

# Stormwater & Septic Leachate Toxics Reduction Grant Program: Septic System Replacement & Sewer Connectivity



WESTERN MONTANA  
**Conservation  
Commission**

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## ELIGIBILITY FORM

### 1. **Eligible Entity** (*Dropdown list of eligible entities*)

Please choose the type of entity you are from the list of Eligible Entities for WMCC Stormwater and Septic Leachate EPA Grant Programs. Please choose from the following list of entities that are eligible for our grant funds.

- a. Cities
- b. Towns
- c. Municipalities
- d. Counties
- e. Special districts (e.g., water and sewer districts, irrigation districts, etc.)

- i. Conservation Districts
- ii. Water and Sewer District
- iii. School District
- iv. Other Special District
- f. Council of Governments
- g. Local public authority
- h. Nonprofit organizations as described in section 501(c)(3) of the Internal Revenue Code
- i. Limited liability corporations in which all managing members are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- j. Limited liability partnerships in which all general partners are 501(c)(3) nonprofit organizations or limited liability corporations whose sole members are 501(c)(3) nonprofit organizations.
- k. Tribal College
- l. Community College
- m. Other Institutions of higher education

If you don't see your type of organization or have questions, please contact a grant manager at [DNRCARDDWMCC@mt.gov](mailto:DNRCARDDWMCC@mt.gov) to check your eligibility.

**2. Eligible Program/Project Location**

Is this program or project area located in western Montana west of the Continental Divide?

Yes; No

**3. Acknowledgement of UEI Need**

Subaward grant funds are federal funds awarded to the Western Montana Conservation Commission (WMCC) from the US Environmental Protection Agency (EPA). To be awarded federal funds, eligible entities must have a Unique Entity Identifier (UEI). The process for getting a UEI can take 30 days+. Entities that don't have a UEI yet are welcome to apply. However, grant contracts will not be executed if the entity does not have a current UEI. For more information and to sign up for a UEI, visit <https://sam.gov/entity-registration>.

**INTRODUCTION TO GRANT APPLICATION**

*Montana Waters: Clearly Connected – Reducing Stormwater and Septic Leachate Toxic Pollution in the Headwaters of the Columbia River Basin*

The Department of Natural Resources and Conservation (DNRC) Conservation and Resource Development Division (CARD) in conjunction with its administrative attachment,

the Western Montana Conservation Commission, were awarded funding to assist eligible entities with subawards to deliver **Stormwater and Septic Leachate Toxics Reduction Grant Programs on a competitive basis**. Project performance period for this funding is 1/01/2025-12/31/2028.

*The grant funding Opportunity Number: EPA-R10-OW-CRBRP-2023-02 through the assistance program 66.962 - Geographic Programs - Columbia River Basin Restoration (CRBR) Program has Statutory Authority from the Clean Water Act: Sec. 123; 33 U.S.C. 1275 & Infrastructure Investment and Jobs Act (IIJA) (PL117-58) and Regulatory Authority through 2 CFR 200, 2 CFR 1500 and 40 CFR 33.*

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## GENERAL INFORMATION

### WMCC SEPTIC SYSTEM REPLACEMENT AND SEWER CONNECTIVITY GRANT PROGRAM AND APPLICATION GENERAL INFORMATION

Visit our website and check out our guidelines for more specifics: [WMCC-EPA-Grant-Subaward-Guidelines.pdf](#)

**Eligible projects** will provide water quality benefits by replacing aging and underperforming septic systems or connecting septic systems or a group of septic systems to a local water and sewer district. In addition to septic system replacement or sewer district connection, the program will engage and educate residents about toxic pollution from septic leachate in Western Montana watersheds that are part of the Columbia River Basin.

**Examples of eligible expenses:** preliminary engineering report, obtaining permits, administrative fees, project design plans and specifications, environmental review documentation, connection fee for sewer, construction of new septic systems or replacement of failing systems, connection to municipal sewer.

