



AMERICAN RESCUE PLAN ACT OF 2021 MONTANA INFRASTRUCTURE ADVISORY COMMISSION

ARPA WATER & SEWER INFRASTRUCTURE GRANT V2 **APPLICATION WORKSHEET**

October 5, 2021

The American Rescue Plan Act (ARPA) of 2021 provided state and local aid to make *necessary investments in water and sewer infrastructure*. The 67th Montana Legislature passed [House Bill 632](#) which directed the federal funds available under the American Rescue Plan Act for use in Montana.

COMPETITIVE GRANTS

Grant application closes January 14, 2022. Applications will be reviewed and ranked and provided to the Infrastructure Advisory Commission for certification and to the Governor for approval.

MINIMUM ALLOCATION GRANTS

Grant application is open through January 1, 2023. Applications are certified by the Commission and approved by the Governor monthly.

This document is provided as a worksheet. Applications must be submitted online at
<https://grants.dnrc.mt.gov/submit/199753/arpa-water-sewer-infrastructure-grant-application-round-2/eligibility>

If you need help or have questions when completing the online application, please go to:

<https://montana.servicenowservices.com/arpa>

1-844-406-ARPA(2772)

➔ INSTRUCTIONS

Competitive Grant Applications Due: **JANUARY 14, 2022.**

Minimum Allocation Grant Applications Due: **JANUARY 1, 2023.**

Download and print the Application Guidelines (link) to help you complete this form. Other helpful tools and resources are available [online](#).

If you need help applying for water and sewer grant funds request “water and sewer grant application assistance” using our [service portal](#). It will connect you with Department of Commerce Technical Assistance Staff.

[Irrigation Grant Application](#) (worksheet coming soon)

➔ Project Title*

The project name **MUST** include the name of the local government applying for the project **AND** a description of the project. *Examples: Roundup - Water Main Replacement, Shelby- Drinking Water System Upgrades, Chouteau County – Geraldine Water Line Project.*

➔ APPLICATION TYPE

➔ Project Application*

- Minimum Allocation Grant
- Competitive Grant
- Minimum Allocation & Competitive Grant

★ Minimum Allocation Grant

➤ Applicant Entity – Minimum Allocation*

Select from the list of entities eligible for Minimum Allocation Grants. Complete this section if applying for a Minimum Allocation Grant.

★ Competitive Grant OR Minimum Allocation & Competitive Grant

➤ Are you reapplying for a project previously submitted for an ARPA water and sewer grant?*

Yes No

Projects that received a competitive grant award may not reapply for the same project in Round 2. Specifically, activities and tasks included in an application that received an award in the first round may not be included in a project application for funding in the second round of competitive grants.

➤ Applicant – Local Government Entity* (Limit: 20 words)

For a county, use the full county name: Lewis and Clark County. For cities and towns, use Fort Benton, or Great Falls. DO NOT use Town of ... or City of... For other local government entities, use the FULL legally registered name of the entity, for example, Elliston Elementary School District, Valley County Conservation District, Greenfields Irrigation District, Billings Bench Water Users Association, Dry-Redwater Regional Water Authority as registered with the [Secretary of State](#). [School Districts look up](#).

➤ Local Government Definition*

Select from the list, the appropriate entity type for your organization.

Eligible entities are those defined in House Bill 632 Section 2. "Local government" means any city, county, consolidated city-county, school district, or other political subdivision or local government body of the state, including an authority as defined in [MCA 75-6-304](#), water district, sewer district, irrigation district, water users association, conservation district, or tribal government.

➤ APPLICANT INFORMATION

➤ Authorized Person*

First Name _____

Last Name _____

Person authorized to enter into a grant agreement with the State of Montana on behalf of the eligible local government.

Title of Authorized Person* _____

DNRC requires that the certification form be signed by an authorized representative of the local government entity (for example, a mayor, county commissioner, board chair, district supervisor, etc.). These forms CANNOT be signed by a different representative (for example the City Manager or Town Clerk), even if that representative has signing authority within the local government. This is because DNRC has no way of knowing who has signing authority within the local government entity. Additionally, DNRC needs to be confident that the authorized signatory can enter into a grant agreement in the future should the application be successful. Please include the title of the authorized representative on all signature forms.

Failure to meet this requirement will result in delays for review and approval of your grant application.

