



RENEWABLE RESOURCE GRANT PROGRAM

Grant Management Plan Instructions and Template

Each grant recipient must write **Grant Management Plan** for approved projects. This plan should reflect the procedures utilized by the recipient organization and accurately identify the duties assigned to anyone involved in the project.

Below is an outline detailing what the Grant Management Plan should include. A template is provided following the outline. The template may be modified to fit the recipient's needs and management responsibilities.

1. Recipient Administrative Structure

- a. Recipient organization and governance
 - i. Describe the type of recipient organization and its governance structure.
 - ii. Identify the project (by name) to which this Grant Management Plan pertains.
- b. Assignments and duties
 - i. Identify who will be designated the Grant Manager. Include a name, title, email address, and phone number. The Grant Manager must be a single individual from the recipient organization. This person will be responsible for the following:
 1. Overseeing overall grant management duties, including ensuring compliance with the terms of the grant agreement, applicable federal and state requirements for the project.
 2. Serving as the primary liaison between DNRC and all other project partners for the project (ensuring effective communication).
 3. Ensuring all grant management tasks are completed and updating Submittable accordingly.
 - ii. Identify who will be responsible for all official contact with the Montana Department of Natural Resources and Conservation (DNRC). Include a name, title, email address, and phone number.
 - iii. Identify who will have ultimate authority and responsibility for the management of project activities and expenditure of grant funds. Include a name, title, email address, and phone number.
 - iv. Identify who will be responsible for management of, and record keeping for, the grant funds and other funds involved in the financing of the project. Include a name, title, email address, and phone number.
 - v. Identify who will review and advise the recipient Project & Funding Authority regarding any proposed contractual agreements associated with the project and provide any other legal guidance as requested. Include a name, title, email address, and phone number.
 - vi. If Applicable: Identify the Third-Party Recipient organization. Include the organization name and define its role in the project. Provide the name, title, email address, and phone number for a main contact from the Third-Party Recipient organization. DNRC will primarily work with this organization and its contact through the recipient's Grant Manager.

2. Grant Management

- a. List, in detail, each duty associated with grant management.
- b. Assign a person to each primary duty. Primary duties are identified below:
 - i. RECIPIENT ORGANIZATION
 - ii. Manage Grant Management System (Submittable) Account:
 1. Oversee on-time completion of grant management tasks.
 2. Compile information and submit forms throughout project period.
 3. Monitor emails/messages and respond in a timely manner.
 - iii. Ensure recipient's compliance with the grant agreement and applicable federal and state requirements for the project.
 - iv. Serve as the primary liaison between DNRC and all other project partners for the project, ensure effective communication between parties.
- c. If the project includes a Third-Party Recipient, include its involvement in grant management duties.

3. Financial Management

- a. List, in detail, each duty associated with financial management related to the grant.
- b. Assign a person to each duty listed.
- c. If the project includes a Third-Party Recipient, include its involvement in financial management duties.

4. Signature Block

- a. Provide the name, title, signature, and signature date of a designee from the recipient organization (either Grant Manager or Project and Funding Authority).

Grant Management Plan - TEMPLATE

RECIPIENT ORGANIZATION:

PROJECT TITLE:

DNRC GRANT AGREEMENT(S):

1. Administrative Structure

The **[Recipient Organization]** is a **[Local Government Type]** with a **[Form of Local Government or Board]**. The persons identified in the attached Administrative Assignments Chart will have lead responsibility for administering the grant award for the **[Project Name]**.

[Chief Elected Official/Funding Authority Name and Title], as the **[Recipient Organization]**'s chief elected official, will have responsibility for all official contacts with the Montana Department of Natural Resources and Conservation (DNRC). The **[Chief Elected Official]** and **[Commission/Council/Board]** will have ultimate authority and responsibility for the management of project activities and expenditure of grant funds. The approval of all contracts and request for reimbursements will be the responsibility of the **[Commission/Council/Board]**. See attached Administrative Assignments Chart for assignment and contact information.

[Clerk-Treasurer Name and Title], as the **[Recipient Organization]**'s chief financial officer, will be responsible for management of, and record keeping for, the grant funds and other funds involved in the financing of the **[Project Name]**. See attached Administrative Assignments Chart for assignment and contact information.

[Grant Manager Name and Title] will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the project. The Grant Manager will serve as the **[Recipient Organization]**'s liaison with Department for the project, ensure all grant management tasks are completed, and update the grant management system, Submittable, accordingly. See attached Administrative Assignments Chart for assignment and contact information.

[Legal Counsel Name and Title], as the **[Recipient Organization]**'s legal counsel, will review and advise the **[Chief Elected Official]** and **[Commission/Council/Board]** regarding any proposed contractual agreements associated with the project and provide any other legal guidance as requested. See attached Administrative Assignments Chart for assignment and contact information.

[Project Engineer Name and Title] will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, and construction inspection. Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval. See attached Administrative Assignments Chart for assignment and contact information.

