

# Montana Main Street Grant Management Plan

**Montana Department of Commerce  
Community MT Division**

## Administrative Structure

The (insert city/town/county) \_\_\_\_\_, as the awarded Montana Main Street grantee, has designated the following persons to administer the (project name as stated in the application) \_\_\_\_\_.

The project is a (choose either planning or implementation) \_\_\_\_\_ grant.

The designated person(s) to administer the grant:

Name	Email	Phone number

Official acts of the person(s) listed above may include (add/delete as needed):

- Request for reimbursement
- Request for amendments
- Recordkeeping
- Compliance with state law

- Project updates and check-ins (quarterly at a minimum)

Legal counsel may review and advise the grantee (city/town/county) on contract agreements and any associated project guidance as requested.

Name	Email	Phone number

## Grant Management

The grant manager will be responsible for (add/delete as needed):

- Assisting the grantee (city/town/county) with all the requirements related to the project:
  - Startup and implementation
  - Contracting with the Montana Department of Commerce
  - Communication with designated Commerce project manager
  - Preparation of legal notices required by procurement and/or state law
  - Public hearings and/or informational meetings
  - Maintaining complete and accurate project files, including:
    - Commerce progress reports and/or completion reports
  - Assisting with selection of project engineers/architects/consultants and conformance with procurement as it relates to requests for proposals or other publications
  - Monitoring the contractor selection process, including bid advertising, tabulation and award process
  - Attending any preconstruction meetings or meetings throughout the life of the project
  - Ensuring compliance with state labor standards and equal opportunity requirements
  - Review of project expenditures

- Review of reimbursement requests to ensure proper allocation in accordance with the contract budget
- Preparation for reimbursement requests to Commerce, which includes:
  - Request for Funds Form (provided by Commerce)
  - Uniform Invoice Tracking Form (provided by Commerce)
  - Applicable invoices (provided/submitted by grantee)
  - Progress report and/or completion report (provided by Commerce)
  - Applicable news stories, pictures, etc. (provided by grantee)

This management plan has been approved by the grantee (city/county/town) and the person(s) named within as the grantee's authorized representative:

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Signature of authorized grantee

Date

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Signature of authorized grant manager

Date