



# DNRC Reclamation and Development Planning Grant



## Application Instructions

Read all guidance and instructions carefully. Refer back to the [Program and Application Guidance](#) for eligibility, cost considerations, submittal instructions, and program requirements. The application has 6 steps to complete (listed below). **Complete all sections on [grants.dnrc.mt.gov](https://grants.dnrc.mt.gov).**

1. Project Information
2. Applicant Information
3. Project Need and Benefits
4. Project Budget
5. Environmental Assessment
6. Additional Information

Please contact Samantha Treu or Brittany Trushel with any questions on the grant and application process or for technical support.

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### Step 1: Project Information

Provide project information in the online application form, including project title, location information, and project map and pictures.

### Step 2: Applicant Information

Provide contact information for the applicant and key project personnel in the online application form.

### Step 3: Project Need and Benefits

All projects must describe both the need and urgency of the project and its benefits to public resources. The questions below are specific to the project type selected. Answer the questions for your project type only.

#### **A) Reclamation Project Planning**

- i) Need and Urgency: Give a brief history of the problem that clearly defines the need and urgency of the project. Explain the problem. Describe the severity of the problem and the consequence of no action or delayed action.
- ii) Project Benefits: Identify the number and type of natural resources impacted. Describe how the project will repair, reclaim, or mitigate environmental damage to natural resources.

#### **B) Drought Management Plan**

- i) Need and Urgency: Describe the severity of the problem and identify the area impacted that will be addressed by your planning document. Applications for drought plans need to clearly identify the watershed, and/or region of the state that will be addressed in the planning document. How large of an area is impacted and how large of an area will be addressed in the planning document?
- ii) Project Benefits: Identify which natural resources will benefit from the planning document and describe the benefits. Planning documents must include identification of potential projects to benefit natural resources – explain how potential projects will be identified in the planning document.

#### **C) Drought Mitigation Project Planning**

- i) Need and Urgency:

- (1) Drought mitigation project planning must address drought as the main purpose of the project **and** be identified in a planning document that addresses natural resource needs for a watershed or region of the state. Applications for project specific planning must identify which document(s) the project is listed in, and the page(s) the project is listed on.
- (2) Describe the severity of the problem and the consequence of no action or delayed action. Use the planning document(s) to show the need and urgency of the project. Explain how the project fits into the overall needs for the watershed or region of the state. Applications for drought mitigation projects need to clearly identify the watershed and/or region of the state that will be addressed in the planning document.
- ii) Project Benefits: Describe the natural resource benefits of the final project. How large of an area is impacted and will benefit from this project? How many natural resources will benefit from the project? Describe the benefit to the listed resources.
- iii) Additional documents to provide:
  - Upload the planning document(s).
  - Provide the date the planning document was completed and approved in Submittable.

**D) High Hazard Dam**

- i) Need and Urgency: Give a brief history of the problem that clearly defines the need and urgency of the project. Explain the problem. Describe the severity of the problem and the consequence of no action or delayed action. Describe the need that prompted this planning grant application.
- ii) Project Benefits:
  - (1) Describe the benefits of the project and the natural resources that will be protected through this project. How large of an area may be impacted and will benefit from this project? Identify the number and type of natural resources impacted.
  - (2) Estimate the number of people that will benefit from the project, both directly and indirectly. Identify if there is a potential threat to public health and safety.
- iii) Additional documents to provide:
  - Upload high hazard dam certification/classification documentation.

**E) Channel Migration Zone (CMZ) Map**

- i) Need and Urgency: Give a brief history of the problem that clearly defines the need and urgency of the project. Describe the need and urgency for the CMZ map. Explain if there are certain events or problems that are driving the need for the CMZ map.
- ii) Project Benefits:
  - (1) Projects must identify the natural resource needs of the area to be mapped and include prioritization of projects benefiting natural resources. How large of an area is impacted and will benefit from this project? Identify the number and type of natural resources impacted and describe the benefit to those resources from the map and prioritization of projects.
  - (2) Estimate the number of people that will benefit from the project, both directly and indirectly. Identify if there is a potential threat to public health and safety.

**F) Other Crucial State Need (CSN) Planning**

- i) Need and Urgency:
  - (1) CSN planning projects must be identified in a planning document that addresses natural resource needs for a watershed or region of the state or provide documentation of the need for the project from an authoritative source, preferably a state agency. Applications for project specific planning must identify which document(s) the project is listed in, and the page(s) the project is listed on.
  - (2) Describe the severity of the problem and the consequence of no action or delayed action. Use the planning document(s) and/or letter of support to show the need and urgency of the project. Explain how the project fits into the overall needs for the watershed or region of the state.
- ii) Project Benefits:
  - (1) Describe the natural resource benefits of the final project. How large of an area is impacted and will

- benefit from this project? How many natural resources will benefit from the project?
- (2) Estimate the number of people that will benefit from the project, both directly and indirectly. Identify if there is a potential threat to public health and safety.
- iii) Additional documents to provide:
- Upload the planning document(s) or support letter.
  - Provide date the planning document was completed and approved in Submittable.

