

**RECLAMATION AND DEVELOPMENT  
GRANTS PROGRAM**

**GRANT APPLICATION GUIDELINES  
AND FORMS 2014**

**REVISED NOVEMBER 2013**

**MONTANA DEPARTMENT OF NATURAL RESOURCES  
AND CONSERVATION**

**Resource Development Bureau**

**PO Box 201601**

**1625 Eleventh Avenue**

**Helena, MT 59620**

**Telephone: (406) 444-6668**

**Fax: (406) 444-6721**

**This application is also available at the DNRC web site:**

**<http://www.dnrc.mt.gov/cardd/ResourceDevelopment/rdgp/ReclamationDevelopmentGrantsProgram.asp>**



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# **SECTION I -THE RECLAMATION AND DEVELOPMENT GRANTS PROGRAM INTRODUCTION**

The Reclamation and Development Grants Program (RDGP) is a state-funded grant program designed to fund projects that indemnify Montana citizens for the effects of mineral development on public resources and that meet other crucial state needs, serving the public interest and the total environment of the people of Montana. The program, established by the 1987 Montana Legislature, is administered by the Montana Department of Natural Resources and Conservation (DNRC).

The RDGP receives funding from the natural resources projects state special revenue account established by MCA 15-38-302. This account is funded from the interest income from the Resource Indemnity Trust (RIT) Fund (established by MCA 15-38-201) and certain natural resource taxes.

DNRC solicits, evaluates, and ranks each application submitted to the RDGP and forwards its recommendations for funding to the Governor's Office before each regular legislative session. With the governor's approval, these recommendations are submitted to the legislature. The legislature makes the final decision on which projects will be funded.

## **DEFINITIONS**

1. "Crucial state need" means a documented set of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to Montana's environment. "Crucial state need" means that a project is of critical importance to all Montana and its citizens.
2. "Financially feasible" means that adequate funds are available to complete the project as approved.
3. "Mineral" means any precious stones or gems, gold, silver, copper, coal, lead, petroleum, natural gas, oil, uranium, or other non-renewable merchantable product extracted from the surface or sub-surface of the state of Montana.
4. "Mineral development" means exploration, extraction, processing, or other activity related to the production of a mineral.
5. "Mitigation" means the act of rectifying an impact by repairing, rehabilitating, or restoring the affected environment; reducing or eliminating an impact over time by operations that preserve or maintain the environment; or compensating for an impact by replacing or providing substitute resources or habitats.
6. "Project" means a planned and coordinated action or series of actions addressing an objective consistent with the policy and purpose of the Reclamation and Development Grants Program. A project may consist of problem analysis, feasibility or design studies, environmental monitoring, remedial action plans or implementation, technology demonstration, research, construction or acquisition of capital facilities, or other related actions.
7. "Public benefits" means those benefits that accrue to citizens as a group and enhance the common well-being of the people of Montana.
8. "Public resources" means the natural resources of the state, including air, water, soil, minerals, vegetation, fish, and wildlife.

9. “Qualified” means that an application convincingly demonstrates public benefits, need, and technical and financial feasibility.
10. “Technically feasible” means that a project or activity can be designed, constructed, operated, or carried out to accomplish its goals and objectives, using accepted engineering and other technical principles and concepts.

### **PROGRAM PURPOSES**

The purposes of the Reclamation and Development Grants Program are to:

1. Repair, reclaim, and mitigate environmental damage to public resources from non-renewable resource extraction
2. Develop and ensure the quality of public resources for the benefit of all Montana citizens

### **ELIGIBILITY REQUIREMENTS**

Any department, agency, board, commission, or other division of state government, city, county, or other division of local government, or tribal government within the state may apply

Examples of eligible applicants include:

Cities	Rural improvement districts	Conservation districts
State agencies	Counties	County sewer districts
Towns	Tribal governments	County water districts
Universities	Irrigation districts	

Private persons and federal agencies are not eligible for RDGP funding.

Proposed projects must provide benefits in one of two categories: “mineral development impacts” or “crucial state need.” “Mineral development impacts” and “crucial state need” projects will be given equal preference in the ranking process. Projects not fitting into either of these categories will not be eligible for RDGP funding. DNRC will conduct a review and screening of all applications to determine eligibility under these two categories.