Eligible project costs must comply with the 2 C.F.R. Part 200 Uniform Guidance.

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

**If you have any questions on eligible projects or expenses, please contact us at [DNRCARDDWMCC@mt.gov](mailto:DNRCARDDWMCC@mt.gov) for more info. Or check out the descriptions of all categories of eligible and ineligible costs here**

[EPA\\_2CFR200\\_Costs\\_WMCC\\_Programs.pdf](#).

**Application Collaborator Note:** Do you need to add a collaborator to help complete the application? Find the “Invite Collaborators” link in the upper right-hand corner of the application form. Add email addresses to invite anyone you’d like to work with on your

submission or application. They will receive an email invite to collaborate with you. Be sure to check your spam folders for emails from "Submittable".

## ORGANIZATION INFORMATION

**1. Submission Name—Grant Application Title**

Use the entity name and program name or project type for the project title.

Example: Blue Cloud Resident Owned Community Sewer Connectivity Project

**2. Organization Name**

**3. Organization Address**

**4. Website**

**5. Primary Staff Contact**

First Name/Last Name

By default, of Submittable, the person submitting this application will be the point of contact for future communications such as reports and requests for reimbursement for the life of this grant.

**6. Partner Informational Meetings**

Did the primary contact or other key staff attend any of the partner meetings held by WMCC prior to grant application?

If yes, which one(s)? Multiple response function: Partner Info Meeting 6/13/24; Partner Guideline Feedback 8/22/24; Partner Q&A 10/24/24.

Informational meeting attendance will have no weight in ranking.

**7. Community-Based Social Marketing**

Did the primary contact or other key staff attend the Community-Based Social Marketing Workshop?

Yes; No

Community-Based Social Marketing Workshop attendance will have no weight in ranking.

**8. Primary Staff Contact's Email**

**9. Phone Number**

**10. Name and Title of Authorized Grant Signatory**

**11. Authorized Grant Signatory Email**

**12. Authorized Grant Signatory Phone**

**13. Employer Identification Number**

**14. Business Registration**

Are you registered with the Montana Secretary of State?

Yes; No; Unknown

For more information, visit <https://sosmt.gov/>

**15. Unique Entity Identifier (UEI)**

Subaward grant funds are federal funds awarded to WMCC from the Environmental Protection Agency (EPA). To be awarded federal funds eligible entities must have a Unique Entity Identifier (UEI). The process for getting a UEI can take 30 days+. Entities that don't have a UEI yet are welcome to apply. However, grant contracts will not be executed if the entity does not have a current UEI. For more information and to sign up for a UEI, visit <https://sam.gov/entity-registration>.

## GRANT PROPOSAL INFORMATION

\*Tip: Review the [ranking rubric](#) to ensure answers are covering the correct information to score as high as possible.

### 1. Program/Project Description

Please provide a project/program description which includes the following:

- a. Brief introduction to the organization
- b. Statement of the problem/community need for the program/project
  - i. Include septic system issue and its impacts on water quality.
  - ii. Have there been previously performed studies showing evidence of septic pollution?
- c. Program/project objectives
- d. Program/project design (How will the program/project be accomplished?)
  - i. Clearly outline proposed actions to replace ageing and underperforming septic systems or connect to a sewer district.
  - ii. Describe project milestones including preliminary engineering, final engineering, bidding, contractor selection, and construction.
  - iii. Has a feasibility study been completed for this project?
  - iv. Has a Preliminary Engineering Report been completed?
  - v. Are there design plans or specifications already developed or in development? If so, are the compliant with local, state, and federal guidelines?
  - vi. What sewer system will the project connect to?
  - vii. What is the capacity of that system?
  - viii. Does the system have any current violations? If so, are they addressing these violations?
  - ix. Have required permits been identified or obtained?
- e. What communities or community groups will benefit from your program or project?
  - i. Please describe the community demographics the program/project will benefit.
  - ii. List any disadvantaged community groups the program/project will service.

