START-UP CONDITIONS GUIDE

Upon receiving an award letter, all DNRC grant recipients must complete a series of activities before DNRC can prepare and issue a grant agreement. This document steps through the documentation each grant recipient must submit to DNRC before executing a grant agreement. **The grant recipient is the local government entity named on the award letter.**

Start-Up Forms and Guidance are on RDG Project Grants webpage:
https://dnrc.mt.gov/Conservation/Grant-and-Loan-Programs/Reclamation-and-Development-Grants/RDG-Project-Grants

Timeline

All start-up documentation must be submitted to DNRC within the timeframe designated by the DNRC Grant Manager. Extensions may be granted on a case-by-case basis. A grant recipient's failure to meet start-up deadlines and/or adequately communicate with its DNRC Grant Manager after receiving a grant award may result in revocation of the grant award.

Start-Up Documentation

The grant recipient must complete and submit the following documentation to DNRC within the timeframe specified in its Grant Manager Introduction Letter. The documentation will be used to prepare the recipient's grant agreement.

Please submit all start-up documents to your grant manager at one time.

☐ **1) Uniform Budget**
Complete the Uniform Budget form to provide DNRC with the most updated project budget. Submit an Excel document to DNRC. Fill out the first budget tab; the grant recipient will use/update other tabs throughout the grant period. Ensure all figures are as accurate as possible and all funding sources are committed.

☐ **2) Scope of Work (Maximum One Page)**
Provide a one-page Scope of Work for the project funded by the grant award. Submit a Word document to DNRC. A Scope of Work How-To and Example is provided to demonstrate the type of information the grant recipient should include. If the project is phased, focus only on the project phase(s) being covered with these grant funds.

☐ **3) Project Implementation Schedule**
Complete the Project Implementation Schedule form to provide DNRC with the most updated project timeline. Ensure it is as accurate as possible as it will be incorporated in the grant agreement.

☐ **4) Firm Commitment of Matching Funds**
Provide documentation of the commitment of all non-DNRC funding sources listed in the project budget. DNRC guidance describes which documentation the grant recipient must provide to demonstrate committed funds.
DNRC will not issue a grant agreement until the grant recipient has provided documentation demonstrating all project match funds are committed and the project is ready to proceed.

☐ **5) Grant Management Plan**
Provide a detailed DNRC Grant Management Plan for the project this grant is funding. Follow the instructions using the template provided. Identify who **from the grant recipient organization** will be managing this grant. This role cannot be filled by someone from an external/contracted entity.

☐ **6) Procurement Plan**
Create a plan that lists the goods and services the grant recipient entity intends to reimburse with these grant funds and identifies the procurement process the entity will undergo to secure them. Follow the guidance provided.

☐ **7) If Applicable – Memorandum of Understanding for Sponsored Grants**
If the grant recipient is sponsoring a grant on behalf of a non-eligible entity, it must provide DNRC with a Memorandum of Understanding (MOU) between the two parties that clearly identifies roles and responsibilities of each party to ensure the success of the project activities as specified in the grant award. It must also clearly define the financial arrangement to ensure that DNRC grant funds are not disbursed to the non-eligible entity. DNRC has created an MOU template as a guide.

☐ **8) If Applicable – Award Contingencies**
Your DNRC Grant Manager Introduction Letter will identify any additional contingencies placed upon your award. All grant recipients must satisfy DNRC's contingencies of award as part of start-up requirements.

Other Items to Review During Start-Up

9) DNRC Grant Submittal Checklist
This checklist will be used throughout the grant period. The grant recipient should review the list to ensure it is aware of documentation it should be collecting and submitting as the project progresses. Submit documentation to your DNRC grant manager at any time after receiving an award letter.

Your DNRC Grant Manager

The RDG Program has several staff members managing grants. Your DNRC grant manager is identified on your award letter. Please contact your grant manager or reach out to anyone on the RDG team if you have questions.

Meet our Team: https://dnrc.mt.gov/Conservation/About-Us/Meet-our-Team