RDG Project Grants:
Common Mistakes and How to Fix Them

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Webinar Outline and Goals

- Walk through the application and discuss common mistakes

Goal: Help you write a successful application
Reclamation and Development Grants Program
Grants to local and state government entities for natural resources.

Project Categories

Mineral Development Projects: Projects that repair, reclaim or mitigate environmental damage to natural resources from mining, oil and gas development, and hazardous waste

Crucial state need projects develop, promote, or protect Montana's total environment and the general health, safety, welfare, and public resources of Montana's citizens and communities. Projects must have regional or statewide importance to natural resources.

Grants Available

Planning Grants
- $50,000 for planning activities
- Applications due throughout the biennium

Project Grants
- $500,000 for project implementation
- Applications due May 15* of even numbered years (*June 1, 2020)

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Project Goals vs Program Purpose

• Every grant exists for a specific purpose
  • Does your project fit that purpose?
  • Is your group eligible for funding?

• Look for match between your project and the grants you seek.

• If project isn’t a fit, don’t force it.

• Contact funding sources – request information

Thread the purpose of the grant program throughout your application
Evaluation and Ranking of Grants (pgs 5-6)

• 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

Use the scoring criteria on pages 5-6 to score your own application or ask a friend to do it. Then make changes where you think you need to before submitting.
Need help?

• Look for grey boxes in the application

• Check out our resources and training page: http://dnrc.mt.gov/divisions/car dd/resource-development/resources-and-training

• Contact me
  • handersonfolnagy@mt.gov
  • 406-444-6691

Tips for Preparing Applications
Look for grey boxes throughout the application with tips and examples on how to prepare your application.

✓ Make sure your agency and project are eligible for funding.
✓ Start early. Give yourself plenty of time to write the application.
✓ Develop a clear idea and approach for the project and clearly identify the final product.
✓ Make sure the bulk of the grant addresses the ranking criteria.
✓ All basic information requested in the grant application should be provided in the main application text, not in the appendices. Appendices should provide supporting information but not serve as the primary source of that information. If critical information is buried in the appendices, it might not receive due consideration in the grant evaluation.
✓ The project’s scope of work is legislatively approved and the intent of the project must remain intact. A substantial change in the proposed scope of work may result in a change in grant funding for the project.
✓ Make sure the budget is clearly tied to the activities/tasks and objectives outlined in the application.
✓ Show how amounts in each of the budget line items were calculated.
✓ Explore more than one alternative in Step 3 of the application.
✓ Make sure to include sufficient time and money for project reporting to DNRC.
✓ Talk to staff in the Reclamation and Development Grants Program and experts in the project field.
✓ Develop and document support from agencies or groups that will benefit from your project or provide access to the project site.
Common Mistakes

• Incorrect Authorized Contact
• Forgetting some contact information
• Waiting until the last minute for signatures or approval
• Projects are either Mineral Development OR Crucial State Need
Step 2: Project Abstract

- An abstract is a short summary.
  - Usually less than 300 words.
  - Covers the high points
    - Project goals and objectives
    - How this will be accomplished
    - Benefits of project

- Remember – Emphasize how the project fits the grant program
Step 3: Project Need and Alternatives Analysis

- Look for grey boxes!
- Included in this Step:
  - Goals and Objectives
  - Project History
  - Need and Urgency
  - Crucial State Need Documentation (if applicable)
  - Project Alternatives

Information within this section will be used to evaluate the need and urgency and technical feasibility of the project and may be used to determine the natural resource and public benefits and financial feasibility. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.

