



Future Fisheries Improvement Program Pre-Construction Requirements

Before funds can be released to an approved project, the following program requirements must be met, and paperwork must be submitted to the Future Fisheries Coordinator:

- **A signed agreement between the project applicant and FWP** regarding the project scope and funding.
 - If there are necessary changes, the applicant and FFIP officer must come to an agreed-upon solution before obtaining final signatures.
 - The time period of the agreement is typically 20 years. If the agreement is shorter than 20 years, the panel must approve the deviation.
 - The agreements are first reviewed by FWP's legal staff. They are then sent to the applicant for signature. After the applicant has signed the agreement, it must go back to the FFIP officer for the FWP Director's signature.
 - The FFIP officer will send an electronic copy of the fully executed agreement to the applicant.
- **Evidence of landowner permission.** If the landowner is the project applicant, a landowner agreement or statement of support is not needed. The project applicant can create their own landowner agreement, but it must meet the following requirements:
 - Clear statement that the landowner agrees to allow the project to occur on his/her property.
 - Any other applicable information. If the landowner is to maintain the project, the agreement must describe that commitment and expectations.
 - The agreement must be signed and provided to the Future Fisheries Coordinator prior to construction.
- **Evidence of environmental compliance.** All projects require an Environmental Assessment decision notice, NEPA decision notice, identification of categorical exclusion used, or a document showing another form of exemption. These are the responsibility of the Future Fisheries Coordinator but will be addressed in partnership with the applicant and local biologist.
- **State Historical Preservation Office (SHPO) clearance** (if needed). Please allow SHPO to comment on your project during environmental review, if applicable.

Other Notes:

Applicants and project managers must also address the following:

- **Provide before photos, if they are not included in the application** (digital are preferred)
- **The applicant is responsible for all permits and compliance with state purchasing rules.** This includes consideration of multiple bids. Contact the Future Fisheries Coordinator for more information.



Future Fisheries Improvement Program During Construction

When completing a project, applicants can have approved project expenses reimbursed directly to contractors or to the applicant. Up to 90% of the grant may be reimbursed prior to project completion. However, requests for reimbursement require:

- Clear, written documentation including (as a letter or invoice):
 - **The project name**
 - **Amount of funds requested**
 - **Who is being reimbursed, including the address of where the funds should be sent**
 - **Description of work completed**
 - **Receipts showing work completed (itemized invoices are acceptable)**

- Make sure the requests for reimbursement are for items approved by the Fish & Wildlife Commission and/or are listed in the project agreement. The items and amounts approved must be the only allowable costs.

- Status updates. We appreciate information on project progress. If your project has run into a problem, please let us know. Requests for additional funds (10% overage due to unanticipated problems) must be submitted to the Future Fisheries Coordinator with justification.



Future Fisheries Improvement Program Final Billing and Closeout

Up to 90% of the grant award can be reimbursed prior to project completion, with proper receipts. To be reimbursed for the final 10% of the award, the project must be physically inspected by FWP staff. Inspection can be completed by the Future Fisheries Coordinator or a designee (typically regional fish staff).

Final invoicing must include all the receipts or summary invoices for the *entire* project, if they have not been submitted in previous reimbursement requests. This is a requirement for the State of Montana's financial auditing purposes.

Final reporting:

A final report is not required, but they are accepted if available. If they created for other funders or requirements, please provide a copy to the Future Fisheries Coordinator. Please provide completion photos if not taken during the final inspection.

If not available in another form (e.g. final report), please submit a summary of the project completion, noting changes to scope, funding, and any relevant issues or adjustments. This can be submitted in a format of your choosing, or you may use a **CLOSE OUT FORM** to track and report the project completion. Please submit this form if you do not submit a final report or summary with that information. This provides summary of the project and identifies any changes that are important for project records.

If long term maintenance funds were granted, the Future Fisheries Coordinator will work with the applicant to submit vouchers for payment as necessary.

After Closeout:

As you continue to monitor the project, please provide updates to the Future Fisheries Coordinator. This information not only helps reduce duplications in monitoring effort, but provides additional information that can be used to demonstrate the benefits of the Future Fisheries Improvement Program to the Montana State Legislature, the public, and other supporters.