



RENEWABLE
RESOURCE
GRANT
PROGRAM

Planning Grant Program Application

2025 Biennium

Renewable Resource Planning Grant Application

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Ends on Tue, Apr 30, 2024 11:59 PM

PURPOSE

The purpose of the RRGL Planning Grant Program is to provide funding to governmental entities for professional and technical services necessary to produce a high quality RRGL grant application which leads to a project that conserves, manages, develops, or protects Montana's renewable resources. [PLANNING GRANT GUIDELINES](#)

GRANT LIMITS

Infrastructure PER \$40,000

Irrigation PER/ Technical Narrative \$30,000

PER or Technical Narrative Update \$20,000

Resource Services (Plans or Studies) \$15,000

Watershed Restoration Plan \$40,000

Watershed Restoration Project Plan \$30,000

FUNDING CYCLES

House Bill 6 includes \$3,500,000 for Planning Grants. Application funding is available as revenue is received.

Planning Grant Cycle #1 – December 2023 – April 202

- Review and award – January 2024
- Review and award – April 2024

Planning Grant Cycle #2 September 2024 – December 2024

- Review and award – October 2024
- Review and award – January 2025

Future cycles will be announced at the DNRC's discretion.

TECHNICAL ASSISTANCE

DNRC will be offering local governments assistance to apply for planning grants. These funds are designed to assist local governments that:

1. Do not have an established relationship with a professional engineering firm. OR
2. Have not been successful in applying for DNRC planning grants in the prior biennium.

DNRC will evaluate requests from local governments for technical assistance based on demonstrated need. If approved, DNRC will assign a contracted technical service provider to assist the local government with a planning grant application. Technical assistance is limited to \$3,000 or 20 hours. Technical service providers will be contracted directly with DNRC and assigned at random as local government requests are approved.

- ***Technical Assistance Opportunity Coming Soon – January 2024***

PROGRAM CONTACT

Lindsay Volpe
Phone: 406-444-9766
lmvolpe@mt.gov

HOW TO APPLY

Do you need to add a collaborator to help complete the application? Find the “Invite Collaborators” link in the upper right-hand corner of the application form. Add email addresses to invite anyone you’d like to work with on your submission or application. They will receive an email invite to collaborate with you. Be sure to check your spam folders for emails from "Submittable".

Planning Grant Application Title *

Use the entity name and project type for the project title.

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 have included:

- 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 submit an application if the project aligns with the sponsor's organization.

Government Entity Name*

Limit: 15 words

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*

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

Local Government Type:*

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 this 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*

Select...

The county where planning activities will primarily occur.

Map Attachment*

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Please attach a map of your proposed project location.

Authorized Representative Name*

First Name

Last Name

The person authorized to enter into an agreement with the DNRC for the proposed project.

Authorized Representative Title*

Limit: 100 characters

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*

Country

Select...

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Authorized Representative Email*

Authorized Representative Phone*

Primary Contact Name*

First Name

Last Name

The person responsible for managing the agreement with DNRC for the proposed project.

Primary Contact Address

Country

Select...

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Complete this section ONLY if the address is different than the Authorized Representative address.

Primary Contact Email*

Primary Contact Phone*

Engineer, Technical or Professional Consultant Name

First Name

Last Name

The person providing technical assistance for the project.

Engineer, Technical or Professional Consultant Company Name

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

Consultant Address

Country

Select...

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Consultant Email

Consultant Phone

ELIGIBLE PROJECTS

Eligible funding types are specified in [MCA 85-1-602](#).

“Either grants or loans may be provided to fund the following types of projects:

- (a) feasibility, design, research, and resource assessment studies; and
- (b) preparation of construction, rehabilitation, or production plans.

Ineligible Projects

RRGL Planning Grants will not be awarded to applications that are eligible for grant funds within another grant program in DNRC, such as Reclamation Development Grants, Aquatic Invasive Species Grants, etc.

Select Project Type

Infrastructure (Water, Wastewater, and Stormwater)

Irrigation/Resource Services

Watershed

Planning Grant Proposal Abstract: *

Limit: 350 words

Prepare a brief narrative description of the planning effort that addresses:

1. Background - including the context of the planning effort and any actions that have lead to this planning effort.
2. Primary Purpose - description of the need/problem and planning effort (goals).
3. Planning Document - proposal must clearly identify the deliverable or planning document.

Keep the abstract concise and less than 350 words. The abstract will be incorporated into the RRGL Program's report to the Montana Legislature and provide accurate information that links the planning effort to renewable resources and public benefits.

Example:

Background: The City of Missoula Stormwater Utility was established in 2016 and a Facility Plan was completed in 2018. The Facility Plan 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.

