



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 Tracy R Wendt
Date: 2024.04.02 15:57:47 -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 Tracy R Wendt
Date: 2024.04.02 15:58:04 -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.

SRWG is requesting funds for capacity-building and education outreach. SRWG has been working for 20+ years to address water quality issues identified in the Sun River TMDL in 2002; our general plan of work is described in the recently revised Sun River WRP. Both of these documents are available at www.sunriverwatershed.org/resources. Our work includes the Sun River and tributaries in Central Montana. SRWG has applied for funding that will enable us to hire a Program Coordinator, if awarded, in late 2024 or early 2025. This new hire would be responsible for programs, including water quality, and would enable us to grow the water quality program. We are applying for 319 funds here to cover education and outreach tasks and to plan and prepare for program growth over the next year - bridging the gap until the other funds applied for are awarded. We propose to use these 319 funds in the following ways:

Task 1 - We will recruit a volunteer each month to participate in our Water Quality monitoring program, April - October. At the end of the season, we will survey the volunteers via email to learn about their experience and make sure it was rewarding and educational. This includes funding to send one person to Volunteer WQ training in 2025.

Task 2 - SRWG also aspires to host a Rain Barrel Workshop each year. In 2024, we have applied for other funds to host the workshop, but lack funds for follow up and to start planning for 2025. We would use these 319 funds to do a follow up survey to 2024 participants to make sure the event was educational and rewarding and to seek advice for improving future events. We would also plan the 2025 workshop (actual workshop covered by other funds).

Task 3 - The focus of the 2024 MWCC Watershed Tour is the Sun River Watershed. Tour participants will visit at least one past 319-funded project site and learn about SRWG's TMDL, WRP, and monitoring program. This proposal will provide staff time and mileage reimbursement for planning and execution of the NPS elements of the tour. SRWG and MWCC will measure effectiveness of the tour with a followup survey.

Task 4 - SRWG will promote and grow our Water Quality program. This includes a 7-month social media campaign, coinciding with water quality monitoring season. Success will be monitored by social media analytics that show amount of engagement. SRWG will also hold an in-person Water Quality Meeting with a research presentation, focused on engaging irrigators in water quality. Success to be measured by number of attendees at presentation. SRWG will also use these funds for planning ways to grow the WQ program. This includes visiting potential sites for LT-PBR projects and planning implementation of other activities highlighted in our WRP (pg 34-35, 2 and 5 year goals), and identifying projects we may apply for future 319 funding to plan and implement, and potentially applying for funds. Success is measured when we compare actual activities completed to goals stated in this section of the WRP.

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

Sun River Watershed

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

\$ 10,385

Non-Federal Match

\$ 12,240

Other Funding

\$ 0

Total Cost

\$ 22,625

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?

Task 1 - SRWG has learned is an effective way to engage the community in our work, teaching volunteers about NPS and monitoring and about other elements of watershed health. Educates 7 general public per year while collecting WQ samples. Volunteers often refer friends and colleagues to our program, which helps spread NPS education and involvement.

Task 2 - Rain barrel workshops are effective in teaching attendees about NPS and water conservation. These events also make attendees feel empowered, so they know they are personally each helping our natural resources. Educates 30+ general public per year, plus their neighbors who ask about barrels and those who see social media posts. Attendees typically ask about other ways they can improve NPS and conserve water, and volunteer with SRWG at other events, so the program has long-reaching benefits.

Task 3 - The MWCC tour will include at least one 319-funded site and extensive discussion of our water quality program. Will discuss project benefits; landowner likely to be at event and will share testimonial. SRWG hopes to mentor other watershed groups to use 319 funds for projects and to grow their own WQ programs. Will educate 80+ people attending the tour plus those seeing social media about the tour.

Task 4 - SRWG's meeting/workshop will target producers in the watershed, primarily irrigators. Goal is 30+ attendees. Social media associated with this and other water quality program elements will reach hundreds of the general public. Part of the planning effort to grow the WQ program will include identifying more demographics to target and how to reach them.

- 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

This is largely answered in the question above. Volunteering and outreach will target the general public, where they will learn about NPS by participating in data collection. Rain Barrel workshops will target the general public. Rain barrels are very visible - many people contact us after seeing one in a neighbor's yard or online and want to know how they can participate in the program. The MWCC Tour will largely be conservation and water professionals. In this instance, SRWG will talk about how we have used 319 programs (funds, staff support, TMDL, WRP) to implement projects and support our water quality program. SRWG can provide examples and mentorship to watershed groups and others seeking to implement similar work. The workshop/meeting will feature a graduate study from MSU that investigates water and fertilizer use efficiency. A preview of her preliminary work was presented at our annual WQ meeting and the group agreed it would be of interest to irrigators. SRWG has not engaged with irrigators in the context of water quality very well so we see this as an opportunity to grow that part of the program. SRWG will also have discussions with the water quality working group to identify other target audiences for our program in the future and how we might reach them.

Describe your anticipated timeline.

Project will begin upon award and continue for 12 months.

Volunteer recruitment for monitoring will be grant award through October 2024 and April 2025 until grant termination.

MWCC tour is September 18-20, 2024; promotion and planning to begin immediately; follow up survey to occur immediately after tour. 2024 rain barrel is June 1; follow up activities included in this proposal will begin immediately after event. Planning for 2025 event will begin fall of 2024 with the goal of having the next event in spring of 2025.

WQ meeting/workshop will occur once MSU student has her data and preliminary results gathered. Anticipated to be the 1st quarter of 2025.

All other activities are fluid and will occur from award date over the following 12 months.

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.

