

## Community MT Division

### Montana Historic Preservation Grant Program

#### Exhibit 1-B

#### Sample Management Plan

The management plan adopted by the Montana Historic Preservation Grant Program grantee should reflect the actual procedures used by the grantee and be based on the duties assigned to the various people involved in the project.

Note: This sample is provided to help create a plan structured upon the actual procedures used by the grantee and based on the duties assigned to the various people involved in the project. This sample should be modified to fit the actual needs and management responsibilities of the project. Not all responsibilities outlined below will apply for each project. For example, if your project does not have a project engineer/architect, write “N/A.”

#### I. Administrative Structure

The (grantee’s name) \_\_\_\_\_ as the awarded MHPG grantee, has designated the following persons to have lead responsibility for administering the 2027 Biennium Montana Historic Preservation Grant Project.

(Title and/or name) \_\_\_\_\_, as the (grantee name) \_\_\_\_\_’s authorized representative, will have responsibility for all official contacts with the Montana Department of Commerce. (The grantee and grantee’s authorized representative) \_\_\_\_\_ and \_\_\_\_\_ will have ultimate authority and responsibility for the management of project activities and expenditure of MHPG funds. The approval of all contracts and requests for



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reimbursement will be the responsibility of (grantee name) \_\_\_\_\_.  
(telephone \_\_\_\_\_ email \_\_\_\_\_)

(Title and/or name) \_\_\_\_\_, as the MHPG grantee's chief financial officer, will be responsible for management of, and record keeping for, the MHPG funds and other funds involved in the financing of the (type) \_\_\_\_\_ project.  
(telephone \_\_\_\_\_ email \_\_\_\_\_)

(Title and/or name) \_\_\_\_\_ will be designated as grant manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the MHPG project. The grant manager will serve as the MHPG grantee's liaison with Commerce for the project.  
(telephone \_\_\_\_\_ email \_\_\_\_\_)

(Title and/or name) \_\_\_\_\_, as the MHPG grantee's legal counsel, will review and advise the grantee regarding any proposed contractual agreements associated with the MHPG project and provide any other legal guidance as requested.  
(telephone \_\_\_\_\_ email \_\_\_\_\_)

\_\_\_\_\_, project engineer/architect, will be responsible for construction-related activities, including preparation of preliminary engineering/architectural, final design plans and specifications and construction inspection. Contractor compliance, scheduling and reimbursement requests will also be subject to the project engineer/architect's review and approval.  
(telephone \_\_\_\_\_ email \_\_\_\_\_)

## II. Grant Management

A The grant manager will be responsible for:

- 1 Compliance with any applicable environmental requirements.

- 2 Assisting the grantee with all requirements related to effective project start-up and implementation and developing a contract with Commerce.
- 3 Preparing any legal notices required to be published and processing and conducting any required public hearings or informational meetings.
- 4 Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
- 5 Assisting the grantee with selection of the project engineer in conformance with procurement requirements, including the preparation of requests for proposals for publication or other distribution.
- 6 Reviewing all proposed project expenditures or requests for reimbursement to ensure their propriety and proper allocation of expenditures to the MHPG budget.
- 7 In cooperation with the grantee's authorized representative and grantee's chief financial officer, processing reimbursement requests and preparing requests for reimbursement to Commerce, including the request for reimbursement, status of funds report, invoice tracking spreadsheet and project progress report.
- 8 Monitoring the contractor selection process, including the bid advertising, tabulation and award process and construction contract provisions in conformance with applicable laws.
- 9 Attending any preconstruction conference and monthly construction progress meetings.
- 10 Monitoring contractor compliance with applicable requirements.

- 11 Assuring compliance with all state labor standards and equal opportunity requirements.
- 12 Preparing all required performance reports and project completion documents for submittal to Commerce.
- 13 Attending meetings to provide project status reports and representing the MHPG project at any other public meetings, as deemed necessary by the grantee or Commerce.
- 14 Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.

B The project engineer/architect will be responsible for:

- 1 Design and construction engineering/architecture.
- 2 Preparation of the construction bid package in conformance with applicable requirements and supervision of the bid advertising, tabulation and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening and issuance of the notice to proceed.
- 3 Conducting the preconstruction conference with the assistance of the grant manager.
- 4 Supervision of construction work and preparation of inspection reports.
- 5 Reviewing and approving all contractor requests for reimbursement and submitting the approved requests to the grantee.

### III. Financial Management

A The chief financial officer's responsibilities will be as follows:

- 1 Managing the transfer of MHPG funds from Commerce to the grantee's bank account and disbursing MHPG funds based on claims and supporting documents approved by the grant manager, project engineer/architect and contractor.
  - 2 Entering all project transactions into the grantee's existing accounting system and preparing checks/warrants for approved expenditures.
  - 3 With the assistance of the grant manager, preparing the request for reimbursement and accompanying reports and documentation to be submitted Commerce.
  - 4 With the assistance of the grant manager, preparing the final financial reports for project completion.
- B The grant manager and chief financial officer will review all proposed expenditures of MHPG funds and will prepare requests for reimbursement, which will be signed by the officials named on the signatory form. All disbursements will be handled in accordance with the grantee's established claim review procedures. Before submitting the claim to the chief financial officer, the grant manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the grantee's MHPG project and consistent with the project budget. The grantee and grantee's authorized representative will review all claims before approving them.
- C Financial record keeping will be done in conformance with state law. The original financial documents (claims with attached supporting material) will be retained in the grantee's offices.
- D Appropriate documentation of administrative costs will be maintained by the grant manager and the chief financial officer to document all time worked on the MHPG project that will be compensated with MHPG funds.



This management plan has been approved by the grantee, and the titles/individuals named within have been informed of the responsibilities stated within this plan.

Grantee or grantee's authorized representative:

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Signature

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Date