To be considered a mineral development impact project, the project goals and objectives must achieve at least one of the following:

1. Reclaim land, water or other resources adversely affected by mineral development
2. Mitigate damage to public resources caused by mineral development
3. Research, demonstrate, or provide technical assistance to promote the wise use of Montana minerals, including efforts to make processing more environmentally compatible
4. Investigate and remediate sites where hazardous wastes or regulated substances threaten public health or the environment
5. Research to assess existing or potential environmental damage resulting from mineral development

If there is a crucial state need to protect Montana’s environment, DNRC and the governor may recommend that the legislature approve funding for projects in addition to those project types described in 1 through 5 above. The critical and urgent nature of the proposed project must be clearly demonstrated in the application.

To be eligible for RDGP funding, a project must:

1. Be technically and financially feasible
2. Be the most cost-effective alternative to address a problem or attain an objective
3. Comply with statutory and regulatory standards protecting environmental quality
4. Be from an applicant able and willing to enter into an agreement with DNRC for the implementation of the proposed project.

A project is **not** eligible for funding under the RDGP to the extent that the project is eligible for and can reasonably be expected to receive funding from other state or federal programs, or any program or act that provides funding to accomplish remedial action for environmental damage, or if the project is permitted under Title 82, Chapter 4 or 11 (Reclamation and Oil and Gas Conservation statutes).

If your project involves mitigation or cleanup of contamination, complete Step 10 - Liable Party Determination.

The RDGP is not intended to be a continuous funding source for the administration or personnel costs of long-term activities or programs that are more appropriately funded through the state budget process. DNRC may recommend that such ongoing activities or projects not be funded. For short-term projects that are part of long-term projects or programs, DNRC may recommend funding if the project produces discrete, identifiable products or results upon completion of the short-term projects or phases.

### **GRANT AMOUNT**

DNRC will recommend up to \$500,000 per project. The legislature may choose to award a lower or higher amount. An applicant proposing more than one project must submit a separate application for each. **A non-State matching contribution is required.** There is no minimum funding limit.

### **LEVERAGE OF OTHER FUNDS**

With limited available funds, applicants must seek out and secure other financial resources to increase the project impact. Projects that leverage funds in this manner will receive points proportional to the amount of non-state matching funds. These points raise the priority of the project in the ranking system. Matching contributions may be in the form of in-kind services or cash. However, all contributions must be targeted for expenditure on the project specifically identified in the application. Funds or services expended on the project prior to application are eligible as matching contributions to the extent that they apply directly to the project being applied for and are substantiated by accounting records.

### **FUNDING FOR APPROVED PROJECTS**

Funds for projects approved by the legislature are awarded according to the funding priority list set by the legislature. Grant funds are available until funds are exhausted. Not all approved projects will be funded if the total amount requested exceeds available funds. If applicants are unsuccessful in obtaining funds, they can apply during the following grant cycle.

## **SUBMITTAL AND REVIEW OF APPLICATIONS APPLICATION DEADLINE - May 15, 2014**

**Applications will be accepted until May 15, 2014.**

DNRC will review and rank the applications during the following summer and early fall. The ranking and funding recommendations are submitted to the governor for approval in the fall. A report is prepared and submitted to the legislature to document the approved recommendations. The application review and evaluation process consists of two major steps:

1. Review and screening of applications
2. Application evaluation and ranking

### **REVIEW AND SCREENING OF APPLICATIONS**

DNRC will review each application for conformance to basic eligibility requirements and for completeness in responding to the information requested in this application. In general, information submitted by the applicant after the due date for applications will not be considered unless such information is specifically requested by DNRC. Applicants are expected to inform DNRC during the review process of any developments that would affect the viability of the proposed project. DNRC may contact the applicant to obtain omitted information, to clarify issues, or to verify information contained in the application. All applications are subject to public review.

### **APPLICATION EVALUATION AND RANKING**

A ranking system has been developed for objective evaluation of proposed projects. The various evaluation criteria carry different weight. Each criterion is assigned a numerical score representing its relative importance. Contact DNRC with questions or concerns regarding the ranking criteria before submitting an application.

After reviewing each eligible application and any review comments, a ranking team will assess the degree to which proposed projects respond to each criterion. Scores will be assigned to each project on the basis of how well it meets each criterion. If the ranking team determines that the applicant has inadequately documented specific statements made in the attempt to meet a criterion, it may assign a lower score.

