

WMCC Grant Recipient Data Collection Requirements

Introduction

Recipients of WMCC’s grant programs are required to adhere to best management practices for collecting, storing, and sharing any data gathered as part of their grant work. Awardees are also required to collect data to assist with measuring and reporting WMCC’s overall grant goals, where applicable.

The following document describes the different types of data collection that will be required by each grant recipient and the best practices for collection, storage, and sharing that all recipients must follow.

The table below lists WMCC’s grant recipients and the data collection elements that apply to their projects. The data collection elements referenced in the table are explained in the following document. The contents of the table are also included in a list format in Appendix A.

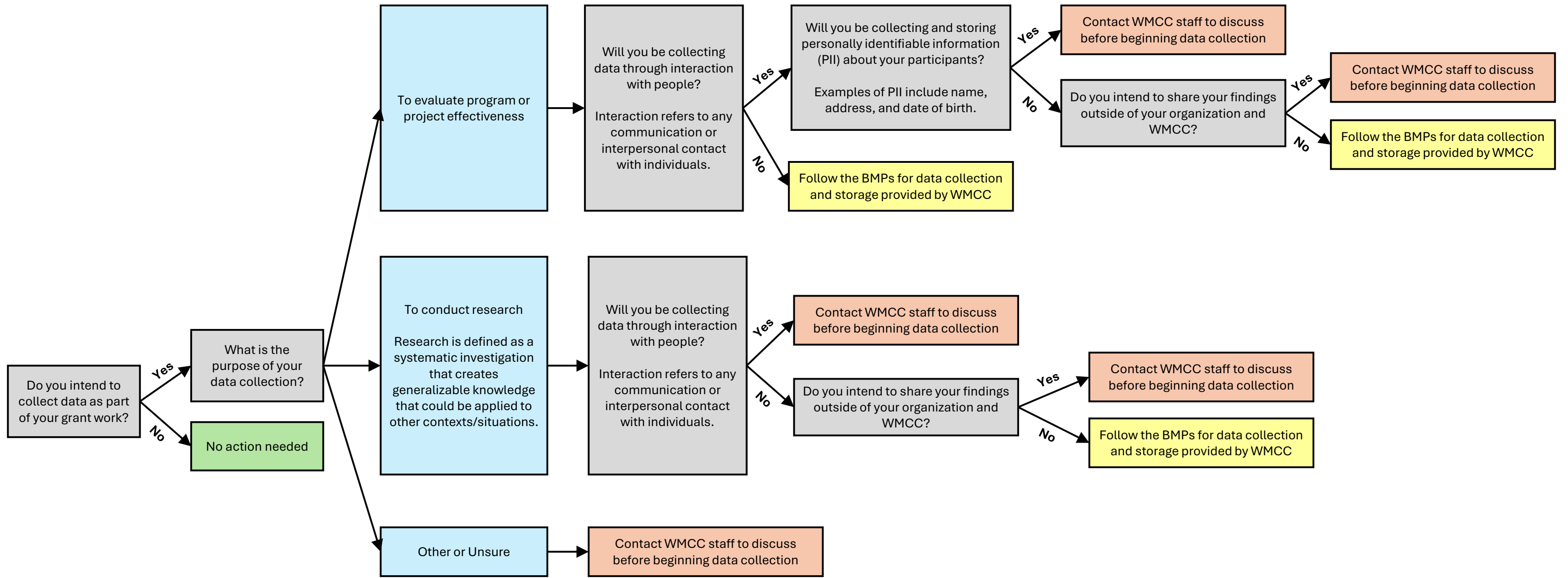
Name of Award	Recipient	Data Collection Elements									
		Follow Data Collection, Storage, & Sharing BMPs	Res & Community GSI: Program Participant Survey	Res & Community GSI: Post-Project Survey	Septic Ed & Maint: Program Participant Survey	Septic Ed & Maint: Septage Volume Pumping Form	Toxic Pollution Reduction Model: Program Participant Survey	Toxic Pollution Reduction Model: GSI	Construction QAAPP		
Residential & Community GSI Grant Program											
Flathead Rain Garden Initiative	Flathead Conservation Dist.	X	X	X							
Boettcher Park Stormwater Capture and Filtration Project	Flathead Lakers	X	X	X			X			X	
Native Plant Programming & ReWild Initiative	MCDEE	X	X	X							
Showcase GSI Grant Program											
Missoula Public Library Living Roof	City of Missoula	X					X			X	
Father Sheehan Park GSI Revitalization Project	Butte-Silver Bow City County	X					X			X	
Lincoln Elementary School Playground GSI Project	Lincoln Elementary School	X					X			X	
Septic Replacement/Sewer Connectivity Grant Program											
Hideaway Community Water & Sewer District Improvement	Hideaway W&S District	X					X		X	X	
Morning Star ROC Sewer Connectivity Project	Morning Star Community	X					X		X	X	
Green Acres Cooperative Sewer Improvement Project	Green Acres Cooperative	X					X		X	X	
Evergreen Septic Tanks Replacement Project	Evergreen W&S District	X					X		X	X	
North Powell CD Septic Replacement Cost Share	North Powell Cons. Dist.	X			X				X	X	
Septic Education & Maintenance Grant Program											
Evergreen Water and Sewer District Education Program	Evergreen W&S District	X			X						
Septic System Health & Maintenance Education Program	Thompson Chain of Lakes	X			X	X					
Flathead Basin Septic Maint. Reimbursement Program	Lake County Cons. Dist.	X			X	X					
Focused High Risk Septic Education & Outreach Program	Flathead Lakers	X			X						
Residential Septic System Ed, Awareness, & Maint Program	Little Bitterroot Lake Assoc.	X			X	X					
Seeley Lake Septic Maint Cost-Share & Engagement	Clearwater Resource Council	X			X	X					

