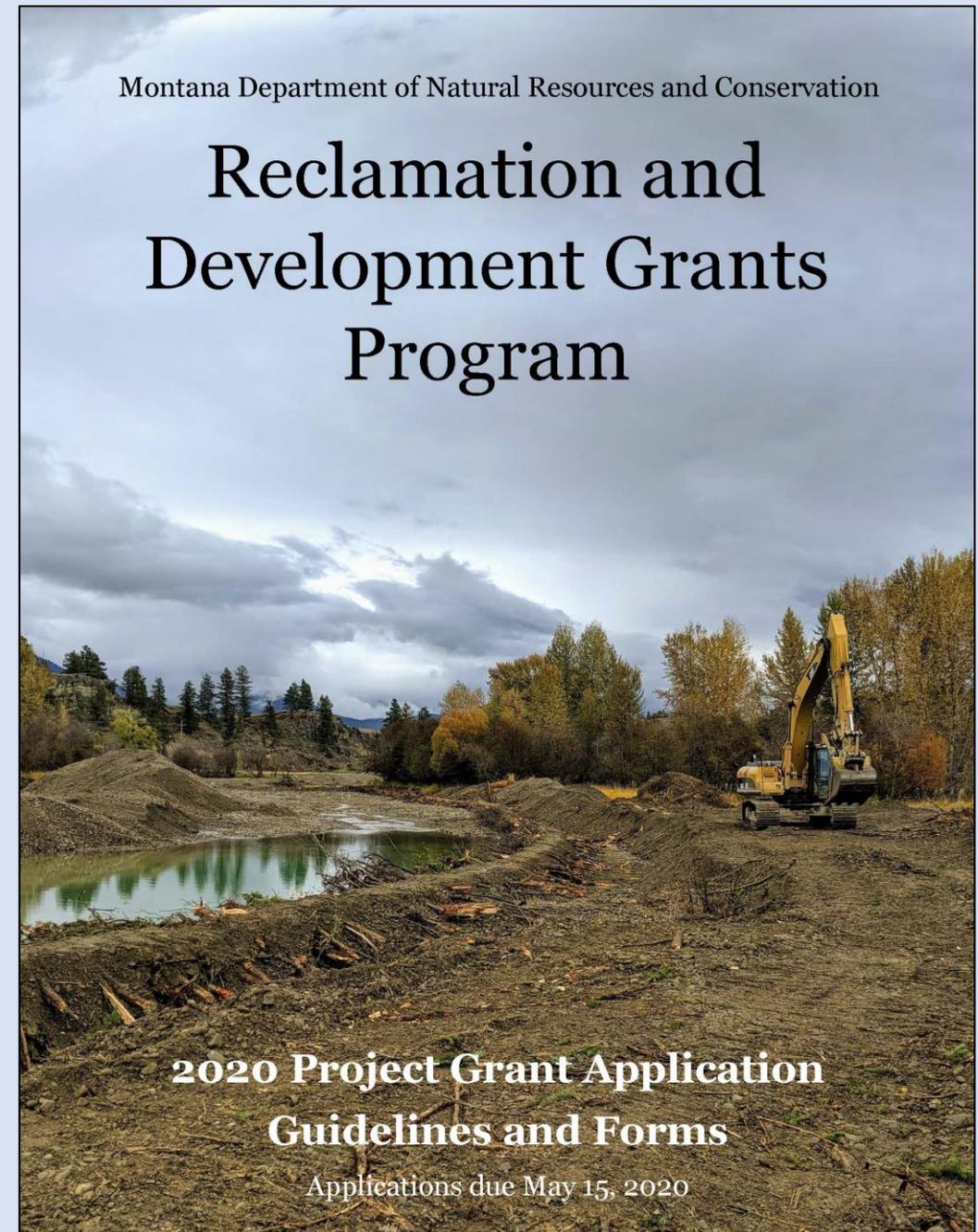


# RDG Project Grants: Common Mistakes and How to Fix Them

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# Webinar Outline and Goals

- Walk through the application and discuss common mistakes

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Goal: Help you write a successful application



Conservation and  
Resource  
Development  
Division

# 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.**

### Contact:

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For more information: <http://dnrc.mt.gov/divisions/cadd/resource-development/reclamation-and-development-grants-program/reclamation-and-development-project-grants>

## Grants Available

### Planning Grants

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



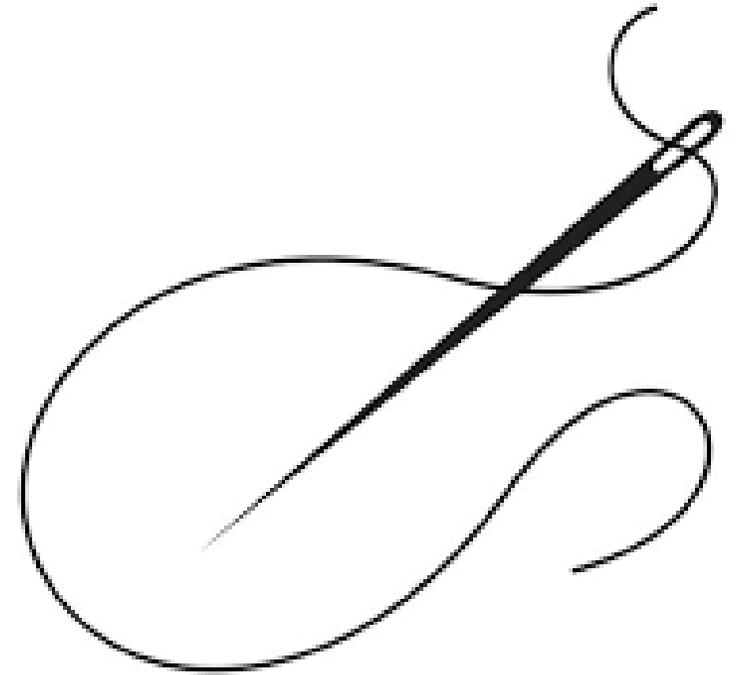
### Project Grants

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



# 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/cardd/resource-development/resources-and-training>
- Contact me
  - [handersonfolnagy@mt.gov](mailto: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.