RDGP applications that meet review and screening requirements will be evaluated according to the following criteria and may be assigned a maximum of 215 points. The criteria for each of the five categories are further described in Section II - Application Instructions.

<u>Ranking Categories</u>	<u>Maximum Points</u>
Appropriateness of Technical Design	40 points
Financial Feasibility	15 points
Public Benefits	90 points
Need and Urgency	50 points
Project Management/Organization	<u>20 points</u>
Total Maximum Points	215 points

## **GRANTEE RESPONSIBILITIES**

If a project is approved for funding, the applicant must enter into a grant agreement with DNRC before any funds will be received. The agreement can be negotiated after a project is approved by the legislature, or when funding is available and secure. Detailed scopes of work and budgets are required in all agreements, and must be approved by DNRC before work begins on the project. **Expenses incurred before the grant agreement is effective will not be reimbursed.**

Applicable laws governing contracting and procurement must be followed, and grantees must keep accurate financial records and documentation for audits. Grantees must permit DNRC to monitor work performance and visit the project sites.

Narrative progress reports and financial reports are required as set forth in the grant agreement. When the project is completed, the grantee must prepare and submit a clear, comprehensive final report containing specific project details, a summary of project expenses, all data gathered, evaluation, results, and conclusions or recommendations. Photographic documentation of construction projects may be required before, during, and after construction.

## **SECTION II - APPLICATION INSTRUCTIONS**

### **APPLICATION SUBMITTAL INSTRUCTIONS**

**Four copies** of your application and supporting documents must be postmarked or hand delivered to DNRC no later than May 15, 2014. Late applications will not be considered. **Please include an electronic copy of the application in Word.** Send applications to:

Department of Natural Resources and Conservation  
Conservation and Resource Development Division  
Resource Development Bureau  
P.O. Box 201601  
1625 Eleventh Avenue  
Helena, Montana 59620-1601

For information, please write to DNRC or call **406-444-6668**.

### **APPLICATION COMPLETION INSTRUCTIONS**

At a minimum, the project application must contain the information requested in Steps 1 through 12. Please list your responses in the same order as in the application.

The application has been organized to facilitate reporting to the legislature, project review and ranking, and the contracting of projects that have been selected for funding. The abstract will be posted on DNRC's web site.

# STEP 1 - GRANT APPLICATION SUMMARY

## I. APPLICANT INFORMATION

Applicant Name \_\_\_\_\_

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

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

Telephone Number(s) \_\_\_\_\_

Contact Person \_\_\_\_\_

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

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

Federal Tax ID Number \_\_\_\_\_

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

## II. PROJECT INFORMATION

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

Brief Project Description \_\_\_\_\_

(For ex., reclamation, Brownfields cleanup, Voluntary Cleanup & Redevelopment Act, oil & gas well plugging, or hazardous substances cleanup)

\_\_\_\_\_ This project repairs, reclaims or mitigates environmental damage to public resources from non-renewable resource extraction or hazardous materials

- \_\_\_\_\_ Mining reclamation
- \_\_\_\_\_ Oil and gas well plugging and reclamation
- \_\_\_\_\_ Brownfields
- \_\_\_\_\_ Hazardous substances cleanup
- \_\_\_\_\_ Voluntary Cleanup and Redevelopment Act project
- \_\_\_\_\_ Superfund area
- \_\_\_\_\_ Other \_\_\_\_\_

- \_\_\_\_\_ This project is a crucial state need
  - \_\_\_\_\_ Project is of statewide importance
  - \_\_\_\_\_ Project prevents or eliminates sever damage to natural resources
  - \_\_\_\_\_ Supporting documentation has been provided (see Step 11)

Latitude (decimal degrees) \_\_\_\_\_ Longitude (decimal degrees) \_\_\_\_\_

Estimated project start date \_\_\_\_\_ end date \_\_\_\_\_ (month/year)

Project Total Cost and Funding Sources: Please enter the total estimated project cost and the sources and

amounts of ALL funding that may be used to complete the proposed activity. Indicate if alternate sources of funding are other than cash, such as in-kind services.

Funding Source	Amount	Committed (Yes or No)
<b>RDG Grant</b> <i>(maximum \$500,000)</i>	\$	
<b>Applicant</b>	\$	
<b>Other Source</b> <i>(Identify source and add or delete lines as needed)</i>	\$	
<b>Other Source</b>	\$	
<b>Other Source</b>	\$	
<b>Other Source</b>	\$	
<b>PROJECT TOTAL COST</b>	<b>\$</b>	

**III. AUTHORIZING STATEMENT**

I hereby certify that the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards protecting environmental quality. I further certify that I am (we are) authorized to enter into a binding agreement with the Department of Natural Resources and Conservation to obtain a grant if this application receives legislative approval.

