



CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Renewable Resource Grant Program - RRG

Use this Worksheet as a Guide

Proposals must be submitted online in Submittable. This document depicts the application and is intended as a worksheet. DNRC recommends applicants use this worksheet to compose their proposal and collect supporting documentation in advance of submitting a proposal online.



RRG PLANNING GRANT APPLICATION WORKSHEET

The pages that follow show the grant application form as it will appear in Submittable

DNRC will primarily communicate with grant applicants through Submittable, DNRC's grant management platform. The grant applicant **MUST** hold the primary Submittable account to enable direct communication with DNRC. The applicant can then add "Collaborators" to an application to view and edit the application form.

- Help with adding "[Collaborators](#)" in Submittable

Renewable Resource Planning Grants Overview

This program provides financial assistance to governmental entities for planning efforts for projects that will conserve, manage, develop, or protect Montana's renewable resources.

Key Points

- Eligible Applicants: Local governments (any division of state government, tribal government, or other county, city, or local political subdivision).
- Eligible Project Types: Development of Preliminary Engineering Reports (PER), technical narratives, Capital Improvement Plans or Growth Plans, watershed restoration plans, watershed restoration project plans, or other resource-related plans or studies.
- Match: No match required but projects must be financially feasible.
- For more information see the [Renewable Resource Planning Grant Program Guidance](#)



Grant Application Title (required)

Use the entity name and project type for the project title. You must include the type of planning document in your title (PER, Study, CIP, Technical Narrative).

- Example: Blue Cloud Water and Sewer District Water System PER or Lewis and Clark County Septic System Groundwater Impact Study.

Eligible Applicants

Eligible applicants include any division of state government, tribal government, or other county, city, or local political subdivision [MCA 85-1-605](#). These governmental entities may include:

- Cities, towns, counties, water and/or sewer districts, conservation districts, irrigation districts, school districts and universities, regional water authority, state agencies, and tribal governments
- Private or non-profit entities are INELIGIBLE for funding but may partner with a local government to apply. Restrictions apply. See DNRC's Guidance for Partner or Sponsored Grants.

Government Entity Name: (required)

Local Government ([MCA 85-1-605](#)) applying for the DNRC grant. Local governments must be registered with MT Secretary of State. <https://sosmt.gov/>

- For a county, use the full county name: Lewis and Clark County.
- For cities and towns, use Fort Benton, or Great Falls. **DO NOT use Town of ... or City of...**
- For other local government entities, use the FULL legally registered name of the entity, for example, Elliston Elementary School District, Valley County Conservation District, Greenfields Irrigation District, Billings Bench Water Users Association, Dry-Redwater Regional Water Authority.

System Name: (required)

Example: Blue Cloud WSD Wastewater System, Swan Valley Irrigation District, Smith Creek Watershed

Local Government Type: (required)

- City
- Town
- County
- Tribal Government
- Conservation District
- Irrigation District
- School District or University
- Regional Water Authority
- State Agency
- Water and/or Sewer District

Select the local government type that is the best fit for the entity. Eligible applicants include any division of state government, tribal government, or other county, city, or local political subdivision [MCA 85-1-605](#).

County Name: (required)

The county where planning activities will primarily occur.

Project Contact Information

Identify individuals working on this project.

Authorized Representative Name

First Name (required)

Last Name (required)

Person authorized to enter into a grant agreement with DNRC. Example: Mayor, Commission Chair, Board Chair, other elected official, etc.

Authorized Representative Title (required)

Authorized Representative Address (required)

Country (required)

Address (required)

Address Line 2

City (required)

State, Province, or Region (required)

Zip or Postal Code (required)

Authorized Representative Email (required)

Authorized Representative Phone (required)

Primary Staff Contact Information (Person from Applicant Entity) (required)

The primary staff contact is the person who works for the applicant entity and will act as our main point of contact for grant and project management. Include: First Name, Last name, Title, phone number, and email address.

Engineer, Technical, or Professional Consultant Contact Information

The person contracted or employed with the public entity to consult on project technical components. Include: First Name, Last name, Title, phone number, and email address.

Engineer, Technical or Professional Consultant Company Name

Please provide the name of the engineering firm or consultant firm name.

Planning Project

Select the Planning Project Category: (required)

- Infrastructure (Water, Wastewater, and Stormwater)
- Irrigation
- Watershed
- Other

Select the appropriate planning document and associated grant limit for your planning effort. (required)

- Preliminary Engineering Report - \$40,000
- Technical Narrative - \$30,000
- PER or Technical Narrative Update - \$15,000
- Capital Improvement Plans and Growth Plans - \$15,000
- Studies or Assessments - \$15,000
- Watershed Restoration Plan - \$40,000
- Watershed Restoration Project Plans - \$30,000

For some planning documents there are specific requirements that must be followed. See the Renewable Resource Planning Grant Program Guidelines for information on these requirements:

https://dnrc.mt.gov/_docs/conservation/RD-Bureau/RRGL/RPG/RRG_RPG_Guidance_27-Bien.pdf

BRANCH: If selected “Preliminary Engineering Report - \$40,000” (required)

I understand by selecting the “Preliminary Engineering Report” planning document type and grant limit that if my application is awarded, the PER produced will meet the standard as described in the Uniform Application for Montana Public Facilities Projects.

https://dnrc.mt.gov/_docs/conservation/WASACT/Uniform-Application-Public-Facility-Projects.pdf

BRANCH: If selected “Technical Narrative \$30,000” (required)

I understand by selecting the “Technical Narrative” planning document type and grant limit that if my application is awarded, the Technical Narrative produced will meet the requirements of the RRG Project Grant Application. https://dnrc.mt.gov/_docs/conservation/RD-Bureau/RRGL/RPG/RRG_RPG_Guidance_27-Bien.pdf

BRANCH: If selected “Capital Improvements or Growth Plans - \$15,000” (required)

I understand by selecting the “Capital Improvements or Growth Plans” planning document type and grant limit that if my application is awarded, the plan must follow the manuals provided by the Department of Commerce. I also acknowledge that RRG Planning Grant funds can only reimburse costs on the CIP or Growth Plan that are associated with certain efforts that have both a renewable resource and public benefit.

<https://commerce.mt.gov/Infrastructure-Planning/Programs-and-Services/Community-Technical-Assistance/Presentations-Publications-and-Model-Documents>

BRANCH: If selected “Watershed Restoration Plan - \$40,000” (required)

I understand by selecting the “Watershed Restoration Plan” planning document type and grant limit that if my application is awarded, the watershed restoration plan produced must meet the standard as described by DEQ’s Nonpoint Source Management Program. <https://deq.mt.gov/water/Programs/nonpoint> (Watershed Restoration Plans > Planning Tools and Guidance)

BRANCH: If selected “Watershed Restoration Project Plan - \$30,000” (required)

I understand by selecting the “Watershed Restoration Plan” planning document type and grant limit that if my application is awarded, the watershed restoration plan produced must meet the standard as described by DEQ’s Nonpoint Source Management Program. <https://deq.mt.gov/water/Programs/nonpoint> (Watershed Restoration Plans > Planning Tools and Guidance)

Describe the system (drinking water, wastewater, stormwater, irrigation, etc.) and the actions that have led to this planning effort. (required)

To help illustrate the context of the planning effort and overall scope of the project within the larger system, please include system component information such as the source, treatment, distribution, collection storage, distribution, stream reach, irrigation diversion, irrigation pumps, irrigation conveyance, etc.

Example: The City of Missoula Stormwater Utility was established in 2016. The system consists of a network of collection lines and various levees located throughout the town. A Facility Plan for the Missoula Stormwater Utility was completed in 2018 and it addressed the immediate needs for the utility, including operations guidance, levee guidance, and a 5-year Capital Improvements Plan. One of the recommended capital projects was a comprehensive plan.

Word Limit: 150 words

Describe the need/problem and goals of the planning effort. (required)

Example: The proposed Comprehensive Watershed-Based Stormwater Facility Plan is an in-depth analysis of Missoula's stormwater system that will provide a data-driven approach for planning and prioritizing projects. This plan would include system-wide condition assessments; surveying and GIS database updates; flow measurements; basin delineations and definitions of basin characteristics; system-wide modeling of the stormwater infrastructure; assessment of design standards; and analysis of alternatives for water quality projects, green infrastructure, and MS4 Permit compliance. A watershed-based model of the entire city would provide a tool for the prioritization and design of future projects, to help us meet or exceed water quality regulations.

Word Limit: 150 words

Clearly identify the deliverable or planning document to be developed. (required)

Example: Grant funds will be used to complete a draft and final Capital Improvements Plan update for the City of Missoula Comprehensive Watershed-Based Stormwater Facility Plan.

Word Limit: 100 words

The planning document will clearly identify impacts and estimate benefits to the following renewable resources ... (select all that apply). (required)

- Surface Water
- Groundwater
- Energy Usage including Renewable Energy
- Soil or Wetlands
- Fish and Aquatic Habitat
- Wildlife Habitat
- Rangeland or Cropland
- Forests

Select all that apply.

For each renewable resource selected above, the applicant will be required to provide a short statement to quantify how the planning effort will address impacts and estimate potential benefits to EACH renewable resource.

- Conservation – The promotion of efficient and/or sustainable use of a renewable resource.
- Development – A new beneficial and sustainable use of a renewable resource.
- Management – Activities that improve governing entities' ability to control and administer a renewable resource.
- Preservation – The protection of a renewable resource from pollution, destruction, or neglect.