The following criteria are strongly considered when evaluating this step of the application:
- Clear explanation of project goals and objectives
- Clear explanation of the need and urgency of the project
- Clear documentation demonstrating the problem or need
- The natural resource benefits and cost-effectiveness of the selected alternative
Goals and Objectives

- Have a clear vision of what the end product will be.
- Make the goals and objectives attainable and realistic.
  - Unattainable goals may call your project into question.
- Clarity in your goals will set the stage for success.
Goal vs. Objective

**Goal:** *broad and general*; provides a statement of the project purpose

**Objective:** *measurable and specific*; describe a specific outcome of the project and when this outcome will be achieved.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce pollution in a particular stream</td>
<td>Remove mine waste from stream</td>
</tr>
<tr>
<td>Improve water quality in Tramway Creek and the Little Blackfoot River</td>
<td>Remove and safely contain mine waste from the Tramway Creek watershed by October 2018</td>
</tr>
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</table>
Outline your objectives

**Objective**: measurable and specific; describe a specific outcome of the project and when this outcome will be achieved.

- Objectives define how a project will accomplish the goal.
  - What are the expected outcomes of the project?
  - Who/What will benefit?
- Be S.M.A.R.T
  - Specific, Measurable, Achievable, Results-focused, and Timely
- Objectives should identify tasks to be completed
Outline your objectives

Objective: measurable and specific; describe a specific outcome of the project and when this outcome will be achieved.

- Objectives define how a project will accomplish the goal.
- What are the expected outcomes of the project?
- Who/What will benefit?
- Be S.M.A.R.T.
  - Specific,
  - Measurable,
  - Achievable,
  - Results-focused,
  - Timely
- Objectives should identify tasks to be completed

Goal 1 – Improve water quality and reclaim mining impacts on Ninemile Creek

- Objective 1 – Remove and regrade mining spoils and settling ponds in the Ninemile Creek floodplain throughout Reach 4 and portions of Reach 5 – By summer of 2020
- Objective 2 – Establish naturally functioning and appropriate channel type, including stream planform, dimensions, gradient, bedform, and floodplain conditions – By fall of 2020
- Objective 3 – Create conditions that sustain diverse and robust vegetation, wetlands, improve stability, and improve fish and wildlife habitat – By fall of 2020

Goal 2 – Reconnect previously damaged tributaries along Ninemile Creek

- Objective 4 – Reconnect Twin Creek to Ninemile Creek by regrading mine waste piles and establishing naturally functioning stream and floodplain connections at the confluence area – By fall of 2020
- Objective 5 -- Reconnect Soldier Creek to Ninemile Creek by regrading mine waste piles and establishing naturally functioning stream and floodplain connections at the confluence area – By fall of 2020
Writing Purpose and Need in your Application

• Purpose
  • Goals and Objective – link your goals and objectives to the grant program purpose

• Need and Urgency
  • History of problem – give context to the issue
  • Severity – How bad?
  • Urgency – How immediate is the need?

Thread the purpose of the grant program throughout your application
Project Need

• Explain the benefits of completing the project

• Project History
  • When did problem develop?
    • Provide a brief history.
    • Give the right amount of detail
    • Include additional information in attachments and point out where
  • Describe effort to address problem and include project partners – show support for the project.

A number of investigations, interim actions, and response actions have been conducted at both the MRA and PRA. The Final 2015 RI (Trihydro 2015) summarizes these activities which are listed chronologically here.

1987 – Hydrometrics: Preliminary characterization of MRA identified Bunker C and confirmed presence of petroleum contamination.
1988 – Hydrometrics: Investigation at MRA to attempt to delineate extent of petroleum contamination.
1990 – MSE: Additional investigation at MRA.
1991 – Ecology and Environment Inc.: Prescore report for ranking of Facility according to the Environmental Protection Agency (EPA) hazard ranking system. Based on previous data, no new data collected.
1993 – Pioneer Technical Services (Pioneer): Expanded federal superfund investigation at MRA and PRA for further evaluation using EPA’s hazard ranking system.
1995 – City of Deer Lodge: Underground storage tank (UST) removal, City removed four USTs at PRA, 1000 gallon diesel, 1000 gallon gasoline, two 500 gallon gasoline tanks.
1995 – DEQ: Leaking underground storage tank (LUST) test pit investigation, DEQ completed two test pits at the PRA to assess petroleum contamination.
1997 – Pioneer: Investigation of Montana Exposure-Based Environmental Monitoring Data Summary Report for Inorganic Data Report included samples within the PRA campground (KOA) area on City of Deer Lodge property and within the trestle area of the MRA. The majority of the samples from this investigation fall within the CFR OU.
1999 – Allatl: Conducted removal action of a sump that was discharging into Tin Cup Joe Creek at the MRA.
2000 – Pioneer: Groundwater investigation at the MRA.
2000 – DEQ and City of Deer Lodge: Test pit investigation at PRA to assess petroleum contamination.
Project Need

