



**DNRC Conservation and Resource Development Division
RECLAMATION & DEVELOPMENT PLANNING GRANT**



Application Overview and Instructions

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Planning Grant Overview

The Montana Department of Natural Resources and Conservation (DNRC) manages the Reclamation and Development Grants Program (RDGP) to fund projects that indemnify the people of the state for the effects of mineral development on public resources and that meet other crucial needs to protect Montana's environment. Crucial state need projects must serve the public interest and the total environment of the citizens of Montana. The purposes of the reclamation and development grants program are to:

- (a) repair, reclaim, and mitigate environmental damage to public resources from nonrenewable resource extraction; and,
- (b) develop and ensure the quality of public resources for the benefit of all Montanans.

The purpose of the RDGP planning grant program is to assist local governments with planning and preparation for these types of projects.

Applicant Eligibility

Reclamation and Development Grants Program planning grants are available to city, county, or other local political subdivisions or Tribal governments within the state. Federal agencies, private corporations, non-profits and individuals are ineligible to receive RDGP planning grant funding.

Project Eligibility

Proposed planning grants must plan for projects that will provide benefits in one of two categories:

1. Mineral development reclamation projects must:
 - Reclaim land, water or other resources adversely affected by mineral development; or
 - Mitigate damage to public resources caused by mineral development; or
 - Research, demonstrate, or provide technical assistance to promote the wise use of Montana minerals; or
 - Investigate and remediate sites where hazardous wastes or regulated substances threaten public health or the environment; or
 - Research to assess existing or potential environmental damage resulting from mineral development.
2. Crucial state need: Projects that meet a crucial state need must prevent or eliminate severe and unacceptable damage to natural resources or capture extraordinary public benefit that would otherwise be lost. They must have a regional, watershed, or statewide importance. Public benefit from implementation of this type of project must directly relate to natural resources. Potential projects include:
 - Drought Mitigation – Projects that identify and mitigate drought and develop management plans in line with the State Water Plan. The primary purpose of the project should be to address drought and have a benefit to natural resources across a watershed or region of the state. Examples include:
 - Development of drought plans that lead to implementation and address drought management and mitigation.
 - Planning for specific projects that address drought across a watershed, as the main purpose of the project.
 - Flood Assessment and Mitigation – Projects addressing natural resource impacts to a watershed. Examples include:
 - Planning for large-scale flood assessment and mitigation projects that identify clear benefits to natural resources across a watershed.

Planning grant activities may include, but are not limited to, (1) problem analysis, (2) feasibility or design studies, (3) environmental monitoring, (4) remedial action plans or implementation, (5) technology demonstration, (6) research, (7) site assessment, or (8) other related actions that lead to cleanup of contamination, mitigation of damage, or protection of Montana's environment.

Funding Limits

Grants may be awarded for any amount up to \$50,000, depending on the intended planning activities. Applicants must demonstrate that funding is not available through other reasonable sources. Matching funds are not required, but applications will be evaluated on the amount of match funding. Match funds may be in-kind contributions. An applicant may submit planning grant applications for more than one project.

Project Costs vs. Program Costs

DNRC reimburses project-specific costs only. Reimbursable costs are costs that will be incurred only by implementing the project as described in the grant agreement. Program costs are non-reimbursable costs not directly related to the project. Program costs include, but are not limited to, office rent that will be incurred whether or not the project is implemented, salaries of existing fully funded staff positions unless the workhours associated with the project are accounted for, or any other costs that pay for ongoing or general services of the applicant. See [Ineligible Costs](#) below for additional information on non-reimbursable costs.

Ineligible Costs

Projects that will relieve a liable party or include work on an actively permitted site are not eligible. The RDG program cannot pay for any indirect costs or any portion of a salary of a state employee. A project is not eligible for funding if it can reasonably be expected to receive full funding from another source.

Ineligible or non-reimbursable program costs are costs not directly related to the project. The following tasks are ineligible:

- Activities outside of the scope of work, including advertising, salaries and benefits, travel, conferences, professional licenses or memberships, and other expenses not directly related to the project
- Routine costs incurred by the applicant for maintenance and operation, including advertising, office rent and utilities, salaries and benefits, routine project monitoring or maintenance and routine repair and maintenance of vehicles and equipment, as well as tasks that are programmatic in nature (see [project costs vs. program cost explanation](#) above)
- Repayment of debt
- Legal fees not associated with the project
- Food and beverages for meetings
- Indirect costs (for example, facilities and administration or overhead). Indirect costs may be listed as matching funds.
- Administrative costs greater than 8% of the total project cost
- Costs incurred outside of the contract term

Application Submittal

The Reclamation and Development Grants Program is using the State of Montana grant application and tracking database on Submittable at grants.dnrc.mt.gov. Applications will not be accepted by email or mail.

The complete application form and instructions are available electronically on the DNRC website at:

<http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program/reclamation-and-development-planning-grants-program> or by contacting DNRC.

