Reclamation and Development Grants Program

An Introduction to the Program and Grants Available

- Program Introduction
- Grants Available
- Grant Writing Tips
- Administering a grant
Program Purpose

“to provide a state capability to fund projects that indemnify the people of the state for the effects of mineral development on public resources and that meet other crucial state needs ...”
Program Purpose

Mattie V Creek Mine Reclamation

- Mine waste removed and regraded July 2010
- Channel construction complete September 2010
- During first spring runoff May 2011
- Revegetation coming to life August 2011

- Repair, reclaim and mitigate environmental damage to public resources from nonrenewable resource extraction; and
- Develop and ensure the quality of public resources for the benefit of all Montanans
Types of Projects Funded

Mineral Development
Repair, reclaim or mitigate environmental damage to natural resources from
• Mining
• Oil and Gas Development
• Hazardous Waste

Crucial State Need
Prevent or eliminate severe and unacceptable damage to natural resources
or
Capture extraordinary public benefit that would otherwise be lost

Must have a regional or statewide importance to natural resources.
Types of Projects Funded

**Mineral Development**

- Granite Conservation District – Flint Creek Watershed Metals Remediation – Fred Burr Creek, Rumsey Mill Tailings

**Crucial State Need**

- Prevent or eliminate severe and unacceptable damage to natural resources
- or
- Capture extraordinary public benefit that would otherwise be lost

- Must have a regional or statewide importance to natural resources.
Types of Projects Funded

Mineral Development

Granite Conservation District – Flint Creek Watershed Metals Remediation – Fred Burr Creek, Rumsey Mill Tailings

Crucial State Need

DNRC – St. Mary Supply System and the greater Milk River Project
Types of Projects Funded

Mineral Development

• Reclamation of land, water, or other resources adversely impacted by mineral development

Missoula County – Martina and Ninemile Reclamation
Types of Projects Funded

Mineral Development

• Mitigation of damage to public resources caused by mineral development

Richland County Conservation District – Mitigating Impacts to the Fox Hill/Hell Creek Aquifer
Types of Projects Funded

Mineral Development

- Research, demonstration, or technical assistance to promote the wise use of Montana minerals

Montana Bureau of Mines and Geology – Developing a groundwater monitoring plan around extractive energy activities
Types of Projects Funded

Mineral Development

• Investigation and remediation of sites where hazardous wastes or regulated substances threaten public health or the environment

City of Harlowton - Removal of Contaminated Soils and Free Product at the Harlowton Roundhouse in Harlowton, MT
Types of Projects Funded

Mineral Development

• Research to assess existing or potential environmental damage resulting from mineral development

Confederated Salish and Kootenai Tribes – Revais Creek Mine Tailings Reclamation
Types of Projects Funded

**Crucial State Need**
Prevent or eliminate severe and unacceptable damage to natural resources

*or*

Capture extraordinary public benefit that would otherwise be lost

Must have a regional or statewide importance to natural resources.

- If not, apply to Renewable Resource Grant and Loan Program for funding.
Types of Projects Funded
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**Crucial State Need**
Prevent or eliminate severe and unacceptable damage to natural resources
or
Capture extraordinary public benefit that would otherwise be lost

Must have a regional or statewide importance to natural resources.

- If not, apply to Renewable Resource Grant and Loan Program for funding.

Custer County Conservation District – Addressing Cumulative Effects on the Yellowstone River through BMP Development and Implementation
## Grants Available

<table>
<thead>
<tr>
<th>Planning Grants</th>
<th>Project Grants</th>
<th>Aquatic Invasive Species Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Up to $50,000</td>
<td>• Up to $500,000</td>
<td>• Up to $15,000</td>
</tr>
<tr>
<td>• Approved by DNRC</td>
<td>• Approved by Legislature</td>
<td>• Approved by DNRC</td>
</tr>
<tr>
<td>• Funding available after grant cycle</td>
<td>• As funding becomes available</td>
<td>• Funding available after grant cycle</td>
</tr>
<tr>
<td>• Applications due throughout year (check website)</td>
<td>• Applications due May 15 of even years</td>
<td>• Applications due throughout year (check website)</td>
</tr>
</tbody>
</table>

Next deadline:  
Planning Grants: January 26, 2018  
April 13, 2018  

Project Grants: May 15, 2018  

Aquatic Invasive Species Grants: Check the website  

Who can apply?