BRANCH: If selected “surface water” – Answer how will the planning document address impacts and benefits to surface water? Please provide a short description of the impact and identify the affected waterbody. (required)

Example: Planning grant will address the potential contamination of the nearby XYZ creek from leaking sewage from the collection system.

Word Limit: 150 words

BRANCH: If selected “ground water” – Answer How will the planning document address impacts and benefits to groundwater? (required)

Example: Planning grant will address the likely impact to shallow aquifer from leaking sewage from the collection system.

Word Limit: 150 words

BRANCH: If selected “Energy Usage including Renewable Energy” – Answer how will the planning document address impacts and benefits to energy consumption or renewable energy? (required)

Example: By identifying and reducing leaking water distribution mains, project activities will conserve energy by reducing pumping and treatment by X%.

Word Limit: 150 words

BRANCH: If selected “soils or wetlands” – Answer how will the planning document address impacts and benefits to soil or wetlands? (required)

Example: Stream restoration efforts will look to restore the natural function will re-connect historic wetlands and floodplain to seasonably high water and increase the function of those wetland and floodplains.

Word Limit: 150 words

BRANCH: If selected “fish and aquatic habitat” – Answer how will the planning document address impacts and benefits to fish and aquatic habitat? (required)

Example: Planning grant will address the likely impact to fish and aquatic habitat from septic contamination in shallow groundwater with impacts to surface water.

Word Limit: 150 words

BRANCH: If selected “wildlife habitat” – Answer how will the planning document address impacts and benefits to wildlife habitat? (required)

Example: Planning grant will address the degraded wildlife habitat from non-system roads and restoration plans will include plans to restore degraded sites with native grasses, shrubs and trees which will develop additional acres of wildlife habitat in and near the stream corridor.

Word Limit: 150 words

BRANCH: If selected “rangeland or cropland” – Answer how will the planning document address impacts and benefits to crop or rangelands? (required)

Example: Planning grant will address the needed upgrade to the headgate will allow the Irrigation District to better manage irrigation flows during high water and develop additional acres of irrigated cropland.

Word Limit: 150 words

BRANCH: If selected “forests” – Answer how will the planning document address impacts and benefits to forests? (required)

Example: Watershed restoration projects in the XYZ watershed will help control and manage runoff during a post-wildfire event.

Word Limit: 150 words

Public Benefits

To be eligible for Renewable Resource Grants, the planning grant must reasonably lead to a project with measurable public benefits.

How will the planning document evaluate and address public benefits? (required)

Public benefits include:

- Economic benefits;
- Resource-based recreation; and/or
- Public Health & Safety.

Public benefits are those that extend beyond the applicant.

Environmental Impacts

Does the proposed planning effort include any ground-breaking activities, work within a water body or other construction related activities? (required)

Yes
No
Unsure

Include only the activities for this planning grant application.

Example: excavating test pits or drilling test wells.

BRANCH: If selected “yes or unsure” – please upload an Environmental Checklist? (required)

Choose File

Please download the [Simplified Environmental Checklist](#), complete all sections and upload.

If a project is determined to have adverse environmental impacts that cannot be mitigated and do not preserve the state's renewable resources per 85-1-601, MCA, it is ineligible for a grant.

Violations or Compliance Orders

Does the applicant have a history of violations or a compliance order(s) that will be addressed with this planning effort? (required)

Yes
No

If yes, please describe the order or issue below.

DNRC will give a ranking preference to planning grant applications that address violations or compliance orders.

BRANCH: If “yes” please provide a short description of the violation or compliance order (required)

BRANCH: If "yes" please upload a copy of the Administrative Order or Compliance Issues if applicable. (required)

Budget Information

RRG Planning Grant Request Amount (required)

Please enter the amount requested for your planning grant for this application.

Grant Limits

- Preliminary Engineering Report \$40,000
- Technical Narrative \$30,000
- PER or Technical Narrative Update \$15,000
- Capital Improvement Plans or Growth Plans - \$15,000
- Studies, Assessments, Etc. \$15,000
- Watershed Restoration Plan \$40,000
- Watershed Restoration Project Plan \$30,000

Total Match Amount

Match funding is not required to be eligible for RRG planning grant funds. However, DNRC will give ranking preference to planning grant applications that have committed match. Please provide the total match amount (in-kind or cash) for this application. Please note that if you provide a figure here, you must upload a funding commitment letter.

Total Project Budget (required)

Please enter your total project budget including the RRG planning grant amount and the match funding amount.

Uniform Budget Upload (required)

Please use this version of the Uniform budget for your upload: https://dnrc.mt.gov/_docs/conservation/RD-Bureau/RRGL/Uniform_Budget_and_StatusofFunds_Tracker-1.xlsx

If the uniform budget includes "Committed Match" please upload funding commitment letters below.