Authorized Person Mailing Address* _____

Authorized Person City, State, Zip* _____

Authorized Person Phone Number* _____

Authorized Person Email Address* _____

➤ APPLICATION CERTIFICATION FORM

The form must be signed by the person authorized to enter into a grant agreement with the State of Montana.

[Application Certification Form](#) (Link)

1. Download
2. Sign, Title, Date
3. Scan and Save to your local computer

Signed Application Certification Form ready for upload*

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

➤ PROJECT CONTACT PERSON*

Person to contact with questions about the proposed project.

First Name _____

Last Name _____

Project Contact Mailing Address* _____

Project Contact City, State, Zip* _____

Project Contact Telephone* _____

Project Contact Email* _____

➤ ENGINEERING FIRM CONTACT PERSON (if applicable)

Engineering firm person to contact with questions about the proposed project

First Name _____

Last Name _____

Name of Engineering Firm _____

Engineering Firm Contact Mailing Address _____

Engineering Firm Contact City, State, Zip _____

Engineering Firm Contact Telephone _____

Engineering Firm Contact Email _____

➤ PROJECT DESCRIPTION

If local government is applying for grant funds for an eligible entity, please include the name of that entity or beneficiary. Can be the same name as the applicant. If this is a DEQ permitted system, please use the name of the regulated entity.

Example: Cascade County is applying for funds for Sand Coulee drinking water system. The name of the system is Sand Coulee Water Users District.

Name of System or Beneficiary* _____

Public Water Supply ID or National Pollutant Discharge Permit ID

Please enter the [PWSID](#) or [NPDES](#) or [MPDES](#) Permit ID if applicable.

Population of Service Area* _____

Enter numbers only. Do not include commas or other symbols—the formatting will be provided after the data is saved. Must be one number, not a range. For Example - 100000 NOT 100,000-120,000.

Median Annual Household Income of Service Area* _\$ _____

Look up: [Department of Commerce Census and Target Rate](#) or use [DNRC's Minimum Allocation Dashboard](#). Information on use of a [census block to calculate MHI](#).

Median Annual Household Income *other source of data*.

If the application cites MHI data from a source other than the Department of Commerce Census and Target Rate, you MUST provide a justification for the MHI provided.

Average Monthly Water Rate (if applicable) _\$ _____

*If water and sewer rates will not increase as a result of the proposed project, provide the **CURRENT** yearly average water and sewer rates. If the water and or sewer rates will increase as a result of the proposed project, include the **PROJECTED** annual average water and sewer rates.*

Enter one number only; no symbols (\$ or ,). For example, \$10/month would be entered as 10. DO NOT enter \$10 or \$10.00 or \$1,000.00. Doing so will result in an error submitting your application.

Average Monthly Sewer Rate (if applicable) _\$ _____

*If water and sewer rates will not increase as a result of the proposed project, provide the **CURRENT** yearly average water and sewer rates. If the water and or sewer rates will increase as a result of the proposed project, include the **PROJECTED** annual average water and sewer rates.*

Enter one number only—no symbols (\$ or ,). For example, \$10/month would be entered as 10. DO NOT enter \$10 or \$10.00 or \$1,000.00. Doing so will result in an error submitting your application.

➤ PROJECT LOCATION

Use DNRC's Minimum Allocation Dashboard [<https://arpa-mtdnrc.hub.arcgis.com/pages/minimum-allocation-dashboard>] LAT/LONG Location Finder tool to provide an accurate project location for tracking and reporting purposes.

Project Location - Latitude* _____

Provide Decimal degrees in format. Example 46.587956

PLEASE DO NOT ENTER IN DMS FORMAT.

Project Location - Longitude* _____

Provide Decimal degrees in format. Be sure to include the minus sign. Example -112.035776

PLEASE DO NOT ENTER IN DMS FORMAT.

Project Location (County)* _____

Select the County where the project activities will primarily occur.

➡ **PROJECT TYPE*** (can choose both)

Select “Water” if the project is primarily a drinking water project as described in [EPA’s Drinking Water SRF Eligibility Handbook](#).

Please be sure to read the handbook VERY CAREFULLY before selecting the eligible project type.