• Explain the benefits of completing the project

• Project History
  • When did problem develop?
  • Describe effort to address problem and include project partners – show support for the project.

• Need and Urgency
  • Quantify as much as you can, but don’t stretch the truth
  • What is the impact of no action?

“The proposed work will not only have large impacts for the aesthetics of the community, but will have monumental impacts for the health of X Creek and the aquatic life therein.”

“Concentrations of multiple metals are well above levels safe for aquatic life when the tailings erode to the creek, including concentrations of copper that are more than 1,000 times higher than the threshold concentration for fish health. The unvegetated tailings area is easily accessible, and is used as a paintball course, where recreators are exposed to arsenic at concentrations more than 10 times higher than the applicable recreational screening level.”

Thread the purpose of the grant program throughout your application
Project Need

- Explain the benefits of completing the project
  - Project History
    - When did problem develop?
    - Describe effort to address problem and include project partners – show support for the project.
  - Need and Urgency
    - Quantify as much as you can, but don’t stretch the truth
    - What is the impact of no action?
- Paint a picture of what is possible by completing the project

Remember, the need and urgency of the project will be viewed through the lens of the program purpose when reviewed and scored.

Thread the purpose of the grant program throughout your application.
Crucial State Need Documentation

• Crucial State need projects must protect Montana’s resources on a scale greater than a local need.
• Include analysis and opinion that your project is a crucial state need
• Quantify need
• Describe conditions that require action to prevent or eliminate damage to natural resources
Alternatives Analysis

• Must show preferred alternative and no action alternative, best to show at least one more

• Show cost-benefit of these alternatives

Alternative A:
“The protocol and its requirements have an average cost of approximately $65,000 to $70,000 per acre.”

Alternative B:
“The cost of implementing Alternative B is ... $33,000 per site.”

Alternative 3 – No Action

Summary – Alternative 3, the No-Action Alternative, serves as a baseline against which the other reclamation alternatives are compared. Under this alternative, the Revais Creek Mine Tailings site would be left in its existing condition.

Project Description – Tailings would be left in place and no action would be taken to control contaminant migration from the site into Revais Creek, reduce toxicity from arsenic and other metals to humans or ecological health, or reduce waste volumes.

Overall Protection of Human Health and the Environment – Alternative 3 would do nothing to mitigate current and future risks to human health and the environment associated with tailings waste and impacted soil at the site. There would be no benefits to habitat of terrestrial or aquatic wildlife.

Effectiveness – Under Alternative 3, risks to human health and the environment posed by the site would remain unchanged. No administrative or engineering controls would be implemented at the site. Therefore, the No-Action Alternative does not offer long-term effectiveness or permanence.

Implementability – Implementation of the no action alternative is both technically and administratively feasible.
Step 3: Purpose (goals and objectives) and need provide a sketch of what a successful project may look like.

Steps 4-5: Technical and financial narratives fill in the rest of the picture to show how the project will be successful.
Step 4: Scope of Work

This is where you discuss your project. If well written, this will become the scope used in the contract.

Information within this section will be used to evaluate the technical feasibility of the project and may be used to determine the natural resource and public benefits, need and urgency, and financial feasibility. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.

The following criteria are strongly considered when evaluating this step of the application:

- Clear explanation of how the scope of work will meet the project goals and objectives
- The stated strategy for dealing with the identified need or problem
- The degree to which the project results are achievable, attainable, and effective
Step 4: Scope of Work

This is where you discuss your project. If well written, this will become the scope used in the contract.