Data Collection, Storage, & Sharing Practices

All grant recipients are required to adhere to the following best practices for collecting, storing, and sharing data gathered as part of their grant work. All grant recipients must go through the following steps:

1. Go through the **data collection flowchart** with a WMCC staff member to identify what supplemental data you will be collecting, if any.
2. If you're collecting supplemental data, complete and sign a **data collection agreement**.
3. Follow all **data collection, storage, and sharing best practices** as advised by WMCC.

Each of these resources is included in the following pages. A written version of the flowchart information is included in Appendix B.





WMCC Subawardee Data Agreement

The purpose of this document is to ensure WMCC's grant subawardees understand and adhere to the guidance provided by WMCC for grant-funded supplemental data collection activities. The subawardee must sign and return this agreement to WMCC before data collection activities begin.

By signing this document, I, _____, representing
_____, agree to the following conditions:

- I have spoken with a WMCC staff member about all supplemental data my organization plans to collect as part of our grant work.
- A determination has been made whether my data collection requires additional permissions or documentation. I will work with WMCC to ensure these permissions and documents are in place before my organization begins data collection activities.
- I have read, understood, and agree to abide by the guidance provided in the Subawardee Data Collection, Storage, and Sharing Best Practices document.
- I will include updates about data collection, storage, and sharing activities in my grant report to WMCC.
- If my organization's data collection, storage, or sharing purposes and/or activities change at any time during the grant period, I agree to inform WMCC staff immediately before data collection activities begin.

At the time of signing this document, my data collection activities meet the following:

- The purpose of my organization's data collection is:
 - To evaluate program/project effectiveness
 - To conduct research
 - Other: _____
- My organization's data collection will involve interaction with people.
 - Yes
 - No
- My organization will collect and store personally identifiable information about participants.
 - Yes
 - No
- My organization will share our findings outside of our organization and WMCC.
 - Yes
 - No





- My data collection activities require the following special documentation and permissions:
 - Additional Quality Assurance Project Plan coverage
 - Approval by an Institutional Review Board
 - Study personnel must complete the Human Subject Research training from the Collaborative Institutional Training Initiative
 - Other: _____
 - None of the above

Signature

Date

Subawardee Data Collection, Storage, & Sharing Best Practices

This guidance is intended for any grant awardee of WMCC who will be collecting data as part of their grant work plan, *in addition* to what will be required for grant reporting. All subawardees, regardless of the type of data being collected, will be required to adhere to the guidance for data collection and storage provided in this document.