Submittal Instructions

Grant application must be completed at grants.dnrc.mt.gov. The following items will be attached to the online application:

- Project Narrative uploaded as a Word or PDF document.
- Project budget tables 1 and 2 uploaded as PDF documents (PDF only)
- Budget justification and commitment letters uploaded.
- Project location map, either uploaded as attachment or included in the project narrative.
- Other attachments, such as letters of support or other project documentation.
- Project Budget, uploaded as an attachment
- Signed authorizing statement, uploaded as attachment or mailed to DNRC
- Environmental Checklist, uploaded as attachment

Please contact Jorri Dyer with any questions on the grant and application process or for technical support.

Contact Information

Jorri Dyer, RDG Program Manager
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Jorri.Dyer2@mt.gov

Application Review

DNRC will review and rank the applications after they have been received. Review and ranking methodology for the planning grants is patterned after and conducted similar to the RDGP project grant applications. Criteria for review include:

- Degree to which the project will provide public and natural resource benefits (40 pts)
- Degree of need and urgency of the project (15 pts)
- Technical design (scope of work and schedule) (15 pts)
- Budget and cost effectiveness of the project (10 pts)
- Degree of local support and commitment of partners (5 pts)
- Degree to which the applicant evidences the ability to implement the planning project (10 pts)
- Ability of the planning activities to lead to a larger project (5 pts)

DNRC will also take into consideration any issues with current or past project and availability of funding.

Required Contract and Deliverables

Upon award of a planning grant, the grantee must enter into a grant agreement with DNRC. Under terms of the agreement, the grantee must submit quarterly progress reports and a final report of planning grant activities.

Progress reports must include project activities during the reporting period, costs incurred (including match), funds remaining, anticipated activities during the next reporting period, and expected changes in scope, schedule or budget. Reported project costs must include those funded by the Project Sponsor and matching funds. Progress reports are required with each reimbursement request or on a quarterly basis, whichever occurs sooner.

Payment

The grant agreement will not be effective until signed and dated by representatives of the DNRC and the grantee. **Expenses incurred before the grant agreement becomes effective will not be reimbursed.**

DNRC will reimburse up to 90 percent of the contracted amount upon receipt and approval of requests for payment, supporting documentation, and accompanying progress reports. The grantee will receive the final payment based on the total of actual costs submitted, not to exceed the total contracted amount, and upon delivery of a final report and a final invoice.

Procurement and Permitting Requirements

Grantees agree to comply with all relevant procurement and contracting requirements related to work performed under DNRC grant agreements. In some cases, DNRC retains the right to approve subcontracts.

Grantees are responsible for obtaining all necessary local, state, and federal permits for the completion of projects approved for funding through the RDG Grant Program. Landowner permission must be secured for projects on private land before contracting.

Agency Coordination

For all proposed projects regulated, or likely to be regulated, in some capacity by the Montana Department of Environmental Quality (DEQ), planning grant applicants must submit with the application a letter from an authorized DEQ official confirming support for the project.

Additional Resources

Resources for applicants and grantees, including FAQs, grant writing webinars, and report templates can be found on the DNRC website: <http://dnrc.mt.gov/divisions/cadd/resource-development/resources-and-training>

Helpful Tips for Preparing Applications

- ✓ Make sure your agency and project are eligible for funding.
- ✓ Start early. Give yourself plenty of time to write the application.
- ✓ Develop a clear idea and approach for the project and clearly identify the final product.
- ✓ Make sure the budget is clearly tied to the activities/tasks and objectives outlined in the application.
- ✓ Show how amounts in each of the budget line items were calculated.
- ✓ Make sure the bulk of the grant addresses the ranking criteria.
- ✓ All basic information requested in the grant application should be provided in the main application text, not in the appendices. Appendices should provide supporting information but not serve as the primary source of that information. If critical information is buried in the appendices, it might not receive due consideration in the grant evaluation.
- ✓ Make sure to include sufficient time and money for project reporting to DNRC.
- ✓ Talk to staff in the Reclamation and Development Grants Program and experts in the project field.
- ✓ Develop and document support from agencies or groups that will benefit from your project or provide access to the project site.
- ✓ For projects that repair, reclaim or mitigate environmental damage, make sure that the project is coordinated with appropriate regulatory jurisdictions before application submittal.

Project Narrative Guidance

Planning Grant Narrative Instructions: Complete the planning grant narrative below and attach to your application on grants.dnrc.mt.gov

Planning Grant Narrative

Provide a narrative that explains each of the items below.

1. Project Purpose and Scope of Work

- A. Give a brief history and description of the problem that prompted the need for this planning grant. Explain the planning grant project goals and objectives. Describe the need and urgency of the project.
- B. List and describe each of the project tasks and deliverables necessary to attain the project goals and objectives and show project success. Please use the same tasks when building the project budget.
- C. For crucial state need projects,
 - a. Please describe the scale of impact your project will have to natural resources. How large of an area is impacted and will benefit?
 - b. How many resources are impacted? If your individual project is only on a local scale but is addressing an issue that is recognized statewide, explain the larger issue and how your project address it.

2. Project Schedule

Provide a project schedule including a start and end date. Include a start and end date for each of the project tasks.

