

Instructions

Page 1 - Fill out once per application, even if you have multiple projects within a single application.

Applicant Name Applicants 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.

Instructions *(continued . . .)*

Page 2 - Fill out once per application, even if you have multiple projects within a single application. Some fields are self-calculating.

Pages 3-4 - Fill out once per application. If your project is funded, this will become the Education and Outreach task in your contract.

Page 5 - Fill out once per application. If your project is funded, this will become the Project Administration task in your contract.

Page 6 - Project Form - A separate Project Form *(including providing separate attachments)* must be submitted for each project included in your application. Use the following examples to help determine when to lump and when to split projects. For additional assistance, contact Mark Ockey at mockey@mt.gov or 406-465-0039.

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 of 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)



2024 319 Application Form - On-the-Ground Projects

General Information

Project Name _____

Applicant Name _____

Registered with the Secretary of State?

Registered with SAM?

UEI # _____

Does your organization have liability insurance?

Primary Contact _____

Signatory _____

Title _____

Title _____

Address _____

Address _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

Phone Number _____

Phone Number _____

Email Address _____

Email Address _____

Signature _____

Signature _____

Technical and Administrative Qualifications - *Describe the technical and administrative skills your organization will use to effectively and efficiently complete your proposed project(s).*

Budget Summary

	319 Funding Request	Non-Federal Match	Other Funding	Total Cost
Education and Outreach Project Administration				
Project 1 Name				
Project Planning				
Landowner Agreements				
Project Implementation				
Project Effectiveness Monitoring				
Total				
Project 2 Name				
Project Planning				
Landowner Agreements				
Project Implementation Project				
Effectiveness Monitoring				
Total				
Project 3 Name				
Project Planning				
Landowner Agreements				
Project Implementation Project				
Effectiveness Monitoring				
Total				
Project 4 Name				
Project Planning				
Landowner Agreements				
Project Implementation Project				
Effectiveness Monitoring				
Total				
Grand Total				

Education and Outreach

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. It also requires adequate training for project sponsor staff (e.g., technical training, project management, public procurement, technical writing, etc). 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 critical relationships and to improve organizational capacity. DEQ also 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.

Activity 1 (method of delivery)

Target Audience

Goals

Effectiveness Evaluation

Activity 2 (optional)

Target Audience

Goals

Effectiveness Evaluation

Activity 3 (optional)

Target Audience

Goals

Effectiveness Evaluation

319 Funding Request	Non-Federal Match	Other Funding*	Total
_____	_____	_____	
Match Source _____			Secured
Match Source _____			Secured
Match Source _____			Secured

**Use this space to record any funding that will be used to support creation of the task deliverables, but will not be reported as match. The purpose of this information is to give application reviewers a clearer understanding of the total amount of funding required to complete a task.*

Project Administration

319 funding applied to project administration must not exceed 10% of the total amount of 319 funding requested, or \$12,000, **whichever is lower**. Project administration includes normal business expenses associated with completion of the project, regular communication with DEQ, and completion of the following reporting:

- Mid-Year Reports: Due June 15th of each year the Contract is in effect.
- Annual Reports: Due December 15th 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: Due for DEQ review and comment at least 15 days prior to the contract expiration date. 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).
- Final Report: Due on or before the contract expiration date; must address all DEQ comments from previous drafts.
- Billing Statements: Submitted with each Mid-Year, Interim, Annual, or Final Report.
- Exception to the Reporting Schedule: The Final Report and associated Billing Statement will replace the last required Mid-Year or Annual Report.

319 Funding Request	Non-Federal Match	Other Funding*	Total Cost
<hr/>	<hr/>	<hr/>	<hr/>
Match Source	<hr/>		Secured
Match Source	<hr/>		Secured

**Use this space to record any funding that will be used to support creation of the task deliverables, but will not be reported as match. The purpose of this information is to give application reviewers a clearer understanding of the total amount of funding required to complete a task.*

Project 1 Name

Select the watershed restoration plan (WRP) or tribal nonpoint source plan that your project will help implement (please type in if missing from list).

