

DNRC CARDD Grant Management Plan

Project Name & Entity

(Local Government): _____

Project ID: _____

(for federal reporting)

Primary Submittable ID(s): _____

Primary Subrecipient: _____

Lead Grant Manager: _____

Program: _____

Support Grant Manager: _____

Program: _____

If needed, identify additional DNRC subrecipients associated with this project below.

Additional Subrecipient(s): _____

Lead Grant Manager: _____

Section 1: Project Funding

DNRC FUNDS

Instruction: Complete the table below for each DNRC award associated with the project. Add or delete columns, as needed.

	Primary Subrecipient (update this field)	Primary Subrecipient (update this field)	Additional Subrecipient (update this field)	Additional Subrecipient (update this field)
Contract Number				
Subclass/Org				
Program Fund Name and Biennium				
ARPA 602D, Revenue Replacement, State Special Revenue				
Award Amount				
Submittable ID – BOLD the primary ID(s)				
Award Term Date				
G-Drive Location				

OTHER AGENCY FUNDS (Including SRF)

Instruction: Complete the table below. Add or delete rows and columns, as necessary.

Funding Agency	Other Fund 1	Other Fund 2	Other Fund 3	Other Fund 4	Bond Counsel	DEQ Engineering Review
Contact Name & Title						
Contact Email & Phone						
Subrecipient/Recipient						
Fund Amount						
Additional Information						

DNRC FUND MANAGEMENT PLAN

Instruction: Identify how DNRC's funds will be drawn throughout the grant period. Identify the activities each award will cover and in which order funds will be drawn when the subrecipient submits a reimbursement request. Include information about coordination with non-DNRC funding sources, if known.

Example: DNRC RRGL will pay for engineering and design first, then ARPA MAG funds for construction. MCEP will pay for Phase 2 and SRF will pay for Phase 3 construction and contingency.

Section 2: Project Management Roles

Instruction: Complete the table below with roles additional to those listed under in the DNRC Funds or Other Funds Sections. Include a contact name and phone/email, if possible. Add/delete roles based on project specifics. Add additional contacts for multiple subrecipients – e.g., county funds for a city project.

Role	Responsible Entity	Contact Name	Contact Email/Phone
Subrecipient Authorizing Official			
Subrecipient Financial Manager			
Subrecipient Project Manager			
Project Design Engineer			
Construction Engineer			
Subrecipient Legal Counsel			

Section 3: DNRC Grant Management Roles

Instruction: Complete the sections below. If needed, add or clarify responsibilities based on project specifics; however, do not edit primary responsibilities associated with each role. If DNRC has multiple subrecipients

associated with this project, clearly identify who will be the main (lead) contact for each subrecipient. For example, the RRG Grant Manager may be the Lead for the Town of Big Sandy; however, the ARPA Grant Manager may be the Lead for Chouteau County.

LEAD GRANT MANAGER – PRIMARY SUBRECIPIENT NAME

LEAD GRANT MANAGER NAME will take primary responsibility for external communications with PRIMARY SUBRECIPIENT NAME, to include general grant management correspondence and intake of subrecipient's inquiries. He/she will ensure DNRC's Submittable processes are followed. He/she will ensure LEAD MANAGER'S GRANT PROGRAM requirements are met before and throughout the grant period.

Specifically, the Lead Grant Manager will:

1. Distribute initial and annual Risk Assessment Survey to subrecipient.
 - a. Conduct scoring with Support Manager.
 - b. Provide follow-up support with Support Manager included, if necessary.
2. Communicate reporting/reimbursement deadlines to subrecipient with Support Manager included.
3. Request additional documentation, edits to submittals to subrecipient with Support Manager included.
4. Assist subrecipient through amendment process, if needed, with Support Manager included.
5. Copy/include Support Manager on all correspondence.
6. Alert Support Manager to any potential issues, challenges, etc. and schedule meetings to discuss, as needed.
7. Ensure DNRC's Submittable processes are followed, and information is current and accurate under Main Submittable ID (MAIN SUBMITTABLE ID NUMBER). Consult Support Manager as needed.
8. Ensure LEAD MANAGER'S GRANT PROGRAM requirements are met before and throughout the grant period.
 - a. Prepare and route DNRC Contract Agreement. Request missing documentation/edits from subrecipient. Ensure coordination with other DNRC awards.
 - b. Review reimbursement requests and progress reports. Request missing documentation/edits from subrecipient. Ensure coordination with other DNRC awards.
 - c. Review any amendment requests and amend DNRC Contract Agreement, if necessary. Request missing documentation/edits from subrecipient. Ensure coordination with other DNRC awards.
 - d. Ensure all information is updated and accurate under Main Submittable ID.
9. Alert the Support Grant Manager if he/she is unavailable and needs the Support Grant Manager to temporarily take over his/her role.

