

Mayor:

David Cates

City Council:

Amber Schoenrock

Carrie Doty

Karla Breeding

Darryl Burditt



City of Conrad

413 S. Main St.

Conrad, MT 59425

406-271-3623

cityofconrad.com

April 29, 2026

Renewable Resource Grant and Loan Program

To Whom it May Concern:

The City of Conrad is applying for grant funds in the amount of \$125,000 from the Renewable Resource Grants and Loan Program (RRGL) for the 2029 Biennium to complete improvements to our water system.

The City of Conrad is committed to providing a local match in the amount of \$10,000.00 toward the project.

Thank you for considering us for grant funds.

Sincerely,

A handwritten signature in blue ink, appearing to be "David Cates", written over a horizontal line.

Mayor David Cates
City of Conrad

UNIFORM APPLICATION FOR MONTANA PUBLIC FACILITY PROJECTS

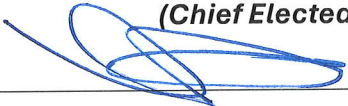
SECTION A – CERTIFICATION

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name (printed): David Cates

Title (printed): Mayor

(Chief Elected Official or Authorized Representative)

Signature: 

Date: 4-30-26

SECTION B - SUMMARY INFORMATION

1. NAME OF APPLICANT(S):	City of Conrad
PROJECT TITLE:	Conrad Water System Improvements
2. TYPE OF ENTITY	City
3. FEDERAL TAX ID:	81-6001249
4. UEI (SAM.GOV ID):	ZGXYPD4EBJD9
5. TYPE OF PROJECT:	Water System Improvements
6. SENATE DISTRICT:	Senate: 9
HOUSE DISTRICT:	House: 18
6.a. SENATOR NAME:	Llew Jones
REPRESENTATIVE NAME:	Llew Jones
7. POPULATION SERVED BY PROJECT:	2,434
8. NUMBER OF HOUSEHOLDS SERVED BY PROJECT:	1,026

MANAGEMENT PLAN FOR CITY OF CONRAD

I. Administrative Structure

The City of Conrad is an incorporated Town with a Mayor-Council Form of Government. The persons identified in the attached Administrative Assignments Chart will have lead responsibility for administering the grant awards for the City of Conrad.

Mayor, David Cates, will have responsibility for all official contacts with the Montana Department of Natural Resources and Conservation (DNRC). The Mayor and Council will have ultimate authority and responsibility for the management of project activities and expenditure of funds. The approval of all contracts and request for reimbursements will be the responsibility of the City Council. See attached Administrative Assignments Chart for assignment and contact information.

Julie Orcutt, the City's Admin Clerk will be responsible for management of, and record keeping for, the grant funds and other funds involved in the financing of the Conrad infrastructure project. See attached Administrative Assignments Chart for assignment and contact information.

David Cates, along with the help of Triple Tree Engineering (Sarah Sampson), will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the project. The Grant Manager will serve as City of Conrad's liaison with the DNRC for the project, ensure all grant management tasks are completed, and update the grant management system, Submittable, accordingly. See attached Administrative Assignments Chart for assignment and contact information.

Brad Koon (Triple Tree Engineering) will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, and construction inspection. Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval. See attached Administrative Assignments Chart for assignment and contact information.

II. Grant Management

A. The ***Grant Manager*** will be responsible for:

1. Overseeing overall grant management, including ensuring compliance with applicable federal and state requirements for the project.
2. Serving as the primary liaison between DNRC and all other project partners for the project (ensuring effective communication).
3. Ensuring all grant management tasks are completed and updating Submittable accordingly.
4. Assisting the subrecipient with requirements related to effective project start-up and implementation and developing a contract with DNRC.
5. Preparing any legal notices required to be published, and processing and conducting required public hearings or informational meetings.

6. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
7. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the budget.
8. In cooperation with the subrecipient Funding Manager, processing payment requests and preparing requests for reimbursement to DNRC, including the Request for Payment, Status of Funds Report, Invoice Tracking Spreadsheet and the Project Progress Report. Inputting information in Submittable.
9. Monitoring the contractor selection process, including the bid advertising, tabulation and award process, and construction contract provisions in conformance with applicable laws.
10. Attending the preconstruction and construction progress meetings.
11. Preparing required performance reports and project closeout documents for submittal to DNRC. Inputting information in Submittable.
12. Attending subrecipient leadership's meetings (e.g., Commission Meetings) to provide project status reports and representing the project at any other public meetings, as deemed necessary.
13. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.

