

August 31, 2012

MSU Extension-Water Quality  
Adam Sigler  
Leon Johnson Hall, Rm 334  
Bozeman, MT 59717

**RE: FY2013 319 Project Proposal: Volunteer Monitoring-Addressing Shared Statewide Goals**

Dear MSU Extension-Water Quality,

Thank you for submitting your 2013 Clean Water Act Section 319 grant project proposal entitled "Volunteer Monitoring-Addressing Shared Statewide Goals" on behalf of MSU Extension-Water Quality. This year we received 21 project proposals with a total request of about \$1,229,300; we anticipate being able to award about \$900,000 in 319 funds, therefore the competition for 2013 project funding will be high.

Attached are comments that DEQ is providing for your consideration in preparing your final application. These comments are meant to provide you with the technical advisory reviewers and DEQ's perspectives in hopes of helping you develop a successful grant application.

I recommend you contact and work closely with the Technical Coordinator listed below in developing a final grant application. The technical coordinator is your primary DEQ contact throughout this application process.

<b>Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email</b>
Elena Evans	Technical Coordinator	406-444-0531	eevans2@mt.gov

As a reminder, the final application needs to be e-mailed and a signed hard copy must be post-marked to me no later than 5:00 p.m. Monday, October 1, 2012. The Agency Review Panel will be meeting Tuesday, October 23, 2012 in Helena to review final applications; applicants should plan on attending the meeting to present and answer questions regarding applications. Additional details to follow.

Again, thank you for your project proposal submission and I hope your project is successful.

Sincerely,

Robert Ray, Manager  
Watershed Protection Section  
Water Quality Planning Bureau

Encl: Technical Review Comments  
Change in Grant Application PDF Reader

### **Comments for FY2013, 319 Project Proposal**

**Category:** Education & Outreach  
**Sponsor:** Montana State University Extension Water Quality  
**Title:** Volunteer Monitoring-Addressing Shared Statewide Goals  
**319 Request:** \$25,000

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#### *General Comments*

- 319 funding is competitive this year. Please be thoughtful in your request for funds.
- Please ensure that your project relates to the goals and furthers the action plan of the 2012 NPS Management Plan.
- Please take the time to proofread the final application and ensure that it is consistent, free of errors and reads clearly.
- Please ensure that all the information in Section 1 of the Final Application is completed. This includes Project Location, Functional Category, Pollution Categories and relative Percents, Administrative Fee, Open Contracts (do not include mini-grants) and associated information.
- Please ensure timelines are included in the final application and that they are consistent with 319 funding, which will be available July 1, 2013.
- Please ensure that a task is included to administer this contract. This task should include status reports, annual reports and a final report as well as appropriate billing and contract management. The 319 request for administrative activities must not exceed 10% of the total 319 funds request; however local match associated with administrative activities can exceed the 10% cap.
- Please ensure that you include a monitoring component for your project. For watershed restoration projects, monitoring is generally related to on-the-ground activities and relates to the impairment listings. For education & outreach monitoring is generally more of an evaluation of the project and how effective it was at achieving the desired outcomes.
- Late or incomplete applications will not be considered. If you have any questions please call your technical coordinator well before October 1, 2012.

