



# CALL FOR PROJECT PROPOSALS FOR FISCAL YEAR 2014

CLEAN WATER ACT SECTION 319 NONPOINT SOURCE (NPS) PROGRAM

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## ATTACHMENTS

- Attachment A – Project Scoring Sheet
- Attachment B – Map of Watersheds with DEQ-Accepted WRPs or WRPs in Development
- Attachment C – Instructions for Project Proposal and Final Project Proposal Forms
- Attachment D – Project Proposal Form
- Attachment E– Final Project Proposal Form
- Attachment F – EPA’s Nine Minimum Elements for a Watershed Restoration Plan

## ACRONYMS

| <b>Acronym</b> | <b>Definition</b>                              |
|----------------|--|
| BMP            | Best Management Practices                      |
| CWA            | Clean Water Act                                |
| CWAIC          | Clean Water Act Information Center             |
| DEQ            | Department of Environmental Quality (Montana)  |
| DNRC           | Department of Natural Resources & Conservation |
| E&O            | Education and Outreach                         |
| EPA            | Environmental Protection Agency (US)           |
| ESA            | Endangered Species Act                         |
| GRTS           | Grant Reporting and Tracking System database   |
| MWCC           | Montana Watershed Coordination Council         |
| NPS            | Nonpoint Source                                |
| O&M            | Operation and Maintenance                      |
| QAPP           | Quality Assurance Project Plan                 |
| SAP            | Sampling and Analysis Plan                     |
| SOW            | Scope of Work                                  |
| TMDL           | Total Maximum Daily Load                       |
| WRP            | Watershed Restoration Plan                     |

## 1.0 INTRODUCTION

The Montana Department of Environmental Quality (DEQ) is issuing this Fiscal Year 2014 Call for Project Proposals (call) under Section 319(h) of the Federal Clean Water Act (CWA). DEQ is the lead Montana agency for the Section 319(h) program. Information in this call may be subject to change based on available funding and shifting DEQ and US Environmental Protection Agency (EPA) priorities. If changes become necessary, DEQ will post the changes on the DEQ Nonpoint Source Program 319 Program website at <http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcp>

In April 2013, EPA issued new guidelines for the 319 program. The new guidelines incorporate recommendations from recently conducted program audits by the United States Government Accountability Office and the Whitehouse Office of Management and Budget. The new guidelines affect many aspects of the 319 program, and require DEQ to make significant changes to the Call. Some of the major changes are summarized below. This is *not* an exhaustive list. It is extremely important to read through the entire Call before filling out the project proposal forms. Project eligibility has changed dramatically.

- There are no longer separate categories for watershed restoration, groundwater or education and outreach (E&O) projects.
- Projects must directly implement a DEQ-accepted Watershed Restoration Plan (WRP). In order to receive FY2014 319 funding, WRPs must be DEQ-accepted by January 31, 2014.
- Projects must implement recommendations in the 2012 Montana Nonpoint Source Management Plan.
- 319 project funds cannot be used for general statewide E&O activities.
- 319 project funds cannot be used for baseline water quality monitoring.
- 319 project funds cannot be used for pollution source assessment and identification monitoring.
- 319 project funds cannot be used for development of a WRP.

### 1.1 GOAL OF THE 319 PROGRAM

The primary goal of the 319 program is **to restore water quality in waterbodies whose beneficial uses are impaired by nonpoint source (NPS) pollution and whose water quality does not meet state standards**. This goal can be accomplished by implementing Best Management Practices (BMPs) and conducting E&O activities. DEQ strongly encourages the development and implementation of science-based, locally-supported WRPs to guide these efforts (see **Section 2.1**).

The 2012 Montana Nonpoint Source Management Plan (NPS Plan) describes how DEQ plans to see this goal achieved. The NPS Plan contains specific, state NPS

#### What is nonpoint source pollution?

Nonpoint source (NPS) pollution comes from diffuse sources such as polluted runoff and streambank erosion, or from polluting conditions such as the temperature changes that result from a loss of streambank vegetation and shading. For the purposes of this call, discharges from abandoned mine lands are also considered nonpoint source pollution, provided they are not covered under a discharge permit.

program goals, priorities, and identified BMPs. 319-funded activities must address goals identified in the NPS Plan. A copy of the NPS plan can be downloaded from <http://deq.mt.gov/wqinfo/nonpoint/NonpointSourceProgram.mcpX>.

## 1.2 FUNDING AVAILABILITY

DEQ anticipates approximately \$900,000 in 319 funds will be available for distribution in FY2014. The recommended range for 319 funds per project proposal is \$50,000–\$300,000 for on-the-ground activities and \$10,000–\$30,000 for education and outreach activities.

## 1.3 FY2014 SCHEDULE

**Table 1 - Schedule for Fiscal Year 2014 319 Program**

| Date             | Timeline  |
|------------------|---|
| 6/3/2013         | Issue call for project proposals  |
| 6/26/2013        | 319 project proposal workshop, 9:00 am to 12:00 pm<br>(For more information visit <a href="http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcpX">http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcpX</a> ) |
| 7/2/2013         | WRP Workshop, 9:00 am to 12:00 pm<br>(For more information visit <a href="http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcpX">http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcpX</a> )                  |
| <b>Stage 1</b>   |   |
| 7/26/2013        | 319 project proposals Due to DEQ  |
| TBD-August       | MWCC Review Meeting   |
| 8/30/2013        | DEQ Comments Due to Project Sponsors  |
| <b>Stage 2</b>   |   |
| 10/4/2013        | Final project proposals Due to DEQ  |
| 10/9/2013        | Final project proposals posted to 319 Wiki site   |
| 10/21/2013       | Evaluation by agency review panel   |
| <b>Stage 3</b>   |   |
| 11/1/2013        | Letters for notice of intent to award mailed out  |
| 12/31/2013       | Final Scopes of Work due  |
| 1/31/2014        | Deadline for DEQ acceptance of WRPs   |
| TBD              | DEQ submits state of MT application for EPA review  |
| TBD              | DEQ sends out contracts to project sponsors   |
| Before 6/30/2014 | Project sponsors return signed contracts  |
| TBD              | Funds available   |

## 1.4 HELPFUL RESOURCES

The following information may be useful in preparing a project proposal:

- The 2012 Montana Nonpoint Source Management Plan (NPS Plan) can be found at <http://deq.mt.gov/wqinfo/nonpoint/NonpointSourceProgram.mcpX>
- A map of watersheds with WRPs that have been DEQ-accepted or are in development can be found in **Attachment B**.

- A list of the nine minimum elements of a Watershed Restoration Plan (WRP) can be found in **Attachment F**.
- A copy of Montana's 2012 List of Impaired Waters can be found at [http://cwaic.mt.gov/wqrep/2012/Appendix\\_A\\_ImpairedWaters.pdf](http://cwaic.mt.gov/wqrep/2012/Appendix_A_ImpairedWaters.pdf)
- The Clean Water Act Information Center (CWAIC) database is available to help you search for information on the impairment status of Montana waterbodies. The database can be searched online at <http://cwaic.mt.gov/>
- A list of watersheds with approved total maximum daily loads (TMDLs) can be found at <http://www.deq.mt.gov/wqinfo/TMDL/finalReports.asp>

## 2.0 PROJECT PROPOSAL REQUIREMENTS

There will be no exceptions to the following requirements. Project proposals and project sponsors that do not meet these requirements will not be considered for funding in FY2014.