**Goal → Objectives → Tasks**

- Make the connection clear
- *Draw a roadmap to success!*

**Goal**

- Objective 1
  - Task 1
  - Task 2...
- Objective 2
  - Task 3
  - Task 4...

**Example:**

Goal 1 – Improve water quality in Tramway Creek and the Little Blackfoot River

- Objective 1 – Remove and safely contain mine waste from the Tramway Creek watershed by October 2018
  - Task 1 – Project planning. Finalize sampling and mine characterization activities. Work to occur summer 2017.
  - Task 3 – Improve and partially realign existing ...
Step 4: Scope of Work

Scope – location and activities of intended project

• Scope of work is defined by objectives identified.

• How are you going to accomplish your goal and when?
  • Be clear how activities will accomplish goals and objectives

• Common question: My project has several funders and phases, how much of my project do I include in the application?
Step 4: Scope of Work

As you are writing Step 4, think about deliverables: How you will show project success?

Different types of deliverables will require different scopes of work

- **Products**
  - Example: Stream sampling
- **Process**
  - Example: Education

Step-pool feature at top of project after culvert removal (inset image of culvert from 2014)
Step 4: Scope of Work

Task Descriptions

• What activities will this task include?

• Give enough detail to show what activities will be completed and the results of each

• It should be clear how this task accomplishes the goals and objectives

Backfill Waste Areas with Cover Soil – All mine-excavated areas (approximately 12 acres) will be backfilled with 12 inches of amended cover soil, except for the borrow area, which will be backfilled with 6 inches of amended cover soil. The cover soil will be fertilized and seeded.

Load, Haul, Place Subgrade – Prior to placement of amended cover soil. Contractor will load, haul, and place general fill material from the general backfill borrow area to the excavated areas requiring additional backfill prior to placement of the amended soil, including the former Sluice Gulch channel, as necessary. Contractor will grade material to achieve desired grades and match existing surrounding topography.

Repository Cover Soil Cap – Contractor will install a 3-foot thick cover soil cap (approximately 5,800 bank cubic yards) over the compacted waste rock materials in the repository. The upper 1 foot of cover soil cap will be amended with organic matter and will be fertilized and seeded. The lower 2 feet will be unamended and compacted to 95% of the standard proctor maximum dry density at plus or minus 4% optimum moisture. The upper 6 inches of the amended soil will be flake (uncompacted) prior to seeding.

Repository Stormwater Channel – Contractor will construct a 300-lineal foot storm water channel along the east perimeter of the repository to prevent sheet erosion of repository cap. Contractor will construct the storm water channel with a minimum depth of 1 foot, bottom width of 3 feet, and 3H:1V side slopes. One foot of amended cover soil will be placed in the storm water channel, and the storm water channel will be fertilized and seeded.

Construction Oversight – This includes overseeing construction activities on the project, and other miscellaneous activities related to project completion. Costs are estimated as a lump sum or approximately 15 percent of the actual construction cost for the project.

Please see the attached 80% Silver King Design Report for more details on the items listed above.
**Task 2.0 - Construction**

On-the-ground implementation of the reclamation project would be conducted through the tasks detailed below, which are also listed by number in the cost estimate. The project would be initiated by Engineering and Administration bid specifications and procurement of an excavation contractor.

The selected excavation contractor would mobilize to the site to work with the project engineer to discuss implementation details contained in Appendix D. After confirming on-the-ground conditions and that all necessary permits have been obtained, the contractor would begin work with installation of sediment control structures and a temporary repository. A contracted field Quality Control (QC) engineer would document and evaluate all aspects of the entire construction project, including evaluation of sediment collection dumping methodologies.

