

Reclamation and Development Grants Program

Frequently Asked Questions from Grant Sponsors

Congratulations! You received a grant from the DNRC Reclamation and Development Grants Program. The following information was designed to answer common questions from grant sponsors and help you successfully manage your grant.

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General Information

Can I start work before the grant agreement is signed?

- No. Any work completed before the grant agreement is signed by all parties is ineligible for reimbursement. Once you sign the grant agreement, it must be returned to DNRC to be signed by a representative of DNRC. Only after this signature can you start working on the project. We will contact you to let you know when the grant becomes active.

What regulations are applicable to my project?

- All work must be in accordance with all federal, state, and local law, statutes, rules, and ordinances. It is the project sponsor's responsibility to obtain all permits, licenses, or authorizations that may be required prior to the initiation of the project or required to be obtained by the time of completion of the project to be eligible for reimbursement funds. Procurement of labor, services, supplies, materials, and equipment shall be conducted according to applicable federal, state, and local statutes.

Can I change the tasks of the grant?

- Any changes to the grant agreement must be approved by DNRC. Without prior approval, your reimbursement may be denied. See [Amendments and Extensions](#) FAQ Section.

Can I change the budget line for a task?

- Any changes to the grant agreement must be approved by DNRC. Without prior approval, your reimbursement may be denied. See [Amendments and Extensions](#) FAQ Section.

Can I change the project scope (i.e. the tasks or location)?

- Any changes to the grant agreement must be approved by DNRC. Without prior approval, your reimbursement may be denied. See [Amendments and Extensions](#) FAQ Section.

How do I know when the grant is closing?

- Section 2 of your grant agreement with DNRC indicates a closing date for the grant. Any work completed after the grant has closed is ineligible for reimbursement. If you think you need more time to complete work within the grant, an extension can be requested. See [Amendments and Extensions](#) FAQ Section.

Progress Reports

How often do I need to submit a progress report?

- Progress reports need to be submitted with every reimbursement request, or at least quarterly. DNRC cannot approve claims for reimbursement without an approved the progress report or if there is a delinquent report. Reporting helps us understand what work was accomplished during that time period and how the grant money was spent. Clear communication leads to successful grant management.

Do I need to submit a progress report if no work was completed on the project?

- Yes, progress reports are required at least quarterly. A simple report stating that no work was completed and that outlines the plans for future work will suffice. DNRC requires progress reports every time invoices are submitted or requests for grant agreement changes are made. However, DNRC should be contacted if the project start date or schedule falls behind.

What do I include in a progress report?

- Every grant agreement contains a description of what information must be included in a progress report in the attachments in Attachment C. A template is provided in your contract and on the website. Feel free to use a

different format, but it must include the information required in your contract. All progress reports should include:

- a progress summary (a description of the work accomplished),
- an expenditures summary (including the current balance for each task and match funds expended from each source),
- any problems or concerns that have arisen,
- the next activities for the project, and
- any requests for grant agreement amendments (if needed).

How much time should the progress report cover?

- The progress report should cover the entire period of time for which a request for reimbursement is being made or since the last progress report. DNRC requires quarterly progress reports.

Common reporting mistakes and how to fix them:

- The dates on the progress report do not cover the same period of time as the invoices.
 - The progress report can cover a longer period of time than the invoices, but it has to include the time and tasks described on the invoices.
- Tasks are not described in the progress report.
 - A good progress report will describe work completed under each task within the grant even if it is simply to state that no work was completed or that the task has already been completed.
- There is no indication if the project is on schedule.
 - Please state within the progress report if the project is on schedule and if any problems were encountered. This helps us to know if the project will need an extension.
- The progress report does not include a budget.
 - All progress reports must include a budget that identifies the amount expended and remaining in each task. It must also identify match funding expenditures and sources.

Invoices

How do I get reimbursed for the work completed on the project?

- Reimbursement requests must include a progress report, vendor invoice and backup documentation such as contractor invoices and other related project materials (news articles, sampling reports, etc.). DNRC recommends that these be submitted every couple of months while work is active. Please see FAQ sections on progress reports, invoices, and closing the grant for more information.
- A reimbursement package should include:
 - A vendor invoice that details all of the charges being requested for reimbursement. All charges must be included in the project scope of work and detailed by tasks outlined in your grant agreement. The vendor invoice must be signed by the person that signed the grant agreement or an authorized agent. An authorized agent is either cited in the contract under section 1 or approved in writing or email by the DNRC grant manager.
 - Backup documentation (invoices from all grant expenditures). Invoices should be tied to task with clear dates of when work was completed.
 - Progress Report (see [progress report](#) section of FAQ for more information)
 - Invoices for costs included in the project scope of work. No invoice is needed from the project sponsor for project administration. However, if another entity is helping with project administration or management an invoice must be included from them that includes a description of work completed, tied to tasks within the grant.

