

Attachment C

Reporting and Reimbursement Requirements

Progress Reports

The Recipient will provide progress reports to DNRC during the term of this Agreement. 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.
- Photos of project activities during the reporting period, if available

The Recipient shall report on total project costs including those funded by the Recipient and other matching funds. Significant problems encountered shall be noted and necessary scope and time-line modifications requested.

The Recipient must submit a project progress report with each reimbursement request at a minimum on a quarterly basis. DNRC will not honor claims for reimbursement if DNRC has not approved the progress report or if there is a delinquent report. Reimbursement requests must:

- Include a State of Montana vendor invoice signed by an authorized agent.
- Be billed by the tasks identified in the project scope of work and budget.
- Be supported by backup documentation of contractor invoices, receipts, cancelled checks, or other documentation of costs.

Recipient invoices need to relate clearly to the scope of work and budget in this Agreement.

Projects with multiple funding sources need to submit a uniform status of funds spreadsheet (provided by DNRC) or other means of tracking and documenting match and the project budget.

Final Report

The Recipient must submit one hard copy and one electronic copy (pdf) of the final report that meets the requirements of this Attachment C to DNRC 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 Agreement termination date.

Final reports must include a signed Certificate of Compliance (included in this attachment) to DNRC upon project completion.

DNRC may also request as-built drawings for construction projects, IF APPLICABLE TO PROJECT.

The Recipient is not required to use the suggested format in this Attachment but must include the information listed below. 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 resources, and the current project status. Final reports will be made available to the public on the DNRC website.

Final Report Requirements

1. Title Page:

- A. Recipient's name, address, and telephone numbers.
- B. DNRC Grant Agreement Number
- C. Funding: total project cost and amount of agreement
- D. State where copies of the report may be obtained (Recipient contact person name, address, phone number. An email address or website is acceptable).
- E. 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 & Project Costs:

- A. Work schedule: Compare the time allotted for project completion with 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. Explain cost overruns or savings. Discuss unbudgeted expenses that arose over the course of the project.

6. Project Completion and Certification

- A. Recipient's Certificate of Compliance (must be signed for all projects).
- B. Photos of the of the site before project construction and after project completion.
- C. 60SF or 60DF water right (or other applicable water right) abstract from FRWMB for the completed project.
- D. For projects that require a FIIP Special Use Permit, documentation that the permit was obtained.

7. Final Report submitted electronically (PDF)

FINAL REPORT
CERTIFICATE OF COMPLIANCE

Recipient: [GRANT RECIPIENT]

Project Name: [PROJECT TITLE]

Grant Number: [AGREEMENT NUMBER]

Grant Amount: [GRANT AMOUNT]

I, the undersigned, being duly qualified, respectfully, of [GRANT RECIPIENT] in _____
County, State of Montana, do hereby certify that the above-named project is in full compliance with all of the
covenants and conditions set forth in the Agreement identified above between the [GRANT RECIPIENT] and the
State of Montana, Department of Natural Resources and Conservation. I understand that any money remaining
after the final payment will be returned to the appropriate accounts at DNRC.

Authorized Recipient Signature

Date