When sediment controls are in place, the temporary haul road (Task 2.3, Appendix D) will be constructed. The temporary haul road will be required along some of the temporary road; however, a larger area, as shown on the aerial photograph (Figure 2), may suffice, and would require only minimal grading. Preparing the temporary haul road will take the following steps:

- Strip and stockpile topsoil within the footprint of the road.
- Excavate subsoil to a depth of approximately 3 feet with 6-inch layer lifts.
- Compact the subgrade at the base of the repository.

After completion of the temporary road, excavation of the tailings basins would proceed (Task 2.4, Appendix D). The materials to be excavated include approximately 1,050 cubic yards of metals-impacted soil underlying tailings and an estimated 1,050 cubic yards of mine waste and impacted soil at the tailings. Downstream excavation would occur in Appendix B. The tailings are not vegetated, and would require remediation via the construction of a temporary road to allow access. The tailings would be removed and transported using a 100-ton capacity semi-truck equipped with a 187-cubic-yard trailer.

Contaminated tailings and 6 inches of underlying soil would be loaded directly into haul trucks and transported approximately 1.8 miles to the proposed repository (Appendix B). The exhumed tailings would be placed in the repository, and would be compacted in place to a density specified in the Conceptual Tailings Repository Design (located in Appendix B). The tailings would be allowed to settle for 30 days.

### Task To Be Completed | Purpose | Estimated Completion
---|---|---
Field Investigation | Determine the nature and extent of contamination at the Site and in the floodplain and provide information needed to support a refined reclamation plan | Summer 2017
EE/CA | To assess and document the reclamation alternatives and to select a preferred alternative. | Summer/Fall 2017
Consultation with Outside Agencies and stakeholders | Document that activities are conducted according to state and federal law | Fall 2017
Engineering Design and Bid Document Preparation | Complete a detailed engineering design of the preferred alternative. Prepare a bid document for construction bidding. | Fall 2017

**Task 1:** Pre-design sampling to quantify the vertical and horizontal volumes of pentachlorophenol and dioxin contaminated soils in the areas of the former wood treating operation. These results will be presented in a summary design report, and along with previously collected information, will be incorporated into an Environmental Assessment (EA) VCP which will be reviewed and approved by DEQ.

**Task 2:** The completion of a Remediation Proposal (RP) VCP which would be submitted to DEQ for review and approval. This will likely include a plan for the removal of pentachlorophenol contamination exceeding leaching to groundwater cleanup levels and the capping of the remaining areas exceeding direct human contact cleanup levels. In addition there will likely be the placement of an institutional control restricting the future excavation of soils, installation of groundwater well, and residential structures on the property.

**Task 3:** Following the approved RP VCP, the cleanup plan described in the RP VCP will be implemented. This will include the partial removal disposal, and compliance sampling of the FO32 RCRA contamination from the wood treating source area exceeding leaching to groundwater and excavation direct human contact cleanup levels to a licensed Hazardous Waste incinerator (located in Utah). The permanent capping of all contamination exceeding leaching to groundwater and excavation direct human contact screening levels for lead and dioxins/furans in the areas outside of the wood treating source area. Results of this remedial action will be summarized in the RP VCP Construction Completion Report (CCR).
Step 4: Scope of Work

- Schedule
  - Be realistic
- Monitoring
  - Include plan
- Additional Information
  - Access agreements
  - Permits
  - Maps and photos
  - Plans and Specs
  - Letters of Support
- **Put important information in the application and organize supplemental materials in appendices**

**Project Schedule** – A tentative schedule follows:

1. (Funded by DEQ Orphan Share Account funds)
   - September 2015: Prepare task order with consulting firm to initiate the pre-design sampling and preparation of construction bid specifications for the free product recovery system
   - May 2016: Completion of pre-design sampling
   - July 2016: preparation and distribution of bid specifications
   - September 2016: Review bids and award contract.
   - December 2016: Completion of free product recovery system
Letters of Support

• Don’t forget them!
• Quality more important than quantity
• Demonstrate support for the project from community, landowners, and project partners
Be Consistent!