Grants to local governments:

• Cities/Towns
• Counties
• Universities
• Rural improvement districts
• State agencies (not planning grants)
• Conservation districts
• Tribal Governments
• Irrigation districts
• County sewer districts
• County water districts
Other Eligibility Criteria

Projects cannot

• Be actively operating under a permit (active mines or oil & gas sites)
• Be eligible for full funding from other reclamation or remediation programs
• Relieve a liable party of financial or legal responsibility
Evaluation and Ranking of Grants

• **Degree of benefit to natural resources**
• Need and Urgency
• Technical Feasibility
• Financial Feasibility
• Project Management and Implementation
• Other Criteria considered
  • Reasonable cost estimates for potential alternatives and the preferred alternative
  • Soundness of the reasoning used in selecting the preferred alternative
  • Feasibility of the projects implementation schedule
  • Quality of supporting technical data
  • Local support for the project
Grant Writing Basics

Grant applications request specific information

• Make sure your agency and project are eligible for funding

• Provide all of the requested information

• Pay attention to the ranking criteria
  • Format the application to highlight this material.
  • Make it clear how the project fits the program purpose.
Grant Writing Basics

• Start early. Give yourself time to write the application

• Develop a clear idea and approach for the project

• Write in a well organized, clear, concise fashion

• Document support from agencies or groups that will benefit from your project

• Clearly identify the final product

• Call and ask questions if instructions are unclear
RDG Grant Writing Tips

- Set clear project goals
- Project scope should align with the project goal
  - **Scope** – location and activities of intended project
    - Explain history of problem
    - Project grants: Explore at least three alternatives (including no action)

What is your goal?  How will you accomplish it?  How much will it cost?

Goal  Scope  Budget
RDG Grant Writing Tips

- Set clear project goals
- Project scope should align with the project goal

**Scope** – location and activities of intended project
- Explain history of problem
- Project grants: Explore at least three alternatives

| Sample No. | Sample Depth (ft) | Date Collected | Atomic | Ra
|------------|-------------------|---------------|--------|---
| 1          | 1                 | 1/1/2020      | 1      | 1
| 2          | 2                 | 2/2/2020      | 2      | 2
| 3          | 3                 | 3/3/2020      | 3      | 3
| 4          | 4                 | 4/4/2020      | 4      | 4
| 5          | 5                 | 5/5/2020      | 5      | 5

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>RDGP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Cultural Clearance of Repository Site</td>
<td>$7,500</td>
</tr>
<tr>
<td>3.0</td>
<td>Post-Construction</td>
<td>$0</td>
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<tr>
<td>4.0</td>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>Underwater and Aquatic Channel</td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>Contracted Services</td>
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</tr>
<tr>
<td>7.0</td>
<td>Reporting</td>
<td>$14,200</td>
</tr>
<tr>
<td>8.0</td>
<td>Bid Specifications and engineering</td>
<td>$30,400</td>
</tr>
<tr>
<td>9.0</td>
<td>Project Management</td>
<td>$10,900</td>
</tr>
<tr>
<td>Total Activity Costs</td>
<td>$302,074</td>
<td></td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$302,074</td>
<td></td>
</tr>
</tbody>
</table>

Goal → Scope → Budget
RDG Grant Writing Tips

• Budget
  • Tie the budget to the tasks/activities in the scope.
  • Get good estimates on costs
  • Use the budget form provided
  • Include a detailed budget
  • Identify all match in budget, who it is from and if it is committed. In-kind accepted.