# Step 1: Grant Application Summary

## 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 1 – Grant Application Summary**

**I. Applicant Information**

Applicant Name \_\_\_\_\_  
(city, county, tribal government, district)

1. Authorized Person \_\_\_\_\_  
(Person authorized to enter into a binding contract with the Department of Natural Resources and Conservation)

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

2. Contact Person \_\_\_\_\_  
(Person to contact about the proposed project)

Mailing Address (if different from applicant) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

3. Project Engineering \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**Project Type**  
Projects are evaluated either as Mineral Development or Crucial State Need. Please indicate which category your project falls into.

Mineral Development Project

This project repairs, reclaims, or mitigates environmental damage to natural resources from resource extraction or materials (check all that apply)

Mining reclamation  
 Oil and gas well reclamation  
 Brownfields  
 Hazardous substance  
 Voluntary Clean Redevelopment  
 Superfund area  
 Other \_\_\_\_\_

**II. Project Information**

Project Title \_\_\_\_\_

Brief Project Description \_\_\_\_\_  
(For example: reclamation of a mine site)

Latitude (decimal) \_\_\_\_\_

Senate District \_\_\_\_\_

County(s) \_\_\_\_\_

Estimated project cost \_\_\_\_\_

Estimated total cost \_\_\_\_\_

**III. Authorizing Statement**

Applicant Name \_\_\_\_\_  
(city, county, tribal government, district, other local or state government entity)

Project Title \_\_\_\_\_

I certify that the information and the statements in this application are true, complete, and accurate to the best of my knowledge. I certify that the project or activity as described in this application complies with all applicable state, local, and federal laws and regulations. By my signature below, I certify that I have knowledge of and understand the content of this application and that I am fully authorized to apply to DNRC for the grant specified in the submitted materials.

I further declare that, for \_\_\_\_\_ (Applicant Name), I am legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all funds must be both authorized by the Montana Legislature and available in the natural resources project account before grants are available.

A facsimile, photocopy or electronic copy of the signature below shall have the same force and effect as an original signature and an electronic signature shall be regarded as an original signature. MCA 30-16-102

/s/ \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Applicant Representative

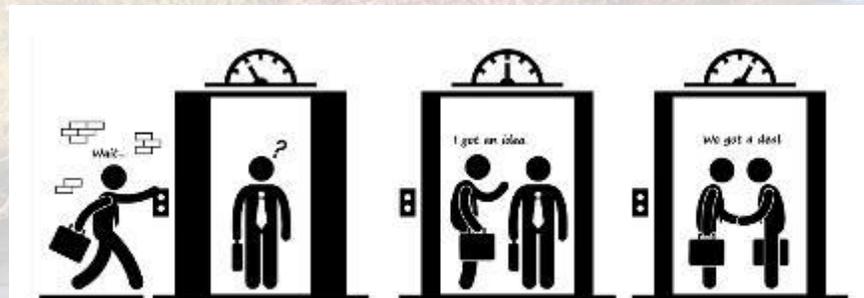
Print Name \_\_\_\_\_ Title \_\_\_\_\_



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# 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

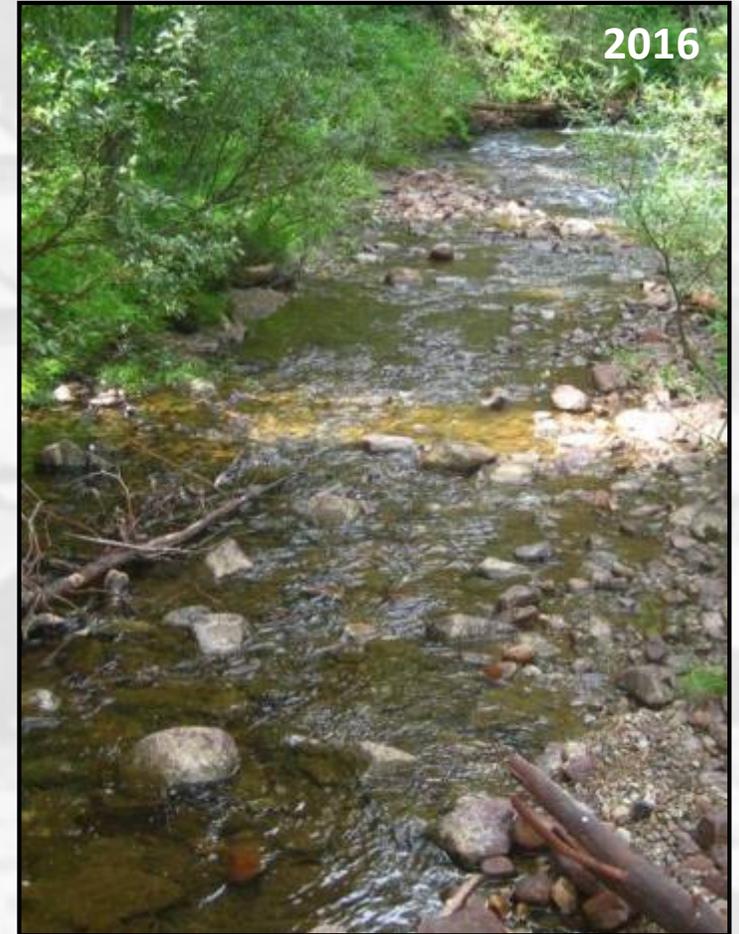
Information within this section will be used to evaluate the need and urgency and technical feasibility of the project and may be used to determine the natural resource and public benefits and financial feasibility. It will be helpful to review the evaluation criteria on page 6 of the application when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

Goal	Objective
Reduce pollution in a particular stream	Remove mine waste from stream
Improve water quality in Tramway Creek and the Little Blackfoot River	Remove and safely contain mine waste from the Tramway Creek watershed by October 2018

# 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
  - **S**pecific, **M**easurable, **A**chievable, **R**esults-focused, and **T**imely
- 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 de
  - What are th
  - Who/What
- Be S.M.A.R.T.
  - Specific, M
- Objectives sh

## **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.

1989 – Hydrometrics: Characterization of MRA fuel containment and feasibility of remedial options.