Certain types of data collection may require additional permissions or documentation. Please use the flowchart provided by WMCC to determine if your type of data collection will warrant further discussion with WMCC to ensure that those permissions or documentation are in place before data collection begins.

Required Actions

These actions must be completed before beginning data collection.

1. Inform WMCC of any supplemental data you plan to collect as part of your grant work.
 - **Supplemental** means any data that will be collected *in addition* to what WMCC will ask you to track and include in grant reports.
 - Use the flowchart to determine your next steps and discuss with WMCC staff to determine if other permission or documentation will be needed.
2. If additional permissions or documentation are determined to be required, work with WMCC staff to acquire these permissions/documents before beginning data collection.
3. Follow the best practices for data collection and storage provided in this document.
 - This is required for all subawardees, regardless of the type of data they plan to collect.
4. Complete, sign, and return a copy of the Data Collection Agreement to WMCC.
 - Throughout the grant period, adhere to the terms outlined in the agreement.
5. In grant reports, report to WMCC about all data collection/storage actions undertaken.

Data Collection Best Practices

- Clarify your objectives for data collection and ensure your methods will produce the data needed to meet those objectives.
- If interacting with people to collect data, the subawardee must receive informed consent from the individual.
 - **Interaction** refers to any communication or interpersonal contact with individuals, whether electronic or in person.
- **Informed consent** requires the subawardee to provide the following information to the person from whom they are asking to collect data:
 - The purpose of data collection – why are you collecting the data?
 - How will the data be used to fulfill this purpose (internally, shared publicly, etc.)?

- If you plan to collect and store personally identifiable information, will you ensure that the participant's personal information is kept confidential?
- What potential risks could the participant encounter by participating in your data collection activities?
- A statement clarifying that the individual's participation is voluntary and they can end their participation at any time without consequence
- Informed consent can be obtained from the participant verbally or in writing (either physically on a piece of paper or electronically through an email or survey platform).
- Here is an example of a statement that could be included at the beginning of an electronic survey to obtain informed consent from participants. In this case, participants were required to respond "Yes" to the statement "I have read the description above and agree to participate" before they were able to complete the survey.

Example of Survey Introduction Statement

You are invited to complete this survey to help the Western Montana Conservation Commission evaluate the impact of the Community-Based Social Marketing workshop hosted November 6-8, 2024. This survey should take about 2-5 minutes to complete.

Participation in this survey is voluntary, and responses will be kept anonymous to the degree permitted by the technology being used. Responses will be kept confidential if you choose to provide your contact information. Participation or nonparticipation will not impact your relationship with the Western Montana Conservation Commission.

Submission of the survey will be interpreted as your informed consent to participate and your affirmation that you are at least 18 years of age. If you have any questions about the purpose of the survey, please contact Stephanie Murphy via email at Stephanie.Murphy@mt.gov.

Data Storage Best Practices

- Store digital data in multiple secure file locations, if available. Having duplicate versions of data stored in different locations prevents data loss if a server goes down or a file is accidentally deleted.
- When performing data analysis, create a working copy of the dataset in which to conduct the analysis to prevent alterations of the raw dataset. Ensuring the raw dataset remains unaltered is important if an error is made in the analysis process; the raw dataset can be referenced to identify and correct the error.
- If collecting and storing data from people, it's critical that any **personally identifiable information** (PII) be kept confidential. This can be done by putting passwords on files containing PII and removing all PII from data before sharing internally or externally.
 - Examples of PII include name, address, and date of birth.
 - It's important to understand that the release of PII can cause harm to the participant, even if you are not collecting data that you think is sensitive in nature. Their privacy should be taken seriously.

Data Sharing Best Practices

- Inform WMCC if you intend to share your organization's data outside of your organization and WMCC (i.e., with partner organizations, with the public)
- Data containing PII cannot be shared with anyone outside of your organization or WMCC. This is crucial for maintaining confidentiality. Discuss strategies for de-identifying and aggregating data with WMCC before sharing any data.

Questions or concerns? Contact us!