### 2.1 PROJECT ELIGIBILITY

All projects must:

- Address nonpoint source pollution; **and**
- Address impairments identified on Montana's 2012 List of Impaired Waters; **and**
- Implement goals and objectives identified in the 2012 Montana Nonpoint Source Management Plan, available at <http://deq.mt.gov/wqinfo/nonpoint/NonpointSourceProgram.mcp>; **and**
- Directly implement projects or activities identified in a DEQ-accepted Watershed Restoration Plan (WRP). See **Attachment B** for a map of watersheds with a DEQ-accepted WRP in place or currently in development. If you do not have a DEQ-accepted WRP by the Final Project Proposal Deadline (10/4/2013), or if your DEQ-accepted WRP needs to be amended to address your proposed project, you must submit a complete draft WRP or draft amended WRP (in Microsoft Word or PDF format) with your Final Project Proposal. The WRP must identify your proposed project and the rationale for its selection. DEQ staff will review the draft WRP and estimate the likelihood of it being ready for DEQ acceptance prior to January 31, 2014. DEQ staff estimates will be based on how well the draft addresses EPA's nine minimum elements (see callout box), and how responsive the project sponsor has been to DEQ recommendations during the WRP development process. Please contact Robert Ray **immediately** to determine what you will need to do in order to have a DEQ-accepted WRP in place January 31, 2014. Mr. Ray may be reached at 406-444-5319 or rray@mt.gov. Funds will not be awarded to projects that do not have a DEQ-accepted WRP in place by January 31, 2014.

319 projects cannot include:

- Activities that implement requirements of a point source discharge permit. For example, wastewater treatment plant upgrades or installation of best management practices to meet the conditions of a municipal separate storm sewer system or construction stormwater permit.
- US Geological Survey gage stations.
- WRP development.
- General statewide E&O activities.
- Baseline water quality monitoring.
- Pollution source assessment and identification monitoring.

### **Developing a DEQ-Acceptable Watershed Restoration Plan**

To be accepted by DEQ, a WRP must adequately address the nine minimum elements established by EPA for Watershed Plans (see **Attachment F**). A more detailed description of EPA's nine minimum elements can be found in EPA's *Handbook for Developing Watershed Plans to Restore and Protect Our Waters*, available online at [http://www.epa.gov/owow/NPS/watershed\\_handbook/pdf/ch02.pdf](http://www.epa.gov/owow/NPS/watershed_handbook/pdf/ch02.pdf)

Successful WRP development and implementation is dependent upon long-term, broad-based stakeholder commitment. This commitment may be acquired through rallying around a common cause that affects multiple aspects of a community, or it may be developed through regular and on-going communication and mutual assistance on individual projects. In all cases, community members must learn to trust one another, even while disagreeing. With adequate technical/scientific assistance, and perhaps a meeting facilitator, the community or group can develop the nine minimum elements.

DEQ staff may be able to assist communities in preparing a WRP to guide water quality restoration efforts. **A DEQ-sponsored WRP workshop will be held on July 2, 2013, video conferencing will be available.** For more information on this workshop, go to the 319 Program website at <http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcp> or contact Robert Ray at 406-444-5319 or [rrey@mt.gov](mailto:rrey@mt.gov).

- Watershed characterization studies.

## **2.2 PROJECT SPONSOR ELIGIBILITY**

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.

When determining project sponsor eligibility, DEQ will take into consideration performance on previous grants/contracts an organization has received. This shall include whether contract deliverables were submitted on time, whether the organization was successful in obtaining and maintaining the support of key project participants, how well the organization's staff communicated with project managers, and the degree to which projects were successful. In the final project proposal, evidence must be provided demonstrating that the organization is able to successfully manage grants and contracts. This evidence includes:

- A list of project participants, their roles in project management, and their qualifications.
- A list of natural resource grant/contract agreements managed by the project sponsor in the last four years, along with contact information for the granting/contracting agency.

As a general rule, project sponsors will no longer be allowed to have more than two open 319 contracts at any time. DEQ reserves the right to evaluate compliance with this rule on a case-by-case basis. This rule encourages project sponsors to:

- Plan and carry out larger, more extensive efforts to reduce nonpoint source pollution.
- Phase projects. For example, apply for funding for engineering and design work in one year, and then come back to DEQ or other funding sources later to fund actual construction.
- Close out individual contracts within a maximum of 3 years.



## 3.0 319 CONTRACT REQUIREMENTS

Funds through the 319 program are administered as contracts, not grants. Grants typically refer to funding awarded with few strings attached, minimal oversight by the granting entity, and reporting requirements often limited to a single, final report. Contracts are a legally binding agreement that identifies specific products or work that must be completed prior to receiving reimbursement. Contracts involve additional oversight, and the expectation that funds will only be used for tasks specifically approved in the contract.

### 3.1 COST SHARE

Project sponsors must be able to meet a 40% cost share (also known as match) for the project. The cost share can be from private, state, local, or non-profit sources; it cannot be from federal sources. It can be in the form of cash, other state funds, or in-kind services that have a direct benefit to the project. Cost share can only be applied to one project. For example, if a project is funded by a combination of a Future Fisheries grant, 319 funds, and a \$5,000 Trout Unlimited grant, the Trout Unlimited grant cannot be used to meet both a \$5,000 Future Fisheries cost share requirement and a \$5,000 319 cost share requirement. However, \$2,500 of the \$5,000 could be applied to each.

#### Calculating Required Cost Share

$$(X \div 0.60) - X = Y$$

Where

*X = amount of 319 funds being requested*

*Y = amount of cost share required*

Example: For a project sponsor requesting \$100,000 in 319 funds, the calculated cost share would be:

$$(\$100,000 \div 0.60) - \$100,000 = \$66,667$$

### 3.2 REPORTING REQUIREMENTS

All 319 contracts include basic reporting requirements. At a minimum, the reporting requirements include:

- **Quarterly status reports.** Status reports must be submitted each time a request for payment is submitted, and on a quarterly basis.
- **Annual report(s).** Annual reports are progress-based covering the calendar year.
- **Final report.** The final report consists of a document that acts as a “stand alone” report for the entire project. The final report should include copies of all project deliverables as well as a summary of accomplishments, a description of any obstacles encountered, and a complete financial report accounting for expenditure of 319 and matching funds including a detailed comparison of anticipated and actual costs.
- All reports must be submitted in electronic as well as hardcopy format for inclusion in EPA’s Grant Reporting and Tracking System (GRTS) database.
- All data collected, compiled, or analyzed as a part of the project must be submitted to DEQ. All water quality monitoring data collected as part of a 319 contract must be uploaded into the MT-eWQX database. Depending upon a project sponsor’s familiarity with this process, it is expected that a project sponsor could spend a day or more learning the procedure and submitting the data.

- Provide DEQ with the organization's current DUNS (Data Universal Numbering System) and SAM (Systems for Award Management; formerly Contractor Certification Registration) numbers (see links in box below). Notify DEQ if the organization's DUNS or SAM numbers change.

#### **Reporting Resources**

DEQ Reporting Guidance: <http://deq.mt.gov/wqinfo/nonpoint/319Grants.mcp>

EPA's Grants Reporting and Tracking System (GRTS): <http://iaspub.epa.gov/pls/grts/f?p=GRTS:199>

MT e-WQX Support: <http://deq.mt.gov/wqinfo/datamgmt/MTEWQX.mcp>

DUNS Number Registration: <http://fedgov.dnb.com/webform/index.jsp>

SAM Registration: <https://www.sam.gov>

### **3.3 CONTRACT LIFECYCLE**

Contracts under the 319 program will not be awarded until late spring or early summer (May or June) of calendar year 2014. Project sponsors should keep this in mind in planning project schedules and preparing project proposals. Expenses and match incurred by project sponsors prior to the signing of a contract CANNOT be applied to that contract.