To learn more about the environmental and socioeconomic indicators that EPA programs like ours use to consider how funding opportunities are managed, explore your community at [EPA's EJScreen Website](#) and watch the [EJ Screen How-to Video](#). Type in your zip code to access your community's data and/or pull a community report.

**2. Geographical Area**

Please provide a description of the geographical area the program will cover, including what WMCC serviced river basin (Kootenai, Flathead, Lower Clark Fork, Bitterroot, Upper Clark Fork, or Blackfoot) the program/project will be in and what county and/or cities or general area in Western Montana the program will cover. **Reminder: This project must be in Western Montana. For programs with multiple unknown project sites, give the county or counties and the general area the project work will happen in. If you need more information about the areas WMCC services check out our website and search your community by address or place, [Where We Serve - Western Montana Conservation Commission](#).**

**3. Address of Project Site (If applicable) OR**

**4. Geocode of Project Site (If applicable)**

**5. WMCC Toxic Reduction Goals**

How does the program/project address WMCC septic leachate toxics reduction goals?

**a. WMCC SEPTIC LEACHATE TOXICS REDUCTION GOALS**

- i. Project emphasizes community participation, education, outreach, and engagement;
- ii. Project reduces point and nonpoint sources of water pollution;
- iii. Project safeguards MT waters from pollution and destruction, protecting public health and wildlife habitat; and
- iv. Project maintains, enhances, restores, expands, or benefits the aquatic natural resources of Western Montana.

**6. Education, Outreach, & Events**

Please provide a narrative of the specific education and outreach materials, events, or programs for which grant funds will be used.

WMCC will have a [Septic Education Toolkit](#) available online that includes templates for promotional materials, landowner documents, and other helpful items. In addition, water quality outreach and communications resources are available from the [Montana Waters: Clearly Connected](#) campaign. Co-branding and collaboration are central to this campaign. The [Communications Guide](#) provides guidance to effectively share Montana Waters messaging while strengthening your organization's identity with your local audience.

## 7. Program/Project Sustainability

What are your longevity and program sustainability plans?

How will the project continue to benefit the community after grant funds are expended? How will the community ensure proper maintenance of the system(s)?

What is the expected growth of the community? Does the wastewater treatment plant have the capacity for this growth?

## PROGRAM METRICS

Please note tracking of certain metrics will be required by grant recipients, including:

- **Residents Engaged:**
  - Number of education and outreach events
  - Number of residents and/or neighboring residents engaged in educational workshops or events
- **Program Implementation Metrics:**
  - Number of residents implementing septic system best management practices
  - Number of participants who completed surveys
  - Percentage of participants demonstrating increased knowledge after program completion
- **Septic System Maintenance Metrics:**
  - Number of underperforming septic systems replaced or connected to sewer system
  - Number of households served
  - Increase in sewer connectivity rates
  - Reduction in future maintenance costs
- **Stewardship and Pledge Metrics:**
  - Number of participants who signed the Septic Stewardship Pledge

## 1. Program/Project Effectiveness

What metrics or other measurements will you use to gauge your program's effectiveness?

## PROGRAM PARTNERS

### 1. Program/Project Partners

Please list any partners (or possible partners) and their contributions to the program or project.

As a reminder, personnel, materials, supplies, and advertising are some of the contributions from partners that can be counted as match if they are non-federal entities and/or employees, and non-federal funds are utilized.

## 2. Letters of Support

Please provide letters of support (LOS) and/or any Memorandum's of Understanding (MOU's) for all listed partners.

LOS are required at the time of application; however, MOUs are not required at the time of application but will be required at the time of contracting grant funds. Check out the DNRC example MOU that has basic language that can be used: [DNRC MOU EXAMPLE](#).