DNRCARDDWMCC@mt.gov



Residential & Community GSI Grant Program

WMCC requires the assistance of our grant recipients in the Residential and Community GSI program to administer two surveys for data collection:

1. The Stormwater Program Participant Survey
2. The Residential GSI Post-Project Survey

The Stormwater Program Participant survey is intended to get feedback from participants in programs supported by WMCC's Residential & Community GSI Grant Program. This survey applies to all programs within this grant program, regardless of program specifics. The survey can be accessed with the following link or QR code:

<https://forms.office.com/g/Su6BGrk10G>



The Residential GSI Post-Project Survey is intended to get data about residential rain gardens or native plant landscaping implemented through programs supported by WMCC's Residential & Community GSI Grant Program. This survey only applies to rain garden or native plant landscaping programs. The survey can be accessed with the following link or QR code:

<https://arcg.is/1HuPHy>



Septic Education & Maintenance Grant Program

WMCC requires the assistance of our grant recipients in the Septic Education & Maintenance grant program to administer two surveys for data collection:

1. The Septic Education & Maintenance Program Participant Survey
2. The Septage Volume Pumping Report

The Septic Education & Maintenance Program Participant Survey is intended to get feedback from participants in programs supported by WMCC's Septic Education & Maintenance Grant Program. This survey applies to all programs within this grant program, regardless of program specifics. This survey differs in key ways from the program participant survey for the Septic Connectivity & Replacement grant program, so please pay close attention to the table on the first page of this document to ensure your program is utilizing the correct one. The survey can be accessed with the following link or QR code:

<https://forms.office.com/g/myzdq6hvnw>



The Septage Volume Reporting Form is intended for programs supported by WMCC's Septic Education & Maintenance Grant Program that involve the pumping and maintenance of septic systems. This form is designed to be completed by septage pumpers or maintenance personnel to collect data to evaluate impact. The survey can be accessed with the following link or QR code:

<https://arcg.is/11P9i0>



Septic Connectivity & Replacement Grant Program

WMCC requires the assistance of our grant recipients in the Septic Connectivity and Replacement grant program to administer one survey for data collection:

1. The Septic Connectivity & Replacement Program Participant Survey

The Septic Connectivity and Replacement Program Participant Survey is intended to get feedback from participants in programs supported by WMCC's Septic Connectivity and Replacement Grant Program. This survey differs in key ways from the program participant survey for the Septic Education & Maintenance grant program, so please pay close attention to the table on the first page of this document to ensure your program is utilizing the correct one. The survey can be accessed with the following link or QR code:

<https://forms.office.com/g/w5z9MYKefv>



Toxic Pollution Reduction Model Data

WMCC has developed models to estimate the amount of toxic pollution that will be reduced through the implementation of green stormwater infrastructure features and septic system upgrades or sewer connectivity projects. To assist with WMCC's estimations and reporting, applicable grant recipients will be required to provide the following data:

- Green Stormwater Infrastructure Model Metrics
 - Type(s) of GSI being utilized (e.g., bioretention)
 - Area of surfaces contributing runoff to GSI features
 - Volume of runoff GSI features will receive (if known)
- Septic Model Metrics
 - Number of aging/failing septic tanks replaced
 - Number of high-risk drainfields decommissioned
 - Number of failing collection infrastructure replaced
 - Volume of septage reduced from land application

- Volume of wastewater getting treated to higher standards

WMCC staff will work with grant recipients or their contractors to acquire this data.

Construction Quality Assurance Project Plans

For projects that involve physical construction of stormwater or wastewater infrastructure, a construction quality assurance project plan (QAPP) is required. WMCC staff will work with applicable grant recipients and/or their contractors to develop construction QAPPs.

Appendix A: List of Grant Awards, Recipients, & Data Collection Requirements

The following list contains the same information as the table on the first page.