319 projects must be completed within 3 years of the signing of the contract. Contractors cannot bill for work completed after the expiration date of the contract. In the past, DEQ has frequently granted contract extensions; this will not be the case going forward.

### **3.4 PAYMENT**

All payment requests are on a reimbursement basis only. Contractors shall bill DEQ no more frequently than monthly and no less frequently than quarterly. Every Attachment B billing statement must include a status report. Status reports must include a detailed description of the work completed that adequately justifies all expenses shown in the Attachment B billing statement. DEQ project managers may request additional information (e.g. receipts, invoices, photos, meeting attendance sheets, etc.) to justify approval of payment.

## **4.0 PROJECT PROPOSAL SUBMISSION AND EVALUATION PROCESS**

The project proposal submission and evaluation process consists of two stages. The first stage will be submittal and review of the project proposal form, and the second stage will be submittal and review of the final project proposal form and attachments. **BOTH STAGES OF THE PROCESS MUST BE COMPLETED.**

In each stage, project sponsors must submit the proposal materials in both electronic and hard copy formats. Electronic documents must be delivered via email or electronic media (USB drive or compact disc (CD)) to DEQ by 5:00 pm on the proposal deadline. All electronic proposal forms and attachments must be delivered in either PDF or Microsoft Office Suite compatible file format. Please do not attempt

to send more than four megabytes (4 MB) of material in a single email; the State of Montana email system will reject it. Large electronic files should be mailed in on a USB drive or CD, or transmitted through a secure file transfer service. Feel free to call DEQ to make sure that proposal materials arrived safely. Hard copy documents must be printed, **signed**, and postmarked by 5:00 pm on the proposal deadline. **Section 1.3** contains a complete list of proposal deadlines.

Hard copies of the proposal materials should be mailed to:

Robert Ray, Watershed Protection Section Supervisor  
Water Quality Planning Bureau  
Department of Environmental Quality  
P.O. Box 200901  
Helena, MT 59620-0901

Email transmissions must be submitted to: [r-ray@mt.gov](mailto:r-ray@mt.gov).

Please direct questions regarding submitting a project proposal to Sarah Norman, at 406-444-2478 or [snorman2@mt.gov](mailto:snorman2@mt.gov).

#### **Project Proposal Resources**

Fillable project proposal forms and instructions are available here (Adobe Reader required):  
<http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcp>

Adobe Reader software (free): <http://get.adobe.com/reader/>.

## **4.1 PROJECT PROPOSAL**

The deadline for submitting project proposals is **Friday, July 26, 2013 at 5:00 pm**. Failure to meet the submittal deadline will disqualify a project proposal from consideration. Project proposals must be complete, **signed**, and must address all components found in the project proposal form. Do not submit vague project proposals as placeholders.

Members of the Montana Watershed Coordination Council (MWCC) and DEQ staff will review the project proposals and provide comments and recommendations. DEQ will assemble the comments and provide them to project sponsors in written form by **Friday, August 30, 2013**.

## **4.2 FINAL PROJECT PROPOSAL**

The deadline for submitting final project proposals and attachments is **Friday, October 4, 2013 at 5:00 pm**. Failure to meet the deadline will disqualify a project proposal from consideration. To increase the likelihood of receiving funding, project sponsors should address the recommendations made by DEQ and MWCC during the final project proposal phase. Project sponsors should discuss the recommendations with DEQ staff or MWCC members to ensure full understanding of the intent of the recommendations.

After the final project proposal submission deadline, all communication regarding the final project proposals must be conducted through Robert Ray, DEQ Watershed Protection Section Manager by telephone at 406-444-5319 or via email at [rroy@mt.gov](mailto:rroy@mt.gov).

#### **4.2.1 Required Final Project Proposal Materials**

**Final project proposal form:** Must be completely filled out, and signed by the appropriate signatories.

**Maps:** A project map or set of maps showing the location and size of project activities must be included with the final project proposal form. For E&O activities, the map must simply show the watershed(s) that the activities will affect. For on-the-ground activities, the map(s) must identify the activity locations by latitude and longitude. The map(s) should identify waterbodies affected by the pollution that the project is designed to address. As appropriate, please include additional information on the map(s) that might give reviewers a better sense for the value and significance of the project with respect to water quality. Project sponsors are encouraged to submit design drawings when available, provided that the design drawings are accompanied by latitude and longitude information for the proposed activities.

**Letters of Support:** Final project proposals must be accompanied by at least three letters of support. Projects calling for on-the-ground work on specific landowners' property must include letters of support from each of the landowners. Project sponsors are encouraged to submit more than three letters of support where possible. Letters should demonstrate a broad base of support.

**WRP Draft or Amended WRP:** If you do not have a DEQ-accepted WRP by the Final Project Proposal Deadline (10/4/2013), or if your DEQ-accepted WRP needs to be amended to address your proposed project, you must submit a complete draft WRP or amended draft WRP (in Microsoft Word or PDF format) with your Final Project Proposal. The draft must identify your proposed project and the rationale for its selection. DEQ staff will review the draft WRP and estimate the likelihood of it being ready for DEQ acceptance prior to January 31, 2014. DEQ staff estimates will be based on how well the draft addresses EPA's nine minimum elements (see callout box), and how responsive the project sponsor has been to DEQ recommendations during the WRP development process. Please contact Robert Ray **immediately** to determine what you will need to do in order to have a DEQ-accepted WRP in place by January 31, 2014. Mr. Ray may be reached at 406-444-5319 or [rroy@mt.gov](mailto:rroy@mt.gov). Funds will not be awarded to projects that do not have a DEQ-accepted WRP in place by January 31, 2014.

#### **4.2.2 Review of Final Project Proposal**

Final project proposals will be evaluated by an agency review panel on **Tuesday, October 22, 2013**, in Helena. The panel will be chaired by DEQ, and will include representatives from various state and federal agencies. It will serve as the final technical review committee for the proposed projects. Project sponsors will be offered an opportunity to present projects to the panel. Presentations will be limited in time, and DEQ staff will coordinate all media needs.

Evaluations for all projects will be done using a project scoring sheet. A preliminary scoring sheet is included with this document as **Attachment A**. DEQ reserves the right to modify the scoring sheet at a later date. If the scoring sheet or any other parts of this document are modified, DEQ will post the changes on the DEQ Nonpoint Source Program 319 Grant Information website at <http://deq.mt.gov/wqinfo/nonpoint/319GrantInfo.mcp>

The agency review panel will make general recommendations regarding funding levels (e.g., fully fund, partially fund, don't fund, don't fund tasks x, y and z). DEQ reserves the right to accept, modify, or reject the panel's recommendations.

The EPA has final approval authority over all projects selected by DEQ for funding. EPA reviews the final scope of work (SOW) for TMDL components, consistency with Montana's 2012 NPS Management Plan, consistency with EPA 319 program guidelines, and overall impacts on water quality. EPA, in consultation with the US Fish and Wildlife Service, will also conduct an Endangered Species Act review to establish necessary parameters for compliance with the Act. Upon receipt of EPA approval, DEQ will issue contracts to the successful project sponsors. This will likely occur in late spring or early summer of 2014.

