

****ATTENTION****

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, second floor of City Hall, 220 N. 27th Street. In order to honor the Right of Participation and the Right to Know in Article II, Sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- . Review the Agenda Packet on the City's website at: www.billingsmt.gov and click on "Your Government," "City Council," and "Agendas & Minutes".
- . View the meeting:
 - . On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. *(On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.)* Channel 7 or Channel 978 - TDS Fiber.
 - . Online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
 - . On the City's website at www.billingsmt.gov and click on "Watch Meetings Online" on the homepage.
 - . In-Person.

Citizens may submit public comment via the following methods:

- . Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- . Email: Council@billingsmt.gov.
 - . Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- . Attend the meeting in person

Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov, or at 406.657.8210, with any questions.



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

**CITY COUNCIL
REGULAR BUSINESS MEETING**

**AGENDA
AUGUST 26, 2024**

5:30 P.M.

COUNCIL CHAMBERS

CALL TO ORDER: Mayor Cole

PLEDGE OF ALLEGIANCE: Mayor Cole

INVOCATION: Councilmember Owen

ROLL CALL: Councilmembers present on roll call were: Shaw, Gulick, Neese, Owen, Joy,
 Kennedy, Aspenlieder, Tidswell, Boyett, Rupsis

MINUTES: August 12, 2024 - Pending

COURTESIES:

PROCLAMATIONS: August - Healthy Tribes Wellness Month

COUNCIL REPORTS:

ADMINISTRATOR REPORTS - CHRIS KUKULSKI

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: 1, 4, 5, and 6 ONLY. Speaker sign-in required. (Comments are limited to three (3) minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium. Comments on items listed as public hearing items will be heard ONLY during the designated public hearing time for each respective item. For items not on this agenda, public comment will be taken at the end of the agenda.)

1. **CONSENT AGENDA** -- Separations:

A. **Bid Awards:**

1. **City Vehicles.** (Opened 8/6/24) Recommend Schedules 1 through 9 and 11 - Billion Auto Group;
Schedule 10 - KIG Vehicle Concepts.

B. **Change Order No. 1,** to General Contractor/Construction Manager Construction Services Contract with Dick Anderson Construction, Inc. (DAC) for W.O. 19-12: West End Reservoir Project.

C. **Change Order No. 5,** to New City Hall Construction Manager at Risk (CMAR) Contract with Dick Anderson Construction.

D. **Contract** with Motorola Solutions for 911 Phone and Radio Recorder.

E. **Billings Metropolitan Planning Organization Title VI Assurance.**

F. **HOME-ARP Supportive Service Project - Subrecipient Allocations.**

G. **Perpetual Right-of-Way Easements** from TREH Commercial.

- H. **Final Plat** of Les Schwab Subdivision. ***Quasi-Judicial**
- I. **Bond Resolution** for Pooled Series 2024 Sidewalk Bonds for WO 23-02: Missing Sidewalk Improvements and WO 22-21: Brewington Drive Improvements.
- J. **Bond Resolution** for Pooled Series 2024 Special Improvement Bonds for Special Improvement Districts (SIDs) 1421, 1422, 1425, 1426, and 1427.
- K. **Second/Final Reading Ordinance** amending Sections 24-457, 24-467, 24-473, 24-1004 through 24-1006, and 24-1011, Billings, Montana City Code (BMCC), concerning parking fees and violations.
- L. **Bills for the Weeks of:**
 - 1. July 22, 2024
 - 2. July 29, 2024

Recommended Motion: I move to approve the items of the Consent Agenda as submitted, with the exception of items moved for separation.

REGULAR AGENDA:

- 2. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 1051:** located at 122 N. 12th Street. Zoning Commission recommends approval and adoption of the 10 review criteria. ***Quasi-Judicial**

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve First Reading Ordinance for Zone Change 1051 and adopt the findings of the 10 review criteria, as recommended by the Zoning Commission.

- 3. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 1053:** located at 1529 S. Billings Blvd. Zoning Commission recommends approval and adoption of the 10 review criteria. ***Quasi-Judicial**

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve First Reading Ordinance for Zone Change 1053 and adopt the findings of the 10 review criteria, as recommended by the Zoning Commission.

- 4. **TAX INCREMENT FINANCING ASSISTANCE** from Expanded North 27th Urban Renewal District to the Alberta Bair Theater, up to a maximum reimbursement of \$83,000. The Downtown Billings Partnership (DBP) Board does **NOT** recommend approval.

Recommended Motion: I move to conditionally approve the Tax Increment Financing Assistance from Expanded North 27th Urban Renewal District (a/k/a Downtown Tax Increment Fund) to Alberta Bair Theater (ABT), up to a maximum reimbursement of \$83,000.

- 5. **TAX INCREMENT FINANCING ASSISTANCE** from Expanded North 27th Urban Renewal District (a/k/a Downtown Tax Increment Fund) to the Cine Billings, d/b/a Art House Billings, up to a maximum reimbursement of \$300,000. The Downtown Billings Partnership (DBP) Board does **NOT** recommend approval.

Recommended Motion: I move to conditionally approve the Tax Increment Financing Assistance from Expanded North 27th Urban Renewal District (a/k/a Downtown Tax Increment Fund) to Cine Billings, d/b/a Art House Billings, up to a maximum reimbursement of \$300,000.

6. **TAX INCREMENT FINANCING ASSISTANCE** from Expanded North 27th Urban Renewal District (a/k/a Downtown Tax Increment Fund) to Billings Depot, Inc., located at 2310 Montana Avenue, up to a maximum reimbursement of \$80,000. The Downtown Billings Partnership (DBP) Board does **NOT** recommend approval.

Recommended Motion: I move to conditionally approve the Tax Increment Financing Assistance from Expanded North 27th Urban Renewal District (a/k/a Downtown Tax Increment Fund) to Billings Depot, Inc., up to a maximum reimbursement of \$80,000.

PUBLIC COMMENT on "NON-AGENDA ITEMS". Speaker Sign-in required. (*Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.*)

COUNCIL INITIATIVES:

ADJOURN:

Council Chambers are readily accessible to individuals with physical disabilities.

For more information or to make requests for special arrangements, please contact the City Clerk's Office at 657-8210 or e-mail bohlmand@billingsmt.gov, 72 hours prior to the meeting date.

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**\* Quasi-Judicial** -- Caution must be exercised concerning any potential *ex parte* communications with interested parties. This policy-making body may exercise approval or other adjudication authority which is "judicial" because it directly affects the legal rights of a person.

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Award of bids for City Vehicles  
**Presented by:** Nick Westburg  
**Department:** City Hall Administration  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** N/A

**RECOMMENDATION**

Staff recommends awarding bid schedules 1 through 9 and 11 to the lowest bidder, Billion Auto Group of Bozeman, Montana, for a total of \$477,948.00. The replaced vehicles from these schedules will be sold by Fleet Services through a public surplus online auction. Additionally, staff recommends awarding schedule 10 to KIG Vehicle Concepts of Miami, Florida, for a total of \$135,872.00, with the replaced unit (#1020) being retained by the Parks and Recreation Department.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Eighteen city vehicles in the car/light truck class are scheduled for replacement as part of the City's Equipment Replacement Program. These replacements were approved by City Council during the FY24-25 budget process. Staff advertised for sealed bids for City Vehicles on July 12th and July 19th with the bid opening on August 6th, 2024.

The bids are for the following types of vehicles:

- One 1 1/2 ton 4-wheel drive "dually" regular cab long (8') cab and chassis pickup (PW Streets)
- One 1/2 ton 4-wheel drive extended cab short box pickup (PW Engineering)
- One 1/4 ton 4-wheel drive extended cab short box pickup (Parking)
- One 1 ton 4-wheel drive "dually" regular cab long (8') box cab and chassis pickup (PW Belknap)
- One 1 ton 4-wheel drive "dually" extended cab long (8') box cab and chassis pickup (PW Streets)
- One 1 ton 4-wheel drive regular cab long (8') box pickup (PW Streets)
- One 1 ton 4-wheel drive regular cab long (8') box pickup (PW Streets)
- Two 3/4 ton 4-wheel drive extended cab long (8') box pickup (Animal Control)
- Six mid-sized all-wheel drive four-door sedans (Police and Engineering)
- Two 15 passenger vans (Recreation)
- One Police Interceptor package all-wheel drive four-door SUV (Airport)

**STAKEHOLDERS**

City Departments: Depend on these vehicles for daily operations, impacting service quality and efficiency.

City Residents: Benefit from reliable city services supported by well-maintained vehicles.

Vendors: Billion Auto Group and KIG Vehicle Concepts are key to delivering vehicles as per the contract.

Fleet Services: Manages the maintenance of these vehicles and sale of replaced vehicles, contributing to the city's budget.

**ALTERNATIVES**

City Council may:

- Approve the purchase of vehicles from the low bidders or,
- Disapprove the purchases and reject all bids. If the bids are rejected, the units will not be replaced in a timely manner and the existing units will be used beyond the Equipment Replacement Plan recommendations. Vehicle reliability will decrease and maintenance costs will increase.

**FISCAL EFFECTS**

The City Departments' FY25 budget includes sufficient funds to replace the vehicles as described. Three vendors submitted bids, with the total bid amount being \$613,820.00, as detailed in the attached "Vehicle Bid Results."

**Attachments**

FY25 Vehicle bids

FY25 Vehicle bids





**BID TABULATION SUMMARY**

Contact: Nick Westburg

[westburgn@billingsmt.gov](mailto:westburgn@billingsmt.gov)

**PROJECT NAME:** City Vehicles

**Date:** 8/6/2024

| NAME OF BIDDER   | American Vet Works, Inc. | Billion Auto Group | KIG Vehicle Concepts |  |  |
|------------------|--------------------------|--------------------|----------------------|--|--|
| STATE            |                          |                    |                      |  |  |
| Type of Security | N/A                      | N/A                | N/A                  |  |  |
| Addendum(s)      | 1                        | 1                  | 1                    |  |  |
| Schedule 1       | No bid                   | \$60,354.00        | \$68,808.30          |  |  |
| Schedule 2       | No bid                   | \$42,557.00        | \$57,738.24          |  |  |
| Schedule 3       | No bid                   | \$38,455.00        | \$54,464.11          |  |  |
| Schedule 4       | No bid                   | \$56,353.00        | \$65,420.30          |  |  |
| Schedule 5       | No bid                   | \$58,066.00        | \$67,436.60          |  |  |
| Schedule 6       | No bid                   | \$49,187.00        | \$65,560.00          |  |  |
| Schedule 7       | No bid                   | \$48,008.00        | \$65,560.00          |  |  |
| Schedule 8/each  | No bid                   | \$51,383.00        | \$122,832.60         |  |  |
| Schedule 9/each  | \$30,697.00              | \$29,910.00        | \$225,820.20         |  |  |
| Schedule 10/each | No bid                   | No bid             | \$135,872.00         |  |  |
| Schedule 11      | No bid                   | \$43,675.00        | No bid               |  |  |

## CALL FOR SEALED BIDS: NOTICE TO BIDDERS

Sealed bids entitled **CITY VEHICLES** for the City of Billings, Montana, will be received by the Billings City Clerk, via email at [bids@billingsmt.gov](mailto:bids@billingsmt.gov) or via mail or delivery at 210 N. 27<sup>th</sup> Street, Billings, MT 59101 (P. O. Box 1178, Billings, MT 59103), until 2:00 PM (MST) on Tuesday, August 6, 2024, and then publicly opened and read aloud via Facebook Live on the City's Facebook page: City of Billings Government. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding this invitation for bids may be obtained by contacting Nick Westburg, Fleet Manager via telephone at 406-657-8229, or via email at [westburg@billingsmt.gov](mailto:westburg@billingsmt.gov). The full bid packet may also be found on the City's website at [www.billingsmt.gov](http://www.billingsmt.gov), by clicking on "Doing Business," and then on "Bids."