Letter of support from author entity attached? *(If no, explain why below.)*

Problem Description

Waterbody name from the 2020 List of Impaired Waters

Probable causes of impairment to be addressed

Waterbody name from the 2020 List of Impaired Waters

Probable causes of impairment to be addressed

HEALTHY WATERSHEDS: In most instances, on-the-ground projects must address identified impairments. However, in some instances, EPA allows 319 funding to be used for projects that protect watersheds that are currently healthy.

Name of healthy waterbody to be protected

Description of identified threat to non-impairment status

Name of healthy waterbody to be protected

Description of identified threat to non-impairment status

Describe the types, sources, and root causes of the pollution problem you're trying to address. *Identify the specific types and sources of pollution (e.g., sediment from excessive streambank erosion, nitrogen from livestock, loss of riparian habitat due to stream channel straightening). Identify the root causes of the pollution (e.g., streambank erosion caused by lack of riparian vegetation as a result of a historic road that was built next to the stream, a feedlot straddling the stream, stream channel was straightened to accommodate historic placer mining).*

Describe any previous or ongoing efforts to address the problem. *Identify previous or ongoing efforts to garner support for addressing the problem. Identify previous on-the-ground or management changes implemented to address the problem.*

Possible Solutions and Preferred (*proposed*) Alternative

Most nonpoint source pollution problems have multiple possible solutions, including doing nothing and waiting for natural processes to correct the problem. Please use the spaces provided below to describe reasonably possible solutions. Start with the "no action" alternative, and end with a more detailed description of the preferred alternative (the one for which you are seeking funding).

Name: No Action Alternative

Pros:

Cons:

Following implementation, how long will it take to achieve the desired nonpoint source pollution prevention benefits?

Immediately

5 years

10 years

20+ years

Never

Name:

Briefly describe the alternative.

Pros:

Cons:

Following implementation, how long will it take to achieve the desired nonpoint source pollution prevention benefits?

Immediately

5 years

10 years

20+ years

Never

Name: Preferred (*proposed*) Alternative

Project Location

Upstream End	Latitude	Longitude
Downstream End	Latitude	Longitude
Centerpoint	Latitude	Longitude
Upstream End	Latitude	Longitude
Downstream End	Latitude	Longitude
Centerpoint	Latitude	Longitude
Upstream End	Latitude	Longitude
Downstream End	Latitude	Longitude
Centerpoint	Latitude	Longitude

List the 12-digit Hydrologic Unit Code(s) (HUCs) in which the project area is located.

Detailed Project site map(s) Attach 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.

Elevator Speech Summary In one short paragraph, summarize your proposed solution and why it's important.

Detailed Solution Description

Provide a detailed description of the solution you are proposing to implement to address the nonpoint source pollution problem. Describe the practices you intend to design and/or implement to solve the problem (what, where, when, how much or how many). Describe the anticipated maintenance needs (what, where, who, how long)

Project Planning

Identify the status of the following project planning tasks, where applicable.

	Completed?	Copy Attached?	To Be Completed Pre-Contract (Aug 2024)?	To Be Completed as Contract Deliverable?
*Draft Project Designs				
*Final Project Designs				
Consultation With Potential Regulators				
Necessary Permits				
Endangered Species Act Consultation				
Cultural Resources Inventory (<i>may be relevant</i>)				
Other:				
Other:				
Other:				

**See Call for Applications for minimum design standards.*

Project Coordination and Planning Task This task would include completion of all applicable planning tasks from the list above, as well as coordination and oversight of the efforts of all project partners. Please provide a detailed budget below.

Detailed Budget Item	319 Funding Request	Non-Federal Match	Other Funding**	Total Cost
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TOTAL

Match Source:		Secured
Match Source:		Secured
Match Source:		Secured

***Use this space to record any funding that will be used to support creation of the task deliverables, but will not be reported as match.*

Landowner Agreements

Identify the status of the following landowner agreement tasks, where applicable.

		To Be Completed Pre-Contract (Aug 2024)?	To Be Completed as Contract Deliverable?
nent tasks,			
Completed?	Copy Attached?		