### 4.3 FUNDING PRIORITIES

Addressing the following priorities shall significantly increase the likelihood of receiving 319 funds. These priorities may or may not appear in the project scoring sheet used by the agency review panel. However, they can factor heavily into other parts of the project proposal review process, and may ultimately influence which projects DEQ recommends to EPA for funding. The priorities are listed **in order from highest ranked to lowest**.

1. Projects addressing NPS pollution identified in a DEQ-accepted TMDL document.
2. Projects that make the greatest progress towards removing NPS pollution caused impairments identified on Montana's 2012 Impaired Waters list at [http://cwaic.mt.gov/wqrep/2012/Appendix\\_A.pdf](http://cwaic.mt.gov/wqrep/2012/Appendix_A.pdf)
3. Larger projects in smaller watersheds that address all or most of the significant NPS pollution sources within that watershed.
4. Projects that lead to significant, measurable, long-lasting reductions in NPS pollution.
5. Projects that reduce NPS pollution from agriculture (livestock and/or farming), silviculture, or urban runoff.

### 4.4 RECOMMENDATIONS FOR PREPARING A PROJECT PROPOSAL

DEQ's goal is to help project sponsors submit the best project proposal possible. The following list includes recommendations project sponsors should consider in preparing and submitting a project proposal. Issues raised here reflect experiences from previous funding cycles. Not all of these will apply to a specific project, and they are not listed in any particular order.

#### 4.4.1 General Recommendations

- Begin developing project ideas and filling out the project forms well in advance of the project proposal deadlines. Talk to DEQ staff about project ideas or if you need help filling out the project proposal forms. Contact Robert Ray at (406) 444-5319 or [rroy@mt.gov](mailto:rroy@mt.gov).
- Avoid activities with an unclear or weak relationship to water quality. For example, weed control, invasive species control, fish screens, wildlife habitat enhancement, protection of property or structures from channel migration, etc. are probably not appropriate 319 activities.
- Provide relevant details about the problem being addressed and the project's geographical area. Do not assume that project proposal reviewers will have any specific familiarity with these things.

- Project proposal reviewers evaluate whether the techniques, project sites, and project partners provide the best results in a cost-effective manner.
- Show that other relevant federal, state, local and private sources of funding and resources that may be available to assist in completing the project have been sought.
- Demonstrate support from key stakeholders has been sought and obtained. This is critical.
- Identify the specific responsibilities of key stakeholders in the completion of the project.
- Explain how the water quality benefits achieved as a result of the project will be documented.
- When describing the potential effects of the project, use logical, evidence-based arguments; avoid speculation.
- If using a previous application prepared for another funding source as a guide for your 319 project proposal, please ensure that the information is appropriate and tailored to the 319 project proposal.
- Double check math calculations (e.g., do the costs in the budget match up with the costs in the scope of work?).
- Address the most significant sources of pollution within a watershed. For example, if 95% of the sediment pollution in a given watershed is from silviculture activities, and 5% is from urban runoff, implement activities that address silviculture first.
- Focus on activities that support or restore natural stream, lake and riparian processes (e.g., channel migration, growth of native riparian vegetation, periodic flooding, etc.).
- 319 project funding is provided to support projects, not programs. Projects typically have defined start and end points, specific directed activities and tangible results. Programs are ongoing plans and policies that achieve goals and objectives.

#### **4.4.2 On-The-Ground Activities**

- Be realistic about funds needed for the project: do not leave the project short of funding or have a surplus of funding. Remember to budget for monitoring, E&O, and reporting. Also, determine ahead of time whether subcontractor(s) may be needed for engineering, monitoring, or other specialized tasks, and budget accordingly.
- Consider a phased approach for designing and implementing a project.
- Irrigation efficiency improvement projects: To receive 319 funding for irrigation efficiency improvement projects, a reasonable mechanism must be provided to ensure that water conserved remains in the stream, and that the project implements an impairment identified in a DEQ-accepted WRP.
- Identify any permits, permissions, or authorities that will need to be obtained in order to complete the project (e.g., 310 permit, permission to access land, etc.).
- Consult with the appropriate Department of Natural Resources and Conservation (DNRC) regional office to determine whether or not a water right will be necessary for the proposed project.
- Avoid large, water quality monitoring efforts. Monitoring should be a tool to answer specific questions. For example, three years of monthly monitoring is probably not necessary to determine whether or not removing a feedlot straddling a creek and relocating it to higher ground has had a positive effect on water quality.

#### **4.4.3 Education and Outreach Activities**

- Clearly identify the target audience, the method of delivery, and the expected changes in water quality as a result of the project.

- Choose the target audience with the greatest potential for solving the NPS problem being addressed. Use the explanation and examples of social marketing found in the E&O strategy of the 2012 Montana NPS Management Plan to direct target audience activities.
- Work to educate, not merely inform. Provide immediate opportunities for people to act on the information given to them (e.g., through hands-on learning opportunities).
- Proposals for continuation of a multi-year project should explain how this project builds on previous efforts.
- Ensure the activity is clearly connected to addressing a specific NPS pollution problem.

## **5.0 PROJECT COMPONENTS**

Required components for all 319-funded projects include monitoring, education and outreach, and contract administration. How these components are addressed may depend on the type of project, specifically if it focuses on on-the-ground activities or education and outreach activities. On-the-ground activities may include pre-implementation planning and design, permitting, subcontracting, and/or actual project implementation. Operation and Maintenance (O&M) components are specific to on-the-ground activities.

### **5.1 MONITORING**

All projects must contain a task dedicated to monitoring. Project sponsors proposing to conduct education and outreach activities must include a mechanism for measuring the effectiveness of the activity. Project sponsors proposing to conduct on-the-ground projects must include quantifiable outcomes with respect to water quality. For projects addressing nitrogen, phosphorus, or sediment pollution, monitoring must include a mechanism for determining the annual load reductions achieved by the project. Monitoring does not necessarily mean obtaining a sample and sending it to a lab. It can also include modeling, surveying, remote sensing, and other forms of evaluation.

All water quality sampling and data analysis must be guided by a DEQ-approved Sampling and Analysis Plan (SAP) and/or a Quality Assurance Project Plan (QAPP). Project sponsors without an existing, approved, applicable SAP/QAPP will be required to develop one prior to conducting any sampling. Project sponsors should expect the development and approval process to take at least a month, depending upon the complexity of the project, the project sponsor's familiarity with SAPs and QAPPs, and the availability of DEQ review staff. All water quality monitoring data collected as part of a 319 grant contract must be uploaded into the MT-eWQX database. Depending upon familiarity with this process, project sponsors can expect to spend a day or more learning the procedure and submitting the data.

### **5.2 EDUCATION AND OUTREACH**

DEQ requires all projects to contain a task dedicated to E&O. Part of the reason for this is to encourage the use of 319 projects as demonstration projects such that other landowners will engage in similar water quality improvement projects on their property. Therefore, E&O tasks for projects involving on-the-ground projects should be directly related to the project. Appropriate E&O activities for an on-the-ground project include a watershed tour that visits the project site, preparing news releases and newsletter articles covering the project, setting up a kiosk or sign display at the project site, organizing school field trips to the project site, or giving presentations to increase support for similar projects

elsewhere in the watershed. The E&O task must identify the target audience, information to be disseminated, method of delivery, and method of evaluating E&O effectiveness.