<table>
<thead>
<tr>
<th>Task</th>
<th>RDG Grant Funds</th>
<th>Match Funds</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Task 1:</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>Task 2:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Task 3:</td>
<td>Item</td>
<td>RDGP Grant Funds</td>
<td>MATCH Funds</td>
</tr>
<tr>
<td>Task: Site Investigation</td>
<td></td>
<td>$40,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Task: EE/CA Development</td>
<td></td>
<td>$35,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Task: Engineering Design/Bid Document</td>
<td></td>
<td>$45,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Task: Reclamation</td>
<td></td>
<td>$315,000</td>
<td>$410,000</td>
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<tr>
<td>Task: Restoration and Site Cleanup</td>
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<td>$40,000</td>
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</tr>
<tr>
<td>Task: Administration</td>
<td></td>
<td>$25,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td></td>
<td>$500,000</td>
<td>$525,000</td>
</tr>
</tbody>
</table>
# RDG Grant Writing Tips

## Common Budget Questions

- **Match?**
  - Match is required, but amount is not specified
  - In-kind is accepted
- **Administrative costs?**
  - 3% of the total project cost for planning grants
  - 10% of the total project cost for project grants

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<td>Task 3:</td>
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<tr>
<td>Task 4:</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>$40,000</td>
<td>$80,000</td>
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<td>$1,025,000</td>
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RDG Grant Writing Tips

Common Mistakes
• Bulk of grant does not address ranking criteria
• No letters of support from community and stakeholders
• Mistakes in the budget
• Budget is not tied to grant activities or goals
• Proof read

If not awarded, call and find out why.

We can help.
Congratulation you got a grant, now what?

• DO NOT start work that will be billed to the grant BEFORE the grant is signed!
## Procurement

Must adhere to policy of government entity

### SUMMARY OF PROCUREMENT REQUIREMENTS BY ESTIMATED CONTRACT VALUE

<table>
<thead>
<tr>
<th>Estimated Total Contract Value</th>
<th>Materials or Services</th>
<th>Procurement Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $5,000</td>
<td>Any service</td>
<td>Competitive bid or proposal is not required. Sponsor may negotiate directly with a selected vendor.</td>
</tr>
<tr>
<td>$0 - $50,000</td>
<td>Materials, supplies</td>
<td>Limited Solicitation</td>
</tr>
<tr>
<td></td>
<td>Engineering Services</td>
<td></td>
</tr>
<tr>
<td>$5,001 - $25,000</td>
<td>Non-engineering professional services, Construction services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Competitive bid through a request for proposal (RFP). Price is not the only criteria for selection</td>
</tr>
<tr>
<td>&gt;$25,000</td>
<td>Non-engineering professional services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Competitive bid for lowest price only</td>
</tr>
<tr>
<td>&gt;$25,000</td>
<td>Construction services</td>
<td></td>
</tr>
<tr>
<td>&gt;$50,000</td>
<td>Engineering services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Competitive bid through a request for qualifications (RFQ)</td>
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### CONSERVATION DISTRICT PROCUREMENT REQUIREMENTS

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</tr>
<tr>
<td>$0 – $50,000</td>
<td>Engineering, land surveying auditing, accounting, legal &amp; architectural services (76-15-1004 MCA)</td>
<td></td>
</tr>
<tr>
<td>$0 - $80,000</td>
<td>Vehicles, machinery, equipment, materials, or supplies, or for construction, repair, restoration. (76-15-1005 MCA)</td>
<td></td>
</tr>
<tr>
<td>$5,001 - $25,000</td>
<td>Environmental or science services. Any services not listed under 76-15-1004 MCA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Limited Solicitation</td>
</tr>
<tr>
<td>&gt;$25,000</td>
<td>Environmental or science services. Any services not listed under 76-15-1004 MCA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Competitive bid through a request for proposal</td>
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<tr>
<td>&gt;$50,000</td>
<td>Engineering, land surveying auditing, accounting, legal &amp; architectural services</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Competitive bid through a Request for qualifications</td>
</tr>
<tr>
<td>&gt;$80,000</td>
<td>Vehicles, machinery, equipment, materials, construction supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Competitive bid for lowest price</td>
</tr>
</tbody>
</table>

