

## INSTRUCTIONS FOR COMPLETING 319 NPS PROJECT FUNDING REQUEST AND FINAL APPLICATION

Read through the Call for Project Proposals and these instructions completely before filling out the forms. Each form must be filled out completely, the hard-copy signed by the appropriate signatories, and submitted to the Department of Environmental Quality (DEQ) by the respective deadline to be considered.

The following instructions are for both the Project Funding Request and Final Application. All boxes outlined in red in the electronic form must be filled in.

Instructions are provided in the same order as the fields in the forms. These instructions do not address every field within the form. Additional instructions will automatically appear as pop-up text boxes as you run your computer mouse over the individual fields. If you have further questions about how to fill out a particular field, contact Robert Ray at (406) 444-5319 or [rray@mt.gov](mailto:rray@mt.gov).

## INSTRUCTIONS FOR PROJECT FUNDING REQUEST

### PROJECT SPONSOR INFORMATION

- Sponsor Name: Project sponsors must be either a governmental entity or a nonprofit organization. A governmental entity is a local, state, or federal office that has been established and authorized by law. Nonprofit organizations are identified as having a tax exempt declaration of 501(c)(3) from the Internal Revenue Service.
- Primary Contact: Person who DEQ would routinely contact to discuss project progress, billing, etc.
- **The Primary Contact and must sign the hard-copy Project Funding Request form. Unsigned proposals will NOT be considered.**

### PROJECT FUNDING

- 319 Funds Requested: Total amount of 319 funds requested.
- Non-Federal Match: Amount of cash and in-kind contributions from non-federal sources that you intend to report towards meeting the match requirement for the 319 contract.
- Other Federal Funds: Cash and in-kind contributions from federal government sources. You are not required to obtain federal match, and federal match cannot be used for the non-federal matching funds requirement. However, EPA does like to track the amount of federal matching funds whenever they are reported.
- Total Project Budget: This field will be calculated and filled in automatically in the electronic form.

## PROJECT LOCATION

- Watershed name or HUC #: Indicate the 12 digit HUC #(s), sometimes referred to as Sixth Code HUCs, where the project will take place. Follow the instructions below to determine which 12-digit/sixth code HUC covers your project area.
  - Open the Montana Topographic Map Finder website:  
<http://maps2.nris.mt.gov/scripts/esrimap.dll?name=LocMap&Cmd=Map>
  - After reading the welcome page, close it using the X in the upper right corner of the pop up.
  - Using the map controls in the upper left hand corner of the map, zoom in to your project area. The closer you can zoom in, the more accurately you'll be able to determine the HUC.
  - Once you have zoomed in, go to the right of the screen and click on "Select Map Layers".
  - Scroll down and click on "6<sup>th</sup> Code Sub-watersheds". This will turn on the map layer that shows the boundaries and the 12 digit HUC #(s).
- Latitude and Longitude: For projects that involve long linear sections of stream bank or large areas, pick a point that is roughly in the geographical center of the project.
- Is the waterbody on the 2016 List of Impaired Waters? : This information can be obtained from Montana's Clean Water Act Information Center (CWAIC) website at <http://cwaic.mt.gov>. When obtaining data from CWAIC, be sure you are looking at the right waterbody and the right segment of that waterbody. For example, there are dozens of streams named "Beaver Creek," so make sure you are looking at the one in your watershed. Many of the larger streams are divided into segments, and different segments may have different impairments.
- Does this project implement a WRP?: In order to be eligible for funding, projects must implement a DEQ-accepted Watershed Restoration Plan (WRP). A list of DEQ-accepted WRPs and those that are still under development can be found on the DEQ Watershed Restoration Planning webpage: <http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Watershed-Restoration-Planning>

## NONPOINT SOURCE (NPS) INFORMATION AND PROJECT PLANNING

- Project Focus: In a few words, describe the focus of the project. For example: pollutants, BMPs, restoration, planning, etc.
- Does the landowner support this project?

## PROJECT DESCRIPTION

- Timeline: Provide the proposed timeline for this project keeping in mind that the funding must be fully spent within three years of the contract initiation date.
- Please provide a brief overview of the proposed project, including background, purpose, partners, and methods. Among the questions this section should answer are: What is the type and source of pollution? How are the pollutants impacting the receiving waters? How will this project address the root cause of the problem? What is the amount of acreage/linear feet involved in the project's scope? You may include maps, project plans, and photos as attachments if they will provide clarity to the review panel.

## INSTRUCTIONS FOR FINAL APPLICATION

### SECTION 1: GENERAL INFORMATION

Use this section to address “considerations” B3 and B5 on the 319 Scoring Sheet.

