

# 2023 319 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](mailto:mockey@mt.gov) or 406-444-5351.

## 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.

### UEI #

Unique Entity Identifier. Each project sponsor 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.

### 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 chair).

**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.

**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). Identify the goals of your education and outreach effort and how you will determine whether those goals have been met. Space has been provided for you to describe up to 3 separate education and outreach efforts. If you are proposing more than three, please lump some of them together so they all fit within the spaces provided.

**319 Funding Requested**

Provide the 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 can be in the form of cash, materials, or in-kind donations. 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:

$$(\$100,000 \div 0.60) - \$100,000 = \mathbf{\$66,667}$$

### 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 or if federal funds will be used to pay for part of the project), indicate the amount here. The purpose of reporting these other funds is to give the application reviewers an accurate estimate of the total cost of a particular activity.

### 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. 319 funding applied to this task must not exceed 10% of the total amount of 319 funding requested, or \$12,000, whichever is lower. 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](mailto:mockey@mt.gov) or 406-444-5351.

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 corral 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](http://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 your application.

### **Description of identified threat to non-impairment status**

Describe the threat and its source (e.g., increased nitrogen loading from aging septic systems and rapid development).

## **DETAILED PROBLEM DESCRIPTION**

Provide a detailed description of the nonpoint source pollution problem you are attempting to address. Be sure to include the following:

- Identify the primary types of pollution.
- Identify the primary sources of the pollution.
- Identify the root causes of the pollution.
- Describe any previous work done to address the problem (who, what, where, when).
- Describe the impacts of the problem (who, what, where).

## **SOLUTION DESCRIPTION**

Provide a detailed description of the solution you are proposing to implement to address the nonpoint source pollution problem described in the previous section. Be sure to include the following:

- Describe the range of options available for solving the problem, including a no-action alternative.
- Describe the practices you intend to design and/or implement to solve the problem (what, where, when, how much or how many).
- Explain why the chosen alternative is the best alternative.
- Describe any pre-project planning that has already taken place (e.g., design work, permitting consultation, Endangered Species Act consultation, wetland delineations, landowner agreements, community outreach).
- Describe the anticipated maintenance needs (what, where, who, how long).

## **GOALS AND EFFECTIVENESS EVALUATION**

In the first box, describe specific, measurable nonpoint source goals for your project in the space provided. In the second box, explain how you will determine whether you have met the goals described in the space provided below. Identify any data you'll collect, calculations you'll make, or methods you intend to use. 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 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.

## **OTHER 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.*** Please do not attach copies of TMDLs or watershed restoration plans (WRPs). List each additional attachment.

## **PARTNERS**

### **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 must submit a letter of support from each landowner on whose property activities will take place.

### **Project Partner**

List the names of project partners. If applicable, you may identify other project supporters or partners who may not be providing material support but are nonetheless in favor of seeing the project move forward. This may include key community members or stakeholder support.

### **Contributions to the Project**

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.

## **BUDGET**

Use the space to outline the project budget under each general Task. This should include costs for everything associated to get to the deliverables of each task.

### **Project Planning**

This includes costs for surveying, engineering, permitting, procurement, construction oversight, and overall coordination of the proposed project. This does not include things like reporting, bookkeeping, communications, office space, or utilities, which are all covered in the Project Administration budget.

### **Landowner Agreements**

These costs only apply 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.

### **Project Implementation**

This task should include all aspects of construction, including oversight, materials, construction, preparation and submittal of as-built drawings, etc.

### **Project Effectiveness Monitoring**

This section includes costs necessary for developing and implementing methods to determine the effectiveness of the project in achieving NPS pollution goals. 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 and vegetation mortality measurements. If the project goals include reducing sediment, nitrogen and/or phosphorus, this task will also include calculation of annual load reduction estimates. If you are requesting funding for design only, you may either leave this task blank or request funding for plan development and pre-project monitoring. Please contact one of the DEQ Nonpoint Source Program staff for guidance relative to your specific project.

## **PROJECT TIMELINE**

In the table provided, outline your project timeline similar to a Gantt chart to demonstrate to application reviewers that the necessary project steps have been thoughtfully considered and can be completed on time.

## **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

### **Environmental Justice**

Projects are encouraged to provide equitable access and opportunities to clean water and to provide platforms for meaningful involvement from all affected stakeholders. DEQ encourages project sponsors to take into consideration protection of public health. DEQ strongly encourages efforts to engage with tribal nations.

### **Climate Change/Resilience**

A changing climate will continue to have significant impacts on human health and the environment. DEQ promotes projects that improve climate change resilience for communities, native plants, wildlife, and ecosystems. For example, projects that restore and protect cool, instream flows, and projects that create well-vegetated riparian buffers to help provide shade and keep streams cool in the summer.

### **Impacts to Downstream Human, Plant and Animal Communities**

The effects of nonpoint source pollution often affect downstream communities and natural systems. DEQ encourages project sponsors to design projects that will work to lessen the strain on downstream communities, protect drinking water sources, and protect sensitive uses.

## **STAFF CONTACTS**

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

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