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.

1998 – CMC Heartland Partners: Groundwater sampling.

1999 – Atlatl: 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.

2003 – Tetra Tech: Work plan for City of Deer Lodge for interim remedial actions and groundwater assessment. Removal actions included sump structure, underground fuel piping, UST, fuel pump,

# 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



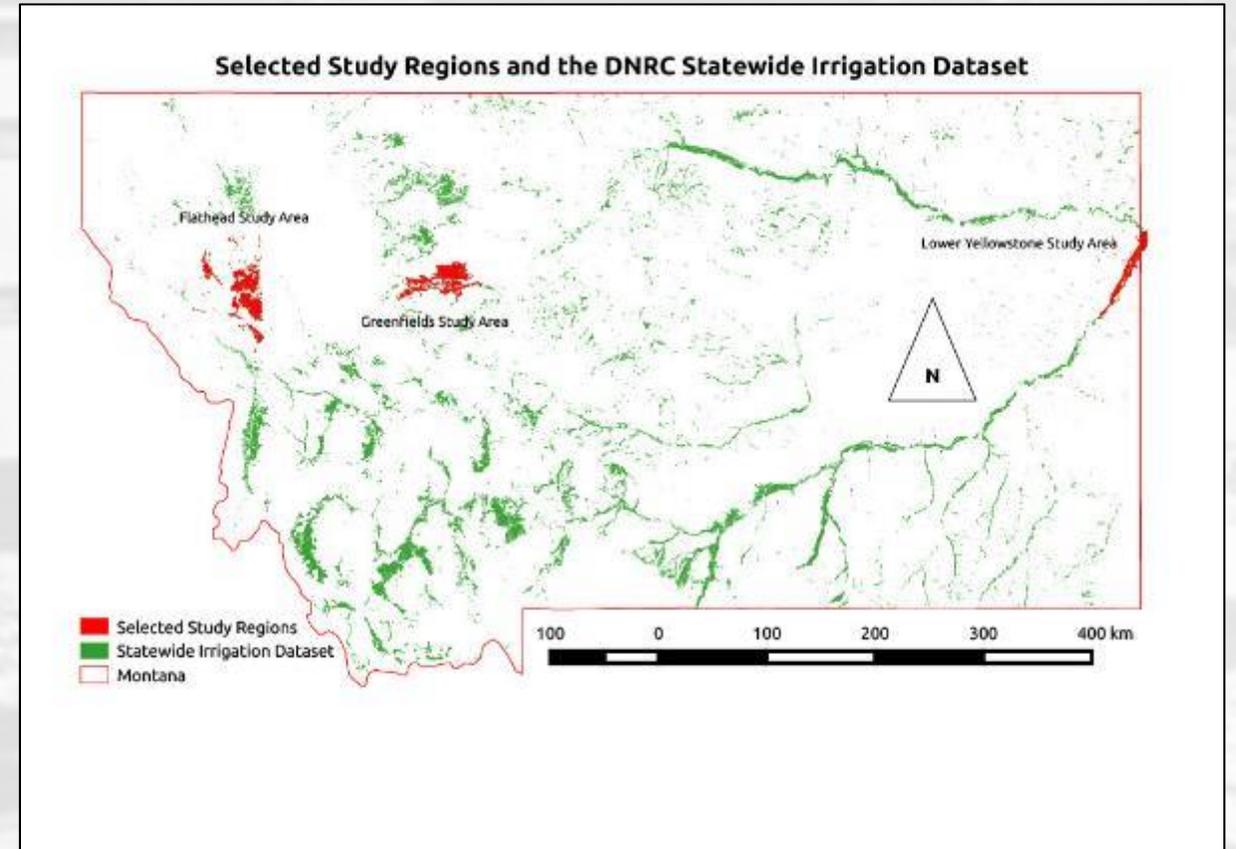
Remember, the need and urgency of the project will be viewed through the lens of the program purpose when reviewed and scored



**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.”

Alternatives	Estimated Direct Costs	Estimated Direct Benefit	Estimated Indirect Costs	Estimated Indirect Benefit
1. No Action	\$0	Net Negative – the County will remain the only responsible party at this facility. In addition, flood mitigation would not be addressed and excessive flooding will continue	The future effects on conditions of the river corridor are unknown, but if no action is taken the river is likely to continue to be impacted. Home values in the area would decrease.	Net Negative – The City of Roundup continues to be impacted by flooding in this area. Flooding of homes and businesses impacts water quality in the river. In addition, the future public expense to remediate this site will always be greater than today’s costs.
2. Structure and Berm Removal, Excavation	\$5,198,748	Net Neutral – Flood mitigation and structure removal will be met. Long-term	Home values would not improve. No increased	Net neutral – though flood mitigation would occur, the 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

Alternative	Long Term Effectiveness	Reduction in Toxicity	Implementability	Cost	Total
Alternative 1	3	4	4	4	15
Alternative 2	4	4	5	4	17
Alternative 3	5	5	5	3	18
Alternative 4	5	5	5	2	17
No Action	0	0	5	5	10

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 2 – Finalize Engineering Evaluation Cost Investigation (EECA). Prepare contracts and interagency agreements to authorize response actions. Work to occur fall and winter 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?

Figure 5: Phases of Excavation and Wetland Restoration Area



# 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

maximum dry density at plus or minus 4% optimum moisture. Proctor tests were completed during the investigation. Proctor samples of the mine waste materials will be collected by the Engineer prior to the start of the Project. Costs include:

**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 friable (uncompacted) prior to seeding.

**Repository Stormwater Channel**– Contractor will construct a 300-linear 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.

# Examples

## 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. The bid specifications and procurement of an excavation contractor.

The selected excavation contractor would mobilize to the project engineer to discuss implementation details (see Appendix D). After confirming on-the-ground conditions and design, the contractor would begin work with installation of sediment control structures and a temporary repository. A contracted field Quality Control (QC) engineer would monitor the entire construction project, including evaluation of sediment controls.