Project sponsors must justify the costs associated with E&O activities. Justification must be based on the activities' benefit to the project and positive influence on water quality.

### **5.3 OPERATION AND MAINTENANCE**

An O&M component is necessary if the project includes the installation of on-the-ground practices. A full O&M plan will be required as part of the project, if applicable. Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repair damage that may occur, or replace the practice if one or more components fail within the expected lifespan of the practice.

Project sponsors proposing on-the-ground activities must provide a detailed plan for the operation and maintenance of each implemented practice. For each practice, the plan must include the following:

- A reasonable, expected life span for the practice. The lifespan must be determined by mutual agreement and definition between the project sponsor and DEQ, and shall be based on similar projects and programs.
- A description of how the practice will be operated and maintained to ensure that it remains functional for the duration of its intended lifespan.
- The name, phone number, and address of the person that DEQ and EPA will need to notify in order to inspect the practice.

### **5.4 CONTRACT ADMINISTRATION**

All projects must contain a contract administration task. No more than 10% of the requested 319 funds can be used to cover administrative costs. Administrative costs include, but are not limited to, charges for:

- Preparation and submittal of status, annual and final reports.
- Preparation and submittal of reimbursement requests.
- Office space, equipment and supplies.
- Overhead costs.
- Expense/budget tracking.
- Phone bills associated with the project.
- Insurance.



## FY2014 MONTANA 319 SCORING SHEET

Project Name: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

| Requirements   | Y/N |
|--|-----|
| The project addresses nonpoint source (NPS) pollution.   |     |
| The project addresses water quality objectives identified in the 2012 Montana Nonpoint Source Management Plan. |     |
| The project will directly implement recommendations in a DEQ-accepted Watershed Restoration Plan (WRP).        |     |
| The project addresses impairments identified on Montana's 2012 List of Impaired Waters.                        |     |

| General Application Considerations |  | Score*<br>(0, 1, 2 or 3) | Weight | Points<br>Awarded** |
|------------------------------------|--|--------------------------|--------|---------------------|
| <b>A</b>                           | <b>Agency Review Panel</b>   |                          |        |                     |
| A1                                 | The project is the most appropriate next step for making progress towards the removal of a pollutant/waterbody combination from Montana's 2012 Impaired Waters list. |                          | 8      |                     |
| A2                                 | Pre-project planning has taken place to help ensure the timely and successful completion of the project.   |                          | 3      |                     |
| A3                                 | The project will promote self-maintaining, natural, ecological and social processes that will protect water quality.   |                          | 2      |                     |
| A4                                 | The project involves appropriate partners and has significant stakeholder support.   |                          | 2      |                     |
| A5                                 | The project has clearly identified tasks that include adequate information to describe work to be accomplished.  |                          | 3      |                     |
| A6                                 | The project will be useful for outreach and education  |                          | 2      |                     |
| A7                                 | The outreach and education component(s) of the project targets the most appropriate audience(s).   |                          | 2      |                     |
| A8                                 | For outreach and education components, the methods of delivery are appropriate for the audience and for achieving project goals.                                     |                          | 2      |                     |
| A9                                 | Nonpoint source goals for the project are clearly defined and attainable.  |                          | 2      |                     |
| A10                                | Project costs are reasonable as compared to anticipated results.   |                          | 3      |                     |

|          |   |  |   |  |
|----------|---|--|---|--|
| <b>B</b> | <b>Montana DEQ</b> <i>(This section will be completed by DEQ staff prior to the Agency Review.)</i>   |  |   |  |
| B1       | The project addresses the most significant source(s) of nonpoint source pollution within a watershed.   |  | 2 |  |
| B2       | The project addresses water quality objectives identified in a TMDL document.   |  | 3 |  |
| B3       | The project addresses nonpoint source pollution from silviculture, agriculture (livestock and/or farming), or urban runoff.                       |  | 2 |  |
| B4       | Sufficient technical and managerial resources are available to facilitate completion of the project, including consideration of past performance. |  | 3 |  |
| B5       | If awarded a contract, contractor will have no more than two active 319 contracts.  |  | 2 |  |

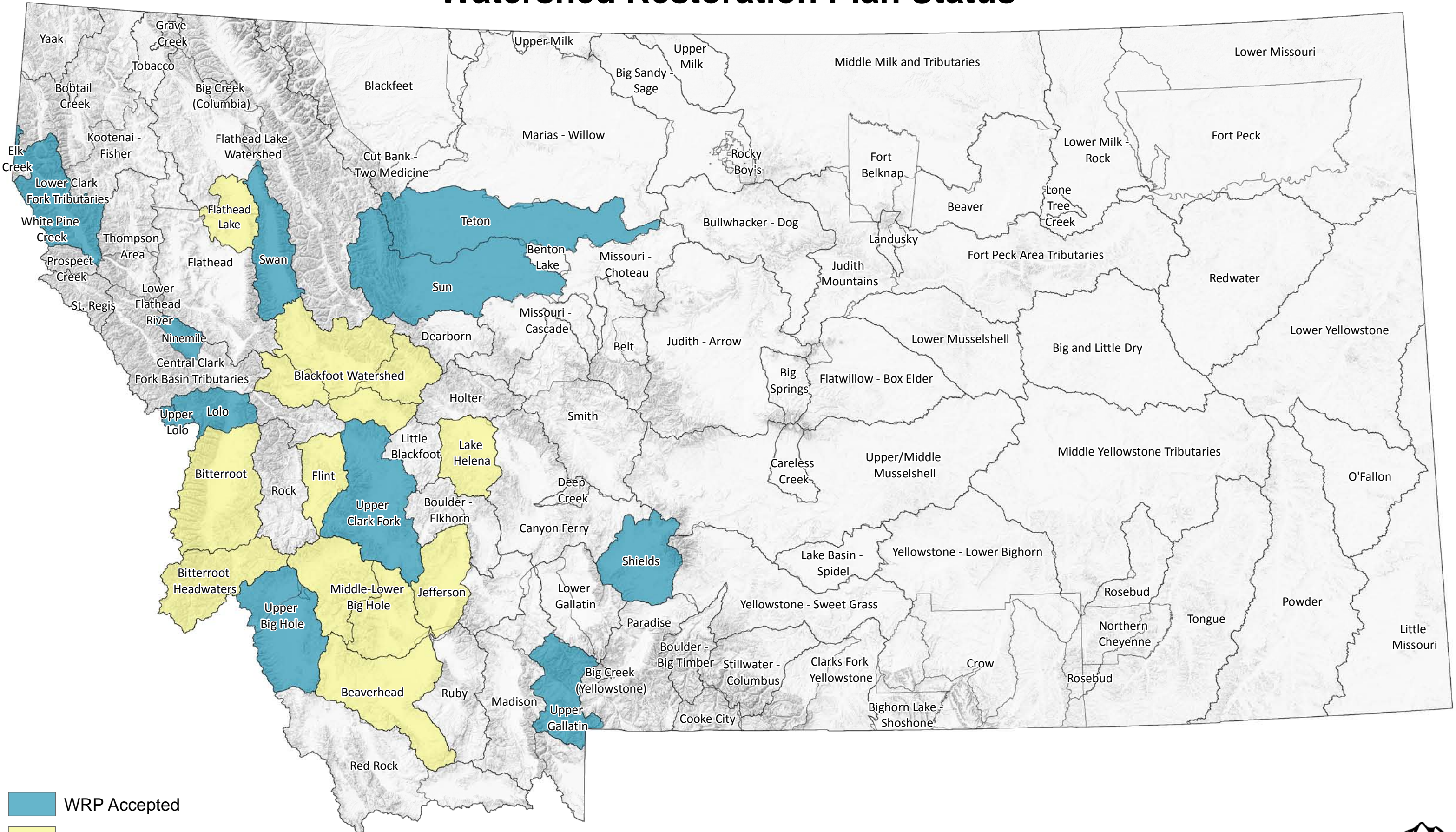
\*1, 2 and 3 correspond to Low, Medium and High, respectively (i.e. 3 = High). 0 indicates the application does not address the question.


