

# Reclamation and Development Grants Program

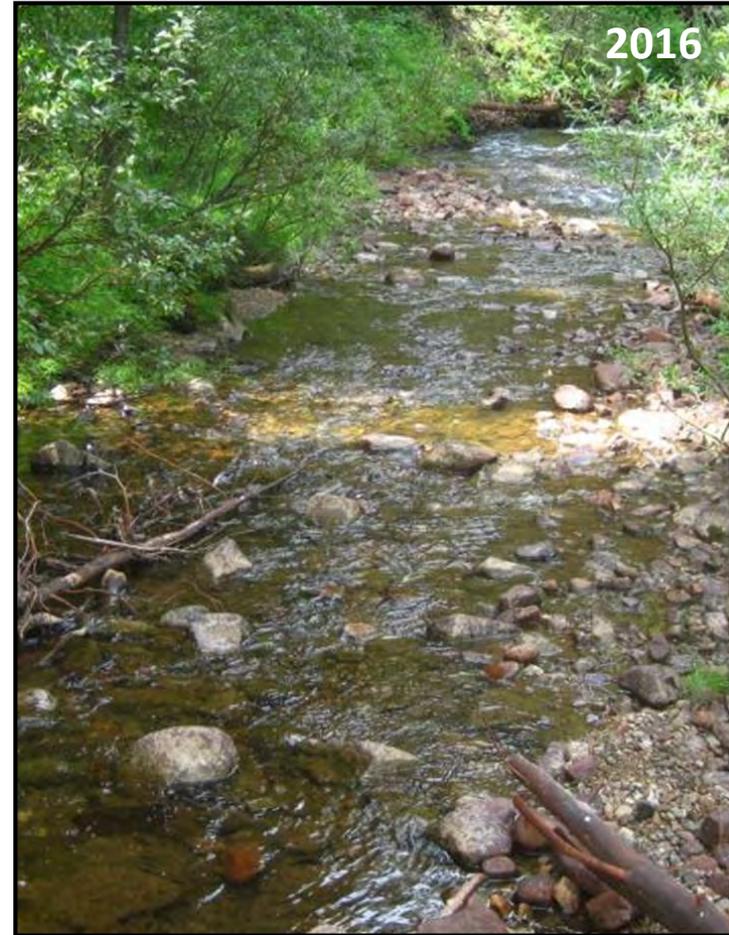
An Introduction to the Program and Grants Available

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



# Program Purpose

## Soda Butte Creek



“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.