- a. Ensure letters of support describe:
  - i. Information on the organization that is offering the letter of support
  - ii. Why the organization is providing a letter of support
- b. If you don't use the DNRC example language, please ensure MOUs describe:
  - i. Name of all organizations involved and contact information
  - ii. Purpose of the MOU
  - iii. Roles and responsibilities for each party
  - iv. Effective Date
  - v. Signatures

Upload function for LOS and MOU's

## 3. Supporting Documents

Upload any other supporting documents here.

## ENVIRONMENTAL IMPACTS

1. Does the proposed plan include any ground-breaking activities, work within a waterbody, or other construction-related activities?

Yes; No; Unknown

If yes or unknown, please download the Simplified Environmental Checklist, complete all sections, and upload.

If a project is determined to have adverse environmental impacts that cannot be mitigated and do not preserve the state's renewable resources per MCA 85-1-601, it is ineligible for a grant.

[Simplified-MEPA-Checklist-and-Instructions.docx](#)

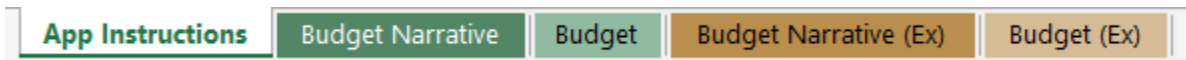
[NOTE: If a MEPA determination has already been granted for this project it may be considered for adoption for this grant application. Please attach the determination here.](#)



## BUDGET NARRATIVE & TASK-TIMELINE DETAILS

- 1. Total Grant Funds Requested (\$80,000 maximum, no minimum)**  
Grant funds for the Septic System Replacement and Sewer Connectivity Grant Programs are capped at \$80,000. Staff funding assistance requests are capped at 50% of total staff costs, not to exceed 25% of the total grant funds requested.
- 2. Total Non-Federal Match Funds (minimum of 25% non-federal match required)**  
Please provide the total match amount (in-kind or cash) for this application.
- 3. Total Program/Project Budget**  
Please enter your total project budget including grant funds requested and match funding amount.
- 4. Budget Narrative**  
Please download the [Uniform Budget and Timeline Tracker](#).

There are several tabs in the Uniform Budget and Timeline Tracker, this Excel workbook will be used for the life of the grant to track expenses and timelines. The other tabs in the workbook include grant management worksheets for use after award and during the project. Begin by reviewing the App Instructions tab to learn more about using the worksheets. Applicants will fill in the GREEN “**Budget Narrative**” and “**Budget**” tabs ONLY. The Budget Narrative (Ex) and Budget (Ex) tabs are EXAMPLES for reference.



In the Budget Narrative tab, you will describe project expenses in detail by identifying budget category related program/project tasks, schedules, and timelines. If specific dates are not available for task completion, please provide estimated completion dates. **WMCC Stormwater and Septic Leachate Grant Program Subaward funds must be fully expended no later than 12/31/2028.**

In the “**Budget**” tab, the grant funds requested will auto populate from the “**Budget Narrative**” and will manually enter the match column that fits.

WMCC Grant Funds can be used in the following categories of expenses that align with eligible project costs in the 2 C.F.R. Part 200 Uniform Guidance. (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>). Check out this document, [EPA 2CFR200 Costs WMCC Programs](#), for more specific descriptions of allowable (and ineligible) costs.

- a. Grant Administration
- b. Staff Salaries
- c. Professional Services
- d. Materials and Supplies
- e. Maintenance or Repair Costs
- f. Publication, Printings and Advertising
- g. Training, Education and Conference Costs
- h. Travel Costs

For the budget narrative, check out the following resource and directions in the instructions tab of the uniform budget tracker, [https://dnrc.mt.gov/\\_docs/conservation/ARPA/Tools-and-Resources/How-to-Write-a-Budget-Narrative-ARPA.pdf](https://dnrc.mt.gov/_docs/conservation/ARPA/Tools-and-Resources/How-to-Write-a-Budget-Narrative-ARPA.pdf).

