



Resiliency Plan Implementation Grant Program

Montana Department of Commerce

Grant Program Guidelines

Table of Contents

- A. SUMMARY
- B. DEFINITIONS
- C. ELIGIBLE APPLICANTS
- D. ELIGIBLE PROJECTS
- E. FUNDING AVAILABILITY
- F. HOW TO APPLY
- G. APPLICATION REVIEW PROCESS
- H. APPLICATION REVIEW CRITERIA
- I. AWARD PROCESS AND CONTRACT
- J. PROGRAM CONTACT
- K. GRANT ADMINISTRATION

Appendix A – Budget template

Alternative accessible formats for this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape or computer diskette, please contact the Montana Department of Commerce at (406) 841-2870, TDD (406) 841-2770, or the Relay Services number, 711.

Commerce does not discriminate based on disability in admission to, access to or operations of its program, services or activities. Individuals who need aid or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known. **Please provide as much advance notice as possible for accommodation requests.**

I. RESILIENCY PLAN IMPLEMENTATION: GRANT PROGRAM GUIDELINES

A. SUMMARY

In § [6001\(c\)](#) of the [American Rescue Plan](#), the United States Congress appropriated \$750 million to the U.S. Economic Development Administration's Travel, Tourism, and Outdoor Recreation program to help state and local tourism sectors recover from the COVID-19 pandemic. In August of 2021, Montana Governor Greg Gianforte designated the Montana Department of Commerce as the recipient of Montana's share of those funds, which totaled over [\\$2.9 million](#). See also § 2 of [House Bill 4](#) at p. 13 (2023).

Destination MT, a division of Commerce, drafted a proposal to use these Grant funds to develop and implement six regional resiliency plans and one aggregate state-level resiliency plan. The goal of the planning was to identify predictable and unpredictable variables that could undermine Montana's post-pandemic local economies, including floods, wildfires, and other natural disasters, if not assessed and addressed proactively. Destination MT utilized approximately half of the Grant funding in Phase 1, which focused on planning. Commerce completed that phase in early 2024. Destination MT reserved the second half of the Grant funding for Phase 2, which is the implementation phase.

Phase 2 includes this Resiliency Plan Implementation Grant Program and a total of \$1.5 million is available for Montana applicants. The purpose of the Program is to provide Regions with an early investment, which they can use alongside other private or public dollars that may be available, to begin implementing the priority items identified in their regional resiliency plans.

The Program's application, funding guidelines, and other relevant information and resources are available on Commerce's website: <https://brand.mt.gov/Programs/Office-Of-Tourism/Tourism-Grant-Program>. Interested entities can also e-mail TourismGrants@mt.gov or call (406) 871-8666 regarding any questions they may have about the Program.

Grant applications can be accessed and submitted on a free online platform. Applicants who are awarded Program funds must sign a contract with Commerce, which will have a multi-year term and terminate no later than May 31, 2026. Successful applicants will be considered sub-grantees of Commerce's Destination MT Division.

These application guidelines explain how eligible applicants can apply for a Resiliency Plan Implementation Grant, and how Grantees may use Program funds. All regional

resiliency plans are located at <https://commerce.mt.gov/Business/Programs-and-Services/Tourism-Marketing/Resources>.

B. DEFINITIONS

Key Performance Indicator: KPIs are the quantifiable indicators of progress toward an intended resiliency goal or result as identified in the Region’s corresponding resiliency plan.

Regional Lead: Directors or their designees of the six Regional Nonprofit Tourism Corporations who have led the process, in coordination with a planning consultant hired by Destination MT, to coordinate, complete and implement their corresponding regional resiliency plans.

Regional Nonprofit Tourism Corporation: A Regional Nonprofit Tourism Corporation is defined as a “nonprofit corporation organized under Montana law and recognized by the Montana Tourism Advisory Council as the entity for promoting tourism within one of several Regions established by executive order of the governor.” See § 15-65-101(7), MCA. There are six tourism Regions in Montana. Those six tourism Regions are: (i) Central Montana; (ii) Missouri River County; (iii) Southwest Montana; (iv) Glacier County Tourism; (v) Visit Southeast Montana; and (vi) Yellowstone County. Contact information for these Regions can be found [here](#).

C. ELIGIBLE APPLICANTS

Established Regional Leads may apply for Program funds on behalf of a Region. No other entity may apply for Program funds.

