

**Release date**: **March 1, 2023**

**Submission:**  **Submittable** at https://grants.dnrc.mt.gov

**Submission Deadline**: All submissions must be submitted on or before ***5:00 PM***, ***March 31, 2023***

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**Using Submittable:**

1. Go to <https://grants.dnrc.mt.gov/submit>
2. Under “Forestry Division – Grants” select “Local Government Forestry Assistance Grants”
3. Read through the information provided.
4. At the bottom of the screen select “Create an Account” or “Sign In” (if you already have a Submittable account.)
5. Copy and paste the answers from this worksheet into the Submittable application.
6. Submittable automatically saves a draft of your work.
7. When your application is complete, select “Submit” at the bottom of the application.

**Helpful Tips and Tricks for Submittable:**

* How to create an account - <https://submittable.help/en/articles/904856-how-can-i-submit>
* How to return to a saved draft - <https://submittable.help/en/articles/904868-how-can-i-return-to-a-saved-draft>
* How to send a message through Submittable to DNRC - <https://submittable.help/en/articles/2576225-how-can-i-communicate-with-an-organization-to-which-i-ve-made-a->

Local Government Forestry Assistance Grants (LGA) Worksheet

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| Overview | |
| Applications will be reviewed for the first round of funding. Applications will be evaluated on how well they meet the goals of the grant program. If funding remains after first-round selections, or if additional funding becomes available, DNRC may consider additional applications at that time.  ***Source of Funding:*** *Grant funding from the State of Montana General Fund is made available through the Montana Department of Natural Resources and Conservation Forestry Division (DNRC) as authorized by HB 510 passed in the 2015 Legislature. Grant funds will be distributed on a reimbursement basis.*  **Program Goals:** Provide financial support to help local governments engage in activities to accelerate the pace and scale of forest management to reduce wildland fire hazards, improve forest health, and enhance economic productivity on cross-boundary projects that include federal lands in Montana.  **Eligible Applicants:** Grant funding is available to Montana local governments. According to 7-11-1002, MCA, "Local government" means a city, town, county, or consolidated city-county government or any combination of these acting jointly. DNRC has identified collaborative groups with significant local government involvement as a combination of governments acting jointly and therefore eligible to apply.  **Grant Amount**: Grants awarded typically range from $3,000 to a maximum of $8,000**.** Award amounts may vary due to funding availability and the number and quality of applications received.  **Match:** Grants require a 10% match. Match can be in the form of cash contributions to project activities; county commissioners’ time or staff time, valued at actual cost, or volunteer time, valued at $26.48 per hour. Cash contributions are encouraged and will be used as an evaluation criterion during the application review.  **Activities should contribute to the Montana Forest Action Plan Goals (MFAP):** 1) Reduce wildfire risk 2) Improve Forest health 3) Improve or retain biodiversity and habitats 4) Develop or retain working forests 5) Contribute to local economies 6) Adapt to climate change Funds may be used to  **Allowable Activities:**  **High Priority for Funding:**  **1. Support local government engagement in cross-boundary management**  Funds may be used to:  **a)** Contribute to the funding for a county forester or support staff to increase county contributions to cross-boundary, federal forest management.  **b)** Provide travel stipends to help local governments with travel costs for meetings or workshops that facilitate project implementation or increase knowledge of federal land management policies and procedures. Approved travel expenses will be reimbursed at state rates and in accordance with state travel policy. Rates for lodging, per diem, and mileage are available at the following link: [Travel Information Summary Sheet](https://cmsadmin.mt.gov/entity/open.act?id=ae5054c30a1601d951207fb5b8bd7439&type=folder#:~:text=DNRC%3A%20/_docs/forestry/GrantsDocs/SubmittableRepository/AuthorizingStatementUCF.pdf)  **c)** Provide funding to hire qualified consultants and/or contracted services to assist local governments in collecting information, GIS services, reaching out to or educating private landowners regarding work in the Home Ignition Zone and cross-boundary treatments, or developing policies or communication materials to enhance use and management of natural resources in their jurisdictions. This may include participation in federal plans or projects, updates to community wildfire protection plans (CWPP), or natural resource use policies. Resulting products should help inform cross-boundary forest management, local government recommendations, promote better communication, and provide federal land management agencies with local guidance as they create new plans, projects, and policies. Developing these policies or materials will require local governments to consider long-term outlooks within their jurisdiction. Policies must be developed using sound science and in accordance with public policy in a public process.  **d**) Fund innovative proposals to help federal projects move forward more quickly.  **2. Provide post-decision support.** Funding may be used to support local government engagement in legal action associated with federal forest projects that are litigated. Funding may be used to pay attorney fees, provide experts in the field of natural resource litigation, or cover court costs. A small portion of the funds may go toward researching and vetting attorneys for hire.  **Low Priority for Funding:**  **3. Increase effective collaborative engagement.** Funds may be used to support a new or existing collaborative group or process in which county commissioners participate. Funding may be used for increasing participation or group diversity, facilitation, information collection or analysis, administrative services, subject matter experts, workshops, or public engagement activities associated with collaboration on federal forest management projects.  **Award and Disbursement:** Upon selection for funding, DNRC will proceed with developing grant award documents. Funds will become available for reimbursement after the grant agreement is executed. Only applicable expenditures made after the grant agreement is executed are eligible for reimbursement.  Funds may only be used as described in the executed grant agreement unless otherwise agreed to in writing by the DNRC. Disbursement of grant funds by DNRC will be upon approval of submitted documentation of reimbursable costs and match contributions. Documentation may include itemized receipts, invoices, financial reports, and other documents that clearly show expenditures.  **Reporting:** Grantees will be required to report to DNRC on a semi-annual basis to describe project accomplishments and how funds are being utilized. A final report will be required stating how the funds were used and the outcomes that were achieved. | |