\_\_\_\_\_  
Signature and Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name and title of representative signing above

## STEP 2 - PROJECT ABSTRACT

Submit a short abstract that describes the project, its merits and its purpose. The abstract will be provided to the legislature and the public on the DNRC web site. The abstract will be edited to correct obvious errors in spelling and grammar. Provide accurate information that will best promote the merits of your project.

**Please limit the abstract to 300 words.**

In narrative fashion, include the following information.

1. Identify the organization responsible for carrying out the project and the project name.
2. State the project goals and objectives.
3. Briefly discuss the problem or need that the project addresses.
4. Describe the project area or site. Identify whether the project is statewide. For regional projects, describe the region. For site-specific projects, describe the general location (e.g., 20 miles southeast of Livingston in the Absarokee Range along Pine Creek on U.S. Forest Service land).
5. Indicate how long it will take to complete the project.

## STEP 3 - ALTERNATIVE ANALYSIS

Provide a technical description of the project goals, the project history, and discuss alternatives to meet the project goals. This description must demonstrate that the proposed project is **technically feasible** and is the **best alternative to provide the project benefits**.

Ranking points for appropriateness of technical design (**up to 40 points**) are awarded based on the criteria listed below.

1. The cost-effectiveness of the chosen project design compared with other alternatives
2. The soundness of the technical design selected
3. The degree to which the applicant has developed a well-reasoned, achievable strategy for dealing with an identified need or problem
4. The degree to which project results are attainable and effective
5. The level of documentation demonstrating the problem or need

The technical description of the project must contain the following.

1. Goals and Objectives – List the project goals and objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved. For example, the goal for a reclamation project may be to reduce water pollution on a particular stream. The objective would be to remove mine tailings from the stream channel by July 2015.

2. Problem History - Give a history of the problem that will be resolved by the project and all previous work that has been done to address this problem. List all technical reports and studies relating to the project. Provide appropriate data concerning the natural features of the project area, such as soils, vegetation, geology, and hydrology.
3. Project Alternatives - Describe the alternatives considered for the proposed project. Include a discussion of the impact of no action. The descriptions of alternatives do not have to be as detailed as the description of the proposed project (Step 4), but enough information must be provided to demonstrate that alternatives to the project were investigated and that the proposed project provides either greater benefits or the same benefits at a lower cost.
4. Project Costs – Present the cost estimates calculated for each project alternative. Explain how the costs were calculated and what information was used to develop the costs.
5. Cost/Benefit Analysis - Provide an analysis of the costs and benefits of each project alternative. Describe and, if possible, quantify the direct costs and benefits of the project. Provide a narrative discussion of the costs and benefits if these cannot be quantified. Second, describe the indirect benefits and costs of the project. Again, quantify these if possible.

Benefits and costs of the project are “direct” if they accrue to the applicant, a targeted group of people, and the resources that are affected by the project. “Indirect” benefits and costs accrue to the general public and to resources that are affected by the project, but are not specifically targeted.

6. Additional Information
  - A. Deeds, Easements, Rights-of-Way - Submit a list of deeds, easements, right-of-way agreements or property agreements that will be needed before the project can begin.
  - B. Permits - Most construction projects or activities will require permits. Prepare a list of any permits that have been obtained and those that must be obtained to complete the project, and include pertinent dates.
  - 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.
  - 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.

## **STEP 4 – SELECTED ALTERNATIVE SCOPE OF WORK**

Describe in detail the work that needs to be done to complete a successful project. If the project is funded, this scope of work will be the basis for the grant agreement between the applicant and DNRC. This statement must include the following.