*Draft Landowner Agreement(s)

*Final Landowner Agreement(s)

Grazing Management Plan

Other:

Other:

**See Call for Applications for a description of what each landowner agreement must contain.*

Landowner Agreement Task This includes costs for developing and managing landowner agreements, and developing grazing management plans where applicable. Please provide a detailed budget below.

Detailed Budget Item	319 Funding Request	Non-Federal Match	Other Funding**	Total Cost
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TOTAL

Match Source: Secured

Match Source: Secured

Match Source: Secured

***Use this space to record any funding that will be used to support creation of the task deliverables, but will not be reported as match. The purpose of this information is to give application reviewers a clearer understanding of the total amount of funding required to complete a task.*

Project Implementation

This includes costs for all materials, labor, equipment, construction oversight, and as-built surveys associated with implementing the plans developed under the Project Coordination and Planning task. *If you are requesting funding for design only, leave this task blank.*

Project Implementation Task Please provide a detailed budget below. Be as specific as you have information available, using estimates where necessary.

Detailed Budget Item	319 Funding Request	Non-Federal Match	Other Funding*	Total Cost
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Project Implementation Match Sources

Match Source	Secured
Match Source	Secured
Match Source	Secured
Match Source	Secured

Project Effectiveness Monitoring

(If you are requesting funding for design only, you may choose to leave this task blank. Alternatively, you may use this task to request funding to develop a monitoring plan and conduct pre-project monitoring in anticipation of future implementation of your designs.)

Identify the status of the following project effectiveness monitoring tasks.		To Be Completed Pre-Contract (Aug 2024)?	To Be Completed as Contract Deliverable?
	Completed?	Copy Attached?	
*Monitoring Plan			
**Pre-project estimate of nitrogen, phosphorus, and/or sediment loading from project site			
Pre-project photo-point monitoring			
Other:			
Other:			

**See Call for Applications for a description of what a monitoring plan must contain.*

***Only applicable to on-the-ground projects designed to reduce nitrogen, phosphorus, or sediment pollution.*

Project Effectiveness Monitoring Task This task includes costs for developing and implementing a reasonable method of evaluating extent to which the preferred alternative resolves the nonpoint source pollution problems you described previously in your application. Please provide a detailed budget below. Include any items from the above list that have not yet been completed, additional monitoring you would like to do, implementation of the monitoring plan, and preparation and submittal of a written monitoring report. If planting vegetation will be part of your project, include vegetation mortality monitoring as a line item.

Detailed Budget Item	319 Funding Request	Non-Federal Match	Other Funding	Total Cost
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TOTAL

Project Effectiveness Monitoring Match Sources

Match Source: _____	Secured
Match Source: _____	Secured
Match Source: _____	Secured

Project Goals and Benefits

Nonpoint Source Goals List the specific, measurable nonpoint source goals for your project.

Other Important Benefits Describe the benefits the preferred alternative is likely to have on the topics below.

Local Community

Local Ecosystem

Other Important Benefits *(continued)*

Downstream
Communities

Downstream
Ecosystems

Drinking Water
(for humans)

Economic or Socially
Disadvantaged
Communities

Climate Change/
Climate Resiliency

Public Access to a
Clean and Healthy
Environment

Project Partners

Identify each of the project partners and describe their contribution to the project. Include landowners, land managers, project designers, funders, and your own organization. Indicate whether each partner, other than your organization, has provided a letter of support. (*Note: each landowner must provide a letter of support.*)

Landowner

Contributions to Project

Letter of
Support
Attached?

Project Partner

Contributions to Project

Letter of Support Attached?

Project 1 - Project Timeline

Task Description	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q
	2024	2024	2025	2025	2025	2025	2026	2026	2026	2026	2027	2027

Other Attachments - Please list any additional documents you will be submitting with your application.

Additional documents are not required, but may be submitted to provide more specific details about a project or to demonstrate adequate planning and preparation. However, be respectful of the amount of time it will take an application reviewer to read through your application. **If a reviewer is running short on time, they will be permitted to focus solely on the application form and the attachments specifically identified in the previous pages.**

Final Thoughts - Use the space below to share any additional information that might be useful in helping someone to better understand your project.

**Make sure the Primary Contact and the Signatory for your organization
have both signed and dated the application.**