USE THESE PROJECT TYPES FOR COMMUNITY OR NON-TRANSIENT NON-COMMUNITY PUBLIC WATER SUPPLIES ONLY! [Questions?](#)

Water (Drinking Water State Revolving Fund)

Drinking Water SRF Eligible Projects

*Select all that apply.**

- Treatment
 - Transmission and Distribution
 - Source
 - Storage
 - Consolidation
 - Creation of New Systems
 - Water Security
 - Energy Efficiency
 - Capital Projects
 - Planning/Assessment
 - Other | Must Describe How Project Qualifies for ARPA Funding
-
-

Select “Sewer” if the project is primarily a Clean Water SRF eligible project as described in [EPA’s Clean Water SRF Eligibility Handbook](#).

Please be sure to read the handbook **VERY CAREFULLY** before selecting the eligible project type.

Under the CWSRF, categories of eligible projects include construction of publicly owned treatment works, nonpoint source pollution management, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, **energy efficiency measures for publicly-owned treatment works**, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

Sewer (Clean Water State Revolving Fund)

Sewer (Clean Water SRF) Eligible Projects

Select all that apply.*

- Centralized Wastewater Treatment
 - Energy Conservation – Related to Water Quality
 - Water Conservation
 - Stormwater
 - Agricultural Best Management Practices (Irrigation)
 - Decentralized Wastewater Treatment
 - Resource Extraction or Contaminated Sites
 - Landfills
 - Habitat Protection and Restoration (Silviculture)
 - Groundwater Protection and Restoration
 - Surface Water Protection and Restoration
 - Planning/Assessment
 - Other – Must Describe How Project Qualifies for ARPA Funding
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➤ PROBLEM SUMMARY*

What is the reason for the project? Prepare a short problem summary that provides the context of the problem, i.e. severity, duration, and area of impact.

REQUIRED: Address any growth issues that are impacting the project area. See the [Application Guidelines](#) for tips on preparing this section.

➤ PROJECT SUMMARY*

The Project Summary should clearly identify the steps to implement the project and clearly state how the project will solve the problem specified. See the [Application Guidelines](#) for tips on preparing this section.

REQUIRED: Specify what portion of the project will address existing problems within the system and what portion will address growth. Specify what portion of the project will address fire flow.

➤ **Does the project address growth?***

Yes No

IF YES - In the Project Summary, SPECIFICALLY address what portion of the project will address current deficiencies in the existing system and what portion of the project will address growth. Questions? Go to <https://montana.servicenowservices.com/>

➤ **Does the project address fire flow?***

Yes No

IF YES - In the Project Summary, SPECIFICALLY address what portion of the project will address current deficiencies in the existing system and what portion of the project will address fire flow. Questions? Go to <https://montana.servicenowservices.com/>

IRRIGATION PROJECTS: Water Conservation projects are **ONLY** eligible they that reduce the demand for PUBLICLY OWNED TREATMENT WORKS capacity through reduced water consumption (i.e., water efficiency). Water reuse and precipitation harvesting are also eligible. Energy Conservation projects are **ONLY** eligible if those measures improve energy efficiency for PUBLICLY OWNED TREATMENT WORKS. Eligible projects under Agricultural Best Management Practices **MUST** have a direct impact on non-point source pollution. See [Montana Nonpoint Source Management Plan – Appendix A](#) for more information on eligible projects.

[\[https://deq.mt.gov/files/Water/WPB/Nonpoint/Publications/Annual%20Reports/AppendixA/BMPsFinal.pdf\]](https://deq.mt.gov/files/Water/WPB/Nonpoint/Publications/Annual%20Reports/AppendixA/BMPsFinal.pdf)

PLANNING PROJECTS: Generally, the CWSRF and DWSRF often allow for **pre-project development costs** that are tied to an eligible project, as well as those that are **reasonably expected to lead to a project.**

➤ PROPOSED PROJECT-GOALS, OBJECTIVES, AND EFFECTIVENESS

House Bill 632 Section 27 requires applicants to clearly define the project outcomes, how they will achieve those outcomes, and how they will measure the effectiveness of their project. A project goal is an overarching statement of what a project should achieve. Example: Provide safe and reliable drinking water for the community.

The objectives are the tangible deliverables necessary to achieve the goal; for example, drill a new well to replace the spring water source, repair cracked water mains and install water meters to detect pressure issues throughout the system.

The project effectiveness statement should clearly state how each objective will be measured using qualitative or quantitative metrics. Example: 2,000 feet of new water main, 400 water meters.

➤ PROJECT GOAL*

Short statement of the overarching outcome the project is supposed to achieve.