When sediment controls are in-place, the repository would be constructed along a temporary haul road (Task 2.3, Appendix D). The temporary haul road would be required along some of the temporary road; however, an open area, as shown on the aerial photograph (Figure 2.3), would require only minimal grading. Preparation of the repository would follow the following steps:

- Strip and stockpile topsoil within the footprint of the repository.
- Excavate subsoil to a depth of approximately 3 feet within the footprint of the repository.
- Compact the subgrade at the base of the repository.

After preparation of the repository, the tailings would be exhumed (see Appendix D). The materials to be exhumed include approximately 1,050 cubic yards of metals-impacted soil underlying the repository. The materials required for removal of mine waste and impacted soil at the tailings repository are detailed in the Excavation Plan in Appendix B. The tailings are not vegetated, and would be removed to improve access via the two-track road to the tailings repository. The road would be removed to provide gently sloping access across an elevation drop of approximately 10 feet of the tailings.

Contaminated tailings and 6 inches of underlying soil would be transported approximately 1.8 miles to the proposed repository. The tailings would be placed in the repository, and would be compacted in place to a minimum dry density, as specified on the Conceptual Tailings Repository

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	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 all 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 wells, 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 – SELECTED ALTERNATIVE SOLUTION

In order to be eligible for funding, the proposed project must be consistent with the statutory and regulatory standards protecting environmental quality. The project needs to be done to complete a successful project. If the project work will be the basis for the grant agreement between the applicant and the agency, it must include the following:

#### 1. Goals and Objectives

The goal of the project is to reduce heavy metal concentrations, protect public health, and property can be developed for up to three schools to reduce school district costs. The goals to accomplish the goals are as follows:

- Use the grant funding to hire a qualified engineering firm to complete an engineering design, and provide construction oversight and administration.
- Use grant funding to hire a reclamation contractor to complete construction, amendements, oversized rock removal, and reclamation seeding.

#### 2. Tasks or Activities

If the grant application is successful, EHPS will contract with a qualified consulting/engineering firm to complete an engineering design, and the EHPS with the construction oversight and project management. The EHPS will award a contract for in-place treatment by deep tilling and soil replacement.

#### 3. Project Schedule

The tentative project schedule is:

- May 2017: Hire a qualified engineering firm to prepare the engineering design.
- July 2017: Advertise for reclamation contractors.
- August 2017: Project award and begin reclamation construction.
- October 2017: Complete reclamation seeding and project closeout.

#### 4. Monitoring Plan

Soil samples will be collected after the in-place treatment has been completed and lead to ensure that the cleanup levels specified in the OU2 RFR are achieved. The project will proceed with developing the property according to the EHPS construction plan.

#### 5. Equipment

No equipment will be purchased for this project. Required equipment will be provided by the contractor.

# 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**

C. Maps and Photos - Include a clearly legible map that locates the project or activity on an aerial photo or topographic base and shows sections, townships, and ranges. Title all maps, and include a scale and a north arrow. For construction cleanup projects, photographic documentation must be provided to depict site conditions before construction.

Please see Attachments for a map of the project, depiction of existing site conditions and other information.

D. Plans and Specifications - For construction projects, submit copies conceptual plans and specifications prepared for the project. The plans should be prepared by a professional engineer. Provide copies of conceptual or preliminary design plans.

The 80% design plans from Pioneer Technical Services and specifications have been included as an attachment to this proposal. The final design and specifications will be completed and stamped by a Professional Engineer with as the final step prior to letting the project out for bid. Design plans include, but are not limited to:

- Repository Area Map and Design
- Mine Excavation Area Map
- Haul Route Map
- Stream restoration design planview

E. Other attachments – The following items have also been included as an attachment to this proposal. A list of attachments is provided at the end of this document:

- BLM support letter
- Granite County support letter
- Montana Fish, Wildlife, and Parks support letter

## 5. Additional Information

a. Property Access – The property will be purchased by Musselshell County through FEMA Grant Funds. Initial investigation on the site has been conducted with the approval of the current property owners. The access agreement letters are attached.

b. Permits – In addition, a joint application form will be completed for various permits including the Montana Stream Protection Act (SPA 124 Permit), Federal Clean Water Act (404 Permit), and Short-term Water Quality Sampling Permit. Plans for sand and gravel recovery are also included.

c. Maps and Photos – Aerial photos of the area including the Jefferson River and preferred alternative are attached.

d. Plans, Specifications, and Drawings – DNR Planning Grant, DNR Planning Grant elevations, plan view of the Jefferson River, river bank restoration plan, and pond in consultation with DNR.

