



## CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Renewable Resource Grant Program - RRG

Reclamation Development Grant Program - RDG

### PROGRESS REPORTS

Grant recipients must provide progress reports to DNRC during the term of the grant agreement on at least a quarterly basis. Reports will provide status information for each project implementation task and identify the reporting period.

Status information will include, at a minimum:

- Project activities during the reporting period;
- Costs incurred;
- Funds remaining;
- Anticipated activities during the next reporting period, and
- Expected changes in scope, schedule, or budget.

Grant recipients must submit a project progress report with each reimbursement request. DNRC will not honor claims for reimbursement if DNRC has not approved the progress report or if there is a delinquent report.

**Unless otherwise authorized, all reimbursement requests and reporting must be submitted through Submittable, DNRC's grant management system: <https://grants.dnrc.mt.gov/>**

### FINAL REPORT

Grant recipients must submit an electronic copy (PDF) of the final report that meets the requirements of Attachment C of the grant agreement upon project completion. Final disbursement of funds is contingent upon DNRC receipt and approval of a final report that meets these requirements. Final reports must be submitted to DNRC within 90 days of the grant agreement termination date.

Final reports must include a signed Certificate of Compliance to DNRC upon project completion.

Projects that included construction must also submit a signed Engineer's Statement of Completion. DNRC may also request as-built drawings for construction projects, if applicable to the project.

There is no required final report format. At a minimum, the final report must describe the purpose and location of the project, project tasks, changes to the scope, schedule or budget, how the project met stated goals and objectives, how the project benefited and/or developed renewable resources, and the current project status. Final reports may be made available to the public on the DNRC website.

## Final Report Requirements

### 1. Title Page

- a. Grant Recipient Entity Name, Address, and Phone.
- b. DNRC Grant Agreement Number
- c. Name, address, and telephone of other contacts if primary contacts are not available.
- d. Funding: total project cost and amount of agreement
- e. State where copies of the report may be obtained (Recipient contact person name, address, phone number. An email address or website is acceptable).
- f. A list of supporting documents (for example, construction completion reports or other project deliverables, if applicable).

### 2. Introduction

Describe the project history, location, and purpose. Provide a project location map.

### 3. Discussion and Results

- a. Describe how project goals and tasks identified in the Agreement were completed:
  - Describe the planning process (for example: discuss project design, independent review, coordination with agencies, permits required and other activities).
  - Describe how each task listed in the scope of work was accomplished. Provide details on each task (for example: if trees were planted as an erosion control measure, state how many, the tree species, the age or size of the trees, and location of the plantings).
  - List the goals and/or objectives of the project as stated in the scope of work and briefly describe how they were met by the activities described in the tasks above. Discuss any differences between project goals and objectives and actual project results.
  - Provide an explanation for tasks that were not completed or any out-of-scope work.
  - Include a project map, data, and/or photos that document the project.
- b. Summarize any problems encountered and solutions adopted. What would you do differently?

### 4. Resource and Public Benefits

Describe the project's overall benefits. What are the anticipated and realized benefits to resources and to the local and regional area of the completed project? Were these benefits realized? If not, explain why.

### 5. Grant Agreement Administration and Project Costs

- a. Work schedule: Compare the time allotted for project completion with the actual schedule. Identify delays and discuss the reasons for delays.
- b. Budget: Include a table that summarizes how the monies were spent by budget category or task as described in Attachment B and funding source (i.e. DNRC, Sponsor, other State or federal agencies). Explain cost overruns or savings. Discuss unbudgeted expenses that arose over the course of the project.
- c. Match Funds: Identify all funds from other sources or in-kind services that were used to fund the project. If not all matching funds were spent provide a justification.

### 6. Project Completion and Certification

- a. Recipient's Certificate of Compliance (must be signed for all projects).
- b. As Built Drawings, if requested by the DNRC (construction projects only).
- c. Engineer's Statement of Final Completion (if applicable).
- d. Deliverables: List here if any.

### 7. Final Report Submitted Electronically (PDF)