1. Goals and Objectives – Briefly restate the project goals and objectives.
2. Tasks or Activities – Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the project goals and objectives. The description also should provide detail concerning the specific results of each task or activity (deliverable) and when these results should be expected.
3. Project Schedule – Provide a project time schedule. The format of the project schedule may be either a list of activities and dates or a detailed bar chart. The schedule should provide DNRC with a time frame for the project from the starting date through completion. The first item on the schedule should be the expected status of the project at the beginning of the contract period. Tasks or activities should be listed in the expected implementation sequence (that is, tasks that will be implemented earliest should be listed first). If particular tasks must be completed before others, please indicate. If applicable, include the following expected dates in the project schedule.
  - A. Submittal dates for all required permits, licenses, and approvals
  - B. Dates for advertising for bids and requests for proposals
  - C. Contract award dates
  - D. Dates on which work on each objective will start and end
  - E. Dates on which each task or activity will start and end
  - F. Project completion date
4. Monitoring Plan – Explain how the project outcomes will be measured. Discuss what information will be collected and how this information will be used to ensure the quality of work on the project. Also, identify who is responsible for monitoring the project and compiling this information.
5. Equipment – Identify and describe any equipment that would be purchased. Provide specific justification for all acquisitions.

## STEP 5 – BUDGET

Prepare a proposed project budget that includes a breakdown of all major project costs and a description of the sources and uses of all funds. The total budget of an proposed project should be designated either as **Administrative Costs** or **Activity Costs**. Complete the budget narrative and budget summary form.

Note: **Non-state match is required.**

**Administrative Costs** cover the costs of implementing a project, including the cost of local government personnel involved with managing the project. Appropriate costs may be personnel, contracted assistance to help administer the project, office rent, office equipment, supplies, communications, travel, and other costs incurred in administering the project.

**Activity Costs** are the costs incurred to complete the work described in Step 4, Scope of Work.

Financial feasibility project ranking points (**up to 15 points**) are awarded based on the criteria listed below. Keep these criteria in mind when completing the following budget information.

1. The reasonableness, clarity, and completeness of the project budget
2. The degree of non-state matching contributions
3. The magnitude of the applicant's contributions

### BUDGET JUSTIFICATION NARRATIVE

Describe how each task or activity in the scope of work relates to the project budget and demonstrate that the project can be completed within the proposed budget. Explain each project expenditure and category in relation to the scope of work and total budget. Clearly state the assumptions and sources of all cost estimates and the basis for computations.

Reclamation and Development Grant Program (RDGP) Funding Source – Explain how the RDGP grant funds fit into the overall project budget.

Applicant's and Other Outside Funding Sources – Identify all non-RDGP funding sources, and describe efforts toward securing those funding commitments.

- If applications have been submitted to other funding agencies, give the date of the application, the date a funding decision is expected, and whether a grant or a loan was requested. Include copies of cover letters for any funding applications submitted to other agencies, letters of inquiry and responses.
- State the cash dollars you will provide for the project, and describe in-kind contributions. Provide budget documents that show any local funds committed to the proposed project.
- If local community funds are from the private sector, fully describe borrowing plans.

Also include in the narrative any other information that would help DNRC assess your financial commitment to project completion.

List only the matching funds that **will be** available if RDGP grant funds are awarded. In cases where matching funds are not secured and this severely impacts the scope of work for the proposed project, RDGP grant funds may not be released by DNRC.

Plan for Future Funding – If the project will require future phases and funding beyond the period for which funds

are requested, include a plan describing how subsequent funds will be obtained. Describe plans for continuation funds will be secured.

## **BUDGET CATEGORY EXPLANATION**

### **Administrative Costs**

1. Personnel Costs – Identify each employee who is needed to complete the project. List the estimated number of hours each employee will work and the loaded hourly wage rate. Include in this category clerical, bookkeeping, reporting, and other support staff services that will be needed to administer the project.
2. Contracted Services – Identify any services to be provided by others hired under contract. Specify the administrative activity to be performed by contracted services.
3. Office Supplies, Office Costs and Communications – List all office supplies needed to complete this project. Include telephone, postage, mailing, and advertising costs specific to this project in this category. List the terms and costs associated with buying or renting office space, storage, computer rental, other office equipment use, additional project space requirements, and applicable utility expenses specific to this project. List the costs of all items.
4. Travel – List only costs for travel that is essential to conduct the project. Detail the expected travel destination, the purpose of the travel, the number of people traveling, and the number of trips to be made. Travel rates may not exceed the current state employee rates for meals, lodging, and travel.
5. Equipment – Include in this category articles leased or purchased for use on the project by the applicant. These items generally are of a non consumable nature, have an estimated life of more than one year, and cost more than \$250. List all necessary items and their costs.
6. Miscellaneous – Identify any miscellaneous costs required to complete the project. List any other project costs, such as repairs or maintenance, that have not been addressed in other budget categories. DNRC will not pay interest on loans taken out to cover grant operating expenses.