3. Project Budget

- A. [Download and fill out budget tables 1 and 2](https://grants.dnrc.mt.gov). Attach budget tables on grants.dnrc.mt.gov. Please match the budget tasks on the budget tables to the tasks described in your project purpose and scope (above). Additional instructions and examples below.
- B. Provide a short narrative that summarizes the available funding, how costs for the project were derived, and the need for RDG funding. Identify any other potential sources of funding for the project.

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 then list salaries and wages, key personnel, supplies and materials, communications, travel, and other. Identify source of match funding. Match funds may include in-kind contributions.

4. Project Grant Expectation

Planning grants are intended to fund activities that will plan for larger projects.

- How will the activities from the planning grant lead to a reclamation project?
- Describe the expected natural resource benefits from the final project (how will the project repair, reclaim, or mitigate environmental damage to natural resources?)

5. Project Coordination

List participating partners and collaborators with defined roles and provide a description of

experience and local support for project

6. Project Management

Provide a short narrative highlighting the project management and organization capability

- how the project will be administered
- the skills, qualifications, and experience of the project manager, key personnel, etc.
- identify the procurement policy that will be used for acquiring services or supplies

7. Other Information

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
- permits and/or landowner permissions needed
- letters of support
- You may attach additional files to your application on grants.dnrc.mt.gov.

Budget Form Instructions

Budget Instructions: Please see the instructions and example budget tables below. [Download the budget tables here](#). Fill out the blue boxes on the forms. Leave blank any unneeded boxes. Save the completed budget tables to your computer and upload them to grants.dnrc.mt.gov.

IMPORTANT: Please match the budget tasks below to the tasks described in the Planning Grant Narrative: B. Project Purpose and 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"> No Contact - No contact has yet been made with the funding source; 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; Funds Committed - Funds have been committed by the funding source. Enter the date of commitment for those funds in the Date of Commitment Column. 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. 	
Leave blank any funding sources not needed and unused rows.				
Subtotal Other Funding Sources	Subtotal of Other Funding Sources - This will calculate for you. THIS MUST MATCH THE APPLICATION.	--	--	--
Project Total	Total Project Cost is the sum of the RDG Planning Grant and the subtotal of the Match Funding. This will calculate for you. THIS MUST MATCH APPLICATION.	--	--	--

EXAMPLE Table 1: Project Funding Package

Proposed Funding Summary				
Funding Source	Amount	Type of Fund	Status of Commitment	Date of Commitment
RDG Grant Request	\$42,500.00	Grant	--	--
Other Funding Sources (Match)	Amount	Type of Fund	Status of Commitment	Date of Commitment
United States Forest Service	\$6,082.00	In-Kind	Funds Committed	5/9/2021
DEQ Volunteer Monitoring	\$4,212.00	Grant	Discussed/Not Applied	
MT Fish, Wildlife and Parks	\$2,716.00	In-Kind	Funds Committed	3/21/2021
Subtotal Other Funding Sources	\$13,010.00	--	--	--
Project Total	\$55,510.00	--	--	--

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. Enter one amount that this the total of all other funding sources 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:					
Task 4:					
Task 5:					
Task 6:					
Task 7:					
Task 8:					
Task 9:					
Task 10:					
Grant Administration					
Total		Total of RDG Funds. This will calculate for you. THIS MUST MATCH THE APPLICATION and Table 2.	Total of Match Funds (Other Funding Sources). This will calculate for you. THIS MUST MATCH THE APPLICATION and Table 2.	--	--

EXAMPLE Table 2: Project Budget Summary Form

Project Tasks	RDG Grant Funds	Match Fund Amount	Match Funding Source(s)	Total
Task 1: Site Characterization	\$8,598.00	\$11,026.00	USFS, DEQ, MT FWP	\$19,624.00
Task 2: Aerial Topographic Survey	\$28,000.00	\$0.00		\$28,000.00
Task 3: Geophysical Investigation Alternative Analysis	\$2,400.00	\$1,985.00	USFS	\$4,385.00
Task 4: Project Management	\$2,264.00	\$0.00		\$2,264.00
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	\$1,238.00	\$0.00		\$1,238.00
Total	\$42,500.00	\$13,011.00	--	\$55,511.00

DNRC Conservation and Resource Development Division
Reclamation and Development Planning Grant
Authorizing Statement

AUTHORIZING STATEMENT

Applicant Name _____
(city, county, tribal government, district, other local or state government entity)

Project Title _____

I certify that the information and the statements in this application are true, complete, and accurate to the best of my knowledge. I certify that the project or activity as described in this application complies with all applicable state, local, and federal laws and regulations. By my signature below, I certify that I have knowledge of and understand the content of this application and that I am fully authorized to apply to DNRC for the grant specified in the submitted materials.

I further declare that, for _____
(Applicant Name), I am legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all funds must be both authorized by the Montana Legislature and available in the natural resources project account before grants are available.

A facsimile, photocopy or electronic copy of the signature below shall have the same force and effect as an original signature and an electronic signature shall be regarded as an original signature. 30-18-102, MCA.

/s/ _____ Date _____
Signature and Title of Authorized Applicant Representative

Please print name and title of representative signing above



This form is available electronically [here](#).