### 1. 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

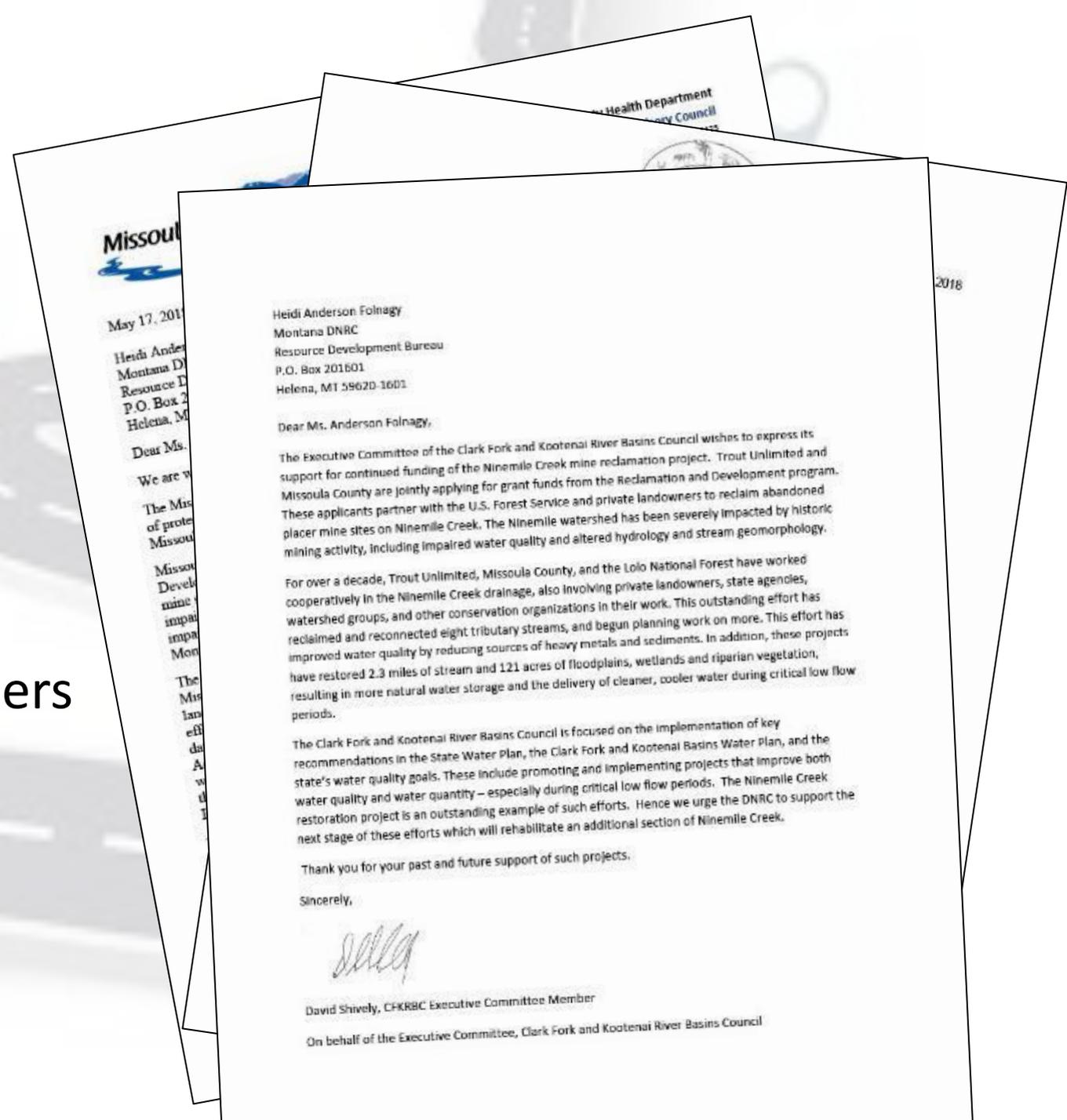
July 2016: preparation and distribution of bid specifications

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.



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
SB-1, 0-0.5 FT	0-0.5 FT	3/8/2016	28.4	5
SB-1, 3-4 FT	3-4 FT	3/8/2016	38.7	5
SB-12, 1.0-1.5 FT	1.0-1.5 FT	3/8/2016	29.5	1.0
SB-2, 0-0.5 FT	0-0.5 FT	3/8/2016	221.0	1.6
SB-2, 3-4 FT	3-4 FT	3/8/2016	28.7	3
SB-3, 0.2-0.5 FT	0.2-0.5 FT	3/8/2016	26.1	6
SB-4, 0-0.5 FT	0-0.5 FT	3/8/2016	30.2	1.0
SB-4, 1-2 FT	1-2 FT	3/8/2016	17.1	1.2
SB-5, 0-0.5 FT	0-0.5 FT	3/8/2016	22.5	1.3
SB-6, 0-0.5 FT	0-0.5 FT	3/8/2016	23.2	1.7
SB-6, 1-1.5 FT	1-1.5 FT	3/8/2016	14.3	5
SB-7, 0-0.5 FT	0-0.5 FT	3/8/2016	16.3	1.1
SB-7, 1-1.5 FT	1-1.5 FT	3/8/2016	17.8	7
SB-8, 0-0.5 FT	0-0.5 FT	3/8/2016	39.6	1.6
SB-8, 1-2 FT	1-2 FT	3/8/2016	38.1	8
SB-9, 0-0.3 FT	0-0.3 FT	3/8/2016	19.3	1.0
SB-10, 0-0.5 FT	0-0.5 FT	3/8/2016	19.8	1.1
SB-11, 0-0.5 FT	0-0.5 FT	3/8/2016	26.8	7
SB-12, 0-0.5 FT	0-0.5 FT	3/8/2016	31.7	6



CATEGORY	RDGP	C
Personnel Cost	\$0	
Office Supplies, Office Costs & Communications	\$0	
Travel	\$0	
Rent & Utilities	\$0	
Equipment	\$0	
Miscellaneous	\$0	
Total Administrative Costs	\$0	
<b>Personnel Cost</b>		
Task 1.0: Cultural Clearance of Repository Site	\$7,500	
Task 5.0: Post-Construction Weed and Erosion Control	\$0	
<b>Contracted Services</b>		
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	

