

**2016**

*Applications Due  
May 15th, 2016*



# **Reclamation and Development Grants Program**

**Grant Application  
Guidelines and Forms**

Montana Department of Natural Resources and Conservation

# **RECLAMATION AND DEVELOPMENT GRANTS PROGRAM**

## **GRANT APPLICATION GUIDELINES 2016**

**REVISED DECEMBER 2015**

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



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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 Montana Department of Natural Resources and Conservation (DNRC) administers the program.

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 RDGP. 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 RDGP are (1) to repair, reclaim, and mitigate environmental damage to public resources from non-renewable resource extraction and (2) to 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).

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 no more than **\$300,000** for most projects. DNRC **may** recommend up to \$500,000 for a project if the applicant has clearly demonstrated the financial need and unavailability of other funds to complete the 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. 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. **A non-State matching contribution is required.** Projects that leverage funds 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 16, 2016**

**Applications will be accepted until 5:00 PM on Monday, May 16, 2016** (note: May 15 is a Sunday)

DNRC will review and rank the applications during summer 2016. The ranking and funding recommendations will be submitted to the Governor for approval in the fall. DNRC will prepare a report and submit it 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 basic eligibility and for completeness. In general, information submitted after the application due date will not be considered unless the information is specifically requested by DNRC. Applicants should 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 and are listed below in order of priority. 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.

| <u>Ranking Categories</u>           | <u>Points</u> |
|-------------------------------------|---------------|
| Natural Resources Benefits          | 200           |
| Need and Urgency                    | 120           |
| Appropriateness of Technical Design | 100           |
| Project Management/Organization     | 40            |
| Financial Feasibility               | <u>40</u>     |
| Total Maximum Points                | 500           |

## 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 will be negotiated 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.

The grant agreement will spell out project progress reporting requirements and will include both narrative and financial reports. 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

By close of business (5:00 PM) on May 16, applicants need to submit to DNRC:

- Two unbound hard copies** of the entire application (Steps 1 – 11) and supporting documents.
- A signed original authorizing statement
- A CD or other electronic storage device with the entire application in Word and copies of all supporting documents.

Send hard copy applications, the signed authorizing statement, and electronic copies to:

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

Also, by 5:00 PM on May 16, applicants must register for an account and enter the application on the State of Montana database called WebGrants at [www.fundingmt.org](http://www.fundingmt.org)

The electronic application submitted on Webgrants will have the following components:

- Project Summary Form and Abstract (Steps 1 and 2)
- Steps 1 – 11 of this application uploaded as a Word attachment
- Project location map, uploaded as an attachment
- Other attachments, such as letters of support, or other project documentation

DNRC can provide instructions for how to register for an account and for how to complete an online grant application. Please call Stephanie Hester at 406-444-6691 or Alicia Stickney at 406-444-0547 for questions or technical support.

Late applications will not be considered. Incomplete applications may be disqualified.

# 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 \_\_\_\_\_

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)

Estimated project start date: \_\_\_\_\_ Estimated project end date: \_\_\_\_\_

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

**Budget Summary**

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 Request</b>   | \$     |                       |
| <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>  |        | \$                    |

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 the financial need and unavailability of other funds to complete the project.

**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 environ-mental 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 narrative abstract that describes the project, its merits and its purpose. The abstract will be posted on the DNRC web site. The abstract will be edited to correct obvious errors in spelling and grammar. Provide accurate information that will best show the merits of your project.

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

1. Applicant name and name of project.
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**.

Evaluation of the technical design is based on:

- Clear explanation of the project goals and objectives
- Clear documentation demonstrating the problem or need
- The stated strategy for dealing with the identified need or problem
- The natural resource benefits and cost-effectiveness of the chosen project design compared with other alternatives
- The degree to which project results are sound, attainable, and effective

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 2018.
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 that relate 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. Document that the project will comply with statutory and regulatory standards.
- 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**

In order to be eligible for funding, the proposed project must be technically feasible and comply with statutory and regulatory standards protecting environmental quality. Describe in detail the work that needs to be done to complete a successful project. If the project receives RDGP funding, 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 schedule. The format of the project schedule may be 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 some 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. 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.
6. Statutory and Regulatory Standards – Explain how the project will meet statutory and regulatory standards.