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed ninety (90) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The bid price will remain in effect for the duration of the model year production and within the manufacturer's capacity to produce the units. The City may place additional orders for vehicles from the prices established as a result of this bid.

The prices established from this bid may be extended to other political subdivisions within the State of Montana solely at the vendor's discretion.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Published on July 12 and 19, 2024.

Denise R. Bohlman  
Billings City Clerk  
P. O. Box 1178  
Billings, MT 59103

Dept: Fleet  
Publish: 7/12/24 & 7/19/24

A. Summary of Invitation for Bid

This bid is for the purpose of providing the City of Billings with a fleet of vehicles. The successful bidder agrees to provide the City of Billings with a fleet of vehicles that meet the City's requirements for performance and workmanship as determined by the City of Billings.

**INVITATION FOR BID (IFB)**

The purpose of this bid is to obtain the best quality of equipment at the most favorable price. The City of Billings reserves the right to accept or reject any or all bids, to waive irregularities, and to award the contract to the bidder whose bid is most favorable to the City of Billings.

**Name of Good or Service Requested: CITY VEHICLES**

**Contents:**

- A. Summary of Invitation for Bid
- B. Instructions to Bidders
- C. Contract Requirements and Specifications
- D. Pricing and Addendum
- E. Standard Terms and Conditions
- F. Intent to Respond Form
- G. Questions
- H. Protests

**Attachment A – Master Q & A Form**



## A. Summary of Invitation for Bid

This bid is for the purpose of entering into a contract for **City Vehicles** for the City of Billings. The successful bidder agrees to provide the City of Billings with an acceptable quality of equipment/service, performance and workmanship as determined by the City of Billings.

It is the purpose of this bid to obtain the best quality of equipment/service at the most favorable price to the City of Billings. Consideration will be given for the level of service offered and ability to meet stated specifications as outlined in the contract documents.

The lowest bid need not be accepted if it is documented that a specific supplier in the past has been a poor performer or has provided poor goods.

## B. Instructions to Bidders

Sealed bids entitled **City Vehicles** for the City of Billings **Fleet Services** Department, Billings, Montana, will be received by the City Clerk up until 2:00 PM (MST) on Tuesday August 6, 2024.

All bids may be submitted to the Billings City Clerk, via email at [bids@billingsmt.gov](mailto:bids@billingsmt.gov) or via mail or delivery at 210 N. 27<sup>th</sup> Street, Billings, MT 59101 (P. O. Box 1178, Billings, MT 59103). Bids will be publicly opened and read aloud via Facebook Live on the City's Facebook page: <https://www.facebook.com/Billings-MT-City-Government-74352842013/>. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding this invitation for bids may be obtained by contacting Nick Westburg Fleet Manager via telephone at 406-657-8229, or via email at [westburg@billingsmt.gov](mailto:westburg@billingsmt.gov).

No bids may be withdrawn after the scheduled time for the public opening of bids, which is 2:00 PM (MST) on Tuesday, August 6, 2024.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action



by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

### EXAMINATION OF DOCUMENTS

Before submitting a bid, the bidder shall:

- a. Carefully examine the Standards and Specifications as well as all other attached documents;
- b. Fully inform themselves of the existing conditions and limitations;
- c. Include with the bid sufficient information to cover all items required in the specifications.

### BID COMPLIANCE

It shall be the responsibility of the bidder to see that all bids are submitted to the office of the City Clerk before 2:00 PM (MST) on Tuesday, August 6, 2024.

### BID MODIFICATIONS

Bids shall be made on the forms provided herein; they shall not contain any recapitulation of the work to be done. Modifications, additions or changes to the terms and conditions of this Invitation for Bid may be cause for rejection of the bid. Bids submitted on other forms may be rejected.

### INTERPRETATION PRIORITY

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, bidder shall notify Nick Westburg, Fleet Manager at 406-657-8229 or by e-mail at [westburgn@billingsmt.gov](mailto:westburgn@billingsmt.gov), who will send written instructions or addenda to all bidders. The City will not be responsible for oral interpretation. All addenda issued prior to bid opening shall be incorporated into and become a portion and part of the contract/agreement upon award. Questions received less than ninety-six (96) hours before the bid opening cannot be answered.

### WITHDRAWAL OF BIDS

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding sixty (60) days.



### BID PRICE VALID

Bidder acknowledges that no contractual relationship with the Proposer exists until execution of the resulting contract following City Administration or City Council approval. Because contract approval can be delayed due to scheduling or unforeseen circumstances, the Bidder must honor their pricing and any other terms set forth in the proposal for at least ninety (90) days after the bid due date.

### FUTURE PURCHASES

The bid price will remain in effect for the duration of the model year production and within the manufacturer's capacity to produce the units. The City may place additional orders for vehicles from the prices established as a result of this bid.

The prices established from this bid may be extended to other political subdivisions within the State of Montana solely at the vendor's discretion.

### CERTIFICATION

The bidder certifies that the bid has been arrived at by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition. The bidder further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Any manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

### EVIDENCE OF QUALIFICATION

Upon request of the City of Billings, a bidder whose bid is under consideration for award may be required to manifest satisfactory evidence of his financial resources, experience, the organization and equipment as well as service provisions bidder has available or will make available. In determining the lowest responsible bidder, in addition to price, the following considerations may be addressed:

- a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) Whether the bidder can perform the contract within time specified.

- d) The quality of performance of previous contracts, agreements and/or performance.
- e) Previous and/or existing compliance by the bidder with laws relating to the contract or services.
- f) Such other information which may be secured having a bearing on the decision to award the contract.

**C. Contract Requirements and Specifications**

Unit bids shall be manufacturer's current production model with all features offered as standard whether or not called for in the specifications, except where this specification requires a substitution in lieu of the manufacturer's standard equipment.

**Schedule 1: Public Works Streets - "1168"**

**One new current 2025 model "1 1/2" ton 4-wheel drive "dually" regular cab long 8' cab and chassis**

| Description  | Minimum Requirements                            | Specification Bid |
|--------------|-------------------------------------------------|-------------------|
| Engine       | 6.0 liter, 8 cylinder gasoline                  |                   |
| GVWR         | 15,000 LBS                                      |                   |
| Cab          | Regular cab "2 door"                            |                   |
| Chassis      | Dually, rear wheel drive 60" cab to axle        |                   |
| Drive type   | 4-wheel drive                                   |                   |
| Box length   | 8 foot cab and chassis                          |                   |
| Transmission | Heavy duty, 6 speed automatic w/cooler          |                   |
| Brakes       | Heavy duty 4-wheel ABS disk brakes              |                   |
| Alternator   | 155 Amperes                                     |                   |
| Battery      | Heavy duty, 650 CCA                             |                   |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze     |                   |
| Differential | Limited Slip/Traction Control/Stability Control |                   |
| Fuel tanks   | 30+ gallon min w/skid plates                    |                   |
| Mirrors      | Left and right electronic adjusted              |                   |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> |  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Schedule 9: Police and Engineering –  
“1492, 1494, 1495, 1511, 1512 and 7319”**

**Six new current 2025 models mid-sized all-wheel drive four door sedans**

| Description    | Minimum Requirements                            | Specification Bid |
|----------------|-------------------------------------------------|-------------------|
| Engine         | 1.5 liter, gasoline                             | 2.5L              |
| GVWR           | 3,000 LBS                                       | 4630-4806 lb      |
| Cab            | 4-door mid-sized sedans                         | ✓                 |
| Chassis        | Standard, front wheel drive                     | AWD               |
| Drive type     | All-wheel drive                                 | ✓                 |
| Body wheelbase | 110+ inches                                     | 108.3"            |
| Transmission   | 6 speed automatic w/cooler                      | 8-Speed CVT       |
| Brakes         | 4-wheel ABS disk brakes                         | ✓                 |
| Alternator     | 130 Amperes                                     | 150               |
| Battery        | Heavy duty, 650 CCA                             | 620               |
| Cooling        | Radiator w/40 Degree Anti-Freeze                | ✓                 |
| Differential   | Limited Slip/Traction Control/Stability Control | ✓                 |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                              |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fuel tanks      | 20+ gallon                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 18.5                                                                                                                                                                                                                                         |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                                                                                                                                                                                                                            |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                                                                                                                                                                                                                            |
| Floor covering  | Rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                          | All-Weather liner                                                                                                                                                                                                                            |
| Shock absorbers | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                                                                                                                                                                            |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                | Multiple Options                                                                                                                                                                                                                             |
| Other features  | <ul style="list-style-type: none"> <li>• Split folding seats</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> | <ul style="list-style-type: none"> <li>- Front Folding</li> <li>- Standard Cloth</li> <li>- x</li> <li>- ✓</li> <li>- ✓</li> <li>- ✓</li> <li>- ✓</li> <li>- ✓</li> <li>- Standard gauges</li> <li>- added as option</li> <li>- ✓</li> </ul> |

**Schedule 10: Recreation – “1020”**

**Two new current 2025 models 15 passenger vans**

| Description  | Minimum Requirements                        | Specification Bid |
|--------------|---------------------------------------------|-------------------|
| Engine       | 3.5 liter, 6 cylinder gasoline              |                   |
| GWR          | 8,600 LBS                                   |                   |
| Cab          | 15 passenger van                            |                   |
| Chassis      | Standard, rear wheel drive                  |                   |
| Drive type   | Rear wheel drive                            |                   |
| Transmission | Heavy duty 6 speed automatic w/cooler       |                   |
| Brakes       | Heavy duty 4-wheel ABS disk brakes          |                   |
| Alternator   | 250 Amperes                                 |                   |
| Battery      | Heavy duty, 650 CCA                         |                   |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze |                   |



**Schedule 6: Public Works Streets - "1113"**

**One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box**

TOTAL BID PRICE - \_\_\_\_\_ dollars  
(words)  
and \_\_\_\_\_ cents (\$ \_\_\_\_\_)  
(words) (figures)

**Schedule 7: Public Works Streets - "1101"**

**One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box**

TOTAL BID PRICE - \_\_\_\_\_ dollars  
(words)  
and \_\_\_\_\_ cents (\$ \_\_\_\_\_)  
(words) (figures)

**Schedule 8: Animal Control - "1010" and "1011"**

**Two new current 2025 models ¾ ton 4 wheel drive extended cab long 8' box**

BID PRICE/EACH - \_\_\_\_\_ dollars/each  
(words)  
and \_\_\_\_\_ cents (\$ \_\_\_\_\_)/each  
(words) (figures)

**Schedule 9: Police and Engineering – "1492, 1494, 1495, 1511, 1512 & 7319"**

**Six new current 2025 models mid-sized all-wheel drive four door sedans**

BID PRICE/EACH - Thirty Thousand Six Hundred Ninety Seven dollars/each  
(words)  
and zero cents (\$ 30,697.00)/each  
(words) (figures)

**Schedule 10: Recreation – "1020"**



**Two new current 2025 models 15 passenger vans**

BID PRICE/EACH - \_\_\_\_\_ dollars/each  
(words)  
and \_\_\_\_\_ cents (\$\_\_\_\_\_) /each

**Schedule 11: Airport – “1702”**

**One Police Interceptor package All-Wheel Drive Four Door SUV**

TOTAL BID PRICE - \_\_\_\_\_ dollars  
(words)  
and \_\_\_\_\_ cents (\$\_\_\_\_\_) )

I/We acknowledge 1 # \_\_\_\_\_ addendum.