Remember: **Each step informs the next**

- Goals ↔ Objectives ↔ Scope of work ↔ Budget
- If there is a disconnect between any of these, it may cause your project to rank lower or be disqualified.

![Goals and Objectives](goals-objectives.png)  ![Scope](scope.png)  ![Budget](budget.png)
Be Consistent!

- Conduct project planning
  - Task 1: Meet with collaborators and cooperators
- Select contractor
  - Task 2: Prepare detailed scope of work for consultant. Select consulting firm through an RFP or RFQ process
- Conduct a site assessment through site visits and reconnaissance
  - Task 3: Site reconnaissance, historical research, and development of alternatives
  - Task 4: Complete topographic survey, cross sections, and longitudinal profiles
- Develop preliminary and final reclamation designs for the former Pretty Girl Mine pit and Grizzly Creek
  - Task 5: Data Processing and analysis
  - Task 6: Preparation of preliminary design
  - Task 7: Preparation of final design
- Complete grant application for project implementation funding

<table>
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<th>TASK</th>
<th>COSTS</th>
<th>FUNDING SOURCE</th>
<th>TOTAL</th>
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<tbody>
<tr>
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<td>TOTAL</td>
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Não mude o idioma!
Be Consistent!

- Task 1: Administration and Project Reporting
  - Meet with collaborators and cooperators
  - Prepare detailed scope of work for consultant. Select consulting firm through an RFP or RFQ process

- Task 2: Project Planning and Contractor Selection
  - Meet with collaborators and cooperators
  - Prepare detailed scope of work for consultant. Select consulting firm through an RFP or RFQ process

- Task 3: Site Assessment
  - Conduct a site assessment through site visits and reconnaissance
  - Site reconnaissance, historical research, and development of alternatives
  - Complete topographic survey, cross sections, and longitudinal profiles

- Task 4: Project Design and Project Grant Application
  - Develop preliminary and final reclamation designs for the former Pretty Girl Mine pit and Grizzly Creek
    - Data processing and analysis
    - Preparation of preliminary design
    - Preparation of final design
  - Complete grant application for project implementation funding

<table>
<thead>
<tr>
<th>Task</th>
<th>RDG Grant Funds</th>
<th>Match Funds</th>
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Step 5: Budget

Information within this section will be used to evaluate the financial feasibility of the project and may be considered when scoring the technical feasibility and natural resource and public benefits of the project. The financial feasibility score is based, in part, on the amount of matching funds. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.

The following criteria are strongly considered when evaluating this step of the application:

- Reasonableness, clarity, and completeness of the project budget
- Degree of non-state matching contributions and magnitude of the applicant’s contributions
- Cost-effectiveness of the project
- Demonstration that adequate funds will be available to complete the project
Step 5: Budget

- Use the budget form in the grant, if provided.
- Tie the budget to the tasks in the scope of work.
- Identify all funding sources in budget, who it is from, how much, and if it is committed.
Budget Justification

- Show how amounts were calculated
  - Include quotes or detailed budgets in attachments
- Clearly state assumptions
- Include costs for reporting to DNRC
- Identify match and if match can only pay for certain things
Budget Justification

- Show how amounts were calculated
  - Include quotes or detailed budgets in attachments
- Clearly state assumptions
- Include costs for reporting to DNRC
- Identify match and if match can only pay for certain things

“No specific costs have been developed to reduce the mine roads and to stabilize the associated slopes, however, project staff familiar with the site intuitively estimate that approximately $1,600,000 is needed to achieve these goals.”
### Site Preparation, $13,500

This includes cost for Task 4, including clearing vegetation from around the mine sites and repository as necessary, including BMPs. Cost estimates include:

- **Clearing** $6,000 (3 acres x $2,000/acre)
- **BMPs** $5,000 (1 each x $5,000)
- **Install silt fence** $2,500 (1 each x $5,000)

### Stream diversion, $10,000

This includes costs for Task 5, including building a temporary stream diversion berms, trenching and installing diversion piping, and building a sediment retention basin. Costs include:

- **Diversion berm** $3,500 (1 each x $3,500/per)
- **Diversion piping** $3,000 (300 lf x $10.00/lf)
- **Sediment basins** $3,500 (1 each x $3,500/per)
Common Budget Questions

- **Is match required?**
  - No, but it is included in scoring (by statute).