Committed Funds – Upload Letter(s) of Commitment (optional)

If the provided uniform budget includes any other funding aside from the applied for RRG Planning Grant, please upload funding commitment letters. Please follow the funding commitment guidance for more information and note that **only letters fitting the guidance document** will be accounted for committed match. Invoices, application confirmation emails, etc. will not count toward your match score.

Funding Commitment Guidance: https://dnrc.mt.gov/_docs/conservation/RD-Bureau/Bureau-Guidance/04_RDB_Funding-Commitment.pdf

Upload Cost Estimate or Budget Justification (optional)

If available, please upload a copy of the cost estimate or budget justification. This document should provide clarification for budget figures and verify the budget submitted above.

Implementation Plan and Schedule Information

DNRC will give a ranking preference to planning grants that can be completed within one year from the date of the award.

Planning Document Development Start Date (required)

Please enter the date at which you estimate you will begin developing your applied for planning document.

Draft Planning Document Prepared (required)

Please enter the date at which you estimate your draft planning document will be prepared.

Planning Document Completion Date (required)

Please enter the date at which you estimate your planning document will be reviewed and accepted by the local government applicant and ultimately completed.

Planning Grant Closeout Date (required)

Please enter the date at which you estimate you will close out your RRG Planning Grant if awarded.

Procurement Information

The applicant should consider how they will procure contracted technical services for their planning effort. Grant recipients are responsible for ensuring any procurement using DNRC grant funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Montana Procurement Act (Title 18, Chapter 4) and local procurement laws, rules, or policy. Grant recipients are responsible for determining the most appropriate instrument of procurement.

Has your local government procured an engineering firm to assist you with this planning effort?**(required)**

Yes

No/Other

BRANCH: If selected “Yes” – describe the local government’s process in procuring the firm (required)

Can you reference a law, rule, bylaw, or policy that governs the local government entity's procurement? If appropriate, provide a link to the document. See the DNRC's Procurement Guidance and Procurement Plan document for more information. https://dnrc.mt.gov/_docs/conservation/RD-Bureau/Bureau-Guidance/06_RDB_Procurement-Plan.pdf

BRANCH: If selected "Yes" -- Please upload a copy of your procured engineering firm's master services agreement and/or task order. (required)

Choose File

BRANCH: If selected "No/Other" – Please describe the local government's procurement process. (required)

Can you reference a law, rule, bylaw, or policy that governs the local government entity's procurement? If appropriate, provide a link to the document. See the DNRC's [Procurement Guidance and Procurement Plan](#) document for more information.

BRANCH: If selected "No/Other" – Please describe the local government's plan and schedule to procure the services needed to for the applied for planning effort. (required)

A procurement plan provides free and open competition, transparency in transactions, comparability, and documentation of all procurement activities to demonstrate compliance with the Montana Procurement Act and local procurement laws, regulations and policies. The procurement plan should cite the steps a grant recipient will undergo to ensure that prior to requesting reimbursement, all project expenditures are eligible.

BRANCH: If selected "No/Other" – Upload Relevant Procurement Documents (optional):

Choose File

Applicants may upload any other relevant documents regarding their procurement for this planning grant application.

Other Relevant Documents (optional):

Choose File

Applicants may upload any other relevant documents to this application that provide context for or reference the need for the current planning grant application.

- I have read and understand the requirements of the RRG Planning Grant Guidelines. DNRC requires the applicant enter into an executed grant agreement before eligible expenses can be reimbursed. (required)

- I understand DNRC does not require regular progress reports for Planning Grants. The final, approved planning document serves as the grant's Final Report. (required)

I understand the Planning Grant recipient may request reimbursement up to twice during the grant period, based on milestones. First, the recipient may request up to 50% reimbursement of the grant award amount when it submits a draft planning document to DNRC. Second, the recipient may request full reimbursement, or reimbursement for the balance of the grant award amount, when it submits a final, approved planning document to DNRC. (required)

I have signed and submitted the Authorizing Statement. (required)

Your application will not be accepted without this document. Download the Authorizing Statement and attach to this application.

[DNRC Authorizing Statement Link](#)

Authorizing Statement Attachment (required)

Choose File

Upload Authorizing Statement signed by the Authorized Representative.

BEFORE YOU SUBMIT!

Please Note:

- The verification of receipt will only go to the email address associated with the person that registered for the Submittable account.
- Once you have completed your application, please click “Save” and “Submit”.
- Can’t Submit? Go back and look for missing information in the required fields “*”.
- No confirmation email? Please log in to your Submittable Account and verify the email address on the account and check your junk mail folder.

Save Draft

Submit Form

Proposals must be submitted online through Submittable, DNRC's grant management platform: <https://grants.dnrc.mt.gov>