### **Activity Costs**

1. Personnel Costs – Identify costs if applicant employees will be conducting technical work specific to the project. Specify the expected hours, the loaded hourly wage rate, and the activity to be performed.
2. Contracted Services – Specify the tasks to be performed by contracted services. Tasks are described in Step 4, Project Scope. This category may include, but is not limited to the following activities: engineering design, construction engineering, technical support, construction, materials, equipment, data processing, laboratory testing, and project reporting. Construction service contracts may include up to a 10 percent contingency to cover unexpected expenses. An inflation contingency may be included as a project cost, and must be identified as such on the budget forms. Account for any time lapses between project approval and funding so that an inflation contingency may ensure that funds are sufficient to complete the project activity.

### **Indirect Costs**

Indirect costs (overhead) are not eligible for grant funding. Indirect costs may be listed as matching funds.

### Project Budget Summary Form

Category	RDGP	Source <sup>a</sup>	Source	Source	Total
Administrative Costs					
Personnel Cost					
Office Supplies, Office Costs & Communications					
Travel					
Rent & Utilities					
Equipment					
Miscellaneous					
<b>Total Administrative Costs</b>					
Activity Costs					
Personnel Cost					
Task: <i>specify activity here</i>					
Contracted Services					
Task: <i>specify activity here</i>					
Task: <i>specify activity here</i>					
Task: <i>specify activity here</i>					
Task: <i>specify activity here</i>					
Task: <i>specify activity here</i>					
<b>Total Activity Costs</b>					
Total Project Costs					
<b>Total Project Costs</b>					

Notes:

RDGP = Reclamation and Development Grants Program

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

Identify the tasks or activities that will be performed by applicant personnel or contracted services. Add or delete lines as needed. Tasks should be described in Step 4, Scope of Work.

## **STEP 6 - PUBLIC BENEFITS RANKING CRITERIA**

**(up to 90 points)**

Provide a short narrative describing the public natural resource benefits of this project. Refer to the technical narrative to avoid duplication. The degree to which the proposed project provides the eight public benefits criteria below will be used to rank the project. Text should not exceed two single-spaced pages.

1. Describe how the project repairs, reclaims, or mitigates environmental damage to natural resources from mineral development.
2. Describe how the project develops and ensures the quality of natural resources.
3. Explain how the project conserves natural resources.
4. Discuss how the project protects the public health, safety, and welfare of Montanans and the environment.
5. Describe how Montanans will directly benefit from the project.
6. Describe how Montanans will indirectly benefit from the project.
7. Explain if jobs are created by the project for people who need job training, receive public assistance, or are chronically unemployed.
8. Discuss if the project benefits are certain and long term.

## **STEP 7 - NEED AND URGENCY RANKING CRITERIA**

**(up to 50 points)**

Provide a short narrative highlighting the need and urgency for the project. This information should be used to supplement and highlight the information provided in Step 3, Technical Description. Need and urgency points are awarded based on the criteria listed below. Please address these five criteria in your need and urgency narrative.

1. Describe the project need, who is affected, and how they are affected.
2. Explain the immediacy of the need or problem, including the cause and how long it has existed.
3. Describe the impact of a “no action” alternative.
4. Explain the severity of the problem or need, and the extent of the area involved.
5. Discuss the number and type of natural resources affected.

Please submit copies of all supporting documents. This could include court orders; administrative orders from government agencies such as the U. S. Environmental Protection Agency; letters of support from federal, state, and local officials, interest groups, or affected parties; and other reports or documents that support the need for the project. Narrative should not exceed two single-spaced pages.

## **STEP 8 - PROJECT MANAGEMENT AND ORGANIZATION CAPABILITY RANKING CRITERIA**

**(up to 20 points)**

Provide a short narrative highlighting the project management and organization capability. Project management and organization capability points are awarded based on the criteria listed below. Please address these criteria in the narrative. Text should not exceed two single-spaced pages.