B. The **Project Engineer** (see assignment in attached chart) will be responsible for:

1. Design and construction engineering.
2. Preparation of the construction bid package in conformance with applicable requirements.
3. Overseeing construction bidding and award process, including the preparation of the advertisements for bid solicitation, the bid opening, and helping to determine the lowest responsible, responsive bidder.
4. Conducting the pre-construction conference.
5. Supervision of the construction work and preparation of inspection reports. Monitoring contractor compliance with applicable requirements.
6. Attending weekly construction progress meetings. Periodically review the construction site postings to assure that required equal opportunity, labor standards and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance. Monitoring contractor compliance with applicable requirements.
7. Reviewing and approving all requests from contractors for payment and submitting the approved requests to the City Council.
8. Preparing as-built plans and providing project certification. The City of Conrad shall receive a copy of as-built drawings.
9. Ensuring compliance with any applicable environmental requirements.

III. Financial Management

A. The subrecipient ***Financial Manager's*** (see assignment in attached chart) responsibilities will be as follows:

1. Managing the transfer of funds from DNRC to the subrecipient's bank account and disbursing funds based on claims and supporting documents approved by the project and funding authority, project engineer, and contractor.
2. Entering all project transactions into the subrecipient's existing accounting system and preparing checks/warrants for approved expenditures.
3. With the assistance of the Grant Manager, preparing the Request for Payment and accompanying draw reports and documentation to be submitted to the DNRC.
4. With the assistance of the Grant Manager, preparing the final financial reports for the project closeout.

- A. The Grant Manager and subrecipient Financial Manager will review all proposed expenditure of funds and prepare requests for reimbursement, which will be signed by the official(s) cited in the signatory form. All disbursements will be handled in accordance with the subrecipient's established claim review procedures. Before submitting the claim to the Financial Manager, the Grant Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the project and consistent with the project budget. The Project and Funding Authority will review all claims before approving them.
- B. 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 subrecipient's offices.
- C. Appropriate documentation of administrative costs will be maintained by the Grant Manager and the Financial Manager to document all time worked on the project that will be compensated with grant funds.

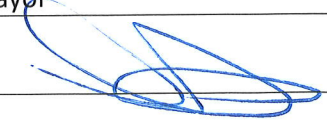
This management plan has been approved by the subrecipient organization. The individuals named within have been informed of the responsibilities stated within this plan.

Subrecipient Organization Designee

(Grant Manager or Project & Funding Authority)

Name (Printed): David Cates

Title: Mayor

Signature: 

Date: 7-28-20

Infrastructure Grant Program
ADMINISTRATIVE ASSIGNMENTS CHART

Subrecipient Role	Description of Duties	Name	Title	Email	Phone Number
Subrecipient Grant Manager (One individual from subrecipient organization)	• DNRC's main contact for the grant. Serves as the liaison between DNRC and project partners for the project.	David Cates	Mayor	mayordavid@cityofconrad.com	406.271.3623
	• Responsible for overall grant management and assuring compliance with applicable federal and state requirements for the project. • Submits all forms in Submittable throughout project period, ensures information is updated.				
	• Responsible for all official contacts with DNRC. • Has ultimate authority and responsibility for project management and the expenditure of grant funds.	David Cates	Mayor	mayordavid@cityofconrad.com	406.271.3623
	• Responsible for the approval of all contracts and requests for reimbursement.	Sarah Sampson	Funding Specialist	ssampson@tripletreemt.com	406-460-0133
Financial Manager (e.g., CFO)	• Responsible for the management of, and record keeping for, the funds and other funds involved in the financing of the project.	Julie Orcutt	Clerk	<i>admin clerk</i> billingclerk @cityofconrad.com	406.271.3623
Legal Counsel	• Reviews and advises the subrecipient leadership regarding any proposed contractual agreements associated with the project and provides other legal guidance as requested.	Daniel Jones	City Attorney	djones@glo.law	406-278-7521
Project Engineer	• Responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection.				
	• Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval.	Brad Koon	Project Engineer	bkoon@tripletreemt.com	406.461.0692

The subrecipient must identify a responsible person/body for the following roles and duties related to its grant award. The subrecipient may add, move, or combine duties but should not delete them. This chart should be updated throughout the project period, as needed.