#### *Other Comments*

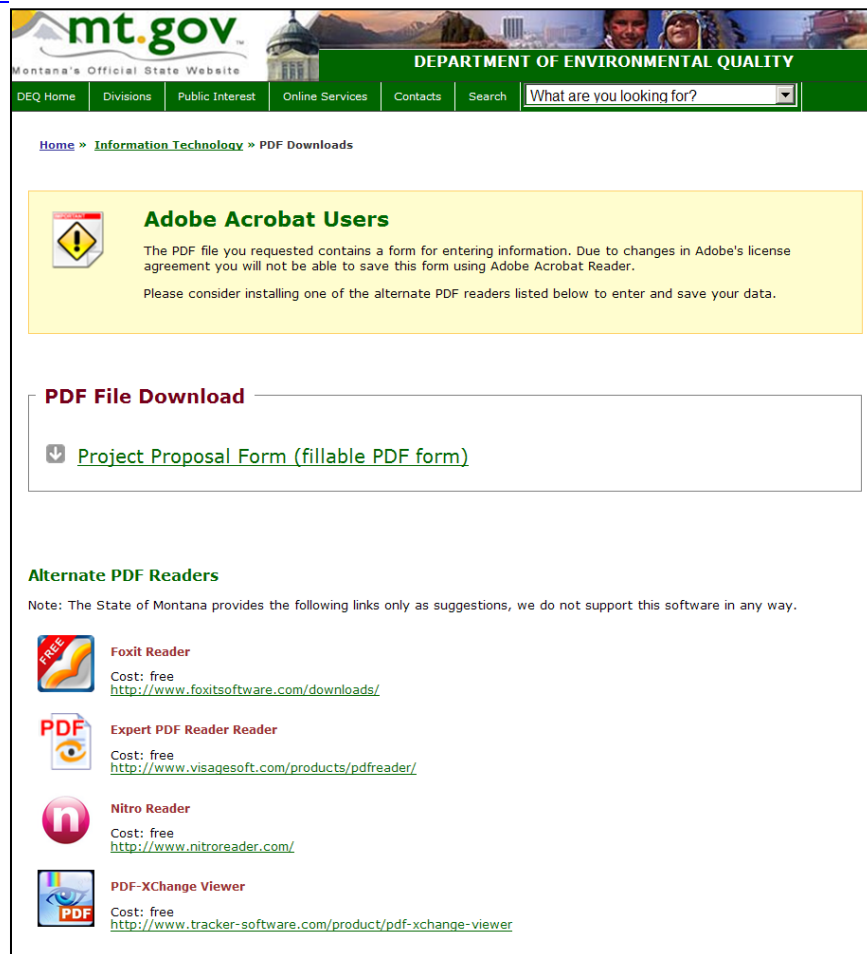
- The call for applications discouraged placeholder applications and those from organizations with two open 319 grants. A scoring criterion for education and outreach programs is that "The application clearly identifies the specific nonpoint source pollution issue(s) and societal behaviors that will be addressed." At this time, the project is not specific enough for 319 funding. The review panel was also concerned that this funding is directed more toward program support as opposed to projects.
- The proposal is very vague regarding the goals of the project and task details. A complete, detailed proposal will need to be done for final submission. Match money and a timeline for each task needs to be included as well as administrative tasks (noted in Section 1, but not included in final project budget or in scope of work outline).
- MSU Extension Water Quality has two open 319 contracts with DEQ; therefore an internal review by DEQ staff will be done (as described in 2013 Call for Proposals).
- Please address how this proposal differs from the currently open 319 contracts.
- Historically it has been difficult for organizations with several 319 open contracts and similar tasks to report and bill appropriately. Please carefully consider this concern.

- There is concern that between current open contracts, this proposal, and other group's 319 grants that include funding for MSU Extension Water Quality, that there may be duplication of effort and /or funding.
- How will this project address the goal of Montana's nonpoint Source program to provide a clean and healthy environment by protecting and restoring water quality from nonpoint source pollution?
- Education and outreach projects require an effectiveness evaluation. How will you evaluate the success of your project?

To: 319 Grant Applicants  
From: MT DEQ (Stephanie Crider)  
Date: August 17, 2012  
Subject: Change in Grant Application PDF Reader

Recently, Adobe Acrobat changed its licensing agreement resulting in the immediate change of format for any editable PDF files created by the Department of Environmental Quality (DEQ). The result of this is still an editable PDF file for the Final 319 Grant Application, however, it will likely need to be opened and edited in a different PDF reader.

When you go to the DEQ website to download the final application you will be directed to a page detailing this change (see below). There are several options for free PDF readers; Foxit Reader is very similar to Adobe Acrobat, and quite user friendly. If you have any questions regarding the format of the application and how to use a different reader, please direct them to me, Stephanie Crider, at [scrider@mt.gov](mailto:scrider@mt.gov) or 406-444-2478.



The screenshot shows the Montana Department of Environmental Quality (DEQ) website. The header includes the 'mt.gov' logo and navigation links for DEQ Home, Divisions, Public Interest, Online Services, Contacts, and a search bar. The breadcrumb trail indicates the user is in the 'Information Technology' section under 'PDF Downloads'.

**Adobe Acrobat Users**

The PDF file you requested contains a form for entering information. Due to changes in Adobe's license agreement you will not be able to save this form using Adobe Acrobat Reader.

Please consider installing one of the alternate PDF readers listed below to enter and save your data.

**PDF File Download**

Download [Project Proposal Form \(fillable PDF form\)](#)

**Alternate PDF Readers**

Note: The State of Montana provides the following links only as suggestions, we do not support this software in any way.

- Foxit Reader**  
Cost: free  
<http://www.foxitsoftware.com/downloads/>
- Expert PDF Reader Reader**  
Cost: free  
<http://www.visagesoft.com/products/pdfreader/>
- Nitro Reader**  
Cost: free  
<http://www.nitroreader.com/>
- PDF-XChange Viewer**  
Cost: free  
<http://www.tracker-software.com/product/pdf-xchange-viewer>