- **Can I include in-kind match funds?**
  - Match can include in-kind, grant, cash, or loans.

- **What costs are ineligible?**
  - See website or pg 22 of application

- **Can I include contingency?**
  - Yes, up to 10%
Step 6: Natural Resource and Public Benefits

• 39% of the points (largest overall)
• May seem repetitive, but don’t ignore
• Quantify as much as you can
• Don’t forget the obvious ones or assume the reviewers should know something
Step 7: Project Management and Organization Capability

- Remember, you will likely need to procure a contractor for your project.
- You must follow state procurement laws or those of your local government entity.
Step 8: Environmental Checklist

• Do not have to have EA approved before applying
• Fill out to the best of your ability
  • Direct impacts are those that occur at the same time and place as the proposed project.
  • Indirect or secondary impacts are those that occur at a different location or later time than the proposed project.
  • Cumulative impacts are the collective impacts on the environment when considered in conjunction with other past, present, and future actions related to the proposed project. Cumulative impact analysis includes a review of all state and nonstate activities that have occurred, are occurring, or may occur that have impacted or may impact the same resource as the proposed project.
Step 9: Liable Party Determination

• Existence of liability does not automatically rule a project ineligible, but you may need to provide additional information.
Attachments and Support Materials

• Quality of materials, not quantity
• Organize support materials in an appendix
  • Don’t make reviewers search for information. Keep it organized. Tell them where to look.
• Label or caption pictures
• Key information should be in the grant, not the support information.
• Get letters of support from the community, partners, and stakeholders
Authorized Signature

• Plan ahead.
• Don’t wait until the last minute!
BEFORE YOU SUBMIT

• Give yourself time to review your application
• Proof read
  • Grammar is important.
  • Check formatting.
  • Buzz words – Find them in the grant description
• Review your application as if you are a reviewer
  • With each draft you become less effective as a reviewer
  • Get someone else to review your application
  • Walk away – Refresh – Revisit
Review and Award Timelines

• Review Team includes:
  • DNRC – 2+ complete full review
  • Contracted Reviewers
    • 1 full review
    • Secondary review - 1+ partial review

• Timeframe
  • Review – June – August
  • Rank – August – October
  • Public Notice – November

• Award
  • Legislative Review
  • Bill Signature – April/May 2021
  • Contracting begins July 2021
  • Award contracts based on rank
Writing the grant

• Follow the instructions!
  • The more competitive the grant, the more those pesky details matter.
Writing the grant

• Follow the instructions!
  • The more competitive the grant, the more those pesky details matter.

• Grant writing is not creative writing!
  • Be specific, clear, and concise.
  • Don’t make the reviewer search for required information or the merits of your project.

“the proposed work will not only have large impacts for the aesthetics of the community, but will have monumental impacts for the health of X Creek and the aquatic life therein.”

Alternative A:
“The protocol and its requirements have an average cost of approximately $65,000 to $70,000 per acre.”

Alternative B:
“The cost of implementing Alternative B is ... $33,000 per site.”
Writing the grant

• Follow the instructions!
  • The more competitive the grant, the more those pesky details matter.

• Grant writing is not creative writing!
  • Be specific, clear, and concise.
  • Don’t make the reviewer search for required information or the merits of your project.

• Know your audience
  • Don’t assume the reviewer knows something.
  • Use appropriate technical terms/vocabulary
Writing the grant

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• Know your audience
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  • Use appropriate technical terms/vocabulary

• Be consistent
  • Each step of the process informs the next. Make that connection clear and easy to see.