➤ PROJECT OBJECTIVES*

Can have multiple objectives.

➤ PROJECT EFFECTIVENESS*

Include measurements for each objective specified above.

Is the purpose of the project for compliance with national secondary standards?

Example: national secondary standards or basic stabilization requirements are not met.

<https://www.epa.gov/sdwa/drinking-water-regulations-and-contaminants>

Yes No

If yes, how does the project help meet national secondary standards?*

Provide a short description of how the project is driven by growth issues, supports development that is less than 50% occupied.*

➤ LEVEL OF READINESS

Select "Yes", "No" or "Not Applicable"

- **Yes**, indicates that the milestone has been completed.
- **No**, indicates that the milestone has not yet been completed and will need to be done as part of the project.
- **Not Applicable**, indicates that it is not a necessary step for project completion.

If you answer "Yes" to any of the Readiness questions, please provide the date and upload the corresponding documents.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

➤ Capital Improvement Plan*

YES NO Not Applicable

Date-Capital Improvement Plan ____/____/____

➤ Growth Policy*

YES NO Not Applicable

Date-Growth Policy ____/____/____

➤ Engineering Procurement Completed and Contracted*

YES NO Not Applicable

Date-Engineering Procurement Completed and Contracted ____/____/____

Engineering Procurement documents are available for upload online.

Can upload up to 5 files.

➤ Preliminary Engineering Report or Technical Memo*

YES NO Not Applicable

Date- Preliminary Engineering Report ____/____/____

Preliminary Engineering Report or Technical Memo documents are available for upload online.

☛ **Uniform Application***

YES NO Not Applicable

Date-Uniform Application Completed ____/____/____

Uniform Application documents are available for upload online.

☛ **Final Design***

YES NO Not Applicable

Date-Final Design Completed ____/____/____

Final Design is available for upload online.

☛ **Water Rights Finalized***

YES NO Not Applicable

Date-Water Rights Finalized ____/____/____

Water Rights documentation is available for upload online.

Can upload up to 5 files.

☛ **Right of Way, Land Purchases, and Site Title Complete***

YES NO Not Applicable

Date-Right of Way, Land Purchases & Site Title Completed ____/____/____

Right of Way, Land Purchases, and Site Title documentation is available for upload online.

Can upload up to 15 files.

☛ **MEPA/NEPA Completed***

YES NO

Date-MEPA/NEPA Completed ____/____/____

MEPA/NEPA documentation is available for upload online.

➔ **DEQ Plan Approval***

YES NO Not Applicable

Date-DEQ Plan Approval ____/____/____

DEQ Plan Approval documentation is available for upload online.

Can upload up to 5 files.

➔ **Project Bid***

YES NO Not Applicable

Date-Project Bid ____/____/____

Project Bid documentation is available for upload online.

Can upload up to 5 files.

➔ **Under Construction***

YES NO Not Applicable

Date-Construction Began ____/____/____

Construction Documentation and Construction Progress Information is available for upload online.

Can upload up to 5 files.

➔ **Quote for Equipment Purchases (ARPA Eligibility Verified) ***

Use this category for small purchases that do not require DEQ Plan review and approval.

YES NO Not Applicable

Date-Equipment Quote ____/____/____

Equipment Quote(s) and Documentation for ARPA Compliance is available for upload online.

Can upload up to 15 files.

➤ PROJECT SCHEDULE

All ARPA Funds **must be obligated by December 31, 2024**, the period of performance will extend until December 31, 2026. Funds must be expended, and **all reporting must be complete prior to December 31, 2026**.

Example: Preliminary Design July 1, 2021 – September 30, 2021.

Indicate actual or approximate start and end dates for each project milestone.*

| | | | |
|----------------------------|-------------------------|-----------------|---------------------|
| PROJECT DESIGN DATES | -- | -- | -- |
| Preliminary Design | Final Design | DEQ Plan Review | DEQ Plan Approval |
| | | | |
| PROJECT BID DATES | -- | -- | -- |
| Bid Document Advertised | Selection | Award Notice | Notice to Proceed |
| | | | |
| PROJECT CONSTRUCTION DATES | -- | -- | -- |
| Construction Start | Construction Completion | Closeout | Final Documentation |
| | | | |
| -- | -- | -- | -- |

➤ PROJECT BUDGET

➤ Match Fund Guidelines

Minimum Allocation Grant requires the lesser of:

- a. one-to-one matching funds; or
- b. 25% of the amount that the local government received in coronavirus local fiscal recovery funds provided for in ARPA.