### SOLE SOURCE REQUIREMENTS FOR ALL GRANTS

If the grant sponsor proposes to suspend procurement requirements by claiming the selected contractor is the sole source of the goods or services required, the DNRC grant manager must review and approve the sole source justification before reimbursement. See guidelines in ARM 2.5.604 and 18-4-306MCA and example sole source justification form attached to this memo.
Progress Reports

- At least quarterly reporting expected
- Must submit a report with each reimbursement request
Getting Reimbursed for Expenses

For reimbursement submit:

- Vendor invoice
- Invoices of Expenses
- Progress Report

---

**Vendor Invoice**

<table>
<thead>
<tr>
<th>STATE OF MONTANA</th>
<th>BILL TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR INVOICE</td>
<td>DNRC-CARDD</td>
</tr>
<tr>
<td>VENDOR’S NAME AND ADDRESS</td>
<td>PO Box 201691</td>
</tr>
<tr>
<td></td>
<td>Helena, MT 59620-1691</td>
</tr>
</tbody>
</table>

**Step 1: Vendor Name and Address**

Please write the name and address of the grant sponsor in this space. This address should be the same one used for accounting.

**Step 2: Description of expenses**

This part of the vendor invoice should read like a table of contents to the invoices submitted for reimbursement. Please list the invoices needing reimbursement in this space and the total requested in the amount space. It is helpful to identify the tasks of the grant that each invoice or partial invoice covers.

Other helpful information to include:
- Grant agreement 
- Grant manager
- Period of performance:

**Step 3: Vendor Signature**

Have an authorized person sign and date the form. This is usually the person whose name is on the contract or who signed the contract. Without signature, this invoice cannot be reimbursed.
Amendments and Extensions

• Changes in Scope?
  • Review contract
  • Contact us!

• Changes in Budget?
  • Review contract
  • Contact us!

• Need more time?
  • Contact us!
Final Report

- Can withhold 10% of grant until Final Report and other documents are submitted

**Final Report Requirements**

1. **Title Page:**
   A. Grantee’s name, address, and telephone numbers.
   B. Name, address, and telephone of other contacts if primary contacts are not available.
   C. Funding: total project cost and amount of grant and Grant Number
   D. State where copies of the report may be obtained (Project Sponsor contact person name, address, phone number. An email address or website is acceptable).
   E. A list of supporting documents (for example, construction completion reports or other project deliverables)

2. **Introduction:** Describe the project history, location and purpose.

3. **Discussion and Results:**
   A. State the project goals and objectives agreed to in the grant agreement:
      i. Describe tasks that were completed.
      ii. Compare the project goals and objectives with actual project results. Explain differences between project goals and objectives and actual project results.
   B. Describe the planning process (Example: discuss project design, independent review, coordination with agencies, permits required and other activities).
   C. Summarize problems encountered and solutions adopted. What would you do differently?
   D. Project map, data, photos, etc.

4. **Natural Resources and Public Benefits:**
   Describe the project’s overall benefits; what is the impact or potential impact of the project’s benefits on the local and regional area? Benefits to natural resources? Benefits to the State of Montana?

5. **Grant Administration & Project Costs:**
   A. Work schedule: Compare the time allotted for project completion with actual schedule. Identify delays and discuss the reasons for delays.
   B. Budget: Summarize how the monies were spent by budget category and funding source (i.e. DNRC, Sponsor, other State or federal agencies). Was the project completed according to budget? Explain cost overruns or savings. Discuss unbudgeted expenses that arose.
   C. List any funds from other sources or in-kind services that were used to fund the project.

6. **Project Completion and Certification**
   A. Project Sponsor’s Certificate of Compliance (must be signed for all projects).
   B. As Built Drawings, if requested by the Department (construction projects only).
   C. Engineer’s Statement of Final Completion (if applicable).

7. **Final Report on Disc**
Questions?

Heidi Anderson Folnagy
Reclamation and Developments Grants
Program Manager
(406) 444-6691
handersonfolnagy@mt.gov