



CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Renewable Resource Grant Program - RRG

Reclamation Development Grant Program - RDG

GRANT DOCUMENTATION SUBMITTAL CHECKLIST

Recipient Name: _____

Project Name: _____

DNRC Grant Number: _____

The grant recipient is responsible for following all Federal, State, and local requirements applicable to its project and providing DNRC with corresponding documentation throughout the grant period.

Contact your grant manager for further guidance about your specific project. DNRC may withhold from contracting or approving reimbursement until required documentation is received.

Start-Up Documents	Submitted to DNRC?	Date Submitted
Finalized Scope, Schedule, and Budget		
Matching Funds Commitments		
Grant Management Plan		
Procurement Plan		
Memorandum of Understanding (if applicable)		
Other Start-Up Documents		

Planning and Design Documents	Submitted to DNRC?	Date Submitted
Procurement for Engineering Services		
Signed Engineering Contract and/or Task Order		
Preliminary Design Document (PER or Tech Memo)		
Draft Plans and Specifications Submitted to DEQ		
DEQ Plans and Specifications Approval Letter		
Draft Bid Documents		
Other Planning and Design Documents		

Project Authorization Documents	Submitted to DNRC?	Date Submitted
DNRC MEPA Decision		
Approved Permits/Consultations <ul style="list-style-type: none">• 310, 404, Floodplain, etc.• Sage Grouse		
Finalized Water Rights		
Site Title Opinion, Right-of-Way, Land Purchase		
Landowner Access Agreements		
DEQ or DNRC Bid Documents Approval Letter		
Other Pre-Bid Documents		

Project Bidding Documents	Submitted to DNRC?	Date Submitted
Bid Documents		
<ul style="list-style-type: none"> • Advertisement for Bids 		
<ul style="list-style-type: none"> • Affidavits of Publication 		
<ul style="list-style-type: none"> • Planholders List (optional) 		
<ul style="list-style-type: none"> • Bid Tabulations (optional) 		
Bid Award		
<ul style="list-style-type: none"> • Award Letter 		
<ul style="list-style-type: none"> • Executed Construction Contract 		
<ul style="list-style-type: none"> • Notice to Proceed Letter 		
Other Project Bidding Documents		

Construction Documents	Submitted to DNRC?	Date Submitted
Change Order(s)		
Substantial Completion		
Construction Completion Report		
As-Builts		
Procurement for Equipment/Other Services		
Other Construction Documents		

Progress Reports & Closeout	Submitted to DNRC?	Date Submitted
Quarterly Reports		
Final Report		
<ul style="list-style-type: none"> • Certificate of Compliance 		
<ul style="list-style-type: none"> • Statement of Completion 		
Other Deliverables Specified in the Agreement		

Notes/Other Grant Documents: