



CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Renewable Resource Grant Program - RRG

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 guide 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 the RRG webpage:
<https://tinyurl.com/RRG-Proj>

Timeline

All start-up documentation must be submitted to DNRC within the timeframe indicated on the Award Letter or Grant Manager Introduction Letter. 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 DNRC 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; 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 Guide is available on the RRG website to demonstrate what the grant recipient should include. If the project is phased, focus only on the project phase being covered with these grant funds.
- ☐ **3) Project Implementation Schedule**
Complete the Project Implementation Schedule form, available online, 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, available online, 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 online. 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 online.

☐ **7) If Applicable – Memorandum of Understanding for Sponsored Grants**

If the grant recipient is partnering with 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. The MOU must 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.

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