



DNRC Grant Checklist

Subrecipient Name: _____
 Project Name: _____
 DNRC Agreement ID(s): _____
 Grant Award Amount: _____

Grant Submittal Requirements

The following items **may be required** by DNRC for review and approval prior to the disbursement of grant award funds. Items shall be submitted throughout the development, design, and construction phases to allow for a timely review by DNRC. Every project varies, please work with the DNRC Grant Manager to understand the project specific requirements.

| DOCUMENT | DATE SUBMITTED TO DNRC |
|---|-------------------------------|
| STARTUP DOCUMENTS | |
| Finalized Scope, Schedule and Budget | _____ |
| Documentation of Matching Funds | _____ |
| Grant Management Plan | _____ |
| Memorandum of Understanding (if necessary) | _____ |
| MEPA Checklist | _____ |
| Other Program Documents | _____ |
| UEI and SAM.gov Registration | _____ |
| PROJECT KICKOFF CALL | |
| Review executed grant agreement | _____ |
| Review reporting and reimbursement requirements | |
| Establish schedule for project calls | |
| PLANNING & DESIGN | |
| Signed Engineering Contract and Task Order | _____ |
| Description of Procurement Process | _____ |
| Preliminary design document (PER or Tech Memo) | _____ |
| Draft Plans and Specifications Submitted to DEQ/DNRC for review | _____ |
| DEQ Plan and Specification Approval Letter | _____ |
| Draft Bid Documents | _____ |
| 0900 Special Provisions | _____ |
| PROJECT AUTHORIZATION | |
| DNRC MEPA Decision | _____ |
| Approved Permits/Consultation | _____ |
| 310, 404, Floodplain, etc. | |
| Sage Grouse | |
| Finalized Water Rights | _____ |
| Site Title Opinion, Right-Of Way, Land Purchase | _____ |



DNRC Grant Checklist

- Landowner Access Agreements _____
- OTHER Pre-Bid Documents _____
- DEQ or DNRC Bid Document Approval Letter _____

PROJECT BIDDING

- Bid Documents _____
 - Advertisement for Bids
 - Affidavits of Publication
 - Planholders List *(optional)*
 - Bid Tabulations *(optional)*
- Bid Award
 - Award Letter _____
 - Executed Construction Contract _____
 - Notice to Proceed Letter _____
- Bid Award Project Meeting with DNRC _____
 - Review Grant Agreement Scope, Schedule, Budget
 - Amendment request if necessary

CONSTRUCTION

- Change Orders _____
- Substantial Completion _____
- Construction Completion Report _____
- As-Builts _____
- Other _____
- Equipment Procurement _____

PROGRESS REPORTS & CLOSEOUT

- Quarterly Progress Reports _____
- _____
- _____
- _____
- _____
- _____
- Final Report _____
 - Certificate of Compliance _____
 - Statement of Completion (if necessary) _____

OTHER PROJECT DOCUMENTS