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.

- For help with adding "collaborators" in Submittable, visit: https://dnrc.mt.gov/_docs/conservation/CARDD-Training/Submittable-Help-for-Applicants-and-Recipients.pdf

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.
- Please read the Renewable Resource Planning Grant Program Guidance before applying.

Preliminary Information & Eligible Applicants

Planning 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 NOT ELIGIBLE for funding but may partner with a local government to apply. Restrictions apply. See DNRC's Guidance for Sponsored Grants: https://dnrc.mt.gov/_docs/conservation/RD-Bureau/Bureau-Guidance/RDB_Partner-Grants.pdf

Government Entity Name: (required)

Local Governments (MCA 85-1-605) applying for the DNRC grant 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.

Is the government entity partnering with or sponsoring another organization on this grant application? (required)

- ☐ Yes*
- ☐ No

Common partner or sponsored entities include ditch companies, water users associations, etc. For more information see DNRC Guidance for Partner or Sponsored Grants: https://dnrc.mt.gov/_docs/conservation/RD-Bureau/Bureau-Guidance/RDB_Partner-Grants.pdf

BRANCH: If selected "Yes" – Please enter the name of sponsored/partner entity. (required)

Write out the full name. Do not use abbreviations or acronyms.
Example: Awesome Ditch Company

System Name: (required)

The system the planning effort will benefit.
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
- [ ] Other Special 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.

Geographic Spread Considerations

Is your local government submitting more than one planning grant application this cycle? If yes, list all applications in order of priority with a short statement justifying the priority.

This question is **required** for applicants who are submitting more than one application this cycle. If you are not submitting more than one application this cycle, do not answer this question or enter N/A.
Example (submitting more than one application this cycle):
1. ABC Town Wastewater Preliminary Engineering Report (Most important). Recent DEQ violations and sewer line breaks indicate an urgent need for wastewater system assessment and improvements project.
2. ABC Town Groundwater Monitoring Assessment. This is a second priority to look at alternative drinking water sources for the potential community growth.
3. ABC Town Capital Improvements Plan. This is a third priority as the existing capital improvement plan is outdated considering the growth and expansion of the population in the last 10 years.

Does your local government have an open planning grant with DNRC? If yes, briefly explain how your local government will manage multiple planning projects at the same time.

If the answer is no, please state that. If yes, include the grant agreement and title and the explanation.
If your active DNRC planning grant is for the same effort that you are applying for now, you will not be considered in this grant application cycle.
Example: Yes. ABC Town Water System Preliminary Engineering Report (RPG-24-1234)
The Water System PER will be completed by September 2026. The new planning grant will fund a planning effort that will start in October of 2026.

Geographic Spread – Ranking Consideration

DNRC allows only one grant per planning effort. An applicant may submit more than one application per cycle for clearly distinct planning efforts. However, DNRC must consider geographic balance in the

promotion of renewable resource grant funds. Due to this, DNRC may only award one planning grant per applicant per cycle.
To achieve adequate geographic spread, applicants who submit more than one planning grant application will be asked to prioritize their applications, and applicants who were awarded grant funding in a previous cycle within the same biennium, may not receive funding for their current application. DNRC recommends that applicants submit one priority application per cycle.

Project Contact Information

Identify individuals working on this project.

Authorized Representative Name

First Name (required)

Last Name (required)

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

Authorized Representative Title (required)

DNRC requires that the certification form be signed by an authorized representative of the local government entity (**for example, a mayor, county commissioner, board chair, district supervisor, etc.**). These forms **CANNOT** be signed by a different representative (for example the City Manager or Town Clerk), even if that representative has signing authority within the local government. This is because DNRC has no way of knowing who has signing authority within the local government entity. Additionally, DNRC needs to be confident that the authorized signatory can enter into a grant agreement in the future should the application be successful. Please include the title of the authorized representative on all signature forms.
Failure to meet this requirement will result in delays for review and approval of your grant application.

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 Name (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 Effort Type

Select the Planning Project Category: (required)

- [ ] Infrastructure (Water, Wastewater, and Stormwater)
- [ ] Irrigation/Resource Services
- [ ] Watershed
- [ ] Other

Select the appropriate document type for your planning effort. (required)

- [ ] Preliminary Engineering Report*
- [ ] Technical Narrative*
- [ ] Watershed Restoration Plan*

- [ ] Watershed Restoration Project Plan*
- [ ] PER or Technical Narrative Update*
- [ ] Capital Improvement Plans or Growth Plans*
- [ ] Design Only*
- [ ] Other*

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": (required)

- [ ] Preliminary Engineering Report Requirements Confirmation
  I understand by selecting the "Preliminary Engineering Report" planning document type that if awarded funds, the PER produced will assess the entire system, not just a component of the system, and it 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.

If your planning effort is not for the assessment of the entire system (wastewater, drinking water, stormwater, or irrigation system) you are NOT eligible to apply for this category. Please consider the Technical Narrative Planning grant category for planning efforts that are focused on a specific component of a system and see Appendix B of the RRG Planning Grant Program Guidance for more information: https://dnrc.mt.gov/_docs/conservation/RD-Bureau/RRGL/RPG/RRG_RPG_Guidance_27-Bien.pdf

BRANCH: If selected "Technical Narrative": (required)

- [ ] Technical Narrative Requirements Confirmation
  I understand that a technical narrative is defined as a planning document for a component of a larger system. If awarded funds, the technical narrative produced will follow the same PER outline and headings (https://dnrc.mt.gov/_docs/conservation/WASACT/Uniform-Application-Public-Facility-Projects.pdf.), but the content will be intentionally limited to the defined component.

Review the RRG Planning Grant Program Guidance Appendix B, for more distinction in this planning grant category:
https://dnrc.mt.gov/_docs/conservation/RD-Bureau/RRGL/RPG/RRG_RPG_Guidance_27-Bien.pdf

BRANCH: If selected "Technical Narrative" - Please upload a copy of the Preliminary Engineering Report, or equivalent planning document that identifies this component of the system as a project.

Choose File

Applicants who have not had a PER or equivalent planning document completed that outlines this specific system component as a project, their application may lose points in the ranking and scoring stage.

BRANCH: If selected "Watershed Restoration Plan": (required)

- [ ] Watershed Restoration Plan Requirements Confirmation
  I understand by selecting the "Watershed Restoration Plan" planning document type that if awarded funds, 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": (required)

☐ Watershed Restoration Project Plan Requirements Confirmation

I understand by selecting the "Watershed Restoration Plan" planning document type that if awarded funds, 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 "PER or Technical Narrative Update" – Please upload a copy of the document you are looking to update. (required)

Choose File

BRANCH: If selected "Capital Improvement Plans or Growth Plans": (required)

☐ Capital Improvement or Growth Plan Requirements Confirmation

I understand by selecting the "Capital Improvements or Growth Plans" planning document type that if awarded funds, 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 "Design-only" – Please upload the preliminary engineering report or equivalent planning document that outlines the proposed project. (required)

Choose File

BRANCH: If selected "Asset Inventory/Asset Management Plan": (required)

☐ Asset Inventory/Asset Management Plan Requirements Confirmation

I understand by selecting the "Asset Inventory/Asset Management Plan" planning document type that if awarded funds, the document/plan should follow the guidance and best practices of MT DEQ Capacity Development https://deq.mt.gov/water/Programs/dw-capacity

BRANCH: If selected "Other" – Please upload the detailed outline for the identified planning effort:

Choose File

See Appendix C of the RRG Planning Grant Program Guidance for more information on this requirement:
https://dnrc.mt.gov/_docs/conservation/RD-Bureau/RRGL/RPG/RRG_RPG_Guidance_27-Bien.pdf

Planning Effort/Project Description

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

Example: The City of Clearwater operates a municipal wastewater collection and treatment system serving about 1,800 residents and several small commercial users. The system includes roughly 12 miles of gravity sewer mains, three lift stations, and a lagoon treatment facility built in the early 1980s that discharges to Willow Creek under an MPDES permit.
Over the last decade, the City has experienced high inflow and infiltration during runoff events, surcharging manholes in older neighborhoods, and near-capacity lagoon conditions in wet years. Recent MPDES permit renewals lowered nutrient limits, and the City has received warning letters from DEQ for cold-weather ammonia and nitrogen exceedances. A 2022 engineering evaluation recommended preparing a full Preliminary Engineering Report to evaluate collection system rehabilitation, I/I reduction, and lagoon upgrade alternatives. The City Council has since identified wastewater improvements as a top capital priority, leading to this planning grant request.
Word Limit: 150 words

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

Example: The City of Clearwater needs to address aging wastewater infrastructure and new regulatory requirements that are straining the system and risking water quality in Willow Creek. During spring runoff, high inflow and infiltration cause surcharged manholes, occasional basement backups, and elevated pumping and treatment costs. The 1980s lagoon system operates near capacity in wet years and has difficulty consistently meeting tighter MPDES nutrient limits in cold weather.
This planning effort will prepare a Preliminary Engineering Report that: documents collection and treatment deficiencies; quantifies I/I and lagoon capacity; updates flow projections; and develops and compares alternatives for collection rehabilitation, I/I reduction, and treatment upgrades. The PER will identify a preferred, cost-effective alternative that protects surface- and groundwater quality, improves system reliability and regulatory compliance, and provides the technical basis for future funding applications, including an RRG Project Grant.
Word Limit: 150 words

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

Example: Grant funds will be used to complete a Preliminary Engineering Report for the City of Clearwater's wastewater system.
Word Limit: 100 words

Renewable Resource Benefits

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

The planning document will clearly identify impacts and estimate benefits to the following renewable resources: (required)

- [ ] Surface Water*
- [ ] Groundwater*
- [ ] Soil Health and Conservation*
- [ ] Vegetation and Ecological Function*

☐ Energy Consumption*

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? How do you anticipate measuring this improvement? Please provide a short description of the impact and identify the affected waterbody. (required)

Describe the expected condition of surface water after the proposed project. Based on your assumptions, what will improve and how? Include a clear description of the renewable resource, link the planning deliverable to an eventual construction/implementation project. Provide any planning level metrics or references even if future work will refine them.

Example: During high inflow and infiltration (I/I) events, the City of Clearwater has documented recurring manhole surcharging and at least two minor sanitary sewer overflows in the last five years, based on operator logs, citizen complaint records, and DEQ incident reports. One 2021 spring storm produced an estimated 8,000 gallons of overflow from two downtown manholes to a storm drain that discharges to Willow Creek, which is already stressed by lagoon nutrient loads.
The PER will use these records, MPDES flow and effluent data, and any upstream/downstream sampling to establish a baseline for current overflow frequency, overflow volume, and nutrient/bacteria loads to Willow Creek. Alternatives for I/I reduction and treatment upgrades will then be evaluated by modeled reductions in (1) number of overflow events per year, (2) overflow volume, and (3) annual nutrient and bacteria loads, as well as increased compliance margin relative to MPDES permit limits.

Word Limit: 150 words

BRANCH: If selected "Groundwater" – Answer How will the planning document address impacts and benefits to groundwater? How do you anticipate measuring this improvement? (required)

Describe the expected condition of groundwater after the proposed project. Based on your assumptions, what will improve and how? Include a clear description of the renewable resource, link the planning deliverable to an eventual construction/implementation project. Provide any planning level metrics or references even if future work will refine them.

Example: For the City of Clearwater, high I/I and aging sewers increase the risk that untreated wastewater exfiltrates from cracked mains and manholes into shallow groundwater used by private wells along Willow Creek. City staff have documented chronic wet soils around two older sewer segments and elevated nitrate (8–9 mg/L) in a few nearby domestic wells, based on county health-department sampling, but have not yet confirmed the source.