Goals and Objectives



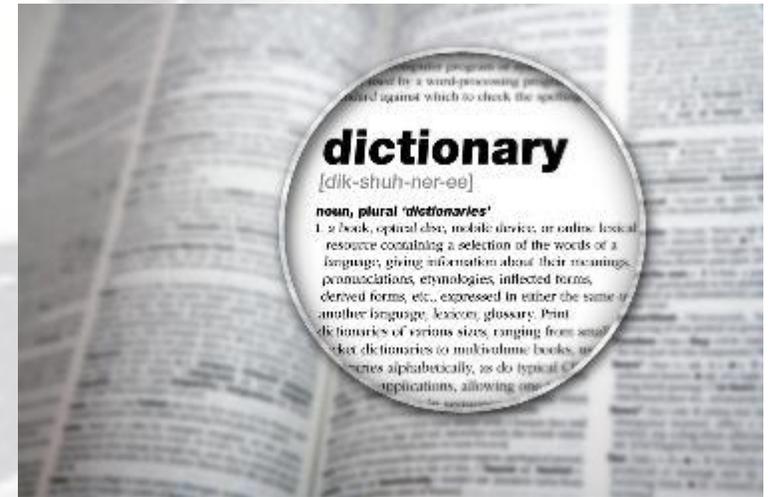
Scope



Budget

# 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

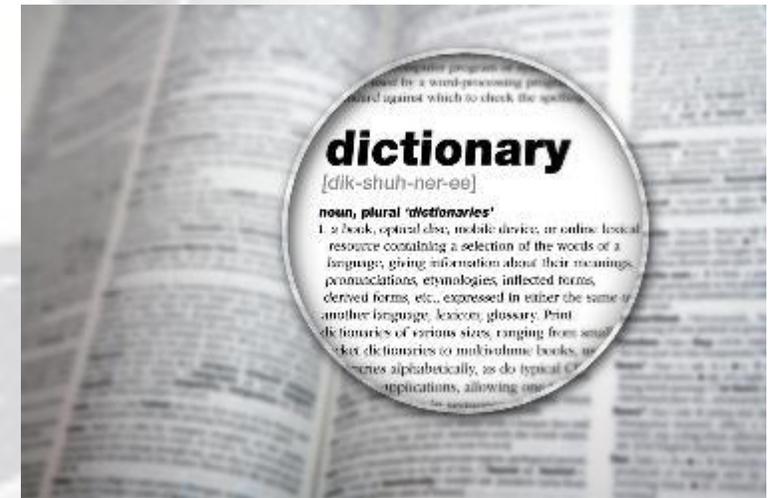


**Não mude o idioma!**

TASK	COSTS			FUNDING SOURCE		TOTAL
	Hours	Rate	Direct Costs	RDGP	Landowner	
Contract Administration and Project Reporting				\$1,500		\$1,500
Site Reconnaissance and historical research	60	\$80.00	\$175	\$4,975		\$4,975
Alternative Development and Review	80	\$125.00		\$10,000		\$10,000
Topographic Survey	40	\$125.00		\$5,000		\$5,000
Data Processing and Analysis	65	\$125.00	\$400	\$8,575		\$8,575
Preliminary reclamation design	100	\$125.00		\$12,500		\$12,500
Final Reclamation Design and Grant Application	60	\$125.00		\$7,500		\$7,500
<b>TOTAL</b>				<b>\$50,000</b>		<b>\$50,000</b>

# Be Consistent!

- Task 1: Administration and Project Reporting
- 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



**Don't change the language!**

Task	RDG Grant Funds	Match Funds	Total
Task 1: Administration and Project Reporting	\$1,500	\$758	\$2,258
Task 2: Project Planning and Contractor Selection	\$0	\$2,427	\$2,427
Task 3: Site Assessment	\$19,975	\$390	\$20,365
Task 4: Project Design and Grant Application	\$28,525	\$296	\$28,821
<b>Total</b>	<b>\$50,000</b>	<b>\$3,871</b>	<b>\$53,871</b>

# 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.

Project Budget Summary Form					
Identify the tasks or activities that will be performed by applicant personnel or contracted services. Tasks should match those described in Step 4 – Scope of Work. Use one column for each source of funding. The sum of the totals of each column must add up to the total estimated project cost. Add or delete columns or lines as needed.					
Category	RDGP Grant	Source <sup>a</sup>	Source	Source	Total
		(Identify)	(Identify)	(Identify)	
<b>Administrative Costs</b>					
Personnel Cost					
Office Supplies, Office Costs and Communications					
Travel					
Rent and Utilities					
Equipment					
Miscellaneous					
<b>Total Administrative Costs</b>					
<b>Activity Costs</b>					
Personnel Cost					
Task:					
Contracted Services					
Task:					
<b>Total Activity Costs</b>					
<b>Total Project Costs</b>					
<b>TOTAL PROJECT COSTS</b>					

<sup>a</sup> Identify the sources of the matching funds (change column headings in your application)

Note: DNRC will recommend no more than \$300,000 for most projects. DNRC may recommend up to \$500,000 for a project if the applicant has clearly demonstrated significant natural resource benefits and the financial need and unavailability of other funds to complete the project.

# 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

	1-Jun	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov
	1.307,85	1.240,64	1.235,42	939,09	1.300,67	843,29
	0,00	698,18	0,00	0,00	40,07	0,00
		78,42	38,16	15,62	256,67	25,46
	2,03	1.485,22	6.062,23	447,24	16.048,05	349,55
	5	677,87	503,91	1.094,97	5.620,31	2.560,66
		0,00	310,01	3.142,38	9.779,24	14.693,66
		0,00	670,64	1.259,50	4.294,85	7.473,24
		83,58	39.386,87	17.848,02	34.414,47	0,00
		0,00	0,00	0,00	0,00	0,00
			19.577,90	11.799,74	14.874,16	33.010,21
			1.335,55	21,76	865,15	348,10
			0,00	0,00	12.032,74	24.740,68
			0,00	0,00	4.387,73	18.444,80
				701,60	4.796,53	502,91
				2.144,68	2.420,27	1.727,45
				10.857,02	0,00	82,02
				0,00	0,00	0,00
				0,00	0,00	0,00
				2,93	0,00	4.829,6
				0,00	0,00	0,00
				0,00	48.000,19	15,2
				131,43	160,07	0,00

# 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.”

# Budget Justification Examples

**Repository Area Topsoil, \$1,385.19** - Contractor will excavate approximately 12 inches of topsoil within the repository area foot print. This bid item also includes the stockpiling and protection of the stockpile from erosion, which is considered incidental to the work. Detailed costs are outlined below:

- Repository Topsoil \$1,385.19 (1,385 CY x \$1/ CY)

**Repository Area Cover Soil, \$45,000** – Contractor will excavate approximately 10,000 bank cubic yards of cover soil from the repository area to the lines and grades shown on plan sets to within plus or minus 0.1-foot elevation. This bid item also includes the stockpiling and protection of the stockpile from erosion, which is considered incidental to the work. Costs include:

- Repository Cover Soil \$45,000 (10,000 CY x \$4.50/ CY)

