



# 2023 319 Application Form Instructions – Mini-grant Programs

Instructions are provided in the same order as the fields in the form. Some fields have drop down menus to choose from. If you have questions about the application form, contact Mark Ockey at [mockey@mt.gov](mailto:mockey@mt.gov) or 406-444-5351.

## GENERAL INFORMATION

### Program Name

Provide a very brief descriptive name for the program (e.g., Mule Creek Restoration Program).

### 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**

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

### **Program Development, Marketing and Solicitation**

Includes all costs associated with:

- Development and deployment of the mini-grant application process.
- Marketing the program to the target audience.
- Receipt and evaluation of project proposals.
- Writing and executing mini-grant contracts.

### **Mini-grant Implementation and Oversight**

Includes all costs associated with:

- Funding individual mini-grant projects.
- Managing mini-grant contracts.
- Correspondence, site visits, training, and problem resolution necessary to ensure mini-grant projects are completed.

### **Program Evaluation**

Includes all costs associated with:

- Evaluation of the impact of individual mini-grant projects on nonpoint source pollution.
- Evaluation of the impact of your mini-grant program on nonpoint source pollution prevention.
- For on-the-ground projects designed to address nitrogen, phosphorus or sediment, this task must include gathering the information necessary for DEQ to evaluate pollutant load reductions attributable to each mini-grant project.

### **Project Administration**

Includes costs associated with 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.

### **319 Funding Request**

Amount of 319 funds you are requesting for the identified activities.

### **Non-Federal Match**

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

#### **Calculating Required Match**

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

Where

*X = amount of 319 funds being requested*

*Y = amount of cost share required*

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

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

### **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.

### **Letters of Support**

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

## **PROGRAM DESCRIPTION**

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

## **TARGET AUDIENCE**

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

## **PROGRAM IMPLEMENTATION AND EVALUATION**

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

## **COMMUNITY PARTICIPATION AND SUPPORT**

### **Partner**

List the names of project partners.

### **Role/Contribution to the Program**

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

### **Letter of Support Attached?**

Attach a letter of support from each project partner.

### **Other Supporters**

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

### **Letter of Support Attached?**

Attach a letter of support from each listed supporter.

## **PROJECT TIMELINE**

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

## **BIGGER PICTURE CONSIDERATIONS**

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.

### **Downstream Impacts**

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.

## **ADDITIONAL ATTACHMENTS**

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

## **STAFF CONTACTS**

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

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