American Vet Works, Inc  
Company Name

8/1/24  
Date

Thomas Mahoney  
Contact Name (please print)

Director of Fleet Sales  
Title

[Signature]  
Signature of Contact Position

**By signing the above, I certify that I am authorized by the Company named above to respond to this request.**



#### **E. Standard Terms and Conditions**

In case of default by the successful bidder or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to bidders establish a standard of quality desired by the City of Billings. Any bidder may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications, herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

In the event the City is entitled to a prompt payment or cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed invoices, whichever is later. If an adjustment of payment is necessary, the discount period shall commence on the date final approval for payment is authorized.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 30 days written notice to the contractor. (This provision does not apply to



the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, bidder is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the bid or termination of contract.

The successful bidder may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

All materials submitted in response to this IFB become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this IFB will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each bid submitted shall be retained for the official files of the Department and will become public record after award of the Contract.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.



**F. Intent to Respond Form**

Email the following Intent to respond form to Nick Westburg within four (4) days of the Bid Opening date of August 6, 2024, even if your company chooses NOT to participate.

To: City of Billings – Fleet Division  
Attn: Nick Westburg, Fleet Manager  
Phone: 406-657-8229  
Email: [westburgn@billingsmt.gov](mailto:westburgn@billingsmt.gov)

From: Thomas Mahoney Contact Name  
American Vet Works, Inc Company Name  
14 Mariners Lane Company Address  
Northport, NY, 11768  
fm@amvetworks.com Email Address  
(631)651-1838 Phone Number  
N/A Fax Number

Please indicate whether or not you intend to submit a bid on: **City Vehicles** by checking Yes or No.

We intend to respond by the specified due date:

Yes  No

American Vet Works, Inc  
Company Name

8/1/24  
Date

Thomas Mahoney  
Contact Name (please print)

Director of Fleet Sales  
Title

[Signature]  
Signature of Contact Position

**By signing the above, I certify that I am authorized by the Company named above to respond to this request.**



## INVITATION FOR BID (IFB)

**Name of Good or Service Requested:**      **CITY VEHICLES**

### **Contents:**

- A. Summary of Invitation for Bid
- B. Instructions to Bidders
- C. Contract Requirements and Specifications
- D. Pricing and Addendum
- E. Standard Terms and Conditions
- F. Intent to Respond Form
- G. Questions
- H. Protests

Attachment A – Master Q & A Form



## **A. Summary of Invitation for Bid**

This bid is for the purpose of entering into a contract for **City Vehicles** for the City of Billings. The successful bidder agrees to provide the City of Billings with an acceptable quality of equipment/service, performance and workmanship as determined by the City of Billings.

It is the purpose of this bid to obtain the best quality of equipment/service at the most favorable price to the City of Billings. Consideration will be given for the level of service offered and ability to meet stated specifications as outlined in the contract documents.

The lowest bid need not be accepted if it is documented that a specific supplier in the past has been a poor performer or has provided poor goods.

## **B. Instructions to Bidders**

Sealed bids entitled **City Vehicles** for the City of Billings **Fleet Services** Department, Billings, Montana, will be received by the City Clerk up until 2:00 PM (MST) on Tuesday August 6, 2024.

All bids may be submitted to the Billings City Clerk, via email at [bids@billingsmt.gov](mailto:bids@billingsmt.gov) or via mail or delivery at 210 N. 27<sup>th</sup> Street, Billings, MT 59101 (P. O. Box 1178, Billings, MT 59103). Bids will be publicly opened and read aloud via Facebook Live on the City's Facebook page: <https://www.facebook.com/Billings-MT-City-Government-74352842013/>. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding this invitation for bids may be obtained by contacting Nick Westburg Fleet Manager via telephone at 406-657-8229, or via email at [westburg@billingsmt.gov](mailto:westburg@billingsmt.gov).

No bids may be withdrawn after the scheduled time for the public opening of bids, which is 2:00 PM (MST) on Tuesday, August 6, 2024.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action



by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

### EXAMINATION OF DOCUMENTS

Before submitting a bid, the bidder shall:

- a. Carefully examine the Standards and Specifications as well as all other attached documents;
- b. Fully inform themselves of the existing conditions and limitations;
- c. Include with the bid sufficient information to cover all items required in the specifications.

### BID COMPLIANCE

It shall be the responsibility of the bidder to see that all bids are submitted to the office of the City Clerk before 2:00 PM (MST) on Tuesday, August 6, 2024.

### BID MODIFICATIONS

Bids shall be made on the forms provided herein; they shall not contain any recapitulation of the work to be done. Modifications, additions or changes to the terms and conditions of this Invitation for Bid may be cause for rejection of the bid. Bids submitted on other forms may be rejected.

### INTERPRETATION PRIORITY

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, bidder shall notify Nick Westburg, Fleet Manager at 406-657-8229 or by e-mail at [westburgn@billingsmt.gov](mailto:westburgn@billingsmt.gov), who will send written instructions or addenda to all bidders. The City will not be responsible for oral interpretation. All addenda issued prior to bid opening shall be incorporated into and become a portion and part of the contract/agreement upon award. Questions received less than ninety-six (96) hours before the bid opening cannot be answered.

### WITHDRAWAL OF BIDS

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding sixty (60) days.



### BID PRICE VALID

Bidder acknowledges that no contractual relationship with the Proposer exists until execution of the resulting contract following City Administration or City Council approval. Because contract approval can be delayed due to scheduling or unforeseen circumstances, the Bidder must honor their pricing and any other terms set forth in the proposal for at least ninety (90) days after the bid due date.

### FUTURE PURCHASES

The bid price will remain in effect for the duration of the model year production and within the manufacturer's capacity to produce the units. The City may place additional orders for vehicles from the prices established as a result of this bid.

The prices established from this bid may be extended to other political subdivisions within the State of Montana solely at the vendor's discretion.

### CERTIFICATION

The bidder certifies that the bid has been arrived at by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition. The bidder further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Any manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

### EVIDENCE OF QUALIFICATION

Upon request of the City of Billings, a bidder whose bid is under consideration for award may be required to manifest satisfactory evidence of his financial resources, experience, the organization and equipment as well as service provisions bidder has available or will make available. In determining the lowest responsible bidder, in addition to price, the following considerations may be addressed:

- a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) Whether the bidder can perform the contract within time specified.



- d) The quality of performance of previous contracts, agreements and/or performance.
- e) Previous and/or existing compliance by the bidder with laws relating to the contract or services.
- f) Such other information which may be secured having a bearing on the decision to award the contract.

**C. Contract Requirements and Specifications**

Unit bids shall be manufacturer’s current production model with all features offered as standard whether or not called for in the specifications, except where this specification requires a substitution in lieu of the manufacturer’s standard equipment.

**Schedule 1: Public Works Streets - “1168”**

**One new current 2025 model “1 1/2” ton 4-wheel drive “dually” regular cab long 8’ cab and chassis [Ford F-450 DRW Reg Cab Chassis Cab](#)**

| Description  | Minimum Requirements                            | Specification Bid |
|--------------|-------------------------------------------------|-------------------|
| Engine       | 6.0 liter, 8 cylinder gasoline                  | COMPLIANT         |
| GVWR         | 15,000 LBS                                      | COMPLIANT         |
| Cab          | Regular cab “2 door”                            | COMPLIANT         |
| Chassis      | Dually, rear wheel drive 60” cab to axle        | COMPLIANT         |
| Drive type   | 4-wheel drive                                   | COMPLIANT         |
| Box length   | 8 foot cab and chassis                          | COMPLIANT         |
| Transmission | Heavy duty, 6 speed automatic w/cooler          | COMPLIANT         |
| Brakes       | Heavy duty 4-wheel ABS disk brakes              | COMPLIANT         |
| Alternator   | 155 Amperes                                     | COMPLIANT         |
| Battery      | Heavy duty, 650 CCA                             | COMPLIANT         |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze     | COMPLIANT         |
| Differential | Limited Slip/Traction Control/Stability Control | COMPLIANT         |
| Fuel tanks   | 30+ gallon min w/skid plates                    | COMPLIANT         |
| Mirrors      | Left and right electronic adjusted              | COMPLIANT         |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Tires/wheels    | Five, 10-ply all terrain radials with spare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | COMPLIANT |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | COMPLIANT |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | COMPLIANT |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |

**Schedule 2: Public Works Engineering - “1083”**

**One new current 2025 model 1/2 ton 4-wheel drive extended cab short box**  
[FORD F-150 SuperCab](#)

| Description  | Minimum Requirements                   | Specification Bid |
|--------------|----------------------------------------|-------------------|
| Engine       | 3.3 liter, gasoline                    | COMPLIANT         |
| GVWR         | 7,000 LBS                              | COMPLIANT         |
| Cab          | Extended cab                           | COMPLIANT         |
| Chassis      | Standard, rear wheel drive             | COMPLIANT         |
| Drive type   | 4-wheel drive                          | COMPLIANT         |
| Box length   | 6.5 foot fleet side                    | COMPLIANT         |
| Transmission | Heavy duty, 6 speed automatic w/cooler | COMPLIANT         |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | COMPLIANT |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COMPLIANT |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | COMPLIANT |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMPLIANT |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COMPLIANT |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT |
| Tires/wheels    | Five all terrain radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | COMPLIANT |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | COMPLIANT |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COMPLIANT |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |



**Schedule 3: Parking - “1969”**

**One new current 2025 model 1/4 ton 4-wheel drive extended cab short box  
FORD RANGER SUPER CREW PICKUP**

| Description     | Minimum Requirements                                                                                                                                                                                                                                                                                                                                                                                                          | Specification Bid                                 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Engine          | 2.0 liter, gasoline                                                                                                                                                                                                                                                                                                                                                                                                           | COMPLIANT                                         |
| GVWR            | 3,000 LBS                                                                                                                                                                                                                                                                                                                                                                                                                     | COMPLIANT                                         |
| Cab             | Extended cab                                                                                                                                                                                                                                                                                                                                                                                                                  | SUPER CREW with 5 ft Bed                          |
| Chassis         | Standard, rear wheel drive                                                                                                                                                                                                                                                                                                                                                                                                    | COMPLIANT                                         |
| Drive type      | 4-wheel drive                                                                                                                                                                                                                                                                                                                                                                                                                 | COMPLIANT                                         |
| Box length      | 5 foot fleet side                                                                                                                                                                                                                                                                                                                                                                                                             | COMPLIANT                                         |
| Transmission    | Heavy duty, 6 speed automatic w/cooler                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT                                         |
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                                                                                            | COMPLIANT                                         |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                   | COMPLIANT                                         |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                           | COMPLIANT                                         |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                   | COMPLIANT                                         |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT                                         |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                  | 18 Gallons                                        |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                            | COMPLIANT                                         |
| Tires/wheels    | Five all terrain radials                                                                                                                                                                                                                                                                                                                                                                                                      | COMPLIANT                                         |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                       | COMPLIANT                                         |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                     | COMPLIANT                                         |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                     | COMPLIANT                                         |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT                                         |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> </ul> | <p>40/console/40 front seats</p> <p>COMPLIANT</p> |



|  |                                                                                                                                                                                                                                             |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Schedule 4: Public Works Belknap - “7424”**

**One new current 2025 model “1” ton 4-wheel drive regular cab long “8” box “dually “cab and chassis”**

[FORD F-350 DRW Reg Cab Chassis Cab](#)

| <b>Description</b> | <b>Minimum Requirements</b>                      | <b>Specification Bid</b> |
|--------------------|--------------------------------------------------|--------------------------|
| Engine             | 6.0 liter, 8 cylinder gasoline                   | COMPLIANT                |
| GVWR               | 11,400 LBS                                       | COMPLIANT                |
| Cab                | Regular cab “2 door”                             | COMPLIANT                |
| Chassis            | Standard, dual rear wheel drive, 60” cab to axle | COMPLIANT                |
| Drive type         | 4-wheel drive                                    | COMPLIANT                |
| Box length         | 8 foot cab and chassis only                      | COMPLIANT                |
| Transmission       | Heavy duty, 6 speed automatic w/cooler           | COMPLIANT                |
| Brakes             | Heavy duty 4-wheel ABS disk brakes               | COMPLIANT                |
| Alternator         | 155 Amperes                                      | COMPLIANT                |
| Battery            | Heavy duty, 650 CCA                              | COMPLIANT                |
| Cooling            | Heavy duty radiator w/40 Degree Anti-Freeze      | COMPLIANT                |
| Differential       | Limited Slip/Traction Control/Stability Control  | COMPLIANT                |
| Fuel tanks         | 30+ gallon min w/skid plates                     | COMPLIANT                |
| Mirrors            | Left and right electronic adjusted               | COMPLIANT                |
| Tires/wheels       | Five, 10-ply all terrain radials w/spare         | COMPLIANT                |
| Floor covering     | Heavy duty rubber floor covering w/mats          | COMPLIANT                |
| Shock absorbers    | Heavy duty front and rear                        | COMPLIANT                |
| Mud flaps          | Heavy duty front and rear                        | COMPLIANT                |
| Color              | To be selected by City                           | COMPLIANT                |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Factory step bars</li> </ul> | COMPLIANT |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

**Schedule 5: Public Works Streets - “1107”**

**One new current 2025 model “1” ton 4-wheel drive extended cab long “8” box “dually “cab and chassis”**

[FORD F-350 DRW Sup Cab Chassis Cab](#)

| Description  | Minimum Requirements                             | Specification Bid |
|--------------|--------------------------------------------------|-------------------|
| Engine       | 6.0 liter, 8 cylinder gasoline                   | COMPLIANT         |
| GVWR         | 11,400 LBS                                       | COMPLIANT         |
| Cab          | Extended cab “2 door”                            | COMPLIANT         |
| Chassis      | Standard, dual rear wheel drive, 60” cab to axle | COMPLIANT         |
| Drive type   | 4-wheel drive                                    | COMPLIANT         |
| Box length   | 8 foot cab and chassis only                      | COMPLIANT         |
| Transmission | Heavy duty, 6 speed automatic w/cooler           | COMPLIANT         |
| Brakes       | Heavy duty 4-wheel ABS disk brakes               | COMPLIANT         |
| Alternator   | 155 Amperes                                      | COMPLIANT         |
| Battery      | Heavy duty, 650 CCA                              | COMPLIANT         |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze      | COMPLIANT         |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COMPLIANT |
| Fuel tanks      | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | COMPLIANT |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COMPLIANT |
| Tires/wheels    | Five, 10-ply all terrain radials w/spare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | COMPLIANT |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COMPLIANT |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COMPLIANT |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COMPLIANT |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Factory step bars</li> </ul> | COMPLIANT |

**Schedule 6: Public Works Streets - “1113”**

**One new current 2025 model “1” ton 4-wheel drive regular cab long “8” box  
[FORD F-350 Reg Cab SRW](#)**

| Description | Minimum Requirements           | Specification Bid |
|-------------|--------------------------------|-------------------|
| Engine      | 6.0 liter, 8 cylinder gasoline | COMPLIANT         |
| GVWR        | 11,000 LBS                     | COMPLIANT         |
| Cab         | Regular cab “2 door”           | COMPLIANT         |
| Chassis     | Standard, rear wheel drive     | COMPLIANT         |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Drive type      | 4-wheel drive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | COMPLIANT |
| Box length      | 8 foot fleet side                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | COMPLIANT |
| Transmission    | Heavy duty, 6 speed automatic w/cooler                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COMPLIANT |
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | COMPLIANT |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COMPLIANT |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | COMPLIANT |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMPLIANT |
| Fuel tanks      | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COMPLIANT |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT |
| Tires/wheels    | Five, 10-ply all terrain radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COMPLIANT |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | COMPLIANT |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | COMPLIANT |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |



**Schedule 7: Public Works Streets - “1101”**

**One new current 2025 model “1” ton 4-wheel drive regular cab long “8” box**

[FORD F-350 Reg Cab SRW](#)

| <b>Description</b> | <b>Minimum Requirements</b>                                                                                                                                                                                                                                                                                                                            | <b>Specification Bid</b> |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Engine             | 6.0 liter, 8 cylinder gasoline                                                                                                                                                                                                                                                                                                                         | COMPLIANT                |
| GVWR               | 11,000 LBS                                                                                                                                                                                                                                                                                                                                             | COMPLIANT                |
| Cab                | Regular cab “2 door”                                                                                                                                                                                                                                                                                                                                   | COMPLIANT                |
| Chassis            | Standard, rear wheel drive 60” cab to axle                                                                                                                                                                                                                                                                                                             | COMPLIANT                |
| Drive type         | 4-wheel drive                                                                                                                                                                                                                                                                                                                                          | COMPLIANT                |
| Box length         | 8 foot box                                                                                                                                                                                                                                                                                                                                             | COMPLIANT                |
| Transmission       | Heavy duty, 6 speed automatic w/cooler                                                                                                                                                                                                                                                                                                                 | COMPLIANT                |
| Brakes             | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                     | COMPLIANT                |
| Alternator         | 155 Amperes                                                                                                                                                                                                                                                                                                                                            | COMPLIANT                |
| Battery            | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                    | COMPLIANT                |
| Cooling            | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                            | COMPLIANT                |
| Differential       | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                        | COMPLIANT                |
| Fuel tanks         | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                           | COMPLIANT                |
| Mirrors            | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                     | COMPLIANT                |
| Tires/wheels       | Five, 10-ply all terrain radials w/spare                                                                                                                                                                                                                                                                                                               | COMPLIANT                |
| Floor covering     | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                | COMPLIANT                |
| Shock absorbers    | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                              | COMPLIANT                |
| Mud flaps          | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                              | COMPLIANT                |
| Color              | White                                                                                                                                                                                                                                                                                                                                                  | COMPLIANT                |
| Other features     | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> </ul> | COMPLIANT                |



|  |                                                                                                                                                                                                                                                                                                                    |           |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|  | <ul style="list-style-type: none"> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

**Schedule 8: Animal Control - “1010” and “1011”**

**Two new current 2025 models ¾ ton 4 wheel drive extended cab long 8’ box**  
 FORD F-250 Super Cab SRW

| Description     | Minimum Requirements                            | Specification Bid |
|-----------------|-------------------------------------------------|-------------------|
| Engine          | 6.0 liter, 8 cylinder gasoline                  | COMPLIANT         |
| GVWR            | 9,900 LBS                                       | COMPLIANT         |
| Cab             | Extended cab                                    | COMPLIANT         |
| Chassis         | Standard, rear wheel drive                      | COMPLIANT         |
| Drive type      | 4-wheel drive                                   | COMPLIANT         |
| Box length      | 8 foot fleet side                               | COMPLIANT         |
| Transmission    | Heavy duty, 6 speed automatic w/cooler          | COMPLIANT         |
| Brakes          | Heavy duty 4-wheel ABS disk brakes              | COMPLIANT         |
| Alternator      | 155 Amperes                                     | COMPLIANT         |
| Battery         | Heavy duty, 650 CCA                             | COMPLIANT         |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze     | COMPLIANT         |
| Differential    | Limited Slip/Traction Control/Stability Control | COMPLIANT         |
| Fuel tanks      | 30+ gallon min w/skid plates                    | COMPLIANT         |
| Mirrors         | Left and right electronic adjusted              | COMPLIANT         |
| Tires/wheels    | Five, 10-ply all terrain radials                | COMPLIANT         |
| Floor covering  | Heavy duty rubber floor covering w/mats         | COMPLIANT         |
| Shock absorbers | Heavy duty front and rear                       | COMPLIANT         |
| Mud flaps       | Heavy duty front and rear                       | COMPLIANT         |
| Color           | To be selected by City                          | COMPLIANT         |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

**Schedule 9: Police and Engineering –  
“1492, 1494, 1495, 1511, 1512 and 7319”**

**Six new current 2025 models mid-sized all-wheel drive four door sedans**

[NISSAN Altima 2.5L SR AWD Sedan](#)

| Description    | Minimum Requirements                            | Specification Bid |
|----------------|-------------------------------------------------|-------------------|
| Engine         | 1.5 liter, gasoline                             | 2.5L, Gasoline    |
| GVWR           | 3,000 LBS                                       | COMPLIANT         |
| Cab            | 4-door mid-sized sedans                         | COMPLIANT         |
| Chassis        | Standard, front wheel drive                     | COMPLIANT         |
| Drive type     | All-wheel drive                                 | COMPLIANT         |
| Body wheelbase | 110+ inches                                     | COMPLIANT         |
| Transmission   | 6 speed automatic w/cooler                      | COMPLIANT         |
| Brakes         | 4-wheel ABS disk brakes                         | COMPLIANT         |
| Alternator     | 130 Amperes                                     | COMPLIANT         |
| Battery        | Heavy duty, 650 CCA                             | COMPLIANT         |
| Cooling        | Radiator w/40 Degree Anti-Freeze                | COMPLIANT         |
| Differential   | Limited Slip/Traction Control/Stability Control | COMPLIANT         |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Fuel tanks      | 20+ gallon                                                                                                                                                                                                                                                                                                                                                                                                                                                            | COMPLIANT |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                    | COMPLIANT |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                    | COMPLIANT |
| Floor covering  | Rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                          | COMPLIANT |
| Shock absorbers | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                | COMPLIANT |
| Other features  | <ul style="list-style-type: none"> <li>• Split folding seats</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |

**Schedule 10: Recreation – “1020”**

**Two new current 2025 models 15 passenger vans**

[FORD Transit 350 Passenger Low Roof Van](#)

| Description  | Minimum Requirements                        | Specification Bid |
|--------------|---------------------------------------------|-------------------|
| Engine       | 3.5 liter, 6 cylinder gasoline              | COMPLIANT         |
| GVWR         | 8,600 LBS                                   | COMPLIANT         |
| Cab          | 15 passenger van                            | COMPLIANT         |
| Chassis      | Standard, rear wheel drive                  | COMPLIANT         |
| Drive type   | Rear wheel drive                            | COMPLIANT         |
| Transmission | Heavy duty 6 speed automatic w/cooler       | COMPLIANT         |
| Brakes       | Heavy duty 4-wheel ABS disk brakes          | COMPLIANT         |
| Alternator   | 250 Amperes                                 | COMPLIANT         |
| Battery      | Heavy duty, 650 CCA                         | COMPLIANT         |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze | COMPLIANT         |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMPLIANT |
| Fuel tanks      | 30+ gallon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COMPLIANT |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | COMPLIANT |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | COMPLIANT |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COMPLIANT |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | COMPLIANT |
| Other features  | <ul style="list-style-type: none"> <li>• 2-way manual driver's and passengers' seats</li> <li>• Vinyl bench seat configuration for 15 passengers</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> | COMPLIANT |

**Schedule 11: Airport – “1702”**

**One Police Interceptor package All-Wheel Drive Four Door SUV**

| Description  | Minimum Requirements       | Specification Bid |
|--------------|----------------------------|-------------------|
| Engine       | 3.3 liter, gasoline        |                   |
| Curb weight  | 3,000 LBS                  |                   |
| Cab          | 4-door SUV                 |                   |
| Chassis      | Standard, all-wheel drive  |                   |
| Drive type   | All wheel drive            |                   |
| Body length  | 190+ inches                |                   |
| Transmission | 6 speed automatic w/cooler |                   |
| Brakes       | 4-wheel ABS disk brakes    |                   |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Alternator      | 130 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Cooling         | Radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Floor covering  | Rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Shock absorbers | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Mud flaps       | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Other features  | <ul style="list-style-type: none"> <li>• 35/30/35 split folding rear seats</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> |  |

**D. PRICING AND ADDENDUM:**

Please bid net prices at which you will agree to furnish required goods or services.

**Schedule 1: Public Works Streets - “1168”**

**One new current 2025 model “1 1/2” ton 4-wheel drive “dually” regular cab long 8’ cab and chassis**

TOTAL BID PRICE - Sixty Eight Thousand Eight Hundred & Eight dollars  
 (words)  
 and Thirty cents (\$ 68,808.30 )



(words)

(figures)

**Schedule 2: Public Works Engineering - “1083”**

**One new current 2025 model 1/2 ton 4-wheel drive extended cab short box**

TOTAL BID PRICE - Fifty Seven Thousand Seven Hundred Thirty Eight dollars  
(words)  
and Twenty Four cents (\$ 57,738.24 )  
(words) (figures)

**Schedule 3: Parking - “1969”**

**One new current 2025 model 1/4 ton 4-wheel drive extended cab short box**

TOTAL BID PRICE - Fifty Four Thousand Four Hundred Sixty Four dollars  
(words)  
and Eleven cents (\$ 54,464.11 )  
(words) (figures)

**Schedule 4: Public Works Belknap - “7424”**

**One new current 2025 model “1” ton 4-wheel drive regular cab long “8” box  
“dually “cab and chassis”**

TOTAL BID PRICE - Sixty Five Thousand Four Hundred Twenty dollars  
(words)  
and Thirty cents (\$ 65,420.30 )  
(words) (figures)

**Schedule 5: Public Works Streets - “1107”**

**One new current 2025 model “1” ton 4-wheel drive extended cab long “8”  
box “dually “cab and chassis”**

TOTAL BID PRICE - Sixty Seven Thousand Four Hundred Thirty Six dollars  
(words)  
and Sixty cents (\$ 67,436.60 )  
(words) (figures)



**Schedule 6: Public Works Streets - “1113”**

**One new current 2025 model “1” ton 4-wheel drive regular cab long “8” box**

TOTAL BID PRICE - Sixty Five Thousand Five Hundred Sixty dollars  
(words)  
and \_\_\_\_\_ cents (\$ 65,560.00 )  
(words) (figures)

**Schedule 7: Public Works Streets - “1101”**

**One new current 2025 model “1” ton 4-wheel drive regular cab long “8” box**

TOTAL BID PRICE - Sixty Five Thousand Five Hundred Sixty dollars  
(words)  
and \_\_\_\_\_ cents (\$ 65,560.00 )  
(words) (figures)

**Schedule 8: Animal Control - “1010” and “1011”**

**Two new current 2025 models ¾ ton 4 wheel drive extended cab long 8’ box**

BID PRICE/EACH - One Hundred Twenty Two Thousand Eight hundred dollars/each  
Thirty Two  
(words)  
and Sixty cents (\$ 122,832.60 )/each  
(words) (figures)

**Schedule 9: Police and Engineering – “1492, 1494, 1495, 1511, 1512 & 7319”**

**Six new current 2025 models mid-sized all-wheel drive four door sedans**

BID PRICE/EACH - Two Hundred Twenty Five Thousand Eight Hundred dollars/each  
Twenty  
(words)  
and Twenty cents (\$ 225,820.20 )/each  
(words) (figures)

**Schedule 10: Recreation – “1020”**



**Two new current 2025 models 15 passenger vans**

BID PRICE/EACH - One Hundred Thirty Five Thousand Eight Hundred Seventy Two dollars/each  
(words)  
and \_\_\_\_\_ cents (\$ 135,872.00 )/each

**Schedule 11: Airport – “1702”**

**One Police Interceptor package All-Wheel Drive Four Door SUV**

TOTAL BID PRICE - NO BID dollars  
(words)  
and \_\_\_\_\_ cents (\$ \_\_\_\_\_ )

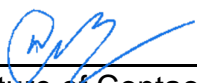
I/We acknowledge \_\_\_\_\_ addendum.  
#

KIG Vehicle Concepts LLC  
Company Name

08/06/2024  
Date

Muzammil kazi  
Contact Name (please print)

Owner  
Title

  
\_\_\_\_\_  
Signature of Contact Position

**By signing the above, I certify that I am authorized by the Company named above to respond to this request.**



## **E. Standard Terms and Conditions**

In case of default by the successful bidder or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to bidders establish a standard of quality desired by the City of Billings. Any bidder may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications, herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

In the event the City is entitled to a prompt payment or cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed invoices, whichever is later. If an adjustment of payment is necessary, the discount period shall commence on the date final approval for payment is authorized.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 30 days written notice to the contractor. (This provision does not apply to



the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, bidder is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the bid or termination of contract.

The successful bidder may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

All materials submitted in response to this IFB become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this IFB will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each bid submitted shall be retained for the official files of the Department and will become public record after award of the Contract.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.



**F. Intent to Respond Form**

Email the following Intent to respond form to Nick Westburg within four (4) days of the Bid Opening date of August 6, 2024, even if your company chooses NOT to participate.

To: City of Billings – Fleet Division  
Attn: Nick Westburg, Fleet Manager  
Phone: 406-657-8229  
Email: [westburgn@billingsmt.gov](mailto:westburgn@billingsmt.gov)

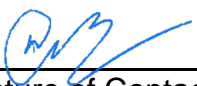
From: Muzammil kazi Contact Name  
KIG Vehicle Concepts LLC Company Name  
14650 SW 93rd Court Company Address  
Miami FL 33176  
muzammil.kazi@kigvehicleconcepts.com Email Address  
(202)-746 3049 Phone Number  
\_\_\_\_\_  
Fax Number

Please indicate whether or not you intend to submit a bid on: **City Vehicles** by checking Yes or No.

We intend to respond by the specified due date:

Yes  No

KIG Vehicle Concepts LLC 08/06/2024  
Company Name Date  
Muzammil kazi Owner  
Contact Name (please print) Title

  
\_\_\_\_\_  
Signature of Contact Position

**By signing the above, I certify that I am authorized by the Company named above to respond to this request.**



## **G. Questions**

Questions regarding this Invitation for Bids must be sent to the contact person listed in Section B no later than 5 business days prior to due date. The City will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original IFB, the reply will be made in the form of an addendum to the IFB, a copy of which will be posted on the City's website and forwarded to all Suppliers who have submitted an "Intent to Respond" form (Section F).

Supplier must submit their questions via email using the "Master Q & A" form found below (Attachment A), and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable IFB section(s).

## **H. Protests**

Any Bidder protest of award recommendations and/or bid specifications must be filed with the Purchasing Agent within seven (7) days of bid opening.

Upon receiving a written protest, the Purchasing Agent, with assistance from the Legal Department, determines if the protest has sufficient merit and if so, schedules an informal hearing with the protesting bidder and the user Department.

At this hearing, all parties discuss the basis of the protest and attempt to resolve the dispute based on fact. If the protesting party is not in agreement with the results of the informal hearing, they may appeal to the City Administrator.



**ATTACHMENT A**

**MASTER Q & A FORM**

**IFB: City Vehicles**

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Master Q&amp;A</b>  | Any questions regarding this IFB should be submitted according to the process outlined in Section G and below. The City will make every effort to answer within two (2) days of receiving the questions.                                                                                                                                                                                                                                                                                           |
|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Q&amp;A Process</b> | <ol style="list-style-type: none"> <li>1. Prepare questions or concerns on the template provided.</li> <li>2. Complete the table in full, providing a date for each question and a section of the IFB to reference (if applicable).</li> <li>3. Submit the completed form via email to <a href="mailto:westburgn@billingsmt.gov">westburgn@billingsmt.gov</a>. Attach associated documents as necessary.</li> </ol> <p>Please contact Nick Westburg with any questions regarding this process.</p> |

**Questions from:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

| # | Date | Reference Section | Question or Comment | City Response |
|---|------|-------------------|---------------------|---------------|
| 1 |      |                   |                     |               |
| 2 |      |                   |                     |               |
| 3 |      |                   |                     |               |
| 4 |      |                   |                     |               |





|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Alternator      | 130 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Cooling         | Radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Floor covering  | Rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Shock absorbers | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Mud flaps       | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Other features  | <ul style="list-style-type: none"> <li>• 35/30/35 split folding rear seats</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> |  |

**Billion Auto Group**

**D. PRICING AND ADDENDUM:**

Please bid net prices at which you will agree to furnish required goods or services.