According to the Interactive Climate and Economic Justice Screening Tool, portions of the watershed located in Teton and Lewis & Clark County are considered "disadvantaged", as is the city of Great Falls, also in the Sun River watershed. This project will help SRWG improve water quality to avoid additional economic hardship (through loss of food production capability and recreation/angling, which could be impaired by poor water quality, for example). By educating the public and taking action to improve water quality, SRWG seeks improve the fishery and other resources that improve tourism and therefore the economy of the region.

The Sun River watershed has been impacted by over 100 years of irrigation and agriculture, which as modified natural hydrologic processes; reduced water availability for recreation, fish, and wildlife; introduced contaminants such as fertilizers and pesticides; altered natural stream flows; and more, as described in the TMDL. SRWG's efforts to improve water quality and educate the community about better practices is important for this watershed to continue living with irrigation and agriculture.

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.

SRWG partners with many organizations in order to execute our water quality programs. The Water Quality Working Group includes MSU Water Quality professionals, DEQ, FWP, DNRC, Bureau of Reclamation, Missouri River Flyfishers, NorthWestern Energy, Trout Unlimited, BLM and many more. The rain barrel workshops are co-organized with local conservation districts, who help advertise and raise funds for these events. SRWG works very closely with Greenfields and Fort Shaw Irrigation Districts. SRWG's work is guided by our board of directors, which includes representatives from both irrigation districts, all three conservation districts in our area, landowners that are farmers and ranchers, and interested members of the public. These partnerships will all be instrumental in executing the tasks in this proposal.

SRWG receives funding from many entities that help to fund our operations each year. This includes both irrigation districts listed above and all three conservation districts in our watershed, Broken O Ranch, West Great Falls Flood District, Teton and Cascade County commissioners, and many others. While these funds aren't being called out at "match" for this proposal (they are being used as match for other grants), it is important to note that SRWG receives this annual funding because it shows support that our partners have for our work - they have skin in the game, even though they aren't technically providing match for this proposal.

All of the match for this proposal is "in kind". SRWG has several grants out for review for other funds that will complement the tasks in this proposal and that will support continuation of SRWG's work beyond the cycle of this grant. These funds aren't included as match because they are speculative and mostly won't be executed (if awarded) during this grant cycle.

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: Sun River Water Quality Program		Nonpoint Source Request*	Non-Federal Match**	Other Funding***	Match Source	Match Secured? (Y/N)	Total Project Cost	Additional Information****
Instructions Capacity Building: This task may include the initial stages of developing a variety of Plans, designing demonstration projects, etc. Education & Outreach: This task may include the development of your outreach program, planning tours, developing materials, etc. Please include anticipated deliverables and a detailed budget.	Tasks and Potential Deliverables							
	Project and Program Development							
	Volunteer recruitment	\$ 210.00					\$ 210.00	7 months, 1 hours per month, \$30/hr
	Rain Barrel	\$ 1,080.00					\$ 1,080.00	follow up from 2024 event, planning for 2025 event, 36 hrs @\$30
	WQ Program Planning	\$ 3,868.00					\$ 3,868.00	planning to grow WQ program: 120 hrs @ \$30 and 400 miles @ \$.67
	WQ Volunteer Training @ Flathead	\$ 1,196.01					\$ 1,196.01	training/lodging, miles, per diem, and employee time to attend Flathead Vol WQ training
	Total	\$ 6,354.01	\$ -	\$ -			\$ 6,354.01	
Capacity Building : This task would include the time actually getting stakeholder involvement and creating the Plan, holding tours, etc. Education & Outreach : This includes activities to implement your program, volunteer coordination, holding events, etc. Please include anticipated deliverables and a detailed budget.	Implementation							
	Water Quality Meeting (annual)	\$ 633.60	\$ 840.00		in-kind	estimated	\$ 1,473.60	319: staff meeting prep, implementation and follow up 16 hrs at \$30, \$100 room rental for meeting, .67*80 miles to attend meeting; match: non-federal meeting attendees, 3 hours including travel, average \$40/hr
	NPS Social media campaign	\$ 150.00					\$ 150.00	10 social media posts, .5 hrs to create each, \$30/hr
	Volunteer support		\$ 1,800.00		in-kind	estimated	\$ 1,800.00	6 months, 10 hrs per event, ave \$30/hr national volunteer rate
	MWCC/SRWG Watershed Tour	\$ 1,684.00	\$ 9,600.00		in-kind	estimated	\$ 11,284.00	319: 45 hours to plan NPS portion of tour @\$30/hr +200 miles *.67 for tour mileage+200 handout meeting materials; in-kind match: est 30 non-federal tour attendees @ average \$40/hr * 8 hrs spent on NPS portion of tour, including travel time
							\$ -	
	Total	\$ 2,467.60	\$ 12,240.00	\$ -			\$ 14,707.60	
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.	Effectiveness Monitoring							
	Event follow-up and surveys	\$ 600.00					\$ 600.00	follow up emails and meeting summaries for all events; survey following rainbarrel and volunteer monitoring, 20 hrs * \$30/hr
							\$ -	
							\$ -	
							\$ -	
	Total	\$ 600.00	\$ -	\$ -			\$ 600.00	
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.	Administration							
	Mid/Annual/Interim Reports and Billing Statements	\$ 360.00					\$ 360.00	est 3 reports @ 3 hrs @ \$30/hr
	Draft/Final Report and Billing Statements	\$ 240.00					\$ 240.00	est 7 hrs to do final report @ \$30
	Communication with DEQ	\$ 363.28					\$ 363.28	est 8 hrs over grant period @\$30; miles to Helena for grant kickoff meeting
							\$ -	
	Total	\$ 963.28	\$ -	\$ -			\$ 963.28	
Grand Totals	Nonpoint Funding Request*	\$ 10,384.89	Non-Federal Match**	\$ 12,240.00	Other Funding***	\$ -	Total Project Cost	\$ 22,624.89

*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.)