Renewable Resource Grants Program
Frequently Asked Questions from Grant Sponsors

Congratulations! You received a grant from the DNRC Renewable Resource Grant and Loan Program (RRGL). The following information was designed to answer common questions from grant sponsors and help you successfully manage your grant.

Topics included in this FAQ:

- [Does the Renewable Resource Grant and Loan Program have a website?](#)

[Reimbursement Package Checklist](#)

[Final Report and Reimbursement Package Checklist](#)

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. The grant agreement must be signed by the application sponsor and returned to DNRC for signature by the DNRC representative. You can start working on the project only after the contract is signed by both parties.

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 from government authorities 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 statues.

Can I change the tasks of the grant?

- Yes. 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 item for a task?

- Yes. 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)?

- Yes. 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 TERM of your grant agreement with DNRC will contain a final date for the grant. Any work completed after the grant has closed is ineligible for reimbursement. An extension can be requested if you think you will need more time to complete work within the grant. See Amendments and Extensions FAQ Section.

Progress Reports

How often do I need to submit a progress report?

- Quarterly. Progress reports must be submitted quarterly or need to be submitted with every invoice. DNRC will not honor claims for reimbursement if DNRC has not approved the progress report or if there is a delinquent report. This helps us to understand what work was accomplished during that time period. If there has been no activity on the project a report should be submitted stating no progress and a justification. Clear communication leads to successful grant management.

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

- Yes. 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. If the project is inactive, please submit reports quarterly.

What do I include in a progress report?

- Every grant agreement contains a description of the required information in section 12. All progress reports should include:
  - 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

o   any requests for grant agreement amendments (if needed).

Common mistakes and how to fix them:
- The dates on the progress report do not cover the same period of time as the invoices.
    - o   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.
    - o   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.
    - o   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.

Invoices

How do I get reimbursed for the work completed on the project?
- Reimbursement requests must include a progress report and invoices. DNRC recommends that these be submitted every quarter while work is active. Please see FAQ sections below on progress reports, invoices, and closing the grant for more information.

What do I need to submit for reimbursement?
- A reimbursement package should include:
    - o   A vendor invoice that details all of the charges being requested for reimbursement. All charges should be tied to tasks outlined in your grant agreement. The vendor invoice must be signed by the person that signed the grant agreement or an authorized agent.
    - o   Backup invoices from grant contractors. Invoices should be tied to task with clear dates of when work was completed.
    - o   Progress Report (see progress report section of FAQ for more information)
    - o   Invoices for project management. 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 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 as such 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 grant contractor know about invoices?
- All grant contractor invoices should be tied to tasks outlined in the grant agreement and include dates that work was performed.

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.

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

- Yes. If you are only requesting reimbursement for part of an invoice, you need to include which part of the invoice you are requesting from DNRC (it must fall within the approved tasks of the grant agreement) and let us know who is paying for the rest of the invoice by submitting a project tracking spreadsheet. DNRC uses this information to tract the ability of the Renewable Resource Grant and Loan program to leverage funds from other sources.

Common 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 (grant contractor invoices, receipts, etc.) should be used 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 proof-reading 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 always delay DNRC approval.
- Does not include dates of work completed.
  - Please include the dates of work on the vendor invoice. Confusing reimbursement requests always delay DNRC approval.

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. If approved, you may need to submit a revised scope, schedule and budget and 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.

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

- Please allow 45 days for an extension request to be executed. Each extension request will be reviewed by RRGL staff to ensure that all information required is included and the grant is in good status. After approval by RRGL 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 deadline, the grant agreement ends and the extension is null. Please ensure that you have provided DNRC 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 closing date. DNRC will review your request and notify you of our decision.

Closing the Grant
There is money left in my grant. Can I use it on a different project?

- No. The money in the grant is approved for the tasks outlined and approved in the grant. 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. Grant funds are not transferable to other projects.

What happens to the money left over after the work within the grant has been completed?
- Any money left over after the tasks of the grant are completed is returned to the Natural Resources Projects Account.

What information needs to be included in the final report?
- Your final report documents the success 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)

What are the close-out procedures for a grant?
- To close-out 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 the items listed above, we will process your final payment and mail out a term 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 questions or help with your grant, please contact:

Lindsay Volpe	Sonja Hoeglund	Brad Catron
lmvolpe@mt.gov	shoeglund@mt.gov	Brad.catron@mt.gov
406-444-9766	406-444-0552	406-444-6839

Does the Renewable Resource Grant and Loan Program have a website?
- Yes! Please check it out:
  http://dnrc.mt.gov/divisions/cardd/resource-development/renewable-resource-grant-program

Reimbursement Package Checklist

A reimbursement package must include:

☐ Vendor Invoice

☐ Backup Invoices

☐ Progress Report

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

- The vendor invoice details all the charges requested for reimbursement.
- The vendor invoice includes the period of performance.
- The vendor invoice is signed by an authorized agent of the grant sponsor.
- All charges on the vendor invoice and backup invoices are tied to tasks outlined in your grant agreement.
- Backup invoices show the dates of when the work was completed. 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.
- 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).

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Final Report and Reimbursement Package Checklist

A final report and reimbursement package must include:

☐ Vendor Invoices

☐ 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)

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

- The vendor invoice details all the charges requested for reimbursement.
- The vendor invoice includes the period of performance.
- The vendor invoice is signed by an authorized agent of the grant sponsor.
- All charges on the vendor invoice and backup invoices are tied to tasks outlined in your grant agreement.
- 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.
- 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)