Please check out the “Instructions” tab or contact us at [DNRCARDDWMCC@mt.gov](mailto:DNRCARDDWMCC@mt.gov) if you have any questions on the Budget narrative and detail. The Uniform Budget Tracking sheet is a tool that will be used throughout the life of the grant for managing the budget, tracking invoices, match and personnel costs, and reimbursement requests.

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## NOTES FOR A GOOD BUDGET NARRATIVE

### **A GOOD BUDGET NARRATIVE WILL;**

Describe how all grant funds will be spent and explain all line items in the uniform budget tracker. Reminder: for staff salaries, up to 50% of staff time can be paid for and 50% must be an in-kind match of hours, with total salary wages not to exceed 25% of the awarded grant.

Describe where matching funds will come from.

- a. Match is the portion of project costs not paid with grant funds. It is usually the recipient’s contribution or a third party’s donated services or supplies. For grant awards that require match, the recipient must document, according to the terms of the Grant Agreement, that the match requirement has been met. Costs used to meet a match requirement must be allowable under the applicable cost principles and must meet program guidance and documentation requirements. Failure to properly record match expenses may result in the termination of the Grant Agreement or the withholding of grant reimbursements by DNRC until appropriate documentation is provided.

b. Match Requirements

Matching contributions may be in the form of in-kind or cash from local, state or federal sources. However, all contributions must be targeted for expenditure on the project specifically identified in the application. Costs claimed as match must meet all the following criteria:

- i. Matching funds must be substantiated by accounting records;
- ii. Be necessary and reasonable for the accomplishment of project objectives;
- iii. Be considered eligible as meeting program requirements.

c. Cash Match (Hard Match)

Cash Match, also referred to as hard match, is the actual cash outlay contributed to the project by the subrecipient or third parties, such as project partners and beneficiaries.

d. In-kind Match (Soft Match)

Eligible in-kind contributions are those project-specific contributions associated directly with project implementation. In-kind Match, also referred to as soft match, is the value of non-cash contributions provided by grant recipients or third parties. In-kind contributions may be in the form of goods, labor, services, facilities, space, personnel, materials, or equipment calculated at fair market value. Note that third party in-kind match contributions count toward satisfying a match requirement only when, if the party receiving the non-cash contributions were to pay for them, the payments would be allowable costs.

e. Donated Services Volunteers

Volunteer services furnished by professional and technical personnel, consultants, [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).

Budgets including in-kind labor, always reference the source for your labor value estimate. It may be helpful to use the U.S. Bureau of Labor Statistics website to estimate labor values for Montana:

[https://www.bls.gov/oes/current/oes\\_mt.htm](https://www.bls.gov/oes/current/oes_mt.htm). If volunteer services are approved to be claimed as match, the recipient should maintain documentation on:

- i. Name of volunteers (who)
- ii. Dates of volunteer work (when)
- iii. Tasks completed by volunteers (what)
- iv. Total hours worked by volunteers (how many), and
- v. Source of the labor or volunteer rate.

f. Donated Services

Other examples of donated services may include use of equipment, printing, website maintenance or server space, telephone services, transportation costs, or administrative or accounting services provided in support of the program. These donated services should be valued at the fair market value for the services or what the entity would have to pay for the services if they were not donated.

g. Donated Goods

A recipient may receive donations of supplies necessary to accomplish project goals, the reasonable value of which may be used for match requirements of the program. The value assessed must not exceed fair market value at the time of the donation. DNRC will require recipients to provide supporting documentation on basis for determining the value of donated goods claimed as match.

## PROGRAMMATIC CAPABILITY & PAST PERFORMANCE

To comply with federal funding requirements related to these grants, applications for the Septic System Replacement and Sewer Connectivity Grant Program are reviewed for eligibility and compliance with federal and state guidelines before awards will be issued.