Competitive Grants - preference may also be given to projects that provide a higher match rate.

MATCH FUNDS - **WARNING!**

Recipients cannot use ARPA funds to satisfy non-federal matching requirements for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements.

➔ Project Funding Package: Table 1*

1. Download Table 1: **Project Funding Package**. [link](#)
2. Save table to a local drive;
3. Complete the Funding Package Budget Table. Modify the budget line items and columns to best reflect the specific project details. Include grant funds requested, as well as secured and potential funding sources. For unsecured funds, include submittal date(s) of application(s) submitted and the status of all funding applications in the budget table; and
4. Upload completed table.

Table 1 Project Funding Package is complete and ready for upload online.

➔ Detailed Project Budget: Table 2*

1. Download Table 2: **Detailed Project Budget**. [link](#)
2. Save table to a local drive;
3. Complete the Project Budget Table. Modify the budget line items and columns to best reflect your specific project details. Provide an estimated project budget, include administrative costs including legal, land acquisition and audit costs; engineering and construction related costs. Indicate costs that have already been spent on the project; and
4. Upload completed table.

Table 2 Project Budget is complete and ready for upload online.

➔ Committed Funds-Upload Commitment Letter(s)*

For COMMITTED funding sources in Project Funding Package (Table 1), in the Other Match Funding Sources section you must provide supporting documentation. Examples: signed award letters, meeting minutes or resolutions, approved budget showing commitment of in-kind match. Can upload up to 10 files.

Commitment Letter(s) are complete and ready for upload online.

➔ Budget Narrative*

Attach a budget narrative that justifies the costs in the Detailed Project Budget (Table 2) and contains enough detail for reviewers to verify the methodology for cost estimation. Include details on adjustments made to the budget from the PER or Technical Memo. Can upload up to 3 files.

Budget Narrative is complete and ready for upload online.

➤ **Minimum Allocation Grant Requested***

Enter the total request for the Minimum Allocation Grant. If you are not requesting minimum allocation, enter 0 (zero). Can use the Dashboard at <https://arpa-mtdnrc.hub.arcgis.com/pages/minimum-allocation-dashboard>

_\$ _____

➤ **Competitive Grant Requested***

Enter the total request for the Competitive Grant. If you are not requesting a competitive grant, enter 0 (zero).

_\$ _____

➤ **Total Match***

Enter the total match funding from all other sources. Must match Budget Tables.

_\$ _____

➤ **Total Project Cost***

Total Project Cost = Minimum Allocation Grant Request + Competitive Grant Request + Total Match

_\$ _____

➤ **Supplemental Information**

Please attach any additional information about the project that may be useful to reviewers and that was not attached above. Can upload up to 5 files.

This document is provided as a worksheet. Applications must be submitted online at <https://grants.dnrc.mt.gov/submit/199753/arpa-water-sewer-infrastructure-grant-application-v-2>

ACRONYMS AND REFERENCES

[U.S. Treasury Coronavirus State and Local Fiscal Recovery Funds](#)

[U.S. Treasury Interim Final Rule](#)

[Drinking Water State Revolving Fund Eligibility Handbook](#)

[Overview of Clean Water State Revolving Fund Eligibilities](#)

[House Bill 632](#)

[ARPA.mt.gov](#)

[grants.dnrc.mt.gov](#)

[MEPA Handbook](#)

[Department of Commerce Target Rate and Census Information](#)

ARPA American Rescue Plan Act

CDBG Community Development Block Grants

Commerce Montana Department of Commerce

CWSRF Clean Water State Revolving Fund

DEQ Montana Department of Environmental Quality

DNRC Montana Department of Natural Resources and Conservation

DWSRF Drinking Water State Revolving Fund

EC e.Coli

I/I Infiltration/Inflow

MCA Montana Code Annotated

MCEP Montana Coal Endowment Program

MCL Maximum Contaminant Level

psi pounds per square inch

RD Rural Development

RRGL Renewable Resource Grant and Loan Program

SSOs Sanitary Sewer Overflows

SWTR Surface Water Treatment Rule

TMDL Total Maximum Daily Load

TSEP Treasure State Endowment Program

USDA United States Department of Agriculture

WWTP Wastewater Treatment Plan