Chapter 2

Project Management
Project Lifespan

- All 2023 Biennium MCEP projects that have NOT met start up by September 1, 2022 will be reviewed by the Legislature to determine if the grant should be withdrawn.

- All 2023 Biennium MCEP projects must have construction costs incurred by June 30, 2025.
Project Amendment

- **Scope of Work**
- **Extensions**
  - Require Commerce approval and justifications and contract process
Budget Modification

- Modification requests less than $5,000
- Modification requests over $5,000 require Commerce approval in writing *prior* to modifying budget and request for funds submission
- All modifications need to be noted on every Uniform Status of Funds & discussed with MCEP staff
Eligible Expenses

- Construction activities directly related to scope of work
- Professional services directly related to scope of work
- Repayment of directly related interim financing
- Legal cost, bond counsel
- Grant administration costs
Ineligible Expenses

- Operation and maintenance
- Furnishings and fixture purchases that are not dedicated or permanent to facility
- Costs of refinance, servicing or interest of current debt
- Costs incurred prior to date listed in Award letter
- Privately owned service lines
- Any project cost incurred if a contract has not been executed with Commerce
Matching Funds

• **Cash Match**
  – Local general funds or cash
  – Proceeds from bond sales
  – Entitlement or formula federal and state funds
  – Loan or grant funds from another state or federal program

• **Previous Cash Expended**

• **In-Kind Match**
  – Value of land provided by grantee
  – Value of labor by grantee employees
  – Value of machinery or materials used for construction of project
Requests for Reimbursement

- Request for Reimbursement Form
- Invoices
- Progress Reports
- Uniform Status Funds
- Invoice Tracking Spreadsheet
- Lump sum contracts not sufficient
  - Cost plus contracts not allowable
  - Multipliers not allowable
Accounting, Auditing

- Generally Accepted Accounting Principals (GAAP)
- 2 -7-503 MCA
- 20-9-213 MCA
- Tribal governments
  - OMB Circular A-133
Records Retention

• Maintain all records of MCEP funded activity
• Organized files
• Retain for 5 years at local government’s offices after grant closeout
  – Or, conclusion of any litigation or claims
• Access to records upon request
Ethics, Conduct and Conflicts

• Read all applicable statutes; some waivers, exemptions apply

• Each individual responsible for compliance with laws
Procurement

- Procurement is GRANTEE’S responsibility
- Must follow applicable statutes
  - MCA Title 7, Chapter 5, Parts 23, 43
  - Local requirements
- Free and open competition
- May not divide or sequence activities to circumvent procurement methods
- Must send documentation of procurement to Commerce
- Must send executed agreements to Commerce
Starting Construction

- Review of Bids and Specifications
- Debarment
- Pre-construction conference
- Executed documents
Public Notice and Participation

- Progress reports
  - Council or commission meetings
- Project signage
- Press releases
  - Ground breaking, ribbon cuttings, tours
- Newsletters, websites, regular outreach
- Complaints about projects happen!
  - Who will manage and how it will be addressed
  - Keep written records
  - Resolve complaint quickly
Non-Discrimination

Full compliance with:

- Montana Human Rights Act
- Civil Rights Act of 1964
- Age Discrimination Act 1975
- Americans with Disabilities Act 1990
- Section 504 of the Rehabilitation Act of 1973
  - All contractors and subcontractors must comply
Prevailing Wages

- Montana’s Prevailing Wage Act
  - 18-2-401, et seq, MCA
  - All contracts exceeding $25,000
  - Grantees should be prepared to document appropriate payment

- Federal Davis Bacon Wages may supersede
Project Monitoring

- **Ongoing monitoring**
  - Regular communication
  - Photo submission
  - Correspondence

- **On-Site monitoring**
  - Staff will visit the project/grantee offices
  - Review key project requirements
  - Discuss any issues and resolve any monitoring concerns
Purpose of Monitoring

- Provide technical assistance
- Determine whether the grantee is:
  - Complying with state law and program requirements
  - Carrying out project activities as set forth in contract scope of work
  - Charging eligible costs incurred
  - Properly using and accounting for funds
- Original and complete documentation must be kept in the grantee’s local government or district offices
Project Closeout

• Submit:
  – Certificate of Substantial Completion
  – Project Completion Report (within 90 days)
  • Copy of the long-term O&M manual
  • Summary of citizen comments/complaints
  • Statement of Costs
  • Certification of Grantee
  • Proposed and actual accomplishments
Closeout, continued

- **Final Request For Reimbursement**
  - Two percent retainage or remaining balance released after approval of the closeout documentation & final request for reimbursement has been received

- **Final Closeout Letter**
  - Retain all project records at local gov’t offices five years after closeout