#### Project Sponsor Information

- Primary Contact: This is the person who DEQ would routinely contact to discuss project progress, billing, etc.
- Signatory: Person who can legally sign contracts and other binding documents on behalf of the Contractor (e.g., a board chairman).
- Registered with the Secretary of the State?: All project sponsors must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website:  
<http://sos.mt.gov/business/toolkit/index.asp>
- DUNS #: Data Universal Numbering System. Each project sponsor is required to have a current DUNS #. To register or check your organization’s status, go to  
<http://fedgov.dnb.com/webform/index.jsp>.
- Registered with SAM?: System for Award Management; formerly Contractor Certification Registration. Each project sponsor is required to register with SAM. To register or check your organization’s status, go to <https://www.sam.gov>.
- **The Primary Contact and the Signatory must both sign the hard-copy Final Proposal form. Unsigned proposals will NOT be considered.**

#### Project Location

- 12 digit HUC #(s): Please see the 12 digit HUC information in the Project Location section of the Instructions for Project Funding Request (above).
- Waterbody Name from 2016 List of Impaired Waters: Waterbodies with impairments can be obtained from Montana’s Clean Water Act Information Center (CWAIC) website at <http://cwaic.mt.gov>. When obtaining data from CWAIC, be sure you are looking at the right waterbody and the right segment of that waterbody. For example, there are dozens of streams named “Beaver Creek,” so make sure you are looking at the one in your watershed. Many of the larger streams are divided into segments, and different segments may have different impairments.
- Probable cause(s) of impairment to be addressed: For each listed waterbody, CWAIC lists the probable causes of impairment (e.g., sedimentation/siltation, nitrogen, lead). For the selected waterbody, list the probable causes of impairment **that your project specifically addresses**.
- Activity 1 Name: This is not the same as the Project Title you provided previously in the form. Instead, it is the name of the specific, on-the-ground project or project site.
- Latitude and Longitude: For projects that involve long linear sections of streambank or large surface areas, pick a point that is roughly in the geographical center of the project.

## Nonpoint Source (NPS) Information

- Which WRP does this project implement?: A list of DEQ-accepted Watershed Restoration Plans and those that are still under development can be found on the DEQ Watershed Restoration Planning webpage: <http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Watershed-Restoration-Planning>
- What is the status of the WRP?: To select “DEQ Accepted,” the WRP must be accepted by DEQ on the date you submit the proposal. Otherwise, select “Under Development.” If you have questions regarding the status of a WRP, contact Robert Ray at 406-444-5319 or [rray@mt.gov](mailto:rray@mt.gov).
- Does the project address impairments identified in a TMDL?: TMDL documents can be found at: <http://www.deq.mt.gov/wqinfo/TMDL/finalReports.asp>.
- Functional Category: The functional category is the *main* activity the proposed project addresses.
- Pollution Category: The 1<sup>st</sup> Pollution Category is the main category of pollution your project addresses. If your project addresses other categories of pollution, note those under 2<sup>nd</sup>, 3<sup>rd</sup>, and/or 4<sup>th</sup> pollution category.
- Percent of Total (%): Provide the % of **total project cost** that will be spent on work addressing the pollution category.

## Project Funding

- State Cash Match: Cash contributed from state agencies.
- Local Cash Match: Cash contributed from cities, counties, conservation districts, watershed groups, private citizens and all other non-federal, non-state funding sources.
- In-Kind Match: Estimated dollar value of in-kind contributions of time, equipment, and other measurable resources from non-federal sources.
- Total Match: This field will be filled in automatically in the electronic form. It is equal to the sum of state cash match, local cash match, and in-kind match.
- Other Federal Funds: Cash and in-kind contributions from federal government sources. You are not required to obtain federal match, and federal match cannot be counted towards the non-federal matching funds requirement. However, EPA does like to track the amount of federal matching funds whenever they are reported.
- Total Project Budget: This field will be calculated and filled in automatically in the electronic form.
- Administrative Fee: The amount of requested funds that will go toward contract administration. This amount cannot exceed 10% of the total 319 funds requested.
- Does the project sponsor have any open 319 contracts?: As a general rule, Contractors are not allowed to have more than two open 319 contracts at a time. However, DEQ reserves the right to evaluate compliance with this rule on a case-by-case basis.

## SECTION II: PROJECT DESCRIPTION

Use this section to address considerations A1, A2, A3, B2, B3, and B4 on the Scoring Sheet (**Attachment A**).

- Goals and Objectives: Describe the overall goal and specific objectives for this project.
- Methods: Describe the approach selected to address/correct the problem(s), e.g., types of BMPs to be installed, and other important activities. Be specific and avoid using vague terms such as bioengineering techniques, bank stabilization work, and E&O campaign.

- **Summary:** Provide a summary of the project. Among the questions this section should answer are: What is the type and source of pollution? How are the pollutants impacting the receiving waters? How will this project address the root cause of the problem? What is the amount of acreage/linear feet involved in the project's scope?

### SECTION III: BACKGROUND INFORMATION

Use this section to address considerations A2, A4, A8, B1, and B2 on the Scoring Sheet (**Attachment A**).

