



## CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

### Renewable Resource Grant Program - RRG

## RRG TECHNICAL ASSISTANCE PROVIDER GUIDE

### Purpose

The DNRC Technical Assistance Program was designed to assist local governments that do not have an established relationship with a professional engineering firm or have not been successful in applying for DNRC planning grant funds in a prior biennium. The goal of RRG technical assistance is the submission of a Renewable Resource Planning Grant to DNRC.

### Funding Limit

Technical assistance opportunities are limited to \$3,000 or 20 hours of professional engineering services.

### Process

1. When DNRC approves a technical assistance request, DNRC will email a contracted technical services provider (engineering firm) to determine if they can take on the applicant's need.
2. Once DNRC confirms that the engineering firm can take on the technical assistance applicant, DNRC will initiate a task order for \$3,000 or 20 hours of services with the assigned engineering firm to assist the community in this effort.
3. DNRC will send the task order to the engineering firm's identified authorized representative for review and signature.
4. Once fully executed, the engineering firm's authorized representative will receive a copy of the executed task order via DocuSign for their records.
5. DNRC will reach out to the assigned engineering firm and community applicant via email to introduce each and identify next steps.

### Role of Firm Once Assigned a Community

In general, applicants approved for DNRC technical assistance understand they have a problem with their system but are unsure where to start. If your firm receives an email from the DNRC assigning you to a local government for technical assistance, it is the responsibility of the engineering firm to work with the local government to understand their problem and determine what kind of RRGL Planning Grant the community would best benefit from. See the [RRG Planning Grant Guidance](#) for more information on eligible planning activities and grant limits.

### How to get DNRC Reimbursement for Technical Assistance Services

The one and only "deliverable" for technical assistance opportunities is to complete an RRGL Planning Grant application for the assigned community's identified problem. If there is not an open cycle for RRGL Planning Grant applications, a word/pdf version of the grant application\* can be provided to the DNRC to fulfill the task order requirements.

\*Please note that if a PDF/word version of the planning grant application is provided to DNRC, this does not automatically enter the community into the next planning grant cycle. They must apply via [Submittable](#) to be considered for RRGL Planning Grant funding once a cycle opens.

Once a complete Renewable Resource Planning Grant application has been provided to the DNRC in Submittable or PDF/word format, the assigned engineering firm can submit for reimbursement of their provided services. DNRC requires that a state vendor invoice is used along with copies of the relevant invoices. Reimbursement requests from engineering firms for technical assistance can be emailed to the program contact identified below.

### **PROGRAM CONTACT**

**Katherine Certalic**

Phone: 406-444-3146

Email: [kcertalic@mt.gov](mailto:kcertalic@mt.gov)

### **LEGAL AUTHORITY**

**Montana Code Annotated:**

MCA [Title 85, Chapter 1 Part 6](#)

**Administrative Rules of Montana:**

ARM [36.17.6](#)