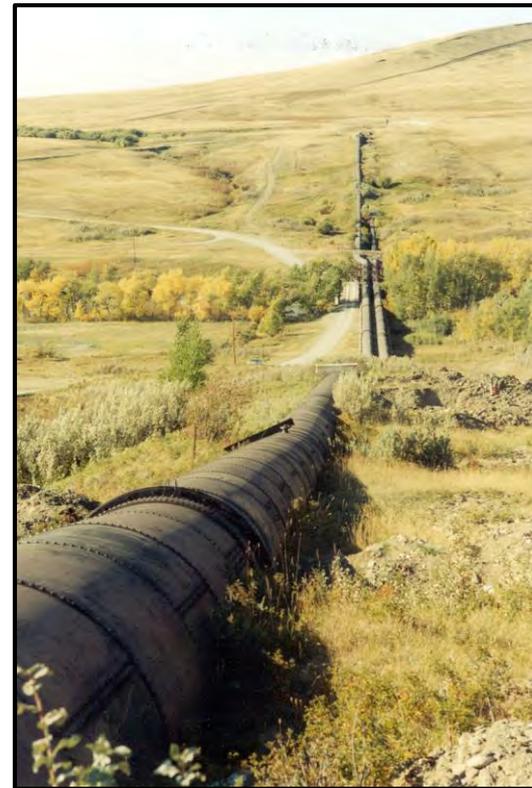
# Types of Projects Funded

## 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

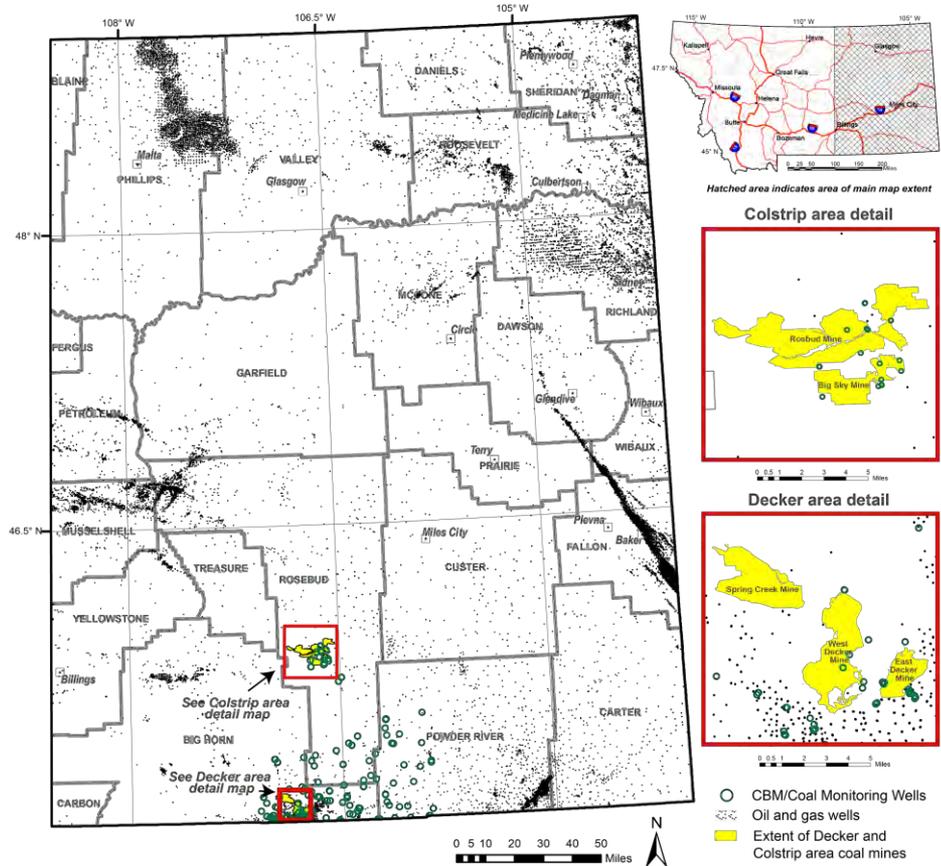


# Types of Projects Funded

## 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

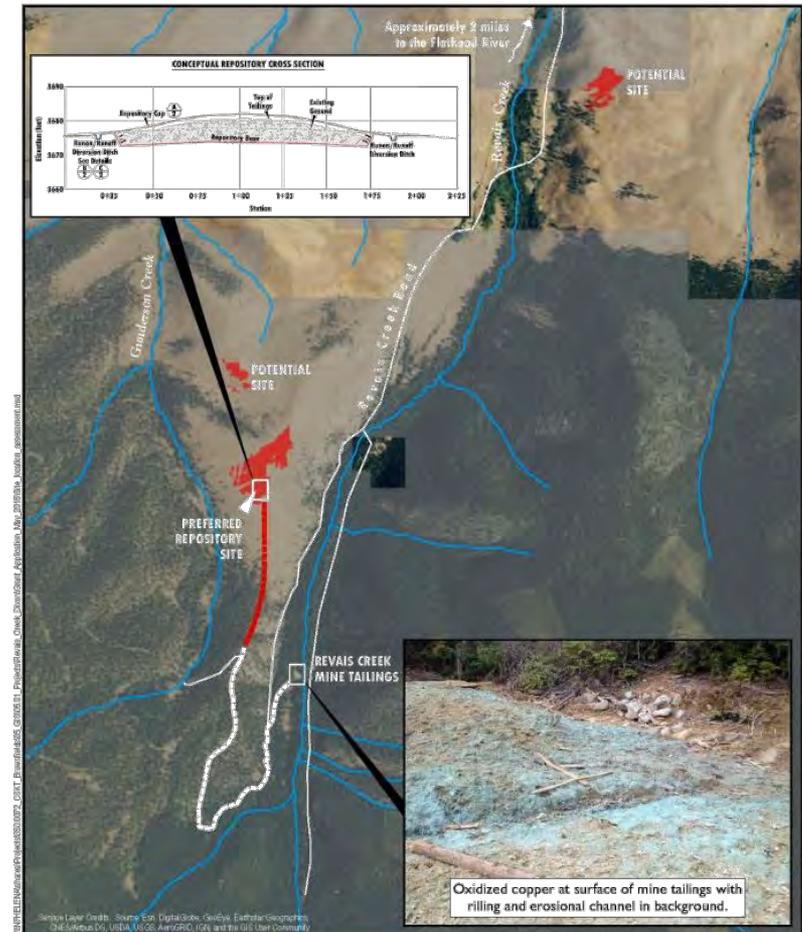


# Types of Projects Funded

## 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



Central Montana Water Authority  
– Ubet Test Well (Utica Well 2)

## **Crucial State Need**

Prevent or eliminate severe and unacceptable damage to natural resources

**or**

Capture extraordinary public benefit that would otherwise be lost

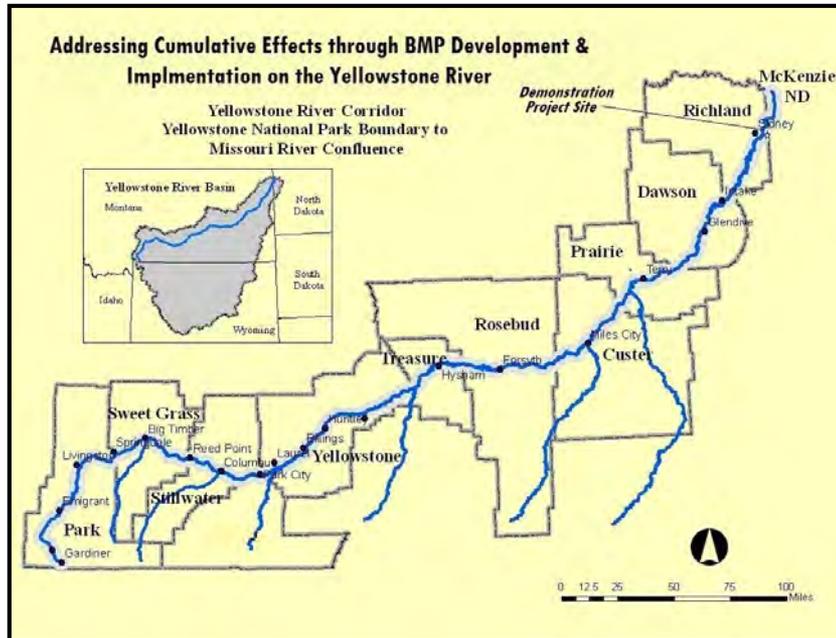
Must have a regional or statewide importance to natural resources.

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





# Types of Projects Funded



## 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

## Planning Grants

- Up to \$50,000
- Approved by DNRC
- Funding available after grant cycle