Please Note:

**Water Rights - All successful applicants are required to follow state, federal and local laws and ordinances awarded a renewable resource grant.**

If you are developing a new water appropriation, i.e. water storage, water conservation, water salvage, or water reuse project, or changing an existing water right with the project, you are urged to contact your local DNRC Regional Office and have your technical and conceptual information reviewed. Indicate if you have contacted the DNRC regional office and attach a letter from the DNRC Regional Office that indicates if a permit, change authorization, or no action is required.

It is an applicant's responsibility to ensure any permit or authorization that may be required by law is obtained at the appropriate time, including before a project begins. Applicants should also be aware that projects involving disturbing the bed or banks of perennial streams may require a 310 permit. The local Conservation District may be able to assist you in determining if such a permit may be required.

Projects that are completed or initiated that are later determined to be contrary to state, federal or local laws or ordinances in whole or in part may not receive reimbursement and may subject the successful applicant to agency enforcement actions under §85-2-114, MCA or other enforcement authority depending on the source of the violation.

If you have questions regarding the water rights or a change in an existing water right for this project, contact your local DNRC Regional Office for assistance. Montana DNRC Water Rights headquarters can be reached at 406-444-6610 or [dnrc.mt.gov/divisions/water/water-rights](http://dnrc.mt.gov/divisions/water/water-rights)

If you have questions regarding 310 permitting requirements, contact your local conservation district with questions and be prepared to provide your conceptual and technical information to the district if your project is in proximity to a perennial stream bed or banks. Conservation district contact information is on the following website: [dnrc.mt.gov/divisions/cardd/conservation-districts](http://dnrc.mt.gov/divisions/cardd/conservation-districts).

**Activities in Sage Grouse Habitat** - Activities that occur in *designated* sage grouse habitat are subject to Executive Order 12-2015. Consult with the Sage Grouse Habitat Conservation Program prior to submitting a grant application. See program webpage at <http://dnrc.mt.gov/divisions/cardd/sage-grouse> for more information.

## STEP 5 – BUDGET

Prepare a proposed project budget that identifies all major project costs and a describes the sources and uses of all funds. The costs 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** are the costs of implementing a project, including the cost of local government personnel involved with project management. Appropriate costs may be personnel, contracted assistance to help administer the project, or 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 are awarded based on the criteria listed below. Keep these criteria in mind when completing the following budget information.

1. Reasonableness, clarity, and completeness of the project budget
2. Degree of non-state matching contributions
3. Magnitude of the applicant's contributions
4. Demonstrate that adequate funds will be available to complete the project.

### 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 and Other Outside Funding Sources – Identify all non-RDGP funding sources, and describe the status of those funding commitments. Include any information that would help DNRC assess your financial commitment to project completion.

- List any other State or Federal reclamation programs or any other program or act that may provide funds for the project and reasonable expectations for receiving the funds.
- 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.
- List 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.
- Documentation must be provided that other project funds are secure before the project is contracted.

List only the matching funds that **will be** available if RDGP grant funds are awarded. If 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 how 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 percent of time each employee will work and the overall cost to the project. 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 are 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 items leased or purchased by the applicant for use on the project. 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 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: 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 match.

### 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.

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 the financial need and unavailability of other funds to complete the project.

## **STEP 6 - PUBLIC NATURAL RESOURCE BENEFITS**

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 below will be used to rank the project.

1. Describe how the project repairs, reclaims, or mitigates environmental damage to natural resources from mineral development.
2. Describe how the project ensures the quality of natural resources.
3. Explain how the project will conserve natural resources.
4. Discuss how the project protects the public health or 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**

Describe 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.

1. Describe the project need, who is affected, and how they are affected by the problem.
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 or electronic links to 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.

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

Describe the project management and organization capability. Project management and organization capability points are awarded based on the criteria listed below.

1. Show your ability to implement the project. Describe how you will coordinate the project. List the title of each staff member and describe their roles and responsibilities for the project. Describe the use of consultants and volunteers. 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.**

If you believe your project is eligible for funding under the “crucial State need” category (See Step 1) you must submit **supporting documentation**. Supporting documentation must include:

- Analysis and opinion by a knowledgeable and authoritative source, preferably a State agency that your project is a crucial State need.
- Documentation of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to natural resources or
- Documentation of how the project captures 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.



# Montana Department of Natural Resources and Conservation



1625 ELEVENTH AVENUE  
PO BOX 201601  
HELENA, MONTANA 59620-1601

[www.dnrc.mt.gov/cardd](http://www.dnrc.mt.gov/cardd)



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