What is a vendor invoice?

This document is available on the DNRC CARDD Resources and Training page:
<http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training>

- The vendor invoice is a State of Montana invoice that triggers payment from DNRC to reimburse you for the expenses incurred on your grant. It is a table of contents of the invoices (invoices for project activities) being submitted for reimbursement.

What information should be included on a vendor invoice?

- The vendor invoice should include the charges being requested for reimbursement and the period of performance or time during which the work was completed. The charges for reimbursement should be tied to tasks in the grant agreement. Finally, the vendor invoice must be signed by the person that signed the grant agreement or an authorized agent. An authorized agent is either cited in the contract under section 1 or approved in writing or email by the DNRC grant manager.

I do not have an invoice. What else can I submit as backup documentation of expenses?

- Receipts and cancelled checks are acceptable for some expenses. Please contact DNRC if you have any questions about what can be submitted as backup documentation of expenses (see [Contact Information](#) Section of FAQ below).

Is there anything I should let my contractor know about invoices?

- All contractor invoices should be tied to tasks outlined in the grant agreement and include dates for the period of performance.

Who can sign a vendor invoice?

- The vendor invoice must be signed by an authorized representative of the sponsor. An authorized agent is either cited in the contract under section 1 as such or approved in writing or email by the DNRC grant manager. The authorized agent can designate signing authority to another person at the sponsor entity (local government entity), but must do so in writing. This change does not take effect unless DNRC provides written approval.

If I am requesting only part of an invoice be reimbursed by DNRC, do I need to include anything else about the rest of the invoice?

- Yes. If you are request partial reimbursement of an invoice, you need to specify which part of the invoice you are requesting from DNRC (it must fall within the approved tasks of the grant agreement) and explain how the remainder is being paid.

Common invoicing mistakes and how to fix them:

- Dates on the vendor invoice do not match dates on the backup documentation or the dates on the progress report.
 - The backup documentation (contractor invoices, receipts, etc.) should help to write the progress report and fill out the vendor invoice. The progress report and the vendor invoice can include a longer period of time than that of the backup documentation, but not vice versa. This mistake can be avoided by using the backup documentation to fill out the progress report and vendor invoice and by carefully proofreading all documents submitted.
- Totals do not add up correctly.
 - All invoices need to be accurate. Please double check the calculation of totals on all invoices. Confusing reimbursement requests will delay reimbursement of expenditures.
- Does not include period of performance (dates of work completed).
 - Please include the dates of work on the vendor invoice. Confusing reimbursement requests will delay reimbursement of expenditures.
- Backup documentation does not clearly tie back to the vendor invoice.

- The vendor invoice is the table of contents to the material in the backup documentation. The backup documentation includes the invoices for the activities completed in the period of performance for which you are requesting reimbursement. Please make sure that the vendor invoice can be cross-referenced to the backup documentation and that all expenses are clearly labeled for which tasks of the grant agreement they fit into. If the backup documentation and reporting does not clearly support the vendor invoice, DNRC will contact you for clarification.

Amendments & Extensions

I would like to request a change to the project scope (objectives and tasks) or budget. How can I do this?

- Our goal is to fund successful projects. If it is necessary to change scope or budget to meet project goals, discuss the proposed change with the DNRC grant manager and submit a written request for any changes (email is acceptable). If approved, you may need to submit a revised scope, schedule, and budget to amend the grant agreement.

When should I request an extension?

- Extension requests should be requested when the project will require more time to complete the approved tasks described in the grant agreement. A request must be submitted in writing.

My grant is closing in a few months. How much time does an extension request take?

- Please allow 6 weeks for an extension request to be executed. Each extension request will be reviewed by RDGP staff to ensure that all information required is included and the grant is in good status. After approval by RDGP staff, the extension request must be approved by the Conservation and Resource Development Division Administration. Then, it is mailed to the project sponsor to be signed and returned to DNRC. Once returned, it is signed by DNRC making it official. If it is not signed by the project sponsor or DNRC before the grant agreement termination date, the grant agreement expires and the extension is null. Please ensure that you have provided DNRC with enough time to execute an extension request.

What do I include in an extension request?

- For an extension request, please email the grant manager with the request including an explanation for the delay and a new termination date. DNRC will review your request and notify you of our decision.

Closing the Grant

My project came in under budget. Can I use remaining funds on a different project?