The PER will: (1) compile existing well and soil-saturation records to establish a baseline of suspected groundwater impacts; (2) evaluate sewer condition, depth to groundwater, and soil permeability to identify high-risk segments; and (3) use standard engineering methods to estimate current and future exfiltration rates. Improvements will be measured by modeled reductions in exfiltration volume after pipe rehabilitation or replacement, and by establishing a monitoring plan (e.g., periodic groundwater or well sampling) to verify that contaminant concentrations stabilize or decline over time.
Word Limit: 150 words

BRANCH: If selected "Soil Health and Conservation" – Answer how will the planning document address impacts and benefits to soil health and conservation? How do you anticipate measuring this improvement? (required)

Describe the expected condition of the soil health or conservation after the proposed project. Based on your assumptions, what will improve and how? Include a clear description of the renewable resource, link the planning deliverable to an eventual construction/implementation project. Provide any planning level metrics or references even if future work will refine them.
Word Limit: 150 words

BRANCH: If selected "Vegetation and Ecological Function" – Answer how will the planning document address impacts and benefits to vegetation and ecological function? How do you anticipate measuring this improvement? (required)

Describe the expected condition of the vegetation or ecological function after the proposed project. Based on your assumptions, what will improve and how? Include a clear description of the renewable resource, link the planning deliverable to an eventual construction/implementation project. Provide any planning level metrics or references even if future work will refine them.
Word Limit: 150 words

BRANCH: If selected "Energy Consumption" – Answer how will the planning document address impacts and benefits to energy consumption? How do you anticipate measuring this improvement? (required)

Describe the expected condition of energy consumption after the proposed project. Based on your assumptions, what will improve and how? Include a clear description of the renewable resource, link the planning deliverable to an eventual construction/implementation project. Provide any planning level metrics or references even if future work will refine them.
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.

The planning document will measurably benefit: (required)

- [ ] Public Health and Safety*
- [ ] Local, Regional, or Statewide Economy*
- [ ] Recreational*

Select all that apply.

The application must provide clear, quantifiable, and verifiable metrics for each resource to be considered for scoring.

BRANCH: If selected "Public Health and Safety" – Answer how will the planning document address public health and safety benefits and how you anticipate measuring this improvement? (required)

Describe the expected public health and safety benefits after the proposed project. Based on your assumptions what will improve and how? Clearly describe the public benefits that will be improved with the eventual project, provide data and/or specific benefit examples.

Example: For the City of Clearwater, public health and safety risks include sewage backups into homes, manhole overflows in public streets, and potential exposure to inadequately treated effluent in Willow Creek. Over the last five years, the City has logged six basement backup complaints, two minor sanitary sewer overflows reported to DEQ, and several winter ammonia exceedances at the lagoon outfall.
The PER will evaluate alternatives that reduce backup and overflow risk, improve treatment reliability, and protect downstream users. Improvements will be measured by projected reductions in the number of backup and overflow events per year, decreased likelihood of permit violations, and increased safety margins between predicted effluent quality and MPDES limits, directly benefiting households, utility staff, and recreation users on Willow Creek.
Word Limit: 150 words

BRANCH: If selected "Local, Regional, or Statewide Economy" – Answer how will the planning document address local, regional, or statewide economy benefits and how you anticipate measuring this improvement? (required)

Describe the expected local, regional, or statewide economic benefits after the proposed project. Based on your assumptions what will improve and how? Clearly describe the public benefits that will be improved with the eventual project, provide data and/or specific benefit examples.

Example: For the City of Clearwater, the economic impacts of the current wastewater system are primarily local. Aging sewers and lagoon capacity constraints contribute to higher O&M costs, emergency call-outs, and the risk of costly basement damage and regulatory penalties. In the last five years, the City has spent an average of about $15,000 per year on emergency sewer repairs and overflow response, costs that are ultimately borne by ratepayers. By identifying a cost-effective rehabilitation and treatment upgrade plan, the PER will support a construction project that reduces emergency repairs, stabilizes wastewater rates, and provides reliable capacity for modest,

planned growth in housing and local businesses. Economic benefits will be measured by projected reductions in annual emergency O&M costs, avoidance of fine or penalty exposure, and the ability to serve new connections without major rate spikes, supporting a stable, affordable utility and local economic activity.
Word Limit: 150 words

BRANCH: If selected "Recreational" – Answer how will the planning document address recreational benefits and how you anticipate measuring this improvement? (required)

Describe the expected recreational benefits after the proposed project. Based on your assumptions what will improve and how? Clearly describe the public benefits that will be improved with the eventual project, provide data and/or specific benefit examples.
Word Limit: 150 words

Environmental Impacts

Does the proposed planning effort include any groundbreaking 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.