During the eligibility review, WMCC evaluates applications for applicant eligibility, project eligibility, eligible expenditures, technical and financial viability, and ability to comply with any federal restrictions on funds. Applications received from organizations with limited grant experience will not automatically be ranked lower, the information gathered will help assess the level of organizational and staff support an entity might need in managing WMCC federal grant subaward funds.

**1. Federal Funds Management Experience**

Has your organization managed federal funds?

Less than 1 year; 1-3 years; More than 3 years; No federal funds managed

If yes, please list recent federal awards including federal agency, program/grant title or name, amount of award, and status (i.e., active, complete).

If yes, has the organization been subject to any Federal agency monitoring? If yes, open comment box: Please provide details on the reason for the Federal monitoring, the current status, and any outcomes.

**2. Non-federal Funds Management Experience**

Has your organization managed non-federal grant funds?

Yes; No

Please list recent non-federal awards including awarding agency, program/grant title or name, amount of award, and status (i.e., active, complete).

**3. Grant & Fiscal Staff**

Detail programmatic and fiscal staff experience with similar subaward grant management. Please include relevant staff that will be supporting or working on grant management as well as individual experience with similar subawards both federal and non-federal funds.

Have there been any recent changes in key personnel who are involved in project management or financial oversight?

*This will be a table and a short answer.*

**4. Financial Tracking**

Has your organization submitted required financial documents to Local Government Services or the Office of Public Instruction on time during the past 3 years?

Yes; No; Unknown; N/A Organization is not required to submit documents to LGS or OPI.

For example, [Annual Financial Reports, Audits, and Financial Reviews](#).

<https://sfsd.mt.gov/LGSB/>, <https://opi.mt.gov/>

**5. Audits**

Has your organization received a Single Audit in the past 3 years?

Yes; No; Unknown

Did the audit result in one or more audit finding?

Yes; No

If yes, please provide details on the audit findings.

**6. Policies & Procedures**

Does your organization have the following policies and procedures? Select all that apply.

- a. Financial Management
- b. Purchasing Procedures
- c. Record Retention Policy
- d. Whistleblower Policy
- e. Conflict of Interest Policy
- f. Other (list)

WMCC has example grant management policies and procedures that can be adopted for management of grant funds [DNRC Examples for Local Governments Policies](#).

**7. Grant Fund Management**

Please describe your organization's financial management system for grant funds. In the description, please include answers to the following questions:

- a. Will organization staff manage the finances for grant funds, or will you contract the financial management of grant funds out to a secondary source?
- b. How do you track your finances, do you use an excel sheet, QuickBooks program or other fund tracking software?
- c. Is it an automated system or manual?
- d. Does your organization's accounting system identify receipts and expenditures of grant program funds separately for individual grants?
- e. Does your organization's accounting system have a mechanism for tracking employee time to charge to individual grants?
- f. Have there been any significant changes to internal controls or data processing procedures within your organization's systems?

WMCC has several tools if you don't have these systems including employee time tracking templates in the Uniform Budget Tracker and example grant management policies and procedures that can be adopted for management of grant funds [DNRC Examples for Local Governments Policies](#).

## PROCUREMENT

### 1. Procurement Procedures

Does your organization have current procurement standards and procedures that meet the items below and are equal to Federal Procurement Levels for contracted professional services?

Yes; No; Unknown

Please attach supporting documents here.