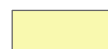
\*\*To calculate Points Awards, multiply the Score by the Weight Factor (i.e. 3 x 2= 6 Points Awarded)

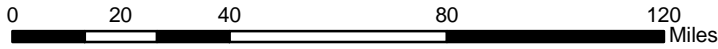
|  |  |
|--|--|
| <b>Agency Review Panel Score</b>   |  |
| <b>Montana DEQ Score</b>   |  |
| <b>Total Score</b>   |  |
| <b>Funding Recommendation</b><br><b>FF = Fully Fund, PF+ = Partial Fund (&gt;50%), PF- = Partial fund (&lt;50%), NF = Not Fund</b> |  |



# Watershed Restoration Plan Status



 WRP Accepted  
 WRP Under Development



Watersheds are shown with their watershed restoration planning status.

DEQ/PPAWQP/B - February 2013  
 (L:\PPAWQP\cb0162\TPA\_319\WRP\_Status\_05092013.mxd)



# ATTACHMENT C

## INSTRUCTIONS FOR PROJECT PROPOSAL AND FINAL PROPOSAL FORMS

Please 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 DEQ by the respective deadline to be considered.

The following instructions are for both the Project Proposal and Final Proposal forms. 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, please contact Sarah Norman at (406) 444-2478 or [snorman2@mt.gov](mailto:snorman2@mt.gov).

Instructions below are in the format of [applicable field(s)]: [instructions].

### 1.0 INSTRUCTIONS FOR PROJECT PROPOSAL FORM

#### 1.1 PROJECT SPONSOR INFORMATION

- Primary Contact: 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).
- **The Primary Contact and the Signatory must both sign the hard-copy Project Proposal form.**

#### 1.2 PROJECT FUNDING

- State Match: Cash contributed from state agencies.
- State In-Kind Match: Estimated dollar value of time and materials contributed from state agencies.
- Local Match: Cash contributed from cities, counties, conservation districts, watershed groups, private citizens and all other non-federal, non-state funding sources.
- Other Match: Estimated dollar value of in-kind contributions of time, equipment, and other measurable resources from non-federal, non-state sources.
- 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 non-federal matching funds requirement. However, EPA does track other federal matching funds when reported by the state.
- Total Project Budget: This field will be calculated and filled in automatically in the electronic form.

- Administrative Fee: The amount of requested 319 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?: If you answer “Yes,” fill in the information below for each open 319 contract. 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.

### 1.3 NONPOINT SOURCE (NPS) INFORMATION

- 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, please note those under 2<sup>nd</sup> and/or 3<sup>rd</sup> Pollution Category.

### 1.4 PROJECT LOCATION

- Which WRP does the project implement?: Attachment B of the Call for Project Proposals contains a map of the areas with Watershed Restoration Plans (WRPs) accepted by DEQ or in development.
- What is the WRP status?: 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, please contact Robert Ray at 406-444-5319 or [rray@mt.gov](mailto:rray@mt.gov).
- Watershed name or HUC #: The watershed(s) or HUC #(s) where the proposed project will take place.
- Waterbody Name from 2012 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.
- Probable Cause(s) of Impairment: For each listed waterbody, CWAIC lists the probable causes of impairment. 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 stream bank or large areas, pick a point that is roughly in the geographical center of the project.

### 1.5 PROJECT DESCRIPTION

- Methods: Describe the approach selected to address/correct the problem(s), e.g., educational program, types of BMPs to be installed, and the anticipated lifespan of the BMPs. Be specific and avoid using vague terms such as bioengineering techniques, bank stabilization work, and E&O campaign.
- Objectives: Identify the anticipated benefits of the project.

- Overview: Provide a history or background for the particular project. Among the questions this section should answer are: What is the amount of acreage involved in the project's scope? What is the source and type of pollution? How are the pollutants impacting the receiving waters? Etc.
- Monitoring: All projects must contain a monitoring component. Identify the type and extent of monitoring that you propose to conduct. Monitoring may include water quality sampling, photo points, education and outreach effectiveness evaluations, or another reasonable method for measuring project outcomes. Specifically identify the questions you hope to answer through monitoring.
- Education and Outreach: Each 319 project must include an education and outreach component. For on-the-ground activities, this could include a tour of the project site or a newsletter article about the project. Please describe how you will meet this requirement.
- Collaborative Effort: Identify the individuals and entities that will likely participate in your project. Participation could include planning and technical assistance, financial contributions, or project implementation labor. Whenever possible, please make preliminary contact with each individual and entity prior to adding their name to this list.

## 1.6 SCOPE OF WORK – OUTLINE

Nine Task entries are available, you do not have to use all nine. For on-the-ground activities, you should have at least one task each for Monitoring, Education and Outreach, and Operation and Maintenance (if applicable). Education and outreach activities should have a task that includes a mechanism for measuring the effectiveness of the activity (i.e., Monitoring). All projects should include a task for Contract Administration.

- Task 1 Title: Title of task (e.g., Project Design, Project Construction, Monitoring, 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.
- Timeline: The approximate timeframe in which you expect to complete the Task. For example, July 2014 to September 2015.
- Description: A general description of the work you intend to complete for this task, and how you will document its completion.

## 1.7 COMMENTS

Use this section to add any additional information that you think might help reviewers understand the nature and importance of your project. **Please do not add additional pages, reports, maps or other attachments.**

## 2.0 INSTRUCTIONS FOR FINAL PROPOSAL FORM

### 2.1 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.
- 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>.
- SAM #: System for Award Management; formerly Contractor Certification Registration (CCR #). Each project sponsor is required to have a current SAM #. To register or check your organization's status, go to <https://www.sam.gov>.
- 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).
- **The Primary Contact and the Signatory must both sign the hard-copy Final Proposal form. Unsigned proposals will NOT be considered.**

### 2.2 PROJECT LOCATION

- Watershed name or HUC #: The watershed(s) or HUC #(s) where the proposed project will take place.
- TMDL Planning Area: The TMDL Planning Area (TPA) where the proposed project will take place. A map of TPAs and TMDL status can be obtained at <http://www.deq.mt.gov/wqinfo/TMDL/TPAmap.mcp>. Attachment B of the Call for Project Proposals also contains a map that shows TMDL planning areas.
- Waterbody Name from 2012 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.
- Probable Cause(s) of Impairment: For each listed waterbody, CWAIC lists the probable causes of impairment. 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.

## 2.3 NONPOINT SOURCE (NPS) INFORMATION

- Which WRP does the project implement?: Attachment B of the Call for Project Proposals contains a map of the areas with Watershed Restoration Plans (WRPs) accepted by DEQ or in development.
- What is the WRP status?: 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, please contact Robert Ray at 406-444-5319 or [rray@mt.gov](mailto:rray@mt.gov).
- Does the project implement recommendations in a TMDL?: Approved total maximum daily load (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, please 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.