Will the planning effort address any Water Rights concerns or diversion of the point of use? (required)

- ☐ Yes*
- ☐ No
- ☐ Unsure*

BRANCH: If selected "yes or unsure" – Please describe the Water Rights or diversion of the point-of-use approach or concerns that this planning effort will address.

Violations, Compliance Orders, Impaired Water Bodies

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" – Administrative Order/Compliance Issue Upload. (required)

Choose File

Please upload a copy of the Administrative Order or compliance issue documentation.

Does the proposed project and planning effort indicate that it will measurably reduce pollutants (such as nitrogen or other nutrients) to one or more specific water bodies listed as impaired on Montana's 303(d) list, and contribute to progress toward meeting applicable TMDLs and water quality standards? (required)

- ☐ Yes*
- ☐ No

Check DEQ's latest Water Quality Integrated Report here: https://deq.mt.gov/water/resources
DNRC will give a ranking preference to planning grant applications that are addressing pollutants to impaired water bodies that are on Montana's 303(d) list.

BRANCH: If "yes" – Please identify the impaired waterbody and the source of the impairment. Indicate how this planning effort will specifically address the impairment (required)

Word Limit: 150 words

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
- Watershed Restoration Plan $40,000
- Watershed Restoration Project Plan $30,000
- PER or Technical Narrative Update $20,000
- Capital Improvement or Growth Plan $20,000
- Design Only $20,000
- Asset Inventory/Asset Management Plan $20,000

- Other $20,000.00

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

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)

Choose File

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)

Choose File

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)

Choose File

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 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

Example: The City of Clearwater follows the Montana Procurement Act (Title 18, Chapter 4, MCA) and the City's adopted Purchasing Policy (Ordinance 2015-03) for professional services. For engineering services over $50,000, the City uses a qualifications-based selection (QBS) process consistent with state law: issuing a public Request for Qualifications (RFQ), evaluating written proposals against published criteria, short-listing firms, and conducting interviews if needed before negotiating a contract with the highest-ranked firm. All RFQs are advertised in the local newspaper of record and on the City website for at least 14 days, and procurement files are maintained by the City Clerk. The City Council must approve the consultant selection and professional services agreement at a public meeting before notice to proceed is issued.

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. https://dnrc.mt.gov/_docs/conservation/RD-Bureau/Bureau-Guidance/06_RDB_Procurement-Plan.pdf

BRANCH: If selected "No/Other" – Please describe the local government's plan and schedule to procure the services needed for the planning effort in this application. (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. See the DNRC Procurement Guide and Procurement Plan for help completing this section.

Example: After award of the RRG Planning Grant, the City of Clearwater will initiate procurement for engineering services consistent with the Montana Procurement Act and the City Purchasing Policy. Because the PER contract is expected to be about $40,000, the City will use a limited solicitation: within 30 days of award, staff will develop a brief scope and request for qualifications and send it to at least three licensed engineering firms with relevant wastewater experience. Responses will be documented and evaluated using written criteria (experience with PERs, familiarity with small-community wastewater systems, capacity, and cost proposal). Within 60 days of award, the City will select the highest-ranked firm, negotiate a contract, and seek City Council approval at a public meeting. The fully executed agreement, evaluation materials, and solicitation documents will be retained in the grant file to demonstrate eligibility and proper procurement.

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.

Local Government Confirmation (Last Step)

☐ **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 Draft” and “Submit Form”.
- 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

NOTE ON SUBMITTING THIS FORM

- Only the local government account holder can see and click the “Apply” button
- Applications must be submitted through: https://grants.dnrc.mt.gov