Additional Requirements for Eligible Applicants:

1. Applicants must obtain and include a Unique Entity Identifier (“UEI”) in their application to be eligible to receive Program funds. In 2022, the UEI used across the federal government changed from the DUNS Number to the UEI, which is generated by SAM.gov.
2. To confirm the non-profit status needed to receive Program funds, all Regions must submit to Commerce the following documents with their applications:
 - i. Articles of incorporation;
 - ii. Bylaws;
 - iii. A certificate of good standing issued by the Montana Secretary of State’s Office

D. ELIGIBLE PROJECTS

To apply, Regions must submit a scope of work detailing actions or projects they will complete to implement priorities identified in the Region's correlating resiliency plan found at <https://brand.mt.gov/Resources>. Each Region's scope of work must reference KPI goals and any other measurements of success in alignment with objectives or metrics identified in the correlating regional resiliency plan.

Quarterly, each selected Region must provide a written progress report to Commerce, in the format required by Commerce, demonstrating progress and impact per KPIs. Each Region also must provide a written final report to Commerce at the end of the funding cycle in the format required by Commerce. Each Region also must comply with the terms of the contract they sign with Commerce.

Additional Requirements for Eligible Projects:

1. Applications must identify: (i) whether the proposed project(s) is/are ready to be immediately implemented; and (ii) a timeline of what project activities will occur within the contract timeframe following the award date. Although projects can have multi-year phases, applicants must be able to complete all required deliverables and final reporting must be submitted to the Division no later than May 31, 2026.
2. Only non-construction projects will be allowed.
3. Applications must identify the total proposed subgrant amount and include a budget using the template provided by the Division (included as Appendix B).
4. Up to 20% of the grant award amount per cycle can be used for administrative purposes, including personnel specific to the project. This can be applied to existing staff, new staff positions, and contracted services.

E. FUNDING AVAILABILITY

Program funds originate with the EDA and will be distributed by Commerce via Destination MT Division. Applicants awarded Program grant funds will be considered sub-grantees of Commerce.

The Division will generally award Program funding to selected Regions as follows:

1. Each applicant is eligible to receive up to \$250,000 in total.

2. The Division will issue funds to Regions in quarterly lump sum disbursements after grantees sign a contract with Commerce. Quarterly reports will be required to illustrate the appropriate expenditure of the previous quarter's funding and progress toward contract deliverables prior to the next quarterly disbursement. In order to be considered appropriately expended, Regions must: (i) illustrate in the quarterly report how the previous quarter's funds were 85% expended during the quarter, along with a plan for how the remaining 15% will be expended; or (ii) demonstrate that 100% of the quarterly funds upon which they are reporting are allocated for expenditure by the end of a designated future quarter.

The first quarterly reporting deadline will not occur until the last Wednesday of September 2024 and will continue on a quarterly basis thereafter on the last Wednesday of December, March and June. If a quarterly report has not been received by Commerce within 30 days after the due date, then Commerce may consider the Region to be in breach of contract.

F. HOW TO APPLY

The Program accepts applications via an online application portal. Prior registration with the State's secure online account access, Okta, is required. For instructions, visit okta.loginmt.com.

1. Destination MT uses an online, cloud-based, application manager. Apply through the appropriate category link on: <https://brand.mt.gov/Programs/Office-Of-Tourism/Tourism-Grant-Program>. Links are only available and accessible prior to the posted application deadline.
2. Commerce must receive the online application by midnight MST of the application close date.

G. APPLICATION REVIEW PROCESS

1. All applications received through the online platform are initially reviewed for completeness. All complete applications received by midnight MST on the application close date will be reviewed and evaluated by the Division's review committee.
2. The review committee will review completed applications by applying the review criteria identified below before making recommendations to the director of Commerce.

3. During the review, Division staff may contact an applicant to discuss any concerns or questions, or to request additional information or documentation. Staff may require additional information from the applicant to clarify information presented in the application; however, the applicant may only submit additional information after the initial application if specifically requested by Destination MT staff.

H. APPLICATION REVIEW CRITERIA

The Program's review committee will consist of at least three people with adherence to a conflict-of-interest policy. The review committee will use the following criteria to evaluate applications for funding:

1. Project details and anticipated performance per KPIs: Project details must demonstrate ability to meet specific objectives of the Region's correlating resiliency plan.
2. Budget detail: Applicants must submit a detailed proposed budget for the award period delineating where and how funds will be spent, including a breakdown of all administrative and personnel costs/budgets.
3. Work plan: Applicants must provide a detailed staffing/work plan for any employee, or contracted service, supported with these funds, including job description and percentage of time dedicated to the proposed project.
4. Timeline details: Applicants must provide a detailed timeline for all components and benchmarks for the project they will complete during the grant cycle, from grant award through final reporting.

