpoint source and wetland staff, MT Association of Conservation Districts, Western Montana Conservation Commission, Montana Conservation Corps, and Department of Natural Resources Water Resources. Task 1 and 2 activities will happen concurrently in the majority of these meetings. **Note - staff hourly rate includes: salary, benefits, and indirect costs
	Task 1 and 2. MWCC Strategic Plan - Creating the Plan - Travel	\$ 1,137.00	\$ 1,000.00	\$ 732.00	Cinnabar Foundation EPA Region 8 Toxins Grant	No Yes		\$ 2,869.00	Funding for travel is requested for MWCC staff to travel up to 1,000 miles for in-person planning and stakeholder engagement meetings (e.g. the November Conservation District Conference), as well as to support 3 round trips between Helena and Missoula for internal staff engagement. The capacity to travel and meet face to face is absolutely one that MWCC needs and so a match request for \$1000 in funding is pending review by Cinnabar Foundation. The EPA funding does provide
	Task 1 and 2. MWCC Strategic Plan Activity Support and Implementation - Contractor	\$ 600.00	\$ 4,000.00		Dept. of Natural Resources WMG Grant	No		\$ 4,600.00	**Note contractor costs are still in estimate phase and funds are being requested through DNRC Watershed Management Grants Strategic Planning Initiative. Match has not yet been requested, so DEQ funds would represent critical capacity to get started. Up to \$4,000 will be requested for contracted support for implementing the strategic planning process.
	Task 2. Strategic Education Program Planning	\$ 600.00		\$ 650.00	EPA Region 8 Toxins Grant	Yes		\$ 1,250.00	Requested staff time (\$628.80) - 8hrs @ \$52.82/hr ED and 6hrs @ \$34.30/hr WPM - Federal funds (\$650) from the EPA covers ~8 hrs staff time for ED and WPM combined. **Note - staff hourly rate includes: salary, benefits, and indirect costs
	Task 3. Public E&O - Artist contractor	\$ 1,200.00	\$ 1,200.00		Humanities Montana MWCC Unrestricted Giving	No Yes		\$ 2,400.00	Costs estimated for contracted artist at \$240 per quarter for painting and site maintenance. Match will be sought from a Humanities Montana grant with a 3x/year grant cycle with applications due next on August 1st (for Oct. 24' start). MWCC Unrestricted Giving will support 2024 Q2-Q3 activities.
	Task 3. Public E&O - Painting Supplies	\$ 600.00	\$ 450.00		Humanities Montana MWCC Unrestricted Giving	No Yes		\$ 1,050.00	Costs estimated at \$150 per quarter including for site preparation and cleanup. Same as above regarding Humanities Montana. MWCC Unrestricted Giving will support 2024 Q2-Q3 activities. Omerta arts may support in-kind materials as well but as yet that is unknown.
	Task 3. Public E&O - Outreach materials and messaging items	\$ 3,440.00	\$ 1,200.00		Cinnabar Foundation	No		\$ 4,640.00	Costs estimated based on expenditures of Western Montana Conservation Commission for 'Clearly Connected' campaign materials. Estimates based on hosting 4 art walk events, and tabling at Greater Helena Gives Spring 24' and 25'; with an anticipated reach of ~250-300 people. Materials will message for 'Clearly Connected', 'Clean Water Starts With Me', Pesticides, and overall watershed health. Additional printing costs included for printing MWCC coloring pages on the same themes, to be made available during all open-office events. All outreach items will be continuously available to the public via the downtown office. Match will ideally come from Cinnabar Foundation General Support that is pending in review as of 4.5.24