#### Step 4: Scope of Work

- G) **Goals and Objectives:** Explain the planning grant project goals and objectives. The project goal(s) must clearly address the natural resource problem stated in your project purpose. The objectives should describe the outcomes and benefits of your goal.

**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 2024.

- H) **Tasks:** List and describe the project tasks and deliverables necessary to attain the project goals and objectives above. Identify deliverables for tasks, if applicable. Please use the same tasks when building the project budget. Identify any project partners and the role they will play in the project.

**Example:**

Task 1: Field Reconnaissance

A site visit will initiate the design process. The consultant will walk the site to verify the existing LiDAR data utilizing GPS equipment. Consultant will also evaluate vegetation salvage areas, identify soil borrow sources, and potential construction access locations.

- I) **Schedule:** Provide a project schedule including a start and end date. Include a start and end date for each of the project tasks.

#### Step 5: Project Budget

DNRC uses both the budget tables and the budget justification to evaluate the financial need and feasibility of the project. Applicants must demonstrate that full funding is not available through other reasonable sources. Match funds are not required, but applications with match will be awarded points based on the amount of committed match funding for the project. Match funds may include in-kind contributions.

Please refer back to *cost consideration guidance* and *ineligible costs* in [Program and Application Guidance](#) when developing your budget.

##### 1) Budget Justification

Provide a short narrative that summarizes the available funding, how costs for the project were derived, and the need for RDG funding. For consulting services include estimated personnel rates, estimated hours per task, and estimated cost of materials and other direct costs such as travel. If the applicant plans to perform project activities using its own employees, list salaries and wages, key personnel, supplies and materials, communications, travel, and other.

Please see guidance on writing a budget narrative: <https://dnrc.mt.gov/docs/conservation/ARPA/Tools-and-Resources/How-to-Write-a-Budget-Narrative-ARPA.pdf>.

- a. Identify any other potential sources of funding for the project.
- b. Identify sources of match funding. Match funds may include in-kind contributions.
- c. Identify the procurement policy that will be used for acquiring services or supplies.
- d. Upload documentation of committed match funding sources in Submittable.

**Example:**

Task 1: Field Reconnaissance

The estimated cost for this task is \$5,900.00. This includes a staff engineer (P.E.) at \$100/hr for 25 hours, surveyor at \$100/hr for 20 hours, and a hydrologist/project manager at \$120/hr for 20 hours. Applicant will provide \$500 of in-kind contributions for project management.

## **2) Budget Tables**

Please see the instructions and example budget tables below. [Download and fill out budget tables 1 and 2.](#) Fill out the blue boxes on the forms. After you've entered your information, leave any additional rows and columns blank. Save the completed budget tables to your computer and upload them to [grants.dnrc.mt.gov](https://grants.dnrc.mt.gov). Tasks on the budget tables must match the tasks described in your scope of work.

Table 1: Project Funding Package Instructions and Example

**INSTRUCTIONS** Table 2: Project Funding Package

| Proposed Funding Summary   |   |   |   |                    |
|--|---|---|---|--------------------|
| Funding Source   | Amount  | Type of Fund  | Status of Commitment  | Date of Commitment |
| RDG Grant Request  | Enter amount of RDG grant requested in THIS APPLICATION.  | Grant   | --  | --                 |
| Other Funding Sources (Match)  | Amount  | Type of Fund  | Status of Commitment  | Date of Commitment |
| Specify Funding Agency and Program Title for each funding source.                            | Fill in the amount of the other funding sources that will be used as match for the project.   | Identify the type of funding: grant, loan, cash, in-kind, other | Indicate in the STATUS OF COMMITMENT Column if the funds are (pick one of the following): <ul style="list-style-type: none"> <li>• No Contact - No contact has yet been made with the funding source;</li> <li>• Discussed/Not Applied - Project has been discussed with the funding source, but no application has been submitted. Briefly describe in the budget justification the likelihood of obtaining the funds;</li> <li>• Funds Committed - Funds have been committed by the funding source. Enter the date of commitment for those funds in the Date of Commitment Column. Attach letter of commitment in Submittable.</li> <li>• Application Submitted - An application has been submitted, but funding has not yet been awarded. Briefly describe status of application. Enter the date of application submitted for those funds in the Date of Commitment column.</li> </ul> |                    |
|  |   |   |   |                    |
|  |   |   |   |                    |
| Only fill out rows and columns that you need. Leave additional/extra rows and columns blank. |   |   |   |                    |
|  |   |   |   |                    |
|  |   |   |   |                    |
|  |   |   |   |                    |
|  |   |   |   |                    |
| Subtotal Other Funding Sources   | Subtotal of Other Funding Sources - This will calculate for you. THIS MUST MATCH THE APPLICATION.   | --  | --  | --                 |
| <b>Project Total</b>   | Total Project Cost is the sum of the RDG Planning Grant and the subtotal of the Match Funding. This will calculate for you. <b>THIS MUST MATCH APPLICATION.</b> | --  | --  | --                 |