- Grant funds are approved for the tasks in the grant agreement. Any changes to the grant agreement must be approved by DNRC (see [Amendment and Extensions](#) Section of FAQ). Without prior approval, your reimbursement may be denied.

If my project comes in under budget, what happens to the remaining funds

- Any money remaining after the tasks of the grant are completed is returned to the Natural Resources Projects Account to be allocated to other projects.

What information needs to be included in the final report?

- Your final report documents the success, outcomes, and value of your project. Most final reports will be made available on our website and are a reflection of the quality of work on the project.
- A template for the final report can be found in the attachments of your grant agreement with DNRC. Final reports must be submitted to DNRC within 90 days after the grant agreement termination date. Final disbursement of grant funds is contingent upon DNRC receipt and approval of a final report that meets

requirements described in your grant agreement. DNRC requires one hard copy of the final report and one electronic copy.

- The final report should include:
 - Title Page with grant sponsors information, funding and grant number, and a list of supporting documents
 - A short description of the project history, location and purpose
 - Discussion of the project goals and results (by task) including any problems encountered in the process and the solutions adopted.
 - Description of the natural resources and public benefits
 - Grant administration and project costs
 - Signed certificate of compliance
 - Signed engineer's statement of final completion (if applicable)
 - As built drawings (if applicable)
 - Project deliverables as described in the grant agreement
 - Any supplemental project materials (e.g. contractor reports, newspaper articles, project photos, public notices)

What are the closeout procedures for a grant?

- To closeout the grant you must submit:
 - Final report including signed certificate of compliance and engineer's statement of completion (if applicable)
 - Final invoices and backup documentation
 - All deliverables stated in the grant agreement
- Once DNRC has received and approved everything listed above we will process your final payment and mail out a termination letter. The final report is the only product DNRC receives documenting project success. DNRC will hold 10% of the grant back until all reporting has been completed.

Contact Information

I have questions about my grant, who should I contact?

- For help with your grant, please contact

Heidi Anderson Folnagy

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406.444.6691

Does the Reclamation and Development Grants Program have a website?

- Yes! Please check it out: <http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program>

Reimbursement Package Checklist

A reimbursement package must include:

- Vendor Invoice
- Backup Invoices and Documentation
- Progress Report

Wait! Before you submit, **double check** these items!

- The vendor invoice details all of the charges being requested for reimbursement.
- The vendor invoice includes the period of performance and the grant number.
- The vendor invoice is signed by an authorized agent of the grant sponsor.
- Backup invoices show the dates of when the work was completed (period of performance). If they do not, make sure that it is clear in the progress report when these tasks were completed.
- All calculations add up correctly.
- The time reported in the progress report includes all of the dates during which work was completed.
- All charges on the vendor invoice and backup invoices should be tied to the tasks outlined in your grant agreement as described in the progress report.
- The progress report includes
 - a progress summary (a description of the work accomplished),
 - an expenditures summary (including the current balance for each task),
 - any problems or concerns that have arisen,
 - the next activities for the project, and
 - any requests for grant agreement amendments (if needed).

Questions? Please contact:

Heidi Anderson Folnagy
hfolnagy@mt.gov
406.444.6691

Final Report and Reimbursement Package Checklist

A final report and reimbursement package must include:

- Vendor Invoice
- Backup Invoices
- Final Report
- Signed Certificate of Compliance
- Signed Engineer's Statement of Final Completion (if applicable)
- As-built Drawings (if applicable)
- Deliverables
- Electronic copy of final report (CD or thumb drive)
- Supplemental material (if applicable)

Wait! Before you submit, **double check** these items!

- The vendor invoice details all of the charges being requested for reimbursement.
- The vendor invoice includes the period of performance and the grant number.
- The vendor invoice is signed by an authorized agent of the grant sponsor.
- Backup invoices show the dates of when the work was completed. If they do not, make sure that it is clear in the final report when these tasks were completed.
- All calculations add up correctly.
- The time reported in the final report includes all of the dates during which work was completed.
- All charges on the vendor invoice and backup invoices should be tied to the tasks outlined in your grant agreement as described in the progress report.
- The final report should include:
 - Title Page with grant sponsors information, funding and grant number, and a list of supporting documents
 - A short description of the project history, location and purpose
 - Discussion of the project goals and results (by task) including any problems encountered in the process and the solutions adopted.
 - Description of the natural resources and public benefits
 - Grant administration and project costs (including the current balance for each task),
 - Signed certificate of compliance
 - Signed engineer's statement of final completion (if applicable)
 - As built drawings (if applicable)
 - Project deliverables as described in the grant agreement
 - Any supplemental project materials (e.g. contractor reports, newspaper articles, project photos, public notices)