



DNRC Conservation and Resource Development Division
RECLAMATION & DEVELOPMENT PLANNING GRANT
2019 Biennium Application



A. PLANNING GRANT OVERVIEW

The Montana Department of Natural Resources and Conservation (DNRC) manages the Reclamation and Development Grants Program (RDGP) to fund projects that indemnify the people of the state for the effects of mineral development on public resources and that meet other crucial needs to protect Montana's environment. Crucial state need projects must serve the public interest and the total environment of the citizens of Montana. The purposes of the reclamation and development grants program are to:

- (a) repair, reclaim, and mitigate environmental damage to public resources from nonrenewable resource extraction; and,
- (b) develop and ensure the quality of public resources for the benefit of all Montanans.

The purpose of the RDGP planning grant program is to assist local governments with planning and preparation of an RDGP project grant.

B. APPLICANT ELIGIBILITY

Reclamation and Development Grants Program planning grants are available to city, county, or other local political subdivisions or Tribal governments within the state. State and federal agencies, private corporations, non-profits and individuals are ineligible to receive RDGP planning grant funding.

C. PROJECT ELIGIBILITY

Proposed projects must plan for projects that will provide benefits in one of two categories:

1. Mineral development reclamation projects must:
 - o Reclaim land, water or other resources adversely affected by mineral development, or
 - o Mitigate damage to public resources caused by mineral development, or
 - o Research, demonstrate, or provide technical assistance to promote the wise use of Montana minerals, or
 - o Investigate and remediate sites where hazardous wastes or regulated substances threaten public health or the environment, or
 - o Research to assess existing or potential environmental damage resulting from mineral development.
2. Crucial state need: Projects that meet a crucial state need must prevent or eliminate severe and unacceptable damage to natural resources or capture extraordinary public benefit that would otherwise be lost. They must have a regional or statewide importance. Public benefit from implementation of this type of project must directly relate to natural resources.

Planning grant activities may include, but are not limited to: (1) problem analysis, (2) feasibility or design studies, (3) environmental monitoring, (4) remedial action plans or implementation, (5) technology demonstration, (6) research, (7) site assessment, or (8) other related actions that lead to cleanup of contamination, mitigation of damage or protection of Montana's environment.

D. FUNDING LIMITS

Grants may be awarded for any amount up to \$50,000, depending on the intended planning activities. Applicant must demonstrate that funding is not available through other reasonable

sources. An applicant may submit planning grant applications for more than one project. Matching funds are required, but a specific amount is not prescribed. Match funds may be in-kind contributions.

E. INELIGIBLE COSTS

The following tasks are ineligible for planning grant funds:

- Activities outside of the scope of work
- Costs incurred outside of the contract term
- Routine maintenance and operation
- Salaries/wages, travel, and other expenses not directly related to the project
- Expenses related to presenting the project at workshops, conferences, or other public venues, unless specifically included in the scope of work
- Administrative costs greater than 3% of the total project cost
- Equipment unless specifically included in the scope of work
- Food and beverages for meetings
- Indirect Costs (example: facilities and administration)

F. APPLICATION SUBMITTAL

Applications are due by June 15, 2018 at 5 pm.

NEW in 2018: The Reclamation and Development Grants Program is using the State of Montana grant application and tracking database called Webgrants at www.fundingmt.org. Applications will also be accepted by email or mail to the addresses listed below **for this grant cycle only**. All future cycles will use www.fundingmt.org. Please call Heidi Anderson Folnagy at 406-444-6691 for technical support.

Submit by email to:

Heidi Anderson Folnagy
(406) 444-6691
hfolnagy@mt.gov

Submit by mail to:

Department of Natural Resources
and Conservation
Resource Development Bureau
Attn: Heidi Anderson Folnagy
P.O. Box 201601
Helena, MT 59620-1601

The complete application form and instructions are available electronically on the DNRC website at: <http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program/reclamation-and-development-planning-grants-program> or by contacting DNRC.

Submittal Instructions:

Complete an online application at <http://www.fundingmt.org>. The online application has the following components:

- Grant application summary (Step 1) entered into Webgrants.
- Steps 1-8 of this application uploaded as a Word document.
- Project location map, uploaded as attachment.
- Other attachments, such as letters of support or other project documentation.
- Signed authorizing statement, uploaded as attachment or mailed to DNRC

Contact Heidi Anderson Folnagy (information above) for submittal questions.

G. REQUIRED CONTRACT AND DELIVERABLES

Upon award of a planning grant, the grantee must enter into a grant agreement with DNRC. Under terms of the agreement, the grantee must submit periodic progress reports and a final report of planning grant activities.

Progress reports must include project activities during the reporting period, costs incurred, funds remaining, anticipated activities during the next reporting period, and expected changes in scope, schedule or budget. Reported project costs must include those funded by the Project Sponsor and matching funds. Progress reports are required with each reimbursement request or on a quarterly basis, whichever occurs sooner.

H. PAYMENT

The grant agreement will not be effective until signed and dated by representatives of the DNRC and the grantee. **Expenses incurred before the grant agreement becomes effective will not be reimbursed.**

DNRC will reimburse up to 90 percent of the contracted amount upon receipt and approval of requests for payment, supporting documentation, and accompanying progress reports. The grantee will receive the final payment based on the total of actual costs submitted, not to exceed the total contracted amount, and upon delivery of a final report and a final invoice. The final report must follow the format attached to the contract.

I. PROCUREMENT AND PERMITTING REQUIREMENTS

Grantees agree to comply with all relevant procurement and contracting requirements related to work performed under DNRC grant agreements. In some cases, DNRC retains the right to approve subcontracts.

Grantees are responsible for obtaining all necessary local, state, and federal permits for the completion of projects approved for funding through the RDG Grant Program. Landowner permission must be secured for projects on private land before contracting.

J. AGENCY COORDINATION

For all proposed projects regulated, or likely to be regulated, in some capacity by the Montana Department of Environmental Quality (DEQ), planning grant applicants must submit with the application a letter from an authorized DEQ official confirming support for the project.



**DNRC Conservation and Resource Development Division
RECLAMATION & DEVELOPMENT PLANNING GRANT
APPLICATION FORM**



GRANT SUBMITTAL CHECKLIST SUBMITTED ONLINE AT www.fundingmt.org

- Steps 1-8 as a Word document
- Signed authorizing statement
- Project location map
- Other documents, e.g. letters of support

STEP 1: GRANT APPLICATION SUMMARY FORM AND AUTHORIZING STATEMENT

Applicant Name: _____

Project Title: _____

Requested Grant Amount: _____

Brief Description of Project Location: _____

Latitude and Longitude (decimals): _____

Brief Project Description: _____

(For ex.: site assessment, reclamation, cleanup under Brownfields or the Voluntary Cleanup & Redevelopment Act, site affected by oil & gas development or hazardous substance releases, natural resource improvement in damaged area)

Authorized Person _____
(Person authorized to enter into a grant agreement with DNRC.)

Mailing Address _____

City, State, Zip _____

Telephone _____ **Email** _____

Contact Person _____
(Person to contact with questions about the proposed project)

Mailing Address (if different from applicant) _____

City, State, Zip _____

Telephone _____ **Email** _____

In steps 2-8, describe the scope, budget, and merits of your project. Please include the information under each step in a narrative not exceeding 5 pages in length.

STEP 2: PROJECT PURPOSE AND SCOPE

- Include a brief history and description of the problem that prompted the need for this planning grant;
- Explain the planning grant project objective(s); and
- List and describe project tasks and deliverables to attain the project objective and show project success (linked directly to the budget, see below for budget format).

STEP 3: PROJECT SCHEDULE

- Provide a project schedule including a start and end date. Where possible, match your schedule to project tasks.

STEP 4: PROJECT BUDGET

1. Complete the budget table below titled “All Funding Sources.” Please enter the source and amount of ALL funding that may be used to complete the proposed activity. Indicate if alternate sources of funding are other than cash, such as in-kind services.

All Funding Sources		
Funding Source	Amount	Committed/Uncommitted
	\$	
	\$	
	\$	
	\$	
TOTAL		

2. Provide a short narrative that summarizes the available funding and the need for RDG funding.

3. Provide a project budget by task using the following format:

Task name and description	RDG Grant Funds	Match Funds	Total
Task 1:	\$	\$	\$
Task 2:	\$	\$	\$
Task 3: etc.	\$	\$	\$
Total	\$	\$	\$

For consulting services include estimated personnel rates, estimated hours per task, and estimated cost of materials and other direct costs such as travel. If the applicant plans to perform project activities using its own employees then list salaries and wages, key personnel, supplies and materials, communications, travel, and other. Identify source of match. Match funds may include in-kind contributions.

STEP 5: PROJECT GRANT EXPECTATION

- How will the activities from the planning grant lead to a reclamation project?
- Describe the expected natural resource benefits from the final project (how will the project repair, reclaim, or mitigate environmental damage to natural resources?)

STEP 6: PROJECT COORDINATION

- List participating partners and collaborators with defined roles and provide a description of experience and local support for project

STEP 7: PROJECT MANAGEMENT

Provide a short narrative highlighting the project management and organization capability

- how the project will be administered
- the skills, qualifications, and experience of the project manager, key personnel, etc.
- identify the procurement policy that will be used for acquiring services or supplies

STEP 8: OTHER

- regulatory issues, if applicable;
- permits and/or landowner permissions needed
- letters of support