I. AWARD PROCESS AND CONTRACT

The Program's review committee will forward its recommendations to Commerce's director for final review and funding approval. Next, recommendations will be forwarded to EDA for its final review and funding approval. All applicants will be notified of funding decisions by e-mail. Once applicants have been notified of funding decisions, those approved for funding must complete the contracting process initiated by Commerce to receive RAP funds.

J. PROGRAM CONTACT

Destination MT Division
Administrator Jennifer Pelej
(406) 871-8666
jpelej@mt.gov

K. GRANT ADMINISTRATION

Each Region's Program contract must be executed by an authorized agent of the Region prior to disbursement of any grant award.

The provisions below illustrate some of the more significant administrative procedures and requirements with which Regions must comply. All procedures and requirements that the award recipient must comply with will be set forth in the Region's contract with Commerce.

1. Procurement

When procuring property and services under a federal award, Montana and the Regions must follow applicable Montana and United States procurement laws. Applicable federal laws include the procurement standards established by [§§ 200.318](#) through [200.327](#). Applicable Montana laws include the procurement standards established by [Title 18, Chapter 4](#) of the Montana Code Annotated.

2. Contract

Prior to receiving any Program grant funds, each Region must enter into a contract with Commerce. The executed contract between the Region and Commerce is the legal document that governs the administration of the grant. Failure to meet the conditions of the contract may result in contract termination. Sample contract provisions are discussed below but may be subject to change prior to execution.

3. Payment

Destination MT will disburse Program funds to Regions after contract execution as quarterly, lump-sum payments.

4. Project Monitoring and Annual Reporting Requirements

Each Region must submit quarterly reports to Commerce in the format required by the Department. These reports generally must describe how the Region has used funds in furtherance of objectives in their scope of work.

5. Public's Right to Know

Applications and other documents submitted to Commerce may be subject to public disclosure in response to requests received under the [Montana Public Records Act](#). If an applicant believes their application or other documents contain information that could reasonably be considered to be proprietary, privileged, private, or confidential in nature, they should contact Commerce prior to submitting and request to fill out an affidavit (see, e.g., this [form](#) affidavit) identifying what information they contend should be protected from public disclosure.

6. Return of Funds

At Commerce's sole discretion, the Region will be required to and agrees it shall return to Commerce any and all Program funds that are determined by Commerce to have been spent in violation of the terms and conditions of the grant contract.

7. Access to Records

The Region shall provide Commerce, the Legislative Auditor or their authorized agents access to any records related to the Region's participation in the Program at no cost. Commerce may terminate this Contract without incurring liability due to the Region's refusal to allow access as required by this section. See § 18-1-118, MCA.

Appendix A Budget Template

Budget Narrative

| | |
|---|-----------|
| Personnel - Cost as shown on the staffing plan | |
| Total Personnel Costs | \$ |

| | |
|---|-----------|
| Fringe - Associated fringe costs for the personnel listed in the staffing plan | |
| Total Fringe Costs | \$ |

| Travel - More information on travel can be found in 2 CFR 200.474. | | | |
|---|--------------------|----------------------------|-----------|
| Event | Travelers/Position | Purpose & Cost Calculation | Cost |
| | | | |
| | | | |
| | | | |
| Total Travel Costs | | | \$ |

| Equipment - Typically exceeds \$5,000 per unit cost and has a useful life greater than one year. See 2 CFR 200.33. | | | |
|---|--------|---------|-----------|
| Equipment | Amount | Purpose | Cost |
| | | | |
| | | | |
| | | | |
| Total Equipment Costs | | | \$ |

| Supplies - Supplies must be identified by item and must correlate to the purpose of the award. Miscellaneous is not sufficient. More information can be found in 2 CFR 200.94. | | | |
|---|--------|---------|-----------|
| Supply | Amount | Purpose | Cost |
| | | | |
| | | | |
| | | | |
| Total Supply Costs | | | \$ |


COMMERCE
Contractual - Procurements must follow 2 CFR 200 Sections 317-326

| Task | Basis for Selection | Details | Cost |
|--------------------------------|---------------------|---------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total Contractual Costs | | | \$ |

Construction

| Construction | Amount | Purpose | Cost |
|---------------------------------|--------|---------|-----------|
| Total Construction Costs | | | \$ |

Other

| Other | Amount | Purpose | Cost |
|--------------------------|--------|---------|-----------|
| Total Other Costs | | | \$ |