**Schedule 1: Public Works Streets - "1168"**

**One new current 2025 model "1 1/2" ton 4-wheel drive "dually" regular cab long 8' cab and chassis**

TOTAL BID PRICE - Sixty Thousand Three Hundred and Fifty Four dollars  
 and 00/100 cents (words) (\$ 60,354<sup>00/100</sup> )



Billion Auto

(words)

(figures)

**Schedule 2: Public Works Engineering - "1083"**

One new current 2025 model 1/2 ton 4-wheel drive extended cab short box

TOTAL BID PRICE - Forty Two Thousand Five Hundred Fifty Seven dollars  
(words)  
and 00/100 cents (\$ 42,557<sup>00</sup>)  
(words) (figures)

**Schedule 3: Parking - "1969"**

One new current 2025 model 1/4 ton 4-wheel drive extended cab short box

TOTAL BID PRICE - THIRTY EIGHT THOUSAND FOUR HUNDRED FIFTY FIVE dollars  
(words)  
and 00/100 cents (\$ 38,455 -)  
(words) (figures)

**Schedule 4: Public Works Belknap - "7424"**

One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box  
"dually "cab and chassis"

TOTAL BID PRICE - FIFTY SIX THOUSAND THREE HUNDRED FIFTY THREE dollars  
(words)  
and 00/100 cents (\$ 56,353 -)  
(words) (figures)

**Schedule 5: Public Works Streets - "1107"**

One new current 2025 model "1" ton 4-wheel drive extended cab long "8"  
box "dually "cab and chassis"

TOTAL BID PRICE - FIFTY EIGHT THOUSAND SIXTY SIX dollars  
(words)  
and 00/100 cents (\$ 58,066 -)  
(words) (figures)

**Schedule 6: Public Works Streets - "1113"**

One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box

TOTAL BID PRICE - Forty Nine Thousand One Hundred Eighty Seven dollars  
 and 00/100 cents (\$ 49,187 )  
 (words) (figures)

**Schedule 7: Public Works Streets - "1101"**

One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box

TOTAL BID PRICE - Forty Eight Thousand Eight dollars  
 and 00/100 cents (\$ 48,008 )  
 (words) (figures)

**Schedule 8: Animal Control - "1010" and "1011"**

Two new current 2025 models 3/4 ton 4 wheel drive extended cab long 8' box

BID PRICE/EACH - Fifty One Thousand Three Hundred Eighty Three dollars/each  
 and 00/100 cents (\$ 51,383 )/each  
 (words) (figures)

**Schedule 9: Police and Engineering - "1492, 1494, 1495, 1511, 1512 & 7319"**

Six new current 2025 models mid-sized all-wheel drive four door sedans

BID PRICE/EACH - Twenty Nine Thousand Nine Hundred Ten dollars/each  
 and 00/100 cents (\$ 29,910 )/each  
 (words) (figures)

**Schedule 10: Recreation - "1020"**



Billon Auto

Two new current 2025 models 15 passenger vans

BID PRICE/EACH - No Bid dollars/each  
(words)  
and \_\_\_\_\_ cents (\$ \_\_\_\_\_)/each

**Schedule 11: Airport – “1702”**

One Police Interceptor package All-Wheel Drive Four Door SUV

TOTAL BID PRICE - Forty Three Thousand Six Hundred Seventy Five dollars  
(words)  
and 00/100 cents (\$ 43,675 )

I/We acknowledge \_\_\_\_\_ addendum.  
#

Billion Auto Group  
Company Name

8/16/24  
Date

JOE REIBERN  
Contact Name (please print)

FLEET SALES MANAGER  
Title

[Signature]  
Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

Schedule 1 Bid

BILLION DODGE-CHRYSLER JEEP  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Configuration Preview

Date Printed: 2024-08-03 12:54 PM VIN:  
Estimated Ship Date: VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 00CJK City of Billings  
FAN 2:  
Client Code:  
Bid Number: TB4075  
PO Number:

Sold to:  
BILLION DODGE-CHRYSLER JEEP (68141)  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Ship to:  
BILLION DODGE-CHRYSLER JEEP (68141)  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Vehicle: 2024 4500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in) (DP9L63)

|                   | Sales Code | Description                                          | MSRP(USD) |
|-------------------|------------|------------------------------------------------------|-----------|
| Model:            | DP9L63     | 4500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in) | 55,430    |
| Package:          | 27A        | Customer Preferred Package 27A                       | 0         |
|                   | ESB        | 6.4L V8 Heavy Duty HEMI Engine                       | 0         |
|                   | DF3        | 6-Spd Auto Aisin AS66RC HD Trans                     | 0         |
| Paint/Seat/Trim:  | PW7        | Bright White Clear Coat                              | 0         |
|                   | APA        | Monotone Paint                                       | 0         |
|                   | *V9        | Cloth 40/20/40 Bench Seat                            | 295       |
|                   | -X9        | Black                                                | 0         |
| Options:          | AZB        | Heavy Duty Front Suspension Group                    | 260       |
|                   | XAC        | ParkView Rear Back-up Camera                         | 495       |
|                   | NHK        | Engine Block Heater                                  | 95        |
|                   | 4DH        | Prepaid Holdback                                     | 0         |
|                   | YEP        | Manuf Statement of Origin                            | 0         |
|                   | 4ES        | Delivery Allowance Credit                            | 0         |
|                   | XHC        | Trailer Brake Control                                | 465       |
|                   | MAF        | Fleet Purchase Incentive                             | 0         |
|                   | A61        | Tradesman Level 1 Equipment Group                    | 1,880     |
|                   | TBB        | Full Size Spare Tire                                 | 395       |
|                   | CLY        | Mopar Front Rubber Floor Mats                        | 100       |
|                   | MKM        | Mopar Splash Guards/Mud Flaps Front                  | 75        |
|                   | TSJ        | 225/70R19.5G Off Road Tires                          | 995       |
|                   | MDA        | Front License Plate Bracket                          | 0         |
|                   | DK3        | Elec Shift-On-The-Fly Transfer Case                  | 295       |
|                   | Z9B        | GVW Rating - 15000#                                  | 0         |
|                   | 5N6        | Easy Order                                           | 0         |
|                   | 4FM        | Fleet Option Editor                                  | 0         |
|                   | 4FT        | Fleet Sales Order                                    | 0         |
|                   | 174        | Zone 74-Denver                                       | 0         |
|                   | 4EA        | Sold Vehicle                                         | 0         |
| Non Equipment:    | 4FA        | Special Bid-Ineligible For Incentive                 | 0         |
| Bid Number:       | TB4075     | Government Incentives                                | 0         |
| Destination Fees: |            |                                                      | 1,995     |

Total Price: 62,775 .

Order Type: Fleet  
Scheduling Priority: 1-Sold Order

PSP Month/Week:  
Build Priority: 99

\$60,354

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

- d) The quality of performance of previous contracts, agreements and/or performance.
- e) Previous and/or existing compliance by the bidder with laws relating to the contract or services.
- f) Such other information which may be secured having a bearing on the decision to award the contract.

**C. Contract Requirements and Specifications**

Unit bids shall be manufacturer's current production model with all features offered as standard whether or not called for in the specifications, except where this specification requires a substitution in lieu of the manufacturer's standard equipment.

**Schedule 1: Public Works Streets - "1168"**

**One new current 2025 model "1 1/2" ton 4-wheel drive "dually" regular cab long 8' cab and chassis**

| Description  | Minimum Requirements                            | Specification Bid   |
|--------------|-------------------------------------------------|---------------------|
| Engine       | 6.0 liter, 8 cylinder gasoline                  | <i>6.4L</i>         |
| GVWR         | 15,000 LBS                                      | <i>15,000</i>       |
| Cab          | Regular cab "2 door"                            | ✓                   |
| Chassis      | Dually, rear wheel drive 60" cab to axle        | ✓                   |
| Drive type   | 4-wheel drive                                   | ✓                   |
| Box length   | 8 foot cab and chassis                          | ✓                   |
| Transmission | Heavy duty, 6 speed automatic w/cooler          | <i>8 Speed Auto</i> |
| Brakes       | Heavy duty 4-wheel ABS disk brakes              | ✓                   |
| Alternator   | 155 Amperes                                     | <i>220 AMP</i>      |
| Battery      | Heavy duty, 650 CCA                             | <i>730 AMP</i>      |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze     | ✓                   |
| Differential | Limited Slip/Traction Control/Stability Control | <i>ANTI-SPIN</i>    |
| Fuel tanks   | 30+ gallon min w/skid plates                    | <i>52 GALLON</i>    |
| Mirrors      | Left and right electronic adjusted              | ✓                   |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                        |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tires/wheels    | Five, 10-ply all terrain radials with spare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                                                                                                                                                                                                                                                      |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ✓                                                                                                                                                                                                                                                                                      |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                                                                                                                                                                                                                      |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                                                                                                                                                                                                                      |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                      |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> <p>→ DEFLECTOR Add on CC</p> |

**Schedule 2: Public Works Engineering - "1083"**

One new current 2025 model 1/2 ton 4-wheel drive extended cab short box

| Description  | Minimum Requirements                   | Specification Bid |
|--------------|----------------------------------------|-------------------|
| Engine       | 3.3 liter, gasoline                    | 3.6 L             |
| GVWR         | 7,000 LBS                              | 6800              |
| Cab          | Extended cab                           |                   |
| Chassis      | Standard, rear wheel drive             | ✓                 |
| Drive type   | 4-wheel drive                          | ✓                 |
| Box length   | 6.5 foot fleet side                    | 6'4"              |
| Transmission | Heavy duty, 6 speed automatic w/cooler | 8 speed           |

Standard Features - DP9L63-4500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in)

| Code | Description                          |
|------|--------------------------------------|
| ME6  | "RAM" Grille Badge                   |
| DJK  | 10.5" Front Axle                     |
| DRY  | 12.0" Banjo Rear Axle                |
| JCB  | 120 MPH Primary Speedometer          |
| JJJ  | 12V Auxiliary Power Outlet           |
| WPS  | 19.5X6.0 Steel Wheels                |
| BAJ  | 220 Amp Alternator                   |
| TAJ  | 225/70R19.5G FT All Pos, RR Traction |
| RCD  | 4 Speakers                           |
| SCF  | 4-Spoke Steering Wheel               |
| DMK  | 4.44 Axle Ratio                      |
| RFU  | 5.0" Touchscreen Display             |
| NAS  | 50 State Emissions                   |
| NFH  | 52 Gallon Rear Fuel Tank             |
| DF3  | 6-Spd Auto Aisin AS66RC HD Trans     |
| ESB  | 6.4L V8 Heavy Duty HEMI Engine       |
| XFK  | 7 Pin Trailer Wiring Harness         |
| BCN  | 730 Amp Maintenance Free Battery     |
| JJ6  | 87 MPH Maximum Speed                 |
| RD3  | Accent Color Shark Fin Antenna       |
| MDX  | Active Grille Shutters               |
| CG3  | Advanced Multistage Front Air Bags   |
| HAA  | Air Conditioning                     |
| DR8  | American Axle (AAM) Brand            |
| BRT  | Anti-Lock 4-Wheel Disc Brakes        |
| DSA  | Anti-Spin Differential Rear Axle     |
| RSU  | Audio Jack Input for Mobile Devices  |
| LMG  | Automatic Headlamps                  |
| LHL  | Auxiliary Switches - I/P Mounted     |
| NHB  | Auxiliary Transmission Oil Cooler    |
| CTL  | Base Door Trim Panel                 |
| A6A  | Base Equipment Group                 |
| CU3  | Behind the Seat Storage / Bin        |
| MNA  | Black Door Handles                   |
| LE4  | Black Exterior Mirrors               |
| MB1  | Black Front Bumper                   |
| MFA  | Black Headlamp Bezels                |
| CKJ  | Black Vinyl Floor Covering           |
| LB6  | Bulb Out Detection Defeat For LED    |
| LNC  | Clearance Lamps                      |
| JAK  | Cluster 3.5" TFT Color Display       |
| DST  | Conventional Differential Ft Axle    |
| HGB  | Dash Liner Insulation                |