- Applications due throughout year (check website)

**Next deadline:**

January 26, 2018

April 13, 2018

## Project Grants

- Up to \$500,000
- Approved by Legislature
- As funding becomes available
- Applications due May 15 of even years

**Next deadline:**

May 15, 2018

## Aquatic Invasive Species Grants

- Up to \$15,000
- Approved by DNRC
- Funding available after grant cycle
- Applications due throughout year (check website)

**Next deadline:**

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 ID	Sample Depth (feet)	Date Collected	Arsenic	Bar
Ecotoxicity Screening Level <sup>1</sup>			6.0	-
Human Health Screening Level <sup>2</sup>			25.3	586
			28.4	5
			38.7	5
			29.5 M%	1,0
			221.0	1,8
			28.7	3
			26.1	6
			30.2	1,0
			17.1	1,3
			22.5	1,3
			23.2	1,7
			14.3	9
			16.3	1,2
			17.8	7
			39.6	1,6
			38.1	8
			19.3 M%	1,0
58-10, 0-0.5 FT	0-0.5 FT	3/8/2016	19.8 M%	1,3
58-11, 0-0.5 FT	0-0.5 FT	3/8/2016	26.8 M%	7
58-12, 0-0.5 FT	0-0.5 FT	3/8/2016	31.7 M%	6