## 2.4 PROJECT FUNDING

- State Match: Cash contributed from state agencies.
- State In-Kind Match: Estimated dollar value of time and equipment contributed from state agencies.
- Local Funds: Cash contributed from cities, counties, conservation districts, watershed groups, private citizens and all other non-federal, non-state funding sources.
- Other Match: Estimated dollar value of in-kind contributions of time, equipment, and other measurable resources from non-federal, non-state sources.
- Other Federal Funds: Cash and in-kind contributions from federal government sources.
- 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.

## 2.5 PROJECT DESCRIPTION

- Methods: Describe the approach selected to address/correct the problem(s), e.g., educational program, types of BMPs installed, and the anticipated life of the BMPs. Avoid using vague terms such as bioengineering techniques, bank stabilization work, and E&O campaign.
- Objectives: Identify the anticipated benefits of the project.
- Overview: Provide a history or background for the particular project. Among the questions this section should answer are: What is the amount of acreage involved in the project’s scope? What is the source and type of pollution? How are the pollutants impacting the receiving waters? Etc.



## 2.6 SECTION II: BACKGROUND INFORMATION

- **Statement of Need and Intent:** Please identify how and why you chose your particular project(s). Please explain why your project is important to water quality, to your organization, and to local citizens.
- **Collaborative Effort:** Project success is often dependent upon acquiring adequate participation and support from a wide variety of individuals and entities. Please describe your efforts and successes in garnering support for your project from stakeholders, potential participants, and local citizens. Please identify the individuals and entities that will likely participate in your project. Participation could include planning and technical assistance, financial contributions, or project-related labor.
- **Project Planning and Management:** In the table, please identify previous and/or ongoing grants or contracts your organization has received from government entities. This is similar to providing a list of references on a job application. In the Additional Information box, please identify the technical and administrative expertise that you will rely upon for your 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).

## 2.7 SECTION III: PROJECT COMPONENTS

- **Education and Outreach:** Each 319 project must include an education and outreach component. For on-the-ground activities, this could include a tour of the project site or a newsletter article about the project. Please describe how you will meet this requirement.
- **Operation and Maintenance:** The component is required for on-the-ground activities. Describe how you will operate and maintain practices and equipment implemented or purchased as part of your project. Please identify any mechanisms you will use in order to ensure appropriate operational and maintenance practices and equipment (e.g., landowner agreements, management plans, signage, subcontracts, periodic inspections and monitoring).
- **Monitoring:** All projects must contain a monitoring component. Identify the type and extent of monitoring that you propose to conduct. Monitoring may include water quality sampling, photo points, education and outreach effectiveness evaluations, or another reasonable method for measuring project outcomes. Specifically identify the questions you hope to answer through monitoring.

## 2.8 SECTION IV: SCOPE OF WORK

Ten Task entries are available, you do not have to use all ten. On-the-ground activities should have at least one task each for Monitoring, Education and Outreach, and Operation and Maintenance (if applicable). Education and outreach activities should have a task that includes a mechanism for measuring the effectiveness of the activity (i.e., Monitoring). All projects should include a task for Contract Administration.

- **Task 1 Title:** Title of task (e.g., Project Design, Project Construction, Monitoring, 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.
- Timeline: The approximate timeframe in which you expect to complete the Task. For example, July 2014 to September 2015.
- Match Source: Identify the individuals, entities, or programs that will be providing reported match.

## 2.9 SECTION V: SUPPORTING DOCUMENTS

- Detailed Project Budget: This table should be used to identify costs associated with specific actions within each task. For example, if Task 1 includes three revegetation projects, you could use separate lines within the table to identify the costs associated with each of the three projects. 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 8 includes contract administration costs, you might have one line for office space/supplies and another line for salaries and benefits. Be sure to include all tasks, even those that may not have 319 dollars associated with them, but will be used to meet match requirements. The level of detail you provide in this table should exceed the level of detail in the Scope of Work section.
- Project Milestone Table: Please 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.

## 2.10 ATTACHMENTS AND COMMENTS

- Attachments: Only the five attachments / attachment types listed on the form will be accepted as part of your proposal. Please **do not** submit copies of studies, previous work products, additional text to add to one of the sections of the proposal, etc.
- Comments: Please 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.



# Section 319 Grant - Project Proposal Form <sup>6/3/13</sup>

FY2014 Project Proposals are due Friday July 26, 2013

Project Title \_\_\_\_\_

### Project Sponsor Information

|  |                                 |
|--|---------------------------------|
| Name _____                                     | Tax Identification Number _____ |
| Address _____                                  | Website _____                   |
| City _____ State <u>Montana</u> Zip Code _____ | County _____                    |
| Primary Contact _____                          | Signatory _____                 |
| Title _____                                    | Title _____                     |
| Phone Number _____                             | Phone Number _____              |
| Fax Number _____                               | Fax Number _____                |
| E-mail Address _____                           | E-mail Address _____            |
| Signature _____                                | Signature _____                 |

### Project Funding

319 Funds Requested

Matching Funds

State Match

State In-Kind Match

Local Match

Other Match

Total Matching Funds

Other Federal Funds

Total Project Budget

Administrative Fee

### Nonpoint Source (NPS) Information

Functional Category

1st Pollution Category

2nd Pollution Category

3rd Pollution Category

Waterbody Type

### Project Location

Which WRP does this project implement?

What is the status of the WRP?

Does the project implement a TMDL?

Watershed Name or HUC # \_\_\_\_\_

(1) Waterbody Name from 2012 List of Impaired Waters  
\_\_\_\_\_

(1) Probable Cause(s) of Impairment  
\_\_\_\_\_

(2) Waterbody Name from 2012 List of Impaired Waters  
\_\_\_\_\_

(2) Probable Cause(s) of Impairment  
\_\_\_\_\_

Activity 1 Name \_\_\_\_\_

Latitude (1) \_\_\_\_\_ Longitude (1) \_\_\_\_\_

Activity 2 Name \_\_\_\_\_

Latitude (2) \_\_\_\_\_ Longitude (2) \_\_\_\_\_

Does the project sponsor have any open 319 contracts?

Project Title \_\_\_\_\_

DEQ Contract Number \_\_\_\_\_

319 Award \_\_\_\_\_

Projected Closing Date \_\_\_\_\_

Project Title \_\_\_\_\_

DEQ Contract Number \_\_\_\_\_

319 Award \_\_\_\_\_

Projected Closing Date \_\_\_\_\_

**Project Description**

Methods: Please describe the specific activities of this project.

Objectives: Please describe the specific/measurable objectives that will ensure the achievement of the project goal(s).

Overview: Please provide a brief background of the proposed project.

Monitoring: Please briefly describe the monitoring component of this proposal.

Education and Outreach: Please briefly describe the education and outreach component of this proposal and the target audience.

Collaborative Effort: Please briefly describe project partners. Include other agencies, organizations and private citizens and their role in this project.

| Partner | Role |
|---------|------|
|         |      |
|         |      |
|         |      |
|         |      |

**Scope of Work- Outline**

Task 1 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Timeline \_\_\_\_\_

Description

Task 2 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Timeline \_\_\_\_\_

Description

Task 3 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Timeline \_\_\_\_\_

Description

Task 4 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Timeline \_\_\_\_\_

Description

Task 5 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Timeline \_\_\_\_\_

Description

Task 6 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Description

Timeline \_\_\_\_\_

Task 7 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Description

Timeline \_\_\_\_\_

Task 8 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Description

Timeline \_\_\_\_\_

Task 9 Title \_\_\_\_\_

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Description

Timeline \_\_\_\_\_

Comments: Please use the space provided for any additional information that may not have been captured by this application form.