SUPPORT GRANT MANAGER – PRIMARY SUBRECIPIENT NAME

SUPPORT GRANT MANAGER NAME will be included on the Lead Grant Manager's correspondence with PRIMARY SUBRECIPIENT NAME. He/she will ensure SUPPORT MANAGER'S GRANT PROGRAM requirements are met before and throughout the grant period. He/she may reach out to the subrecipient for needs specific to his/her program after consulting with Lead Grant Manager to ensure coordination; the Lead Grant Manager should be included on all communication with the subrecipient.

Specifically, the Support Grant Manager will:

1. Conduct Risk Assessment scoring with Lead Grant Manager.
 - a. Provide follow-up support with Support Manager, if necessary.

2. Alert Lead Grant Manager to any potential issues, challenges, etc. and schedule meetings to discuss, as needed.
3. Confirm the Lead Grant Manager has followed DNRC's Submittable processes, and information is current and accurate under Main Submittable ID (MAIN SUBMITTABLE ID NUMBER).
4. Ensure SUPPORT MANAGER'S GRANT PROGRAM requirements are met before and throughout the grant period.
 - a. Prepare and route DNRC Contract Agreement and any contract amendments.
 - i. After consulting with Lead Grant Manager, request missing documentation/edits from subrecipient with Lead Grant Manager included.
 - ii. Ensure coordination with other DNRC awards.
 - b. Review reimbursement requests and progress reports.
 - i. Send requests for missing documentation/edits to Lead Grant Manager (he/she will communicate to subrecipient).
 - ii. Ensure coordination with other DNRC awards.
 - c. Review amendment requests.
 - i. Send requests for missing documentation/edits to Lead Grant Manager (he/she will communicate to subrecipient).
 - ii. Ensure coordination with other DNRC awards.
 - d. Monitor Main Submittable ID to confirm information is updated and accurate.
5. Temporarily take over the Lead Grant Manager's role if he/she is unavailable.
6. Take over as Lead Grant Manager if the LEAD GRANT PROGRAM project is complete and closing.

*If DNRC has additional subrecipient(s) associated with this project, identify lead grant manager and roles for the subrecipient(s) below. **Otherwise, delete this section.***

LEAD GRANT MANAGER – ADDITIONAL SUBRECIPIENT NAME

LEAD GRANT MANAGER NAME will take primary responsibility for external communications with ADDITIONAL SUBRECIPIENT NAME, to include general grant management correspondence and intake of subrecipient's inquiries. He/she will ensure DNRC's Submittable processes are followed. He/she will ensure LEAD MANAGER'S GRANT PROGRAM requirements are met before and throughout the grant period.

Specifically, the Lead Grant Manager will:

1. Distribute initial and annual Risk Assessment Survey to subrecipient.
 - a. Conduct scoring.
 - b. Provide follow-up support, if necessary.
2. Communicate reporting/reimbursement deadlines to subrecipient.
3. Request additional documentation, edits to submittals to subrecipient.
4. Assist subrecipient through amendment process, if needed.
5. Alert other DNRC Grant Manager(s) associated with the project to any potential issues, challenges, etc. and schedule meetings to discuss, as needed.
6. Ensure DNRC's Submittable processes are followed, and information is current and accurate under Main Submittable ID (MAIN SUBMITTABLE ID NUMBER).
7. Ensure LEAD MANAGER'S GRANT PROGRAM requirements are met before and throughout the grant period.
 - a. Prepare and route DNRC Contract Agreement. Request missing documentation/edits from subrecipient. Ensure coordination with other DNRC awards.
 - b. Review reimbursement requests and progress reports. Request missing documentation/edits from subrecipient. Ensure coordination with other DNRC awards.

- c. Review any amendment requests and amend DNRC Contract Agreement, if necessary. Request missing documentation/edits from subrecipient. Ensure coordination with other DNRC awards.
 - d. Ensure all information is updated and accurate under Main Submittable ID.
- 8. Alert the other DNRC Grant Manager(s) if he/she is unavailable and needs the other DNRC Grant Managers to temporarily take over his/her role.