CATEGORY	RDGP	
Personnel Cost	\$0	
Office Supplies, Office Costs & Communications	\$0	
Travel	\$0	
Rent & Utilities	\$0	
Equipment	\$0	
Miscellaneous	\$0	
Total Administrative Costs	\$0	
Personnel Cost		
Task 1.0: Cultural Clearance of Repository Site	\$7,500	
Task 3.0: Post-Construction Weed and Erosion Control	\$0	
Contracted Services		
Task 2.0: Construction	\$217,374	
Task 3.0: Reporting	\$14,200	
Task 4.3: Bid Specifications and Engineering	\$30,400	
Task 4.4: Project Management	\$10,900	
Task 6.0: Contingency	\$21,700	
Total Activity Costs	\$302,074	
Total Project Costs	\$302,074	



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.

Task		RDG Grant Funds	Match Funds	Total
Task 1:		\$	\$	\$
Task 2:	<b>Item</b>	<b>RDGP Grant Funds</b>	<b>MATCH Funds</b>	<b>TOTAL</b>
Task 3:	Task: <i>Site Investigation</i>	\$40,000	\$20,000	\$60,000
	Task: <i>EE/CA Development</i>	\$35,000	25,000	\$60,000
Task 4:	Task: <i>Engineering Design/Bid Document</i>	\$45,000	25,000	\$70,000
Total	Task: <i>Reclamation</i>	\$315,000	\$410,000	\$725,000
	Task: <i>Restoration and Site Cleanup</i>	\$40,000	\$40,000	\$80,000
	Task: <i>Administration</i>	\$25,000	\$5,000	\$30,000
	<b>Total Project Costs</b>	<b>\$500,000</b>	<b>\$525,000</b>	<b>\$1,025,000</b>



# 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

Task		RDG Grant Funds	Match Funds	Total
Task 1:		\$	\$	\$
Task 2:	<b>Item</b>	<b>RDGP Grant Funds</b>	<b>MATCH Funds</b>	<b>TOTAL</b>
Task 3:	Task: <i>Site Investigation</i>	\$40,000	\$20,000	\$60,000
	Task: <i>EE/CA Development</i>	\$35,000	25,000	\$60,000
Task 4:	Task: <i>Engineering Design/Bid Document</i>	\$45,000	25,000	\$70,000
Total	Task: <i>Reclamation</i>	\$315,000	\$410,000	\$725,000
	Task: <i>Restoration and Site Cleanup</i>	\$40,000	\$40,000	\$80,000
	Task: <i>Administration</i>	\$25,000	\$5,000	\$30,000
	<b>Total Project Costs</b>	<b>\$500,000</b>	<b>\$525,000</b>	<b>\$1,025,000</b>



# 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?

Congratulations

- 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		
STATE OF MONTANA PROCUREMENT REQUIREMENTS		
Estimated Total Contract Value	Materials or Services	Procurement Requirements
\$0 - \$5,000	Any service	Competitive bid or proposal is not required. Sponsor may negotiate directly with a selected vendor.
\$0 - \$50,000	Materials, supplies Engineering Services	
\$5,001 - \$25,000	Non-engineering professional services, Construction services	Limited Solicitation
> \$25,000	Non-engineering professional services	Competitive bid through a request for proposal (RFP). Price is not the only criteria for selection
>\$25,000	Construction services	Competitive bid for lowest price only
> \$50,000	Engineering services	Competitive bid through a request for qualifications (RFQ)
CONSERVATION DISTRICT PROCUREMENT REQUIREMENTS		
Estimated Total Contract Value	Materials or Services	Procurement Requirements
\$0 - \$5,000	Any service	Competitive bid or proposal is not required. Sponsor may negotiate directly with a selected vendor.
\$0 - \$50,000	Engineering, land surveying auditing, accounting, legal & architectural services (76-15-1004 MCA)	
\$0 - \$80,000	Vehicles, machinery, equipment, materials, or supplies, or for construction, repair, restoration. (76-15-1005 MCA)	Limited Solicitation
\$5,001 - \$25,000	Environmental or science services. Any services not listed under 76-15-1004 MCA.	
>\$25,000	Environmental or science services. Any services not listed under 76-15-1004 MCA.	Competitive bid through a request for proposal
>\$50,000	Engineering, land surveying auditing, accounting, legal & architectural services	Competitive bid through a Request for qualifications
>\$80,000	Vehicles, machinery, equipment, materials, construction supplies	Competitive bid for lowest price
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