1. The degree to which the applicant shows ability to implement the project. Describe the administrative structure, lines of authority, policy-making bodies, and other procedures for coordinating the project. List the title of each staff member, describe staff roles and responsibilities, and specify the amount of time and level of effort (full-time or part-time) of each project staff member. Describe the use of consultants and volunteers. State which staff will be employees of the applicant and which will be contracted personnel. Identify who will be responsible for project reporting.
2. List the skills, qualifications, and experience of the project manager, key personnel, sponsors, and contractors in the appropriate fields.
3. If applicable, address the applicant's past record of performance with RDGP projects or other similar projects.
4. Identify the procurement policy that will be used for acquiring services or supplies for the project.

## STEP 9 - ENVIRONMENTAL CHECKLISTS

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

Project Description \_\_\_\_\_

Person Preparing Checklist \_\_\_\_\_ Phone \_\_\_\_\_

Please attach short, written comments to the checklist if you want to explain why you chose “Major, Moderate, Minor, None, or Unknown.”

### POTENTIAL IMPACTS ON THE PHYSICAL ENVIRONMENT

(Check the appropriate column. State whether the impact is adverse or beneficial.)

	MAJOR	MODERATE	MINOR	NONE	UNKNOWN	COMMENTS
Topography						
Geology: Stability						
Soils: quality, quantity, distribution						
Water: quality, quantity, distribution						
Air: quality						
Terrestrial, avian, and aquatic: species and habitats						
Vegetation: quantity, quality, species						
Agriculture, grazing, crops, production						
Unique, endangered, fragile or limited environmental resources						
Demands on environmental resources of land, water, air, and energy						
Historical and archaeological sites						
Aesthetics						

## STEP 9 - ENVIRONMENTAL CHECKLISTS (cont.)

### POTENTIAL IMPACTS ON THE HUMAN ENVIRONMENT

(Check the appropriate column. State whether the impact is adverse or beneficial.)

	MAJOR	MODERATE	MINOR	NONE	UNKNOWN	COMMENTS
Social Structures & more						
Cultural uniqueness, diversity						
Population: quantity and distribution						
Housing: quantity and distribution						
Human health and safety						
Community and personal income						
Employment: quantity, and distribution						
Tax base: local and state						
Government services: demand on						
Industrial, commercial, and agricultural activities						
Recreation and wilderness						
Environmental plans and goals, local and regional						
Demands for energy						
Transportation networks and traffic flows						

List all groups or agencies contacted and the contact person's phone number.

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## STEP 11 - CRUCIAL STATE NEED DOCUMENTATION

**If your project repairs, reclaims, or mitigates environmental damage to public resources from mining or hazardous materials, do not fill out this section.**

Applicants that identify their project as eligible for funding under the “crucial state need” category (See Step 1) must **submit supporting documentation** that includes **analysis and opinion by a knowledgeable and authoritative source, preferably a state agency**. The applicant must document circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to natural resources or to capture extraordinary public benefits that would otherwise be lost. Please attach the documentation to this application. DNRC will determine which projects best fulfill these crucial state need requirements. Please address the items listed below.

1. Does the project prevent a potential threat to public health or safety?
2. Address the validity of the problem or need.
3. What would be the consequences of no action or delayed action?
4. How severe is the problem or need?
5. Identify the number of people affected by the problem.
6. Provide evidence of agency and public support for the project.
7. Explain how the project’s stated goals and objectives will meet the need.

## **STEP 12 - APPLICATION COMPLETION CHECKLIST**

Refer to the specific section and subsections for information or forms required. **FAILURE TO PROVIDE ALL INFORMATION REQUESTED MAY RESULT IN DISQUALIFICATION.** Complete this checklist to ensure that the submitted application is complete.

- r Step 1 - Grant Application Summary
- r Step 2 - Project Abstract
- r Step 3 - Alternative Analysis
  - r Project Goals and Objectives
  - r Problem History
  - r Project Alternatives
  - r Cost/Benefit Analysis
  - r Additional Information
- r Step 4 - Scope of Work
  - r Goals and Objectives
  - r Tasks or Activities
  - r Project Schedule
  - r Monitoring Plan
  - r Equipment
- r Step 5 - Budget
  - r Budget Justification Narrative
  - r Budget Summary Form
- r Step 6 - Public Benefits (Narrative)
- r Step 7 - Need and Urgency (Narrative and Supporting Documents)
- r Step 8 - Project Management and Organization Capability (Narrative)
- r Step 9 - Environmental Checklists
- r Step 10 - Liable Party Determination (if applicable)
- r Step 11 - Crucial State Need Documentation (Narrative and Supporting Documents, if applicable)
- r Step 12 - Application Checklist for Completeness