



RENEWABLE RESOURCE GRANT PROGRAM

DNRC Submittal Checklist for Planning Grants

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 as they are developed 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

Start-Up Documents

- Finalized Scope and Budget _____
- Documentation of Committed Funds _____
- Grant Management Plan _____
- Memorandum of Understanding (if necessary) _____
- Other Program Documents/Conditions of Award _____

Project Documents, Deliverables, and Closeout

- Signed Engineering Contract and Task Order _____
- Description of Procurement Process (if necessary) _____
- Preliminary Engineering Report (PER)* or PER Update _____
- Resource Services (Plans or Studies) _____
- Capital Improvements Plan (CIP)** _____
- Growth Plan, Sample Collections, Surveys, Studies, Assessments, etc. _____
- Watershed Restoration Plan*** _____
- Watershed Restoration Project Plan*** _____
- Certificate of Compliance _____
- Statement of Completion (if necessary) _____

*Preliminary Engineering Reports must meet the standard as described in the most current Uniform Application for Montana Public Facility Projects or meet the requirements of the RRGL Project Grant Application – Technical Narrative.

<https://comdev.mt.gov/shared/CTAP/docs/PresentationsPublications-Models/Tech-Doc-Guides/PER-Outline.pdf>

**Capital Improvement Plans and Growth Plans must follow the manuals provided by the Department of Commerce.

<https://comdev.mt.gov/Programs-and-Boards/Community-Technical-AssistanceProgram/Presentations,-Publications-and-Model-Documents>

***Watershed Restoration Plans and Project Plans must meet standard as described by DEQ’s Nonpoint Source Management Program. <https://www.epa.gov/nps/handbook-developing-watershedplans-restore-and-protect-our-waters>