Tasks to be accomplished:
1) Complete a database and literature search, validate, evaluate, and interpret all existing data related to metals contamination in the Flint Creek watershed, and compile into a single report; identify and provide recommendations for addressing data gaps;
2) Field sampling, laboratory analysis, and interpretation of soil, sediment, fish tissue, and water samples based on results of step 1;
3) Prioritize remediation projects and develop a scope of work and budget for priority project(s) implementation;
4) Prepare and submit RDG proposal.
5) Implement reclamation activities of priority sites identified in step 3.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>RDG Request</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coordinate with local and state gov’t, watershed group and others (e.g. Granite CD, GHWA, NRDC, PFMP, DEQ, UM, MT Tech) on scope of work and goals of Hg coordination study work. (@$50/hr)</td>
<td>$10,000</td>
<td>$10,000 NRD committed</td>
<td>$20,000</td>
</tr>
<tr>
<td>2</td>
<td>Consult with various agency representatives (EPA, DEQ - Superfund, TMCL and Abandoned Mine programs, NRCP, PFMP, UM and MT Tech) regarding agency responsibilities and past and future plans specific to Hg and other metals contamination issues.</td>
<td>$10,000</td>
<td>NRD Commited</td>
<td>$15,000</td>
</tr>
<tr>
<td>3</td>
<td>Review and compile existing information on Hg and other TMCL-identified metals contamination in Flint Creek (Graduate student – Kumer Ganase/MIT Tech and/or Helko Lager, UM): Report preparation with SAR/Prioritization recommendations.</td>
<td>$10,000</td>
<td>$6,000 NRD Commited</td>
<td>$16,000</td>
</tr>
<tr>
<td>4</td>
<td>Coordinate procurement of contractors to implement sampling and analysis plan. Coordinate all landowner access associated with sampling work.</td>
<td>Same fund as Task 1-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Equipment/Materials/Misage</td>
<td>$3,000</td>
<td>$3,000 NRD Commited</td>
<td>$6,000</td>
</tr>
<tr>
<td>6</td>
<td>Sampling collection/Field Work: Assume phased sampling</td>
<td>$10,000</td>
<td>$10,000 NRD committed MT PFMP &amp; In-kind Commited</td>
<td>$20,000</td>
</tr>
<tr>
<td>7</td>
<td>Laboratory (low level Hg Sediment @ $65/sample - 100 samples; Fish tissue @ $65/sample - 100 samples; and Methy Hg (36 pairs samples @ $175)</td>
<td>$10,000</td>
<td>$9,000 NRD committed</td>
<td>$19,000</td>
</tr>
<tr>
<td>8</td>
<td>Coordinate development of draft and final sampling and analysis report that includes prioritizations and recommendations for next steps</td>
<td>Same as Task 1-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Conduct outreach/communicate report findings to the GHWA, landowners, general public and involved agencies</td>
<td>Same as Task 1-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Prepare RDG grant 40 hrs @ $50/hr</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$4,000</td>
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<tr>
<td>11</td>
<td>Administration (10% RDG 3%)</td>
<td>$1,100</td>
<td>$1,100</td>
<td>$2,200</td>
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<tr>
<td></td>
<td>Total</td>
<td>$44,350</td>
<td>$43,850</td>
<td>$88,200</td>
</tr>
</tbody>
</table>
Keep Program Purpose in Mind

• Every grant exists for a specific purpose
  • Does your project fit that purpose?
  • Is your group eligible for funding?

• RDGP Evaluation
  • Degree of benefit to natural resources
  • Need and Urgency
  • Technical Feasibility
  • Financial Feasibility
  • Project Management and Implementation
  • Other Criteria considered

• Contact funding sources – request information

Thread the purpose of the grant program throughout your application

Use the scoring criteria on pages 5-6 to score your own application or ask a friend to do it. Then make changes where you think you need to before submitting.
Need help?

• Look for grey boxes in the application
• Check out our resources and training page: http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training
• Contact me. I’m here to help.
  • Heidi Anderson Folnagy
  • handersonfolnagy@mt.gov
  • 406-444-6691