**EXAMPLE Table 1: Project Funding Package**

| Proposed Funding Summary       |                    |              |                       |                    |
|--------------------------------|--------------------|--------------|-----------------------|--------------------|
| Funding Source                 | Amount             | Type of Fund | Status of Commitment  | Date of Commitment |
| RDG Grant Request              | \$38,100.00        | Grant        | --                    | --                 |
| Other Funding Sources (Match)  | Amount             | Type of Fund | Status of Commitment  | Date of Commitment |
| United States Forest Service   | \$5,200.00         | In-Kind      | Discussed/Not Applied |                    |
| TU                             | \$1,700.00         | In-Kind      | Funds Committed       | 3/21/2023          |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
|                                |                    |              |                       |                    |
| Subtotal Other Funding Sources | \$6,900.00         | --           | --                    | --                 |
| <b>Project Total</b>           | <b>\$45,000.00</b> | --           | --                    | --                 |

Table 2: Project Budget Summary Form and Example

**INSTRUCTIONS** Table 2: Project Budget Summary Form

| Project Tasks        |  | RDG Grant Funds  | Match Fund Amount  | Match Funding Source(s)   | Total  |
|----------------------|--|--|--|---|--|
| Task 1:              | Project tasks identified here must match the project tasks identified in the scope of work in the project narrative. | Give the amount of RDG Funds for each task.  | Give the amount of Match Funds for each task.  | Identify all sources of match funding for each task. The sources named here must match the sources identified in Table 2. | This is the total for each task (RDG + Match amount). This will calculate for you. |
| Task 2:              |  |  |  |   |  |
| Task 3:              |  |  | Enter one amount that is the total of all match funding sources for each task.   |   |  |
| Task 4:              |  |  |  |   |  |
| Task 5:              |  |  |  |   |  |
| Task 6:              |  |  |  |   |  |
| Task 7:              |  |  |  |   |  |
| Task 8:              |  |  |  |   |  |
| Task 9:              |  |  |  |   |  |
| Task 10:             |  |  |  |   |  |
| Grant Administration |  |  |  |   |  |
| <b>Total</b>         |  | Total of RDG Funds. This will calculate for you. <b>THIS MUST MATCH THE APPLICATION and Table 2.</b> | Total of Match Funds (Other Funding Sources). This will calculate for you. <b>THIS MUST MATCH THE APPLICATION and Table 2.</b> | --  | --   |

**EXAMPLE Table 2: Project Budget Summary Form**

| Project Tasks        |                                      | RDG Grant Funds    | Match Fund Amount | Match Funding Source(s) | Total              |
|----------------------|--------------------------------------|--------------------|-------------------|-------------------------|--------------------|
| Task 1:              | Task 1: Field Reconnaissance         | \$5,400.00         | \$500.00          | TU                      | \$5,900.00         |
| Task 2:              | Task 2: Project Management           | \$2,400.00         | \$1,200.00        | TU                      | \$3,600.99         |
| Task 3:              | Task 3: Engineering and Design Plans | \$23,400.00        | \$5,200.00        | USFS                    | \$28,600.00        |
| Task 4:              | Task 4: Regulatory Permitting        | \$6,900.00         | \$0.00            |                         | \$7,400.00         |
| Task 5:              |                                      |                    |                   |                         | \$0.00             |
| Task 6:              |                                      |                    |                   |                         | \$0.00             |
| Task 7:              |                                      |                    |                   |                         | \$0.00             |
| Task 8:              |                                      |                    |                   |                         | \$0.00             |
| Task 9:              |                                      |                    |                   |                         | \$0.00             |
| Task 10:             |                                      |                    |                   |                         | \$0.00             |
| Grant Administration |                                      | \$2,000.00         | \$0.00            |                         | \$2,600.00         |
| <b>Total</b>         |                                      | <b>\$38,100.00</b> | <b>\$6,900.00</b> | --                      | <b>\$48,100.00</b> |



### Step 6: Environmental Assessment

Does the planning project include any ground-breaking activities, work within a water body, or other construction activities?

- If yes, please describe the ground-breaking activities, work within a water body or construction activities in the project. Explain if these activities will have any adverse impacts and mitigation measures. Identify any required permits.
- Upload completed permits or permit applications.

### Step 7: Additional Information

You may attach additional files to your application on [grants.dnrc.mt.gov](https://grants.dnrc.mt.gov). Additional documents to provide:

- Upload letters of support for the project.
- Include any other relevant information that may be useful in determining the feasibility or success of the project. This may include, but is not limited to regulatory issues, if applicable; and access and/or landowner permissions needed.