## Section I: General Information

Project Title \_\_\_\_\_

### Project Sponsor Information

Sponsor Name \_\_\_\_\_

County \_\_\_\_\_ Website \_\_\_\_\_

Tax Identification # \_\_\_\_\_ DUNS # \_\_\_\_\_ SAMs # \_\_\_\_\_

Primary Contact \_\_\_\_\_ Signatory \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State Montana Zip Code \_\_\_\_\_ City \_\_\_\_\_ State Montana Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

### Project Location

Watershed Name or HUC # \_\_\_\_\_ TMDL Planning Area \_\_\_\_\_

(1) Waterbody Name from 2012 List of Impaired Water \_\_\_\_\_

(1) Probable Cause(s) of Impairment \_\_\_\_\_

(2) Waterbody Name from 2012 List of Impaired Waters \_\_\_\_\_

(2) Probable Cause(s) of Impairment \_\_\_\_\_

(3) Waterbody Name from 2012 List of Impaired Waters \_\_\_\_\_

(3) Probable Cause(s) of Impairment \_\_\_\_\_

Activity 1 Name \_\_\_\_\_ Latitude (1) \_\_\_\_\_ Longitude (1) \_\_\_\_\_

Activity 2 Name \_\_\_\_\_ Latitude (2) \_\_\_\_\_ Longitude (2) \_\_\_\_\_

Activity 3 Name \_\_\_\_\_ Latitude (3) \_\_\_\_\_ Longitude (3) \_\_\_\_\_

### Nonpoint Source (NPS) Information

Which WRP does the project implement?  What is the WRP status?

Does the project implement recommendations in a TMDL?  Waterbody Type

Functional Category

1st Pollution Category  Percent of Total (%)

2nd Pollution Category  Percent of Total (%)

3rd Pollution Category  Percent of Total (%)

4th Pollution Category  Percent of Total (%)

**Project Funding**

319 Funds Requested

Does the project sponsor have any open 319 contracts?

Matching Funds

Project Title \_\_\_\_\_

*State Match*

DEQ Contract Number \_\_\_\_\_

*State In-Kind Match*

319 Award \_\_\_\_\_

*Local Funds*

Projected Closing Date \_\_\_\_\_

*Other Match*

Project Title \_\_\_\_\_

Total Matching Funds

DEQ Contract Number \_\_\_\_\_

Other Federal Funds

319 Award \_\_\_\_\_

Total Project Budget

Projected Closing Date \_\_\_\_\_

Administrative Fee

**Project Description**

Methods: Please describe the specific activities of this project.

Objectives: Please describe the specific/measurable objectives that will ensure the achievement of the project goal(s).

Overview: Please provide a brief summary of the proposed project.



**A: Statement of Need and Intent**

**B: Collaborative Effort**

| Partner | Role |
|---------|------|
|         |      |
|         |      |
|         |      |
|         |      |
|         |      |

*Additional Information (Collaborative Effort)*

**C: Project Planning and Management**

| Funding Organization | Award Amount | Project Description | Project Status | Contact Information |
|----------------------|--------------|---------------------|----------------|---------------------|
|                      |              |                     |                |                     |
|                      |              |                     |                |                     |
|                      |              |                     |                |                     |
|                      |              |                     |                |                     |
|                      |              |                     |                |                     |

*Additional Information (Planning and Management)*

**Section III: Project Components**

**A: Education and Outreach: Please briefly describe the education and outreach component of this proposal, the target audience, and the method of delivery.**

**C: Operation and Maintenance**

**D: Monitoring: Please briefly describe the monitoring component of this proposal.**

**Section IV: Scope of Work**

Task 1 Title \_\_\_\_\_

Description

Deliverables

**Task 1 Funding**

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Is Match Secured?

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 2 Title \_\_\_\_\_

Description

Deliverables

**Task 2 Funding**

319 Funds

Non-Federal Match

Other Federal Funds

Total Cost

Is Match Secured?

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 3 Title \_\_\_\_\_

Description

Deliverables

Task 3 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

---

Task 4 Title \_\_\_\_\_

Description

Deliverables

Task 4 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 5 Title \_\_\_\_\_

Description

Deliverables

Task 5 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 6 Title \_\_\_\_\_

Description

Deliverables

Task 6 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 7 Title \_\_\_\_\_

Description

Deliverables

Task 7 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 8 Title \_\_\_\_\_

Description

Deliverables

Task 8 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 9 Title \_\_\_\_\_

Description

Deliverables

Task 9 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_

Task 10 Title \_\_\_\_\_

Description

Deliverables

Task 10 Funding

|                     |                      |
|---------------------|----------------------|
| 319 Funds           | <input type="text"/> |
| Non-Federal Match   | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| Total Cost          | <input type="text"/> |
| Is Match Secured?   | <input type="text"/> |

Timeline \_\_\_\_\_ Match Source \_\_\_\_\_





**B: Project Milestone Table:** Please complete the following Project Milestone Table by entering task numbers and titles in the left hand column, then check the box(es) for the appropriate quarter(s) and year(s) in which the task will take place.

| Milestone | 2QT<br>2013              | 3QT<br>2013              | 4QT<br>2013              | 1QT<br>2014              | 2QT<br>2014              | 3QT<br>2014              | 4QT<br>2014              | 1QT<br>2015              | 2QT<br>2015              | 3QT<br>2015              | 4QT<br>2015              | 1QT<br>2016              |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please ensure that you submit a **project map(s)** and **letters of support (at least 3)** along with this Final Application form. If design drawings are available please provide those as well. For on-the-ground work please include copies of the applicable permits.

- C: Project Map**
- D: Letters of Support**
- E: Design Drawings**
- F: Applicable Permits**
- G: Draft of amended WRP**

**H: Comments:** Please use the space provided for any additional information that may not have been captured by this application form.

# ATTACHMENT F

## NINE MINIMUM ELEMENTS FOR A WATERSHED RESTORATION PLAN

- 1) Identification of causes of impairment and pollutant sources or groups of similar sources that need to be controlled to achieve needed load reductions, and any other goals identified in the watershed plan. Sources that need to be controlled should be identified at the significant subcategory level, along with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
- 2) An estimate of the load reductions expected from management measures.
- 3) A description of the nonpoint source management measures that will need to be implemented to achieve load reductions in paragraph 2, and a description of the critical areas in which those measures will be needed to implement this plan.
- 4) Estimate of the amounts of technical and financial assistance needed, associated costs, and / or the sources and authorities that will be relied upon to implement this plan.
- 5) An information and education component used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the nonpoint source management measures that will be implemented.
- 6) Schedule for implementing the nonpoint source management measures identified in this plan that is reasonably expeditious.
- 7) A description of interim measurable milestones for determining whether nonpoint source management measures or other control actions are being implemented.
- 8) A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made toward attaining water quality standards.
- 9) A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item 8 immediately above.

**Note:** *These nine minimum elements are described in greater detail on pages “2-14” through “2-18” of the March 2008 edition of EPA’s “Handbook for Developing Watershed Plans to Restore and Protect Our Watersheds.” A copy of the Handbook may be downloaded from the following website:*  
[http://www.epa.gov/owow/nps/watershed\\_handbook/](http://www.epa.gov/owow/nps/watershed_handbook/) .