**Excavate, Load, Haul and Place Waste, \$137,525.12** – Contractor will excavate waste material from Waste Rock Dumps 1 through 4 and Stockpiles 1 and 2 to the lines and grades shown on the Drawings. The Contractor will load the mine waste materials onto trucks, haul materials to the repository, and place materials in the repository in 12- inch loose lifts and compacted to 95% of the standard proctor maximum dry density at plus or minus 4% optimum moisture. No proctor tests were completed during the investigation. Proctor samples of the mine waste materials will be collected by the Engineer prior to the start of the Project. Costs include:

- Excavate Waste \$137,525.12 (10,000 CY x \$13.75/CY)

**Backfill Waste Areas with Cover Soil, \$43,858** – 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. Costs include:

- Backfill Waste Areas \$43,858 (4,100 CY x \$10.70/CY)

**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)

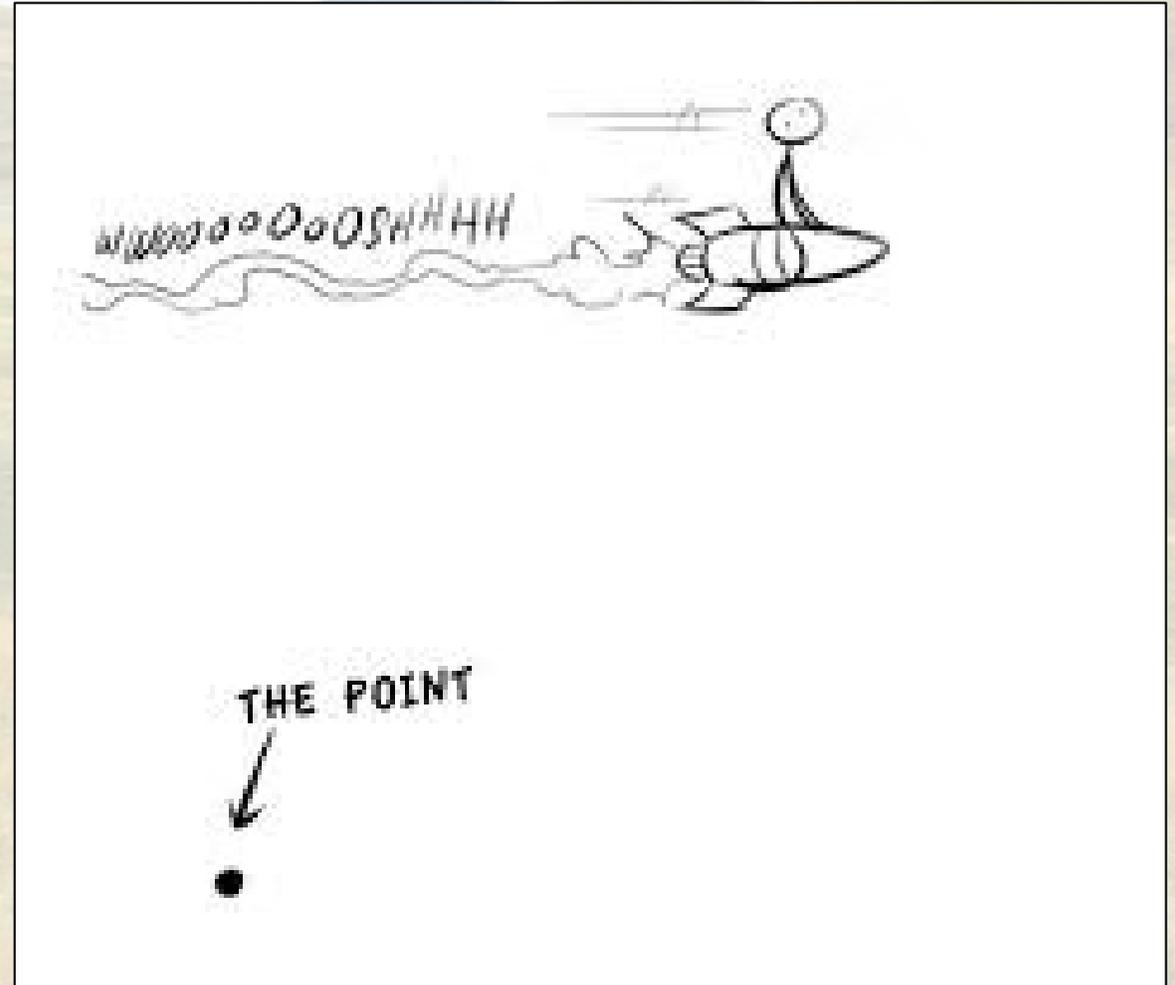
# Common Budget Questions

- 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 you project.
- You must follow state procurement laws or those of your local 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)	
\$5,001 - \$25,000	Environmental or science services. Any services not listed under 76-15-1004 MCA.	Limited Solicitation
>\$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.		

# 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.

## Environmental Checklist

Environmental Checklist Prepared by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_

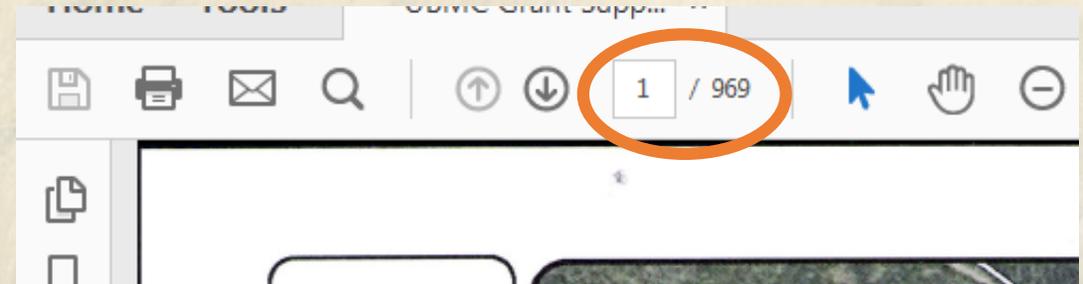
PHYSICAL ENVIRONMENT		
Impact Code	Impact Type	Explanation of Impact to Resource
<b>1. Soil Suitability, Topographic and/or Geologic Constraints</b> (example: soil lump, steep slopes, subsidence, seismic activity)		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>2. Hazardous Facilities</b> (example: power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities and propane storage tanks)		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>3. Surrounding Air Quality</b> (example: dust, odors, emissions)		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>4. Groundwater Resources and Aquifers</b> (example: quantity, quality, distribution, depth to groundwater, sole source aquifers)		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>5. Surface Water/Water Quality, Quantity and Distribution</b> (example: streams, lakes, storm runoff, irrigation systems, canals)		
<input type="checkbox"/> No Impact <input type="checkbox"/> Beneficial <input type="checkbox"/> Adverse	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect <input type="checkbox"/> Cumulative	<i>Environmental Narrative:</i>
<b>6. Floodplains and Floodplain Management</b> (Identify any floodplains within one mile of the boundary of the 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!