- **Residential & Community Green Stormwater Infrastructure Grant Program**
 - Flathead Rain Garden Initiative – Flathead Conservation District
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Residential and Community GSI programs
 - Post-project survey for Residential and Community GSI programs
 - Boettcher Park Stormwater Capture and Filtration Project – Flathead Lakers
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Residential and Community GSI programs
 - Post-project survey for Residential and Community GSI programs
 - Provide data for GSI Toxic Pollution Reduction Model
 - Native Plant Programming & ReWild Initiative – Missoula County Department of Ecology & Extension
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Residential and Community GSI programs
 - Post-project survey for Residential and Community GSI programs
- **Showcase Green Stormwater Infrastructure Grant Program**
 - Missoula Public Library Living Roof – City of Missoula
 - Follow data collection, storage, and sharing best practices
 - Provide data for GSI Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan

- Father Sheehan Park GSI Revitalization Project – Butte-Silver Bow City County
 - Follow data collection, storage, and sharing best practices
 - Provide data for GSI Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan
- Lincoln Elementary School Playground GSI Project – Lincoln Elementary School
 - Follow data collection, storage, and sharing best practices
 - Provide data for GSI Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan
- **Septic Replacement/Sewer Connectivity Grant Program**
 - Hideaway Community Water & Sewer District Improvement – Hideaway Community Water and Sewer District
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for septic connectivity and replacement projects
 - Provide data for Septic Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan
 - Morning Star Resident-Owned Community Sewer Connectivity Project – Morning Star Community, Inc.
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for septic connectivity and replacement projects
 - Provide data for Septic Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan
 - Green Acres Cooperative Sewer Improvement Project – Green Acres Cooperative, Inc.
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for septic connectivity and replacement projects
 - Provide data for Septic Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan
 - Evergreen Septic Tanks Replacement Project - Flathead County Water & Sewer District No. 1: Evergreen
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for septic connectivity and replacement projects
 - Provide data for Septic Toxic Pollution Reduction Model

- Assist in developing a construction Quality Assurance Project Plan
 - North Powell Conservation District Septic Replacement Cost Share – North Powell Conservation District
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs
 - Provide data for Septic Toxic Pollution Reduction Model
 - Assist in developing a construction Quality Assurance Project Plan
- **Septic Education & Maintenance Grant Program**
 - Evergreen Water and Sewer District Education Program – Flathead County Water & Sewer District No. 1: Evergreen
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs
 - Septic System Health & Maintenance Education Program – Thompson Chain of Lakes Stewardship Coalition
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs
 - Septage volume pumping form for Septic Education & Maintenance programs
 - Flathead Basin Septic Maintenance Reimbursement Program – Lake County Conservation District
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs
 - Septage volume pumping form for Septic Education & Maintenance programs
 - Focused High Risk Septic Education & Outreach Program – Flathead Lakers
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs
 - Residential Septic System Education, Awareness, and Maintenance Program – Little Bitterroot Lake Association
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs

- Septage volume pumping form for Septic Education & Maintenance programs
- Seeley Lake Septic Maintenance Cost-Share and Community Engagement – Clearwater Resource Council
 - Follow data collection, storage, and sharing best practices
 - Program participant survey for Septic Education & Maintenance programs
 - Septage volume pumping form for Septic Education & Maintenance programs

Appendix B: Data Collection Flowchart Content

- Do you intend to collect data as part of your grant work?
 - If no: No action needed. End of chart.
 - If yes: What is the purpose of your data collection?
 - To evaluate program or project effectiveness
 - Will you be collecting data through interaction with people? Interaction refers to any communication or interpersonal contact with individuals.
 - If no: Follow the BMPs for data collection and storage provided by WMCC. End of chart.
 - If yes: Will you be collecting and storing personally identifiable information (PII) about your participants? Examples of PII include name, address, and date of birth.
 - If yes: Contact WMCC staff to discuss before beginning data collection. End of chart.
 - If no: Do you intend to share your findings outside of your organization and WMCC?
 - If yes: Contact WMCC staff to discuss before beginning data collection. End of chart.
 - If no: Follow the BMPs for data collection and storage provided by WMCC. End of chart.
 - To conduct research. Research is defined as a systematic investigation that creates generalizable knowledge that could be applied to other contexts/situations.

- Will you be collecting data through interaction with people?
Interaction refers to any communication or interpersonal contact with individuals.
 - If yes: Contact WMCC staff to discuss before beginning data collection. End of chart.
 - If no: Do you intend to share your findings outside of your organization and WMCC?
 - If yes: Contact WMCC staff to discuss before beginning data collection. End of chart.
 - If no: Follow the BMPs for data collection and storage provided by WMCC. End of chart.
- Other or unsure
 - Contact WMCC staff to discuss before beginning data collection. End of chart.