Primary Purpose: 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. Planning Document: 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.

Technical Documents (Optional)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Applicants may upload technical documents that provide context for or reference the need for the current planning grant application.

RENEWABLE RESOURCE BENEFITS

To be eligible for a Renewable Resource Grant, planning grants must reasonably lead to a project which will have measurable renewable resource benefits.

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

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, 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.

PUBLIC BENEFITS

To be eligible for a 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?*

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?

Yes

No

Unsure

Include only the activities included in this planning grant application.

Examples: excavating test pits or drilling test wells.

BUDGET AND SCHEDULE

Eligible Project Costs: RRG Planning Grants reimburse eligible project costs for contracted technical or engineering services only.

Ineligible Project Costs: RRG Planning Grants will not reimburse expenses associated with grant administration, program costs, political lobbying or litigation, land or property acquisition, food or beverages, activities that limit lawful access to property (see see MCA 85-1-602 (4)).

RRGL Planning Grant Requested Amount*

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

GRANT LIMITS:

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Total Match Amount*

Match funding is not required to be eligible for RPG planning grant funds. Please provide the total match amount (in-kind or cash) for this application.

Total Project Budget*

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

Application Budget Matching Funds*

RPG Budget

Please enter the source and amount of match funding that may be used for completing the proposed activity, not including the RRGL Planning Grant funds.

Please indicate if the alternate sources of funding are other than cash, such as in-kind services.

DNRC will give ranking preference to planning grant applications that have committed match.

Upload Cost Estimate or Budget Justification (Optional)

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

OPTIONAL. If available, please upload a copy of the cost estimate or budget justification if available. This document should provide verify the budget submitted above.

Committed Funds - Upload Letter(s) of Commitment (Optional)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

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

Implementation Plan and Schedule*

Provide a short description of the planning effort timeline including the estimated start time for kickoff, milestones and completed planning document.

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

Provide a short description of the procurement plan.

Please provide a short description of how the applicant will procure contracted technical services. If this has already been completed, please provide a short narrative description of the procurement process and confirm that there is an executed contract and task order that covers the planning efforts in this grant application.

[RRG Program Guidelines](#)

Procurement

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.

Procurement Plan

A procurement plan provides for 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.

Procurement Documentation

Grant recipients must maintain records sufficient to detail the history of procurement. Records include, but are not necessarily limited to, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and basis for the contract price. This documentation may be requested and reviewed by DNRC in the course of grant monitoring activities or by independent auditors during an audit. Documents must be held for five years after the termination or expiration of the Grant Agreement.

ELIGIBILITY AND RANKING

[Please see the RRGL Program Guidelines - Eligibility and Ranking](#) for more information. Infrastructure and irrigation/watershed projects will be ranked separately.

Applications will be reviewed and competitively ranked based on the potential renewable resource benefits of the planning effort. Points will be awarded for public benefits,

implementation of the state water plan priorities, and/or mitigates human health or safety problems.

DNRC must consider technical and financial feasibility as well as the applicant's ability to manage the planning effort. Planning grant applications that are not technically or financially feasible are not eligible. Financial feasibility considers the committed match in relation to total cost.

AWARDS

DNRC will provide an award letter to successful applicants. The applicant will be responsible for providing the necessary startup conditions within the timeframe identified in the award letter. Failure to meet startup conditions within a 12-month timeframe will result in a rescinded award.

PLANNING EXPENSES INCURRED PRIOR TO THE DATE OF THE GRANT AWARD LETTER ARE NOT ELIGIBLE FOR REIMBURSEMENT.

GRANT MANAGEMENT

Contracting

DNRC grant recipients are required to enter into an agreement with the DNRC prior to requesting reimbursement for eligible project costs. All local procurement and state laws are required to be followed under this agreement.

Reimbursement & Reporting

DNRC does not require quarterly or more frequent progress reports for Planning Grants. DNRC will reimburse the Planning Grant recipient a maximum of 50% of the total grant amount for incurred expenses once the grant recipient submits a draft planning document. DNRC will reimburse the balance of the grant funds upon receipt of an approved final planning document.

DNRC requires that grant recipients submit requests for reimbursement using the state vendor invoice. In addition to the DNRC vendor invoice, the grant recipient will submit copies of all applicable invoices and/or receipts eligible for reimbursement. All reimbursement and reporting are submitted through the online grant management system www.grants.dnrc.mt.gov.

Reporting and reimbursement information is provided on [DNRC Resources and Training webpage](#).

Grant Closeout

DNRC grants require deliverables and invoices in compliance with the agreement to process final reimbursement.

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. *

[RRG Program Guidelines](#)

I have signed and submitted in the Authorizing Statement. *
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

Upload a file. No files have been attached yet.

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.