# 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.

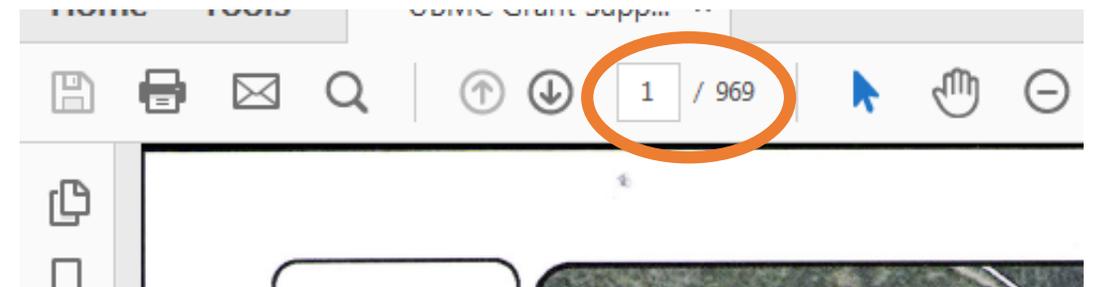
“the proposed work will not only have large impacts for the aesthetics of the community, but will have **monumental** impacts for the health of X Creek and the aquatic life therein.”

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

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

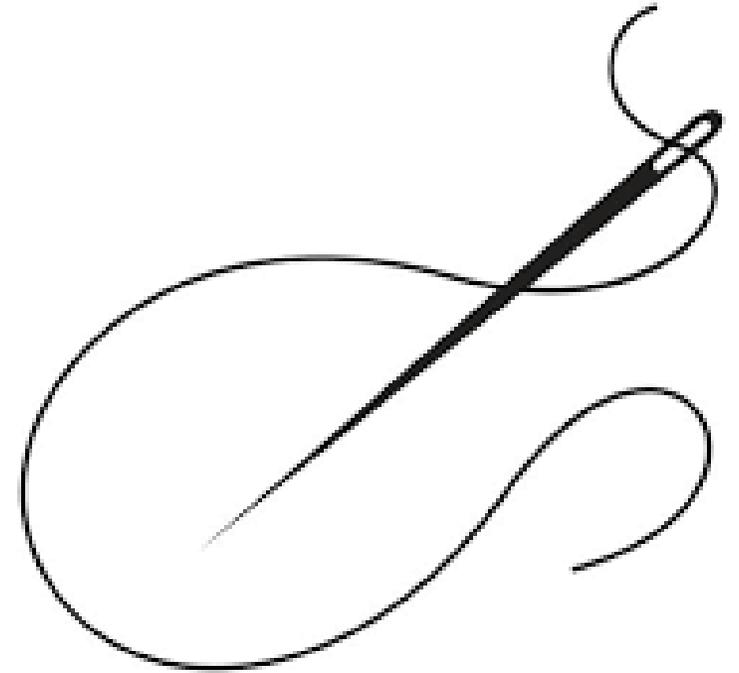
## Tasks to be accomplished:

- 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.

Task	Description	RDG Request	Match	Total
1	Coordinate with local and state gov'ts, watershed group and others (e.g. Granite CD, GHWG, NRDP, FWP, DEQ, UM, MTech) on scope of work and goals of Hg coordination/ study work; (@\$50/hr)	\$10,000	\$10,000 NRD committed	\$20,000
2	Consult with/coordinate with various agency representatives (EPA, DEQ - Superfund, TMDL and Abandoned Mine programs, NRDP, FWP, UM and MT Tech) regarding agency responsibilities and past and future plans specific to Hg and other metals contamination issues.			
3	Review and compile existing information on Hg and other TMDL-identified metals contamination in Flint Creek (Graduate student - (Kumar Ganesan/MT Tech and/or Heiko Lagner, UM); Report preparation with SAP/Prioritization recommendations.	\$10,000	\$5,000 NRD Committed	\$15,000
4	Coordinate procurement of contractors to implement sampling and analysis plan; Coordinate all landowner access associated with sampling work.		Same fund as Task 1-2	
5	Equipment/Materials/Mileage	\$3,000	\$3,000 NRD Committed	\$6,000
6	Sampling collection/Field Work; Assume phased sampling	\$10,000	\$10,000 NRD committed; MT FWP in-kind Committed	\$20,000
7	Laboratory (low level Hg Sediment @\$65/sample ~100 samples; Fish tissue (@ \$65/sample ~100 samples); and Methyl Hg (35 paired samples @ \$175);	\$10,000	\$9,000 NRD committed \$3,000 DEQ Vol WQ grant uncommitted	\$19,000
8	Coordinate development of draft and final sampling and analysis report that includes prioritizations and recommendations for next steps		Same as Task 1-2	
9	Conduct outreach/communicate report findings to the GHWG, landowners, general public and involved agencies		Same as Task 1-2	
10	Prepare RDG grant 40 hrs @ \$50/hr	\$2,000		\$2,000
11	Administration: (RDG 3%);	\$1,350	\$3,650	\$5,000
	<b>Total</b>	<b>\$46,350</b>	<b>~\$43,650</b>	<b>\$90,000</b>

# 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](mailto: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.