



# CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Western Montana Conservation Commission

Stormwater & Septic Leachate Toxics Reduction Grant Program

## GRANT DOCUMENTATION SUBMITTAL CHECKLIST

Recipient Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

DNRC Grant Number: \_\_\_\_\_

The grant recipient is responsible for following all Federal, State, and local requirements applicable to its project and providing DNRC with corresponding documentation throughout the grant period. Contact your grant manager for further guidance about your specific project. DNRC may withhold from contracting or approving reimbursement until required documentation is received.

Start-Up Documents	Submitted to DNRC?	Date Submitted
Finalized Scope, Schedule, and Budget		
Matching Funds Commitments		
Grant Management Plan		
Procurement Plan		
Memorandum of Understanding (if applicable)		
Other Start-Up Documents		

Planning and Design Documents	Submitted to DNRC?	Date Submitted
Procurement for Engineering Services		
Signed Engineering Contract and/or Task Order		
Preliminary Design Document (PER or Tech Memo)		
Draft Plans and Specifications Submitted to DEQ		
DEQ Plans and Specifications Approval Letter		
Draft Bid Documents		
Other Planning and Design Documents		

Project Authorization Documents	Submitted to DNRC?	Date Submitted
DNRC MEPA Decision		
Approved Permits/Consultations <ul style="list-style-type: none"> <li>• 310, 404, Floodplain, etc.</li> <li>• Sage Grouse</li> </ul>		
Finalized Water Rights		
Site Title Opinion, Right-of-Way, Land Purchase		
Landowner Access Agreements		
DEQ or DNRC Bid Documents Approval Letter		
Other Pre-Bid Documents		

<b>Project Bidding Documents</b>	<b>Submitted to DNRC?</b>	<b>Date Submitted</b>
Bid Documents		
<ul style="list-style-type: none"> <li>• Advertisement for Bids</li> </ul>		
<ul style="list-style-type: none"> <li>• Affidavits of Publication</li> </ul>		
<ul style="list-style-type: none"> <li>• Planholders List (optional)</li> </ul>		
<ul style="list-style-type: none"> <li>• Bid Tabulations (optional)</li> </ul>		
Bid Award		
<ul style="list-style-type: none"> <li>• Award Letter</li> </ul>		
<ul style="list-style-type: none"> <li>• Executed Construction Contract</li> </ul>		
<ul style="list-style-type: none"> <li>• Notice to Proceed Letter</li> </ul>		
Other Project Bidding Documents		

<b>Construction Documents</b>	<b>Submitted to DNRC?</b>	<b>Date Submitted</b>
Change Order(s)		
Substantial Completion		
Construction Completion Report		
As-Builts		
Procurement for Equipment/Other Services		
Other Construction Documents		

<b>Progress Reports &amp; Closeout</b>	<b>Submitted to DNRC?</b>	<b>Date Submitted</b>
Quarterly Reports		
Final Report		
<ul style="list-style-type: none"> <li>• Certificate of Compliance</li> </ul>		
<ul style="list-style-type: none"> <li>• Statement of Completion</li> </ul>		
Other Deliverables Specified in the Agreement		

**Notes/Other Grant Documents:**