2. Grant Management

- a. The Grant Manager will be responsible the following.
 - i. Serving as the primary liaison between DNRC and all other project partners for the project (ensuring effective communication).
 - ii. Ensuring all grant management tasks are completed and updating Submittable accordingly.

Grant Management Plan - TEMPLATE

- iii. Ensuring compliance with any applicable environmental requirements.
 - iv. Assisting the recipient with all requirements related to effective project start-up and implementation and developing a contract with DNRC.
 - v. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
 - vi. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
 - vii. Assisting the recipient with selection of the Project Engineer, in conformance with procurement requirements, including the preparation of requests for proposals for publication or other distribution.
 - viii. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the project budget.
 - ix. In cooperation with the recipient Funding Manager, processing payment requests and preparing requests for reimbursement to DNRC, including the Request for Payment, Status of Funds Report, Invoice Tracking Spreadsheet and the Project Progress Report. Inputting information in Submittable.
 - x. Monitoring the contractor selection process, including the bid advertising, tabulation and award process, and construction contract provisions in conformance with applicable laws.
 - xi. Attending the preconstruction and construction progress meetings.
 - xii. Monitoring contractor compliance with applicable requirements.
 - xiii. Assuring compliance with all state labor standards requirements. Responsibilities will include the review of weekly payroll reports to assure compliance with state prevailing wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.
 - xiv. Assuring compliance with applicable equal opportunity requirements.
 - xv. Preparing all required performance reports and project closeout documents for submittal to DNRC. Inputting information in Submittable.
 - xvi. Attending recipient leadership's meetings (e.g., Commission Meetings) to provide project status reports and representing the project at any other public meetings, as deemed necessary.
 - xvii. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.
- b. The Project Engineer (see assignment in attached chart) will be responsible for:
- i. Design and construction engineering.
 - ii. Preparation of the construction bid package in conformance with applicable requirements and supervision of the bid advertising, tabulation, and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening, and issuance of the notice to proceed.
 - iii. Conducting the preconstruction conference, with the assistance of the Grant Manager.
 - iv. Supervision of construction work and preparation of inspection reports.
 - v. Reviewing and approving all contractor requests for payment and submitting the approved requests to the recipient.

Grant Management Plan - TEMPLATE

3. Financial Management

- a. The recipient Financial Manager's (see assignment in attached chart) responsibilities will be as follows:
 - i. Managing the transfer of grant funds from DNRC to the recipient's bank account and disbursing grant funds based on claims and supporting documents approved by the grant manager, project engineer, and contractor.
 - ii. Entering all project transactions into the recipient's existing accounting system and preparing checks/warrants for approved expenditures.
 - iii. With the assistance of the Grant Manager, preparing the Request for Payment and accompanying draw reports and documentation to be submitted to DNRC.
 - iv. With the assistance of the Grant Manager, preparing the final financial reports for project closeout.
- b. The Grant Manager and recipient Financial Manager will review all proposed expenditures of grant funds and prepare requests for reimbursement, which will be signed by the official(s) cited in the signatory form. All disbursements will be handled in accordance with the recipient's established claim review procedures. Before submitting the claim to the Financial Manager, the Grant Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the project and consistent with the project budget. The Project and Funding Authority will review all claims before approving them.
- c. Financial record keeping will be done in conformance with state law. The original financial documents (claims with attached supporting material) will be retained in the recipient's offices.
- d. Appropriate documentation of administrative costs will be maintained by the Grant Manager and the Financial Manager to document all-time worked on the project that will be compensated with grant funds.

This management plan has been approved by the recipient organization. The individuals named within have been informed of the responsibilities stated within this plan.

Recipient Organization Designee

(Grant Manager or Project & Funding Authority)

Name (Printed): _____

Title: _____

Signature: _____ Date: _____

GRANT MANAGEMENT PLAN
ADMINISTRATIVE ASSIGNMENTS CHART

The recipient must identify a responsible person/body for the following roles and duties related to its grant award. The recipient may add, move, or combine duties but should not delete them. This chart should be updated throughout the project period, as needed.

Recipient Role	Description of Duties	Name	Title	Email	Phone Number
Recipient Grant Manager (One individual from recipient organization)	<ul style="list-style-type: none"> • DNRC’s main contact for the grant. Serves as the liaison between DNRC and project partners for the project. • Responsible for overall grant management and assuring compliance with applicable federal and state requirements for the project. • Submits all forms in Submittable throughout project period, ensures information is updated. 				
Project and Funding Authority (elected official, board, etc.)	<ul style="list-style-type: none"> • Responsible for all official contacts with DNRC. • Has ultimate authority and responsibility for project management and the expenditure of grant funds. • Responsible for the approval of all contracts and requests for reimbursement. 				
Financial Manager (e.g., CFO)	<ul style="list-style-type: none"> • Responsible for the management of, and record keeping for, the grant funds and other funds involved in the financing of the project. 				
Legal Counsel	<ul style="list-style-type: none"> • Reviews and advises the recipient leadership regarding any proposed contractual agreements associated with the project and provides other legal guidance as requested. 				
Project Engineer	<ul style="list-style-type: none"> • Responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. • Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval. 				