Standard Features - DP9L63-4500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in)

| Code | Description                                                                 |
|------|-----------------------------------------------------------------------------|
| BC3  | Dash Pass Thru Wire Circuits                                                |
| LM1  | Daytime Running Headlamps, Low Beam                                         |
| LP8  | Delete Cargo Lamp                                                           |
| CJT  | Delete Front Center Seat                                                    |
| MD8  | Delete Front License Plate Bracket                                          |
| XBC  | Delete Pickup Box                                                           |
| TBF  | Delete Spare Tire                                                           |
| CDX  | Driver & Passenger Headrest                                                 |
| JVA  | Driver Seat - Manual Adjust 4-Way                                           |
| CSP  | Driver/Passenger Assist Handles                                             |
| JJB  | Dual Note Electric Horns                                                    |
| WLA  | Dual Rear Wheels                                                            |
| DH4  | Electronic Range Select                                                     |
| BNB  | Electronic Stability Control                                                |
| NHN  | Electronically Controlled Throttle                                          |
| HGF  | Floor Tunnel Insulation                                                     |
| X9E  | For Details, Visit <a href="http://DriveUconnect.com">DriveUconnect.com</a> |
| X9H  | For More Info, Call 800-643-2112                                            |
| MXB  | Front Air Dam                                                               |
| SFB  | Front Heavy Duty Shock Absorbers                                            |
| CGD  | Front Height Adjust Shoulder Belts                                          |
| SHA  | Front Stabilizer Bar                                                        |
| MHR  | Front Wheel Well Liners                                                     |
| JWA  | Frt Pass Seat - Manual Adjust 4-Way                                         |
| RDG  | Global Telematics Box Module (TBM)                                          |
| JLP  | GPS Antenna Input                                                           |
| MFF  | Grille-Matte Black Mesh                                                     |
| Z9A  | GVW Rating - 16500#                                                         |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat                                          |
| LHD  | Headlamp Off Time Delay                                                     |
| NMC  | Heavy Duty Engine Cooling                                                   |
| JE1  | I/P Bezels-Painted                                                          |
| JY1  | Instrument Cluster Theme 1 (Base)                                           |
| XRB  | Integrated Voice Command w/Bluetooth                                        |
| XZG  | Job Rated                                                                   |
| DK1  | Man Shift-On-The-Fly Transfer Case                                          |
| LF1  | Manual Adjust Mirrors                                                       |
| JE8  | Manual Door Locks                                                           |
| LF3  | Manual Folding Exterior Mirrors                                             |
| JF8  | Manual Telescoping Mirrors                                                  |
| RSF  | Manual Windows                                                              |
| GT1  | Media Hub-2 USB, Full Funct, Aux                                            |
|      | Mirrors Manual Fold Telescope Black                                         |

Standard Features - DP9L63-4500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in)

| Code | Description                          |
|------|--------------------------------------|
| APA  | Monotone Paint                       |
| JMD  | N95+Bio HVAC Cabin Filter            |
| XA8  | Non Adjustable Pedals                |
| GNM  | Passenger Side Sun Visor w/Mirror    |
| JKY  | Power Accessory Delay                |
| SBE  | Power Steering                       |
| GX4  | Pushbutton Start                     |
| MUP  | Ram 4500 Badge                       |
| BHD  | Ready Alert Braking                  |
| GJD  | Rear Fixed Window                    |
| SGB  | Rear Heavy Duty Shock Absorbers      |
| SHD  | Rear Heavy Duty Stabilizer Bar       |
| GNA  | Rear View Day/Night Mirror           |
| RSX  | Remote USB Port                      |
| RS3  | Remote USB Port - Charge Only        |
| GXX  | Sentry Key Theft Deterrent System    |
| RT1  | SiriusXM Guardian-Included trial (B) |
| X9B  | SiriusXM Radio Service               |
| NHM  | Speed Control                        |
| BNF  | Stationary Elevated Engine Idle      |
| JFJ  | Temperature & Compass Gauge          |
| SUA  | Tilt Steering Column                 |
| GAC  | Tinted Glass Windows                 |
| GBB  | Tinted Windshield Glass              |
| XBN  | Tip Start                            |
| XEA  | Tow Hooks                            |
| UAA  | Uconnect 3 with 5" Display           |
| XXS  | Uptfitter Electronic Module (VSIM)   |
| RF7  | USB Host Flip                        |
| JHA  | Var Intermittent Windshield Wipers   |
| LAZ  | Vehicle Information Center           |



RAM 4500 4X4 REG CAB 60 C/A Trailer Towing Chart - U Market

| Engine            | Trans.              | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |       | GCWR  | Max. Trailer Weight |
|-------------------|---------------------|------------|-------|---------|-------------|-------|------|-------|-------|-------|---------------------|
|                   |                     |            |       |         | Total       | Front | Rear | Front | Rear  |       |                     |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.44       | 16500 | 9310    | 7187        | 4032  | 3155 | 6000  | 12000 | 26000 | 18660               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.44       | 16500 | 9310    | 7187        | 4032  | 3155 | 6500  | 12000 | 26000 | 18660               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.89       | 16500 | 9310    | 7187        | 4032  | 3155 | 6000  | 12000 | 28500 | 21160               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.89       | 16500 | 9310    | 7187        | 4032  | 3155 | 6500  | 12000 | 28500 | 21160               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.44       | 15000 | 7810    | 7187        | 4032  | 3155 | 6000  | 12000 | 26000 | 18660               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.44       | 15000 | 7810    | 7187        | 4032  | 3155 | 6500  | 12000 | 26000 | 18660               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.89       | 15000 | 7810    | 7187        | 4032  | 3155 | 6000  | 12000 | 28500 | 21160               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.89       | 15000 | 7810    | 7187        | 4032  | 3155 | 6500  | 12000 | 28500 | 21160               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.44       | 16000 | 8810    | 7187        | 4032  | 3155 | 6000  | 12000 | 26000 | 18660               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.44       | 16000 | 8810    | 7187        | 4032  | 3155 | 6500  | 12000 | 26000 | 18660               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.89       | 16000 | 8810    | 7187        | 4032  | 3155 | 6000  | 12000 | 28500 | 21160               |
| 6.4L V8 HEMI MDS  | 6-SPD AUTO AISIN    | 4.89       | 16000 | 8810    | 7187        | 4032  | 3155 | 6500  | 12000 | 28500 | 21160               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.10       | 16500 | 9330    | 7167        | 4012  | 3155 | 7000  | 12000 | 32000 | 24680               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.10       | 16500 | 9330    | 7167        | 4012  | 3155 | 7250  | 12000 | 32000 | 24680               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.44       | 16500 | 9330    | 7167        | 4012  | 3155 | 7000  | 12000 | 37500 | 30180               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.44       | 16500 | 9330    | 7167        | 4012  | 3155 | 7250  | 12000 | 37500 | 30180               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.10       | 15000 | 7060    | 7938        | 4665  | 3273 | 7000  | 12000 | 32000 | 23910               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.10       | 15000 | 7060    | 7938        | 4665  | 3273 | 7250  | 12000 | 32000 | 23910               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.44       | 15000 | 7060    | 7938        | 4665  | 3273 | 7000  | 12000 | 37500 | 29410               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.44       | 15000 | 7060    | 7938        | 4665  | 3273 | 7250  | 12000 | 37500 | 29410               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.10       | 16000 | 8060    | 7938        | 4665  | 3273 | 7000  | 12000 | 32000 | 23910               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.10       | 16000 | 8060    | 7938        | 4665  | 3273 | 7250  | 12000 | 32000 | 23910               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.44       | 16000 | 8060    | 7938        | 4665  | 3273 | 7000  | 12000 | 37500 | 29410               |
| 6.7L TURBO DIESEL | 6-SPD AUTO AISIN HD | 4.44       | 16000 | 8060    | 7938        | 4665  | 3273 | 7250  | 12000 | 37500 | 29410               |

2024 Ram 4500 (DP) Regular Cab Weight and Tow Chart

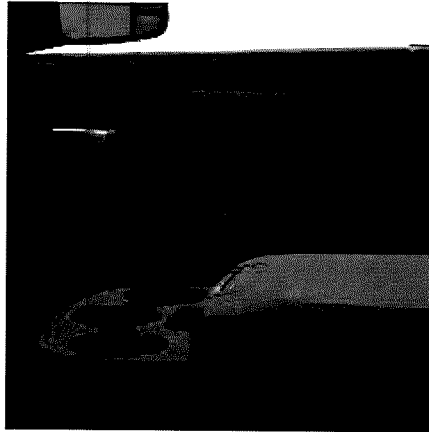
STELLANTIS N.A. - Body Builder Instruction

05/22/2023

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# Tradesman Level 1 Equipment Group (A61)



## Details:

- Speed Sensitive Power Locks (JPH)
- Mirror Pwr Heat Fold Telescope Black (GT2)
- Ext. Mirrors w/Supplemental Signals (LEB)
- Upgraded Door Trim Panel (CTY)
- Exterior Mirrors Courtesy Lamps (LEC)
- Manual Folding Exterior Mirrors (LFD)
- Exterior Mirrors w/Heating Element (NHJ)
- Pwr Windows, Front 1-Touch Down (JPY)
- Mirror Running Lights (LNY)
- Manual Telescoping Mirrors (LF3)
- Power Adjust Mirrors (LF2)
- Black Exterior Mirrors (LE4)
- Overhead Console (CUN)
- Remote Keyless Entry (GXM)
- Overhead Cupholder Lamp (LBT)
- Convex Aux Mirrors, Power-Adjustable (LFX)

# Heavy Duty Front Suspension Group (AZB)

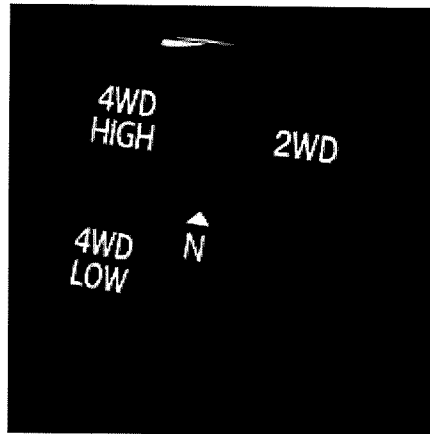


**GVW Rating - 15000# (Z9B)**



**RAM**

## Elec Shift-On-The-Fly Transfer Case (DK3)



The electronically controlled shift-on-the-fly transfer case, which distributes power from the transmission to the front and rear axles, has an electronic switch so you can shift between two-wheel drive and four-wheel drive while your vehicle is in motion.