	Task 3. Public E&O - Art Walk Registration and Additional Costs	\$ 400.00	\$ 260.00		Cinnabar Foundation	No	\$ 660.00	The requested \$400 supports small honoraria to thank Art Walk artists (different from contracted artist) for their time. Match provided will cover quarterly Art Walk Registration fees that put MWCC and the supported artist on the event program and printouts, facebook page, instagram, and map. Match will ideally come from Cinnabar Foundation General Support that is pending in review as of 4.5.24
	Task 3. Public E&O - Public Service Announcements	\$ 758.00	\$ 15,758.00		Arthur M. Blank Family Foundation Spectrum Reach - Local Connect	No Yes	\$ 16,516.00	Requested staff time (758\$) - 10hrs @ \$52.82/hr ED and 10 hrs @ \$23.01/hr OCC. **Spectrum Reach Local Connect funding is in-kind to the program; supporting local groups with the ability to amplify important public messages in a visual way to elevate MWCC's brand and focal issues. Initial meetings began in March with one draft commercial already created. A 1:1 match from AMBFF is committed but not secured for staff time. **Note - staff hourly rate includes: salary, benefits, and indirect costs
	Total	\$ 12,637.08	\$ 73,868.00	\$ 1,382.00			\$ 87,887.08	
<p><i>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.</i></p>	Effectiveness Monitoring							
	Task 1. Strategic Planning - State of the Watersheds Report	\$ 495.00	\$ 3,001.40		Arthur M. Blank Family Foundation MWCC Unrestricted Giving	No Yes	\$ 3,496.40	SOW Report is issued in 'odd' years concurrent with the legislative session. Preparation and surveys require staff time to connect with the ~60 groups in the watershed network. These metrics gage local watershed activity and capacity, determine project priorities for 2025+, and shed light on what riparian and wetland practices are targeted for implementation in 2025. Staff time (\$495) - 2hrs @ \$52.82/hr ED, 10hrs @ \$34.30/hr WPM, 2 hrs @ \$23.01/hr OCC. Staff collectively carry out the survey, summarize results, design and distribute the report. Matching MWCC general support funds (\$3001.40) cover ~50 hrs staff time for the WPM, and ~20hrs ED and ~10hrs OCC. AMBFF Match is committed but not secured. This step of effectiveness monitoring occurs in the 4th quarter of 2024.
	Task 1. Strategic Planning - DEQ 319 Grant Report Evaluation	\$ -	\$ 411.60		Dept. of Environmental Quality 319 Program	Yes		Annual evaluation metrics are collected regarding MWCC's distribution of DEQ 319 project dollars to on-the-ground non-point source pollution reduction projects and the resulting numeric and non-numeric data annually informs the success of MWCC of that program. Feedback includes dollars leveraged throughout the watershed network, miles of lake and stream improved, and acres made more resilient. This project takes staff ~10-15 hours each year so 12 hours are budgeted as match, or (\$411.60). Project evaluations will directly inform strategic outcomes of the updated MWCC strategic plan; containing at least 4 issues directly related to reducing nonpoint sources pollution. This step of effectiveness monitoring takes place in the 4th quarter of 2024.
	Task 3. Public E&O - Planning effectiveness monitoring	\$ 784.28	\$ 784.28			No	\$ 1,568.56	This is a new task to MWCC and metrics are in development with nonprofit partners from Catchafire; metrics decipher conversion of media engagement to financial supporters, how the MWCC network utilizes online education materials and newsletters, and what sectors of the public are looking to MWCC for support. Because Task 3 has long-term change as the goal but is in the pilot year of the project, the goal of this year's project would be to develop the effectiveness metrics and a way to follow up with the public; as is done regularly with the Watershed network. Staff time is requested to develop monitoring surveys. Requested staff time (\$784.28) - 4hrs @ \$52.82/hr ED, 10hrs @ \$34.30/hr WPM, 10 hrs @ \$23.01/hr OCC. MWCC will provide a 1:1 match for staff time using both MWCC general support funds and AMBFF Funding that is committed but not secured. This step would not begin until the 4th quarter of 2024.
	Total	\$ 1,279.28	\$ 4,197.28	\$ -			\$ 5,064.96	
		Administration						
<p><i>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.</i></p>	Mid/Annual/Interim Reports and Billing Statements	\$ 628.80					\$ 628.80	Staff time (\$628.80) - 8hrs @ \$52.82/hr ED and 6hrs @ \$34.30/hr WPM **Note - staff hourly rate includes: salary, benefits, and indirect costs. Additional costs will be covered by MWCC Unrestricted giving. These activities would be ongoing.
	Draft/Final Report and Billing Statements	\$ 192.76					\$ 192.76	staff time (\$192.76) - 3hrs @ \$52.82/hr ED and 1hrs @ \$34.30/hr WPM **Note - staff hourly rate includes: salary, benefits, and indirect costs. Additional costs will be covered by MWCC Unrestricted giving. These activities would be ongoing.
	Communication with DEQ	\$ 158.46				Yes	\$ 158.46	staff time (\$158.46) - 3 hrs @ \$52.82/hr ED - this is time just for communicating with DEQ regarding grant administration - other coordination costs are requested as part of program planning and implementation and there will be ample time working together to tackle admin ideally. **Note - staff hourly rate includes: salary, benefits, and indirect costs. Additional costs will be covered by MWCC Unrestricted giving. These activities would be ongoing.
	Annual Business Operating Expenses			\$ 17,160.00		Yes	\$ 17,160.00	Other funding includes 12 months of operating expenses to keep the office (art education location) october 2024 - October 2025 and communications systems running. Funding for Operating Expenses are received on a rolling basis, and costs expended primarily on a montly basis.
	Total	\$ 980.02	\$ -	\$ 17,160.00			\$ 18,140.02	

*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

****Additional Information - Use to justify cost if needed. (Hourly rates, rental costs, etc.)

	Nonpoint Funding Request*	Non-Federal Match**	Other Funding***
Grand Totals	\$ 17,323.62	\$ 82,827.28	\$ 18,542.00

Total Project Cost
\$ 118,281.30