| **1. Organization Information** | |
| 1.1. Name of the Organization applying for this grant? |  |
| 1.2. Organization Address |  |
| 1.3. Type of Organization | -City or Town  -County  -Consolidated City-County  -Collaborative Group that has significant local government involvement. |
| 1.3.1. If Collaborative Group - *What local government is the group collaborating with?* |  |
| 1.4. Has the organization been awarded a DNRC Forestry grant or subaward previously? | Yes/No |
| **2. Applicant Information** | |
| ***By default, of Submittable, the person submitting this application will be the point of contact for future communications such as reports and requests for reimbursement for the life of this grant.***  ***You are able to collaborate with others to complete the application and future forms, but you will be responsible for the final submission of them.*** [***H*ere**](https://submittable.help/en/articles/6449440-additional-form-collaboration#h_9b406cbf1b) ***are the instructions for collaborating with others for this application*** | |
| 2.1. Your Name |  |
| 2.2. Your Title |  |
| 2.3. Your Phone |  |
| 2.4. Your Email |  |
| 2.5. Are you DNRC’s Main Point of Contact for this project? | Yes/No |
| 2.5.1 – If no – Main Contact Name |  |
| 2.5.2 Main Contact Title |  |
| 2.5.3 Main Contact Email |  |
| 2.5.4 Main Contact Phone |  |
| 2.6. Provide a Secondary Contact in case the Main Contact cannot be reached. Name |  |
| 2.7. Secondary Contact Email |  |
| 2.8. Secondary Contact Phone |  |
| **3. Project Budget** | |
| 3.1. Check for more information about Direct and Indirect Costs | Information below |
| 3.1.1. Direct costs are those that are directly and only related to a project. For example: the hours that the organization’s forester spends on a particular project, similarly the miles that are driven by the forester to the project location. Or, if a project includes a large mailing, the cost of envelopes, design, and postage would be a direct cost of the project.  Indirect costs are those that are not directly and only related to a specific project but are spread across the entire organization or several projects. Examples are: day-to-day postage costs, such as mailing a payment to a vendor, rent for the office, and the electric bill for the organization. Salary/wages/benefits can be assessed to indirect costs as well, such as an accountant who handles the accounting for the entire organization and does not track how their hours are spent.  Indirect costs are not itemized but are instead paid at a percentage of the Direct Costs. Organizations can negotiate a rate with the federal government if they are directly awarded federal funds. This is called a Negotiated Indirect Cost Rate Agreement (NICRA.)  Organizations without NICRAs are eligible to request Indirect Costs at the de minimis rate of 10%. You can request less than 10% but unless you have a NICRA, you cannot request more than 10%. | |
| 3.2. Are you requesting Indirect Costs for this Project?  If you do not have a NICRA but wish to request Indirect Costs, you may request the de minimis rate of 10% or less. | -Yes, at the rate of my NICRA  3.2.1. What is your NICRA Rate?  -Yes, at the de minimis rate or 10%  -Yes, but at a different rate than my NICRA or the de minimis  3.2.1. What percentage rate of indirect costs did you request for this project?  -No, we are not requesting Indirect Costs |
| Budget Instructions  -Complete the Budget Table  -You are required to provide a detailed narrative describing each of the proposed activities listed in the budget table in question 4.2.  -You are required to provide a detailed narrative describing the activities and contributors of the pledged match listed in the budget table in question 4.3.  -If you request Indirect Costs, (please see #3.1. for information on Indirect Costs and NICRA’s), you must include the amount requested in your budget table as part of the total amount requested. |  |
| 3.3. Budget Table | See Page 9 for the Budget Table |
| 3.4. Provide the total amount requested. | $ |
| 3.5. Provide the total amount that your organization has pledged to match.  *This opportunity has a 10:1 match requirement. However, organizations with additional pledged match, especially those who collaborate with other organizations for that pledged match may score higher.* | $ |
| **4. Project Information** | |
| 4.1. Provide 2-3 sentences that describe the project. Limit 100 Words | |
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| 4.2. Describe the specific activities proposed in the budget table. Limit 250 Words  *Types of Activities to be Funded: funding for county forester, wildfire mitigation coordinator, or county support staff. Also, funds for travel, consultation, outreach to private landowners, collaboration, or other contracted services or support to engage in federal management more effectively.* | |
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| 4.3. Describe activities and contributors to MATCH proposed in the budget table. Limit 250 Words | |
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| 4.4. Describe how the funding will enable the local government to meet the purpose of the grant. Limit 500 Words.  *The purpose of this funding is to provide financial support to help local governments engage in activities to accelerate the pace and scale of forest management to reduce wildland fire hazards, improve forest health, and enhance economic productivity on cross-boundary projects that include federal lands in Montana.* | |
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| 4.5. Optional – Upload up to 3 supplementary documents that support your proposal. You may include letters of support or other documentation that supports your project. | |
| **5. Certification** | |
| 5.1. Are you an authorized signer for your organization? | Yes – I am authorized to sign this application on behalf of the organization I represent.  No – I do not personally have the authority to submit this application on behalf of the organization. I will upload an Authorization Statement signed by someone else. |
| 5.1.1. If Yes - By typing my name below as an electronic signature, I attest to having the authority to submit this application and my organization has the institutional, managerial, and financial capacity to ensure proper planning, management, and completion of the project | |
| 5.1.2. If No – Authorization Statement – Download a PDF for signature |  |
| 5.1.3. Upload Authorization Statement | |

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| Budget Table | Grant | Match |
| Activitiy: | Amount Requested | Amount Pledged |
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| Category Totals |  |  |