- **Statement of Project Need and Intent:** Identify how and why you chose your particular project(s). Explain why this is the appropriate project to address the causes and sources of impairment. Address why this project is important to your organization and to local citizens.
- **Pre-project Planning:** Describe the planning that has already occurred or is anticipated to occur (with specific dates) prior to being awarded this contract. This may include the status of design work, NEPA activities, permits, and landowner agreements.
- **Collaborative Effort:** Project success is often dependent upon acquiring adequate participation and support from a wide variety of individuals and entities. Describe the collaborative effort you have engaged in to ensure that all appropriate partners and stakeholders support the project.
- **Partners and Roles:** Identify the project partners and their roles. Identify the individuals and entities that will likely participate in your project. Participation could include planning, and technical assistance, financial contributions, land ownership, monitoring, or project-related labor.
- **Technical and Administrative Qualifications:** Identify the technical and administrative expertise that you will rely upon for your project. Include qualifications of project partners that will be involved in design, implementation, monitoring, or other technical aspects of the project. Note any credentials project participants may have that will help ensure timely and accurate completion of the administrative end of a potential contract (e.g., experience or training in contract management, accounting, procurement, billing and recordkeeping, technical writing).
- **Past and Current Projects:** In the table, identify previous and/or ongoing grants or contracts your organization has received from government entities, non-profit groups, or other entities. This is similar to providing a list of references on a job application.

### SECTION IV: SCOPE OF WORK

Use this section to address considerations A5, A6, A7, A9, and B4 on the Scoring Sheet (**Attachment A**).

Nine task entries are available; you do not have to use all nine. In addition to the tasks associated with project implementation, **all projects must include individual tasks dedicated to contract administration, education and outreach, and monitoring.** Projects that include on-the-ground projects must also include a task dedicated to operation and maintenance. Refer to Section 4 of the Call for 319 Nonpoint Source Project Proposals for descriptions of these tasks.

- **Task X Title:** Title of task (e.g., Project Design, Project Construction, Project Coordination, etc.).
- **Description:** A general description of the work you intend to complete for this task.
- **Deliverables:** Identify the specific projects you intend to complete (e.g., re-vegetate 500 feet of streambank on the Jones property, prepare and distribute 4 newsletters) and the tangible products you will submit to document completion of the task (e.g., lab reports, photos, calculated load reductions, copies of newsletters, etc.).

- 319 Funds: Amount of 319 funds requested for the task.
- Non-Federal Match: Amount of cash and in-kind contributions from non-federal sources that you intend to report for the task towards meeting the match requirement for the 319 contract.
- Other Federal Funds: The amount of federal funds and in-kind contributions that you plan on using to complete the Task (if applicable).
- Total Cost: This field will be calculated and filled in automatically in the electronic form.
- Is Match Secured?: Match is not required to be secured at the time of application submittal, however, it is encouraged. Under each task you must identify if cash match is secured or not. "Secured" means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.
- Timeline: The approximate timeframe in which you expect to complete the Task. For example, July 2016 to September 2017.
- Match Source: Identify the individuals, entities, or programs that will be providing reported match.

## SECTION V: SUPPORTING DOCUMENTS

Use this section to address consideration A7 on the Scoring Sheet (**Attachment A**).

- Detailed Project Budget: This table should be used to identify costs associated with specific actions within each task. For example, if Task 3 includes three revegetation efforts, you could use separate lines within the table to identify the costs associated with each of the three. If Task 4 includes preparing and distributing two newsletters, and conducting a volunteer monitor training event, you could use one line for the newsletters and one line for the training event. If Task 5 includes contract administration costs, you might have one line for office space/supplies and another line for salaries and benefits. The level of detail you provide in this table should exceed the level of detail in the Scope of Work section.
- Project Milestone Table: Identify major project milestones, and the approximate timeframe in which you plan to complete them. Project milestones may include things like completion of draft and final engineering plans, completion of construction, monitoring dates, submittal dates for project reports, etc.

## Attachments and Comments

- Attachments: Only the seven attachments / attachment types listed on the Final Application will be accepted. **Do not** submit copies of studies, previous work products, additional text to add to one of the sections of the proposal, or other materials. **Do include** photos of your proposed project area. These photos may include historical photos, recent site photos, aerial photos, or other photographs that might help the Agency Review Panel better understand the nonpoint source problem you plan to address and the methods you intend to use to resolve the issue. The project map(s) and a minimum of three letters of support are required elements. You are not required to have all of the design drawings, applicable permits, and landowner agreements in place at the time you submit your application. Some of these items may actually be deliverables in your scope of work.
- Letter of support from WRP author: If your organization is not the original author of the Watershed Restoration Plan (WRP) you plan to implement, you must request a letter of support from the original authoring entity. The letter needs to identify how your proposed project

implements recommendations within the WRP. The purpose of this requirement is to encourage collaborative, strategic planning and focusing of resources. If, for some reason, the authoring entity refuses to provide a letter of support, use the additional space at the end of the application to describe your attempts to obtain a letter, and any rationale the authoring entity provided for their refusal.

- **Comments:** Use this box to add any additional information that you feel might help DEQ staff and other reviewers better understand your project and its importance to nonpoint source pollution prevention. If your organization is not the author of the WRP covering your project area and you do not have a letter of support from them, justification for this must be provided in this space.