## *Project Progress Report Template for Reclamation & Development Grants*

Project Sponsor: \_\_\_\_\_

Grant Agreement Number: \_\_\_\_\_

Dates Covered: \_\_\_\_\_

Contact: \_\_\_\_\_

*Requests for reimbursement will be paid only if reporting requirements are current.*

**1. Progress Summary:** List project tasks outlined in the grant agreement. Summarize activities that have occurred under each task, including tasks with no activity. Show costs incurred, funds remaining, and match funds in Section 2, Expenditures Summary. Provide an overview of progress on the overall project. Indicate tasks completed.

**2. Expenditures Summary:** All expenses must be reported on the quarterly report, including match funds. Use the table below or a budget tracking spreadsheet.

EXPENDITURES SUMMARY	BUDGET	RDG COST	MATCH COST	TOTAL SPENT	BALANCE
List tasks here	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>TOTAL PROJECT COSTS</b>	\$	\$	\$	\$	\$

**3. Discuss any problems or concerns that have arisen** (example: problems with the schedule, subcontractors or budget items).

**4. Next Quarter's Activities.** Outline anticipated activities that will take place in the next quarter.

**5. Request for Contract Amendments (if needed):** Contact DNRC for approval and to complete a contract amendment before making purchases or agreements on goods or services other than those specifically identified in the grant agreement. Expenses incurred that are not allowed under the grant agreement will not be paid unless the grantee obtains prior approval and an amendment is completed.



# Getting Reimbursed for Expenses

For reimbursement submit:

- Vendor invoice
- Invoices of Expenses
- Progress Report

Guidance for filling out Vendor Invoices		
<p>The vendor invoice triggers payment from DNRC for the other invoices submitted for reimbursement. Please fill out the highlighted areas of the vendor invoice. Once it is filled out either 1) mail it or 2) scan and email it to the grant manager identified in the contract. If Webgrants is used for your grant, the vendor invoice and other invoices can be attached there.</p>		
<p>STATE OF MONTANA <b>VENDOR INVOICE</b></p>		<ul style="list-style-type: none"> <li>• PREPARE IN TRIPLICATE.</li> <li>• SEND ALL COPIES TO VENDOR.</li> <li>• VENDOR RETURNS SIGNED ORIGINAL AND DUPLICATE, RETAINING TRIPLICATE.</li> <li>• FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.</li> </ul>
VENDOR'S NAME AND ADDRESS		BILLED TO
<p><b>Step 1: Vendor Name and Address</b> Please write the name and address of the grant sponsor in this space. This address should be the same one used for accounting.</p>		<p>DNRC-CARDD PO Box 201601 Helena, MT 59620-1601</p>
QUANTITY	DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED	AMOUNT
	<p><b>Step 2: Description of expenses</b> 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.</p> <p>Other helpful information to include: Grant agreement # _____ Grant manager _____ Period of performance: _____</p>	
		GRAND TOTAL
STATE USE ONLY		<p><i>I certify that this invoice is correct in all respects and that payment has not been received</i></p>
APPROVED FOR PAYMENT		
Authorized Signature		<p>Vendor's Name _____ <b>Step 3: Vendor Signature</b> Date Processed _____ Vendor's Signature _____ Title _____</p> <p>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.</p>
Date		



# 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](mailto:handersonfolnagy@mt.gov)

<http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program>

