

Reclamation and Development Grants Program

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Eligibility

Who is eligible to apply?

- Reclamation and Development Grants (RDG) Program grants are available to city, county, or other local political subdivisions; tribal governments within the state; or divisions of state government. Federal agencies, private corporations, non-profits, and individuals are ineligible to receive RDGP grant funding.

What types of projects are eligible?

- The RDGP program funds projects that fit into one of two categories 1) mineral development or 2) crucial state need.
 - Mineral development projects repair, reclaim, and mitigate environmental damage to natural resources from mineral extraction or hazardous waste. Examples include:
 - Reclaim land, water or other resources adversely affected by mineral development
 - Mitigate damage to natural resources caused by mineral development
 - Research, demonstrate, or provide technical assistance to promote the wise use of Montana minerals
 - Investigate and remediate sites where hazardous wastes or regulated substances threaten public health or the environment
 - Research to assess existing or potential environmental damage resulting from mineral development.
 - 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.

Examples of ineligible tasks

- Any project that can reasonably be expected to be funded through another source is considered ineligible for RDG Program funding.
- Projects that will relieve a liable party or include work on an actively permitted site are not eligible.
- The following tasks are ineligible for RDG grant funds:
 - Activities outside of the scope of work
 - Costs incurred outside of the contract term
 - Routine maintenance and operation
 - Administrative costs greater than
 - 5% of the total project cost for planning grants, 10% for project grants
 - Equipment that does not further the purpose of the program or can be repurposed after completion of the project
 - Food and beverages for meetings
 - Indirect costs including facilities and administration or recurring operational, maintenance, or programmatic expenses

Application

Where are applications found?

- Applications for grants are posted on the website (<http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program>) and updated before each grant cycle is open for applications. Please make sure to use the most recent application as changes to the application do occur.

Who should I put as the contact for the application?

- There is room on the application for up to three contacts. Always identify the authorized contact for the grant sponsor and the main project contact.
 - The authorized contact is the person with authority to enter into a contract.
 - The project contact should be knowledgeable about the project and able to answer questions about the project if contacted.
 - You may also want to include an engineer or environmental professional on the contact list who is able to answer technical questions about the project. If you would like to include other contracts, please contact the grant manager to add them to the application.

Who can sign the authorizing statement?

- The authorizing statement must be signed by an authorized representative of the grant sponsor. Applications will not be accepted without an authorizing signature.

How much can I apply for?

- Applications are accepted for any amount up to \$50,000 for planning grants, and \$500,000 for project grants.

When are applications due?

- Project grant applications are due on May 15 of every even numbered year. The next application is due on May 15, 2020.
- Please check the website to find out the next deadline for planning grants:
<http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program>

What is a scope of work?

- The scope of work in the application should describe the location, goals/objectives, and tasks of the project. A good scope of work will give a clear understanding of project goals, the tasks to be accomplished, link the tasks to the budget, and how those tasks will lead to a successful project that benefits natural resources. Please see below for advice on common mistakes.
- Please check out the training and resource page where you will find helpful materials including webinars on grant writing: <http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training>

How do I show project coordination or local support?

This document is available on the DNRC CARDD Resources and Training page:
<http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training>

Letters of support from coordinating partners and community members are a good way to show local support and coordination of the project. These letters can be submitted with the application or mailed/emailed directly to the grant manager before the application is submitted.

What other materials should I include in my application?

- Include any other relevant information that may be useful in determining the feasibility or success of the project. This may include, but is not limited to: regulatory issues, if applicable; permits and/or landowner permissions needed; letters of support; project designs; site assessment and sampling reports; and any other information you consider pertinent to the review of the application.
- Please make sure that this information does not overwhelm the application and distract from the project. It should be clear in the application where to find relevant information and how it relates to the project. The more time the reviewer has to spend searching your application materials for an answer the more likely it is that information may be missed in the review.

Can you look over my application before I submit it?

- DNRC will pre-screen any application before the deadline for clarity and program purpose.

Common mistakes in applications and how to fix them.

- **Project purpose versus grant program purpose**
 - Every grant program has a specific purpose and will only fund projects that fit that purpose. Make sure your application clearly shows how the project will meet the purpose of the program and benefit natural resources. If you are unsure if your project meets the purpose of the program, please contact a grant manager.
- **Detail the tasks to be accomplished in your scope of work**
 - Make sure to describe the tasks in your scope of work such that it is clear what the task is for and how those tasks will accomplish the goals and natural resource benefits of the project.
- **Use the forms provided**
 - Our applications are set up in a way that allows comparison of projects and are usually the same forms or tables required in the contract. Using the forms provided will aid in the review of your application and give a head start to contract development.
- **Justify your budget**
 - Your budget should be based on an estimate of actual costs. Please include a justification of your budget explaining how costs were derived (for example - wages x hours = estimated cost). If the reviewer cannot determine how the budget was determined, the financial feasibility of the project may be questioned.

- **Matching scope of work, schedule, and budget**

- A good application will show how the scope of work, schedule, and budget are connected. This makes it easier for the reviewer to assess the technical and financial feasibility of the project. An easy way to do this is to divide the project into tasks that can be easily linked to both the schedule and budget. If it is unclear how the scope of work and budget are connected a grant manager may question the feasibility of the project and the budget.
- Here is an example of a matching scope of work, schedule and budget. Please notice how the same task number and identification is used for each.

Task name and description	RDG Grant Funds	Match Funds	Total
Task 1: Topographic Survey	\$5,000	\$0	\$5,000
Task 2: Sampling and Characterization	\$5,000	\$0	\$5,000
Task 3: Reclamation Design	\$5,000	\$25,000	\$30,000
Task 4: Restoration Design	\$9,000	\$0	\$9,000
Task 5: Grant Preparation	\$1,000	\$1,000	\$2,000
Task 6: Administration	\$750	\$0	\$750
Total	\$25,750	\$26,000	\$51,750

Project activities and budgets are outlined below:

Task 1 Topographic Survey

A topographic survey of the Silver King Mine and stream channel on private land will be acquired that will be used to develop volume estimates for the purposes of reclamation design and restoration design activities. This task includes communication with partners and stakeholders, contracting, reporting and project management.

Consulting Services:

- a) 32 hours – Ground-based Topographic Survey; Estimate \$4,000
- b) 20 hours - Project planning, contracting, and oversight; Estimate \$1,000

RDG Funding: \$5,000 Match: \$0

STEP 3: PROJECT SCHEDULE

- Oct – Nov 2017, Project planning and topographic survey
- Oct – Nov 2017, Sampling and waste characterization
- Oct – Dec 2017 – Reclamation design, preliminary to final
- Jan – March 2018 – Restoration design process
- April 2018 – Final restoration design
- April - May 2018 – RDG grant preparation

Submittal and Review Process

How do I submit an application?

- Project and planning grants: Applications for RDGP project and planning grants are accepted on the State of Montana grants system Webgrants found at www.fundingmt.org. Please know that you must register for an account before you will have access to the website to submit your application. After registering, contact the grant manager to gain access to the website.

How do I know my application was received?

- Project and planning grants: You will receive an email from Webgrants (fundingmt.org) confirming your submittal.

Will you accept applications after the deadline?

- No. Applications will not be accepted after the deadline.

What if I forgot to include something in the application?

- Contact the grant manager for the program you are applying to see if those materials may be added.

Where do I find the review criteria?

- Review criteria are included in the application and available on the website.

What is the review process?

- Planning Grants: DNRC staff and other state professionals will review the applications after the application deadline. Review of applications generally takes 4-6 weeks.
- Project Grants: DNRC staff, contracted reviewers, and other state and federal professionals will review the applications after the application deadline. Review of applications continues throughout the summer with ranking completed in mid-November. The projects are presented to the Legislature and Governor for final approval. Funding of the projects is contingent upon passage of the bill and availability of funds.

Will you contact me if you have questions during the review?

- Yes. Please make sure that the contact information on the application includes someone knowledgeable about the project.

Award

When will I be notified of the grant award?

- Planning Grants: Grant review for smaller grants is typically completed 4-6 weeks after the application deadline.
- Project Grants: Grant review and ranking is completed throughout the summer and fall with applicants notified about their ranking in mid-November. Grant awards are not made until the Legislature and Governor approves a funding line. Contracting of the projects will be completed based on rank starting in July the year after applications are due.

What should I do if I am awarded a grant?

- DNRC will contact you to let you know about the award once review is complete (planning grants) or the bill has passed (project grants). DNRC will request additional information if changes or adjustments are needed to the scope of work, schedule, or budget. The project sponsor will need to submit these prior to contract development

What should I do if I am not awarded a grant?

- If you have questions or would like to discuss your application, please contact DNRC.

How long does it take to get a signed grant agreement (contract)?

- The timeline for preparing a grant agreement will vary by project, especially if any additional materials or adjustments are required. The contracting process has several steps 1) write grant agreement, 2) DNRC approval, 3) grant sponsor approval and signature (by mail), 4) grant

sponsor mails grant agreement back to DNRC for signature, 5) DNRC signs grant agreement making it effective.

Can I start work before the grant agreement is signed?

- No. Any work completed before the grant agreement is signed by all parties is ineligible for reimbursement. The grant agreement must be signed by the application sponsor and returned to DNRC for signature by the DNRC representative. You can start working on the project only after the contract is signed by both parties.