Documents may include:

- Written standards of conduct that address potential conflict of interests and have disciplinary actions for any individuals engaged in conducting and administering contracts or sub-awards
- Discussion of cost thresholds (small purchases vs. major procurements) and the procurement authorizations and approvals required
- A written requirement to review to avoid unnecessary purchases and to limit purchases to necessary quantities
- A written requirement to review lease vs. purchase alternatives (when appropriate)

- A requirement to perform and document a cost or price analysis for all procurements
- A requirement that procurement transactions maximize open and free competition
- Written provisions for conducting solicitations having: a clear scope of work, requirements and features prospective bidders must meet, a preference to conserving natural resources and the environment, and positive efforts to use small, disadvantaged and minority owned firms when possible
- Requirements to document: reasoning for the type of procurement being used, the basis for contractor selection, a justification for lack of competition or sole-source procurement, and the basis for award cost and price
- Provisions that ensure that goods and services are received, approved and acceptable before payments are made
- Provisions that no contract or sub-award will be entered into with parties that are debarred, suspended, or excluded from Federal assistance programs
- Provisions in the contract or agreement for termination and Federal access to contract records
- Guidelines for documenting contract files

**2. Professional Services**

Are you prepared to conduct procurement for professional services, contractors, and construction in compliance with the applicable the procedures and standards?

Yes; No

**3. Procurement Acknowledgement Checkbox**

Check this box to acknowledge that you understand the procurement and contractor licensing requirements.

For any contracted goods or services with a private entity over \$10,000, the grant recipient’s procurement process must meet or exceed the state of Montana’s Procurement standards. Learn more about it here: [MT Procurement Guide](#)

**GRANT AGREEMENT AND REPORTING REQUIREMENTS ACKNOWLEDGEMENTS**

**1. Grant Program Guidelines**

Check this box agreeing that you understand and have read the program guidelines for the Septic System Replacement and Sewer Connectivity funding. The Western Montana Conservation Commissions Stormwater and Septic Leachate Grant Program Guidelines can be found here [WMCC EPA Grant Subaward Guidelines](#).

**2. Grant Agreement Template**

Check this box to acknowledge that you have read the DNRC-WMCC grant agreement template. [WMCC Grant Agreement Template](#)

3. **Reporting Requirements**

Check this box to acknowledge you understand the reporting requirements. Find a more detailed description of the reporting requirements in, **Appendix G: Reporting**, of the [WMCC EPA Grant Subaward Guidelines](#).

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## NOTES ON REPORTING REQUIREMENTS

**Progress Reports:** The grant recipient will provide progress reports to WMCC during the term of this Agreement. Grant recipients will complete progress reports on a quarterly basis and will be provided with a progress report template.

**Financial Reporting:** The grant recipient shall report on total project costs including those funded by the grant recipient and other matching funds on a minimum quarterly basis and provide documentation of.

**Personnel/Payroll:** Payroll Ledgers/Journals, Activity Reports.

**Travel:** Travel Authorizations, Travel Vouchers, Trip Reports, Reimbursement Requests, Receipts for Expenses, Proof of Payment.

**Procurement:** Provide any written contracts, agreements, purchase authorizations or purchase orders for goods, services, supplies or construction. Also provide any sub-award documents, which are legal instruments that support the performance of any portion of the grant project or program. Include any Invoices, Receipts, Payment Authorizations or Proof of Payment for the contractor agreement.

**Other or Additional Documentation for other identified expenses:** Any additional support documentation for expenditures that the identified draw funded if the expenditure(s) comprised more than 10% of the draw.

**Grant Close Out Reporting:** The grant recipient must submit a final report that meets the requirements of the WMCC upon project completion. Final reports must be submitted to WMCC within 90 days of the Agreement termination date.

## APPLICATION SIGNATURE, LOBBYING CERTIFICATION, AND CONFLICT OF INTEREST

1. **Certification & Authority to Sign**

Yes, I am authorized to sign this application on behalf of the organization I represent.



No, I do not personally have the authority to submit this application on behalf of the organization. I will upload an Authorization Statement signed by someone else.

**2. Authorizing Signature Statement**

1. Download the [DNRC Authorizing Statement](#) for signature
2. Complete and upload

Please include the title of the authorized representative on all signature forms. DNRC requires that the certification form be signed by an authorized representative of the local government entity or other organization. Failure to meet this requirement will result in delays for review and approval of your grant application.