

August 31, 2012

SWCDMI
Jan Fontaine
790 Colleen Street
Helena, MT 59601

RE: FY2013 319 Project Proposal: FY2014 Education & Outreach Mini-Grants

Dear SWCDMI,

Thank you for submitting your 2013 Clean Water Act Section 319 grant project proposal entitled "FY2014 Education & Outreach Mini-Grants" on behalf of the SWCDMI. 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.

Name	Title	Telephone	Email
Laura Andersen	Technical Coordinator	406-444-0549	landersen3@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: Soil and Water Conservation Districts of Montana, Inc. (SWCDMI)
Title: FY2014 Education & Outreach Mini-Grants
319 Request: \$25,000

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 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.
- 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

- Consider renaming Task 1 to “Mini-Grant Awards” or something similar that indicates that money associated with Task 1 is the money that is awarded to sub-recipients.
- In Task 2 provide a bit more detail about Mini-Grant Program Coordination so that it distinguishes it from Contract Administration. Consider adding details about work to organize and coordinate the review committee and selection process.

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 or 406-444-2478.

The screenshot shows the Montana Department of Environmental Quality (DEQ) website. The header includes the 'mt.gov' logo and the text 'Montana's Official State Website'. The navigation bar lists 'DEQ Home', 'Divisions', 'Public Interest', 'Online Services', 'Contacts', and a search box. The breadcrumb trail reads 'Home » Information Technology » 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**
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- Expert PDF Reader Reader**
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- Nitro Reader**
Cost: free
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