### Exhibit E

**Sample PCTGP Grant Management Plan**

The management plan adopted by the Pilot Community Tourism Grant Program (PCTGP) grantee should reflect the actual procedures utilized by the grantee and be based on the duties assigned to the various people involved in the action items of a project.

### Note: This sample is provided to help create a plan that is structured upon the actual procedures utilized 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 community’s projects. *Not all responsibilities outlined below will apply for each project. For example, if the project does not have a project engineer/architect, then write “N/A.”*

1. Administrative Structure

The (Grantee’s Name) enter lead/fiscal organization name as the awarded PCTGP grantee, has designated the following persons to have lead responsibility for administering the Pilot Community Tourism Grant Program.

(Title and/or Name) enter name and title, as the (Grantee Name) enter lead/fiscal organization’s authorized representative will have responsibility for all official contacts with the Montana Department of Commerce.

The (Grantee and Grantee Authorized Representative) enter lead/fiscal organization and enter authorized representative will have ultimate authority and responsibility for the management of project activities and expenditure of PCTGP funds. The approval of all contracts and requests for reimbursement will be the responsibility of the (Grantee Name) enter lead/fiscal organization. (Telephone enter phone number Email enter valid email)

(Title and/or Name) enter name and title, as the PCTGP grantee's Fiscal Agent, will be responsible for management of, and record keeping for, the PCTGP funds and other funds involved in the financing of the project. (Telephone enter phone number Email enter valid email)

(Title and/or Name) enter name and title, will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the PCTGP project. The Grant Manager will serve as the PCTGP grantee's liaison with the Department for the project. (Telephone enter phone number Email enter valid email)

(Title and/or Name) enter name and title, as the PCTGP grantee's legal counsel, will review and advise the grantee regarding any proposed contractual agreements associated with the PCTGP project and provide any other legal guidance as requested. (Telephone enter phone number Email enter valid email)

enter engineer/architect firm, Project Engineer/Architect will be responsible for construction-related activities including preparation of preliminary engineering/architectural, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and reimbursement requests will also be subject to the Project Engineer/Architect's review and approval. (Telephone enter phone number Email enter valid email)

1. Grant Management
2. 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 the Department.
	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 PCTGP budget.
	7. In cooperation with the grantee’s authorized representative and grantee’s Fiscal Agent, processing reimbursement requests and preparing requests for reimbursement to the Department, including the Request for Reimbursement, Status of Funds Report, Invoice Tracking Spreadsheet, and the Community Evaluation 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 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 the Department.
	13. Attending meetings to provide project status reports and representing the PCTGP project at any other public meetings, as deemed necessary by the grantee or the Department.
	14. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.
	15. Notifying the Department in writing of issues in relation to meeting or date(s) of performance, modifications of over $5,000 to the budget and/or approved costs to be supported with grant funds, and/or performing the duties required of the PCTGP including changes in steering committee contact information and/or proposed amendment to the MOU of the steering committee.
3. 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.
4. Financial Management
	1. The Fiscal Agent's responsibilities will be as follows:
		1. Managing the transfer of PCTGP funds from the Department to the grantee's bank account and disbursing PCTGP funds based on claims and supporting documents approved by the grant manager, project engineer/architect, and contractor(s).
		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 to the Department.
		4. With the assistance of the Grant Manager, preparing the final financial reports for project completion.
	2. The Grant Manager and Fiscal Agent will review all proposed expenditures of PCTGP 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 Fiscal Agent, the Grant Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the Grantee's PCTGP project and consistent with the project budget. The Grantee and Grantee’s Authorized Representative will review all claims before approving them.
	3. 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 Fiscal Agent's offices.
	4. Appropriate documentation of administrative costs will be maintained by the Grant Manager and the Fiscal Agent to document all time worked on the PCTGP project that will be compensated for with PCTGP 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 | Date |