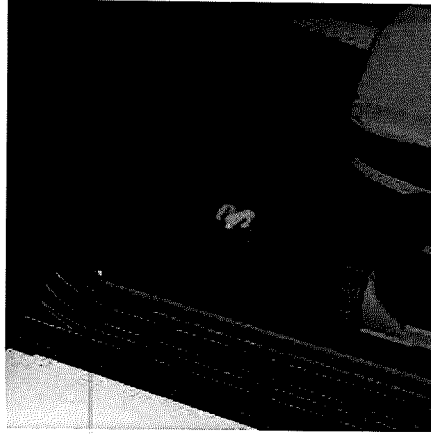
# 225/70R19.5G Off Road Tires (TSJ)

Image not available at this time. Please try again later.

## Details:

- Michelin Brand Tires (TZH)

# Mopar Front Rubber Floor Mats (CLY)



# Mopar Splash Guards/Mud Flaps Front (MKM)



# Engine Block Heater (NHK)



# Full Size Spare Tire (TBB)

Image not available at this time. Please try again later.

## Details:

- 19.5 Steel Spare Wheel (WKG)

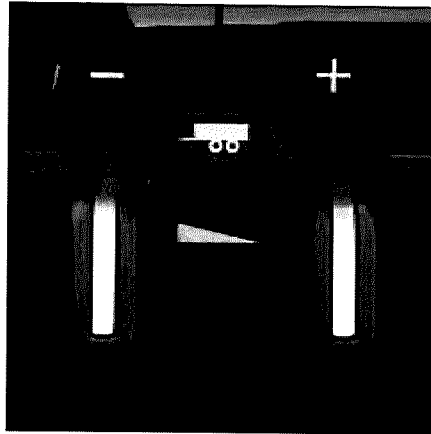
# ParkView Rear Back-up Camera (XAC)



The ParkView® Rear Back Up Camera[1] displays a video image on the Uconnect® touchscreen (note: on some vehicles the image is displayed on the auto-dimming rear-view mirror) of the area behind your vehicle when the vehicle is shifted into reverse. It helps determine if an obstacle is in the vehicle's path when backing up and is particularly effective in showing objects behind the vehicle that aren't viewable in the exterior mirrors.

1. Always check entire surroundings visually before proceeding.

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.

## Details:

- Trailer Light Check (JJ1)

BILLION DODGE-CHRYSLER JEEP  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Configuration Preview

SCHEDULE 2

Date Printed: 2024-07-31 3:50 PM  
 Estimated Ship Date:

VIN:  
 VON:

Quantity: 1  
 Status: BA - Pending order  
 FAN 1: 00CJK City of Billings  
 FAN 2:  
 Client Code:  
 Bid Number: TB5075  
 PO Number:

Sold to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Ship to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Vehicle: 2025 1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box) (DT6L41)

|                   | Sales Code | Description                                           | MSRP(USD) |
|-------------------|------------|-------------------------------------------------------|-----------|
| Model:            | DT6L41     | 1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box) | 44,125    |
| Package:          | 23A        | Customer Preferred Package 23A                        | 0         |
|                   | ERG        | 3.6L V6 24V VVT eTorque Engine Upg I                  | 0         |
|                   | DFT        | 8-Spd Auto 850RE Trans (Make)                         | 0         |
| Paint/Seat/Trim:  | PW7        | Bright White Clear Coat                               | 0         |
|                   | APA        | Monotone Paint                                        | 0         |
|                   | *E1        | Cloth Bench Seat                                      | 0         |
|                   | -X9        | Black                                                 | 0         |
| Options:          | DSA        | Anti-Spin Differential Rear Axle                      | 495       |
|                   | CKJ        | Black Vinyl Floor Covering                            | 0         |
|                   | ADB        | Protection Group                                      | 395       |
|                   | CLF        | Mopar Front & Rear Rubber Floor Mats                  | 215       |
|                   | TCP        | LT275/65R18C OWI On/Off Road Tires                    | 245       |
|                   | MDA        | Front License Plate Bracket                           | 0         |
|                   | 4DH        | Prepaid Holdback                                      | 0         |
|                   | NHK        | Engine Block Heater                                   | 95        |
|                   | 4ES        | Delivery Allowance Credit                             | 0         |
|                   | XHC        | Trailer Brake Control                                 | 295       |
|                   | MAF        | Fleet Purchase Incentive                              | 0         |
|                   | YEP        | Manuf Statement of Origin                             | 0         |
|                   | A61        | Tradesman Level 1 Equipment Group                     | 1,695     |
|                   | 5N6        | Easy Order                                            | 0         |
|                   | 4FM        | Fleet Option Editor                                   | 0         |
|                   | 4FT        | Fleet Sales Order                                     | 0         |
|                   | 174        | Zone 74-Denver                                        | 0         |
|                   | 4EA        | Sold Vehicle                                          | 0         |
| Non Equipment:    | 4FA        | Special Bid-Ineligible For Incentive                  | 0         |
| Bid Number:       | TB5075     | Government Incentives                                 | 0         |
| Discounts:        | YGE        | 5 Additional Gallons of Gas                           | 0         |
| Destination Fees: |            |                                                       | 1,995     |

Total Price: 49,555 .

Order Type: Fleet  
 Scheduling Priority: 1-Sold Order

PSP Month/Week:  
 Build Priority: 99

\$42,557

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                               |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Tires/wheels    | Five, 10-ply all terrain radials with spare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                                                                                             |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                                                             |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                                                                             |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                                                                             |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                             |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 wiper switcher located in instrument panel</li> <li>• Rear vision camera</li> </ul> | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br><i>DEALER ADD ON CC</i><br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |

**Schedule 2:**

**Public Works Engineering - "1083"**

One new current 2025 model 1/2 ton 4-wheel drive extended cab short box

| Description  | Minimum Requirements                   | Specification Bid |
|--------------|----------------------------------------|-------------------|
| Engine       | 3.3 liter, gasoline                    | 3.6 L             |
| GVWR         | 7,000 LBS                              | 6800              |
| Cab          | Extended cab                           | ✓                 |
| Chassis      | Standard, rear wheel drive             | ✓                 |
| Drive type   | 4-wheel drive                          | ✓                 |
| Box length   | 6.5 foot fleet side                    | 6'4"              |
| Transmission | Heavy duty, 6 speed automatic w/cooler | 8 speed           |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓                                      |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NO ALTERNATOR - 48V BELT DRIVEN        |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 730 amp                                |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                                      |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ANTI-SPIN                              |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 23 GALLON                              |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓                                      |
| Tires/wheels    | Five all terrain radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ✓                                      |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                      |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                      |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                      |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | WHITE *                                |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console ✓</li> <li>• Covered with heavy duty cloth ✓</li> <li>• Tinted windshield ✓</li> <li>• Electric power windows and locks ✓</li> <li>• Intermittent window wipers/washers ✓</li> <li>• Air Conditioning ✓</li> <li>• Standard AM-FM Radio ✓</li> <li>• Tow package with hitch ✓</li> <li>• Factory trailer brake controller ✓</li> <li>• USB Charge port ✓</li> <li>• Direct read gauges for oil, water and alternator ✓</li> <li>• Cold climate package/block heater ✓</li> <li>• 4 up fitter switched located in instrument panel ✓</li> <li>• Rear vision camera ✓</li> </ul> | <p>NOT AVAILABLE - 00<br/>RAM 1500</p> |

\* ADD \$595 FEEL PAINT COLORS OTHER THAN WHITE OR FRAME RED

| RAM 1500 4X2 CREW TRADESMAN 5'7" BOX |                  |            |      |         |             |       |      |       |      |       |             |  |
|--------------------------------------|------------------|------------|------|---------|-------------|-------|------|-------|------|-------|-------------|--|
| Engine                               | Trans.           | Axle Ratio | GVWR | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max Trailer |  |
|                                      |                  |            |      |         | Total       | Front | Rear | Front | Rear |       |             |  |
| 3.6L V6 24V VVT BSG                  | 8-SPD AUTO 850RE | 3.21       | 6900 | 2020    | 4880        | 2742  | 2137 | 3700  | 4100 | 11900 | 6620        |  |
| 3.6L V6 24V VVT BSG                  | 8-SPD AUTO 850RE | 3.55       | 6900 | 2020    | 4880        | 2742  | 2137 | 3700  | 4100 | 12900 | 7620        |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.21       | 6900 | 1840    | 5059        | 2937  | 2122 | 3700  | 4100 | 13900 | 8480        |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.21       | 6900 | 1840    | 5059        | 2937  | 2122 | 3700  | 4100 | 13900 | 8480        |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.92       | 6900 | 1840    | 5059        | 2937  | 2122 | 3700  | 4100 | 17000 | 11580       |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.92       | 6900 | 1840    | 5059        | 2937  | 2122 | 3700  | 4100 | 17000 | 11580       |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.21       | 6900 | 1760    | 5141        | 2990  | 2150 | 3700  | 4100 | 13900 | 8300        |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.21       | 6900 | 1760    | 5141        | 2990  | 2150 | 3700  | 4100 | 13900 | 8300        |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.92       | 6900 | 1760    | 5141        | 2990  | 2150 | 3700  | 4100 | 17000 | 11400       |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.92       | 6900 | 1760    | 5141        | 2990  | 2150 | 3700  | 4100 | 17000 | 11400       |  |

| RAM 1500 4X4 QUAD TRADESMAN 6'4" BOX |                  |            |      |         |             |       |      |       |      |       |             |  |
|--------------------------------------|------------------|------------|------|---------|-------------|-------|------|-------|------|-------|-------------|--|
| Engine                               | Trans.           | Axle Ratio | GVWR | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max Trailer |  |
|                                      |                  |            |      |         | Total       | Front | Rear | Front | Rear |       |             |  |
| 3.6L V6 24V VVT BSG                  | 8-SPD AUTO 850RE | 3.21       | 6800 | 1830    | 4969        | 2883  | 2086 | 3900  | 4100 | 11900 | 6500        |  |
| 3.6L V6 24V VVT BSG                  | 8-SPD AUTO 850RE | 3.55       | 6800 | 1830    | 4969        | 2883  | 2086 | 3900  | 4100 | 12900 | 7500        |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.21       | 7100 | 1940    | 5164        | 3080  | 2084 | 3900  | 4100 | 13900 | 8370        |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.92       | 7100 | 1940    | 5164        | 3080  | 2084 | 3900  | 4100 | 17000 | 11470       |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.21       | 7100 | 1860    | 5242        | 3130  | 2111 | 3900  | 4100 | 13900 | 8220        |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.92       | 7100 | 1860    | 5242        | 3130  | 2111 | 3900  | 4100 | 17000 | 11320       |  |

| RAM 1500 4X4 CREW TRADESMAN 6'4" BOX |                  |            |      |         |             |       |      |       |      |       |             |  |
|--------------------------------------|------------------|------------|------|---------|-------------|-------|------|-------|------|-------|-------------|--|
| Engine                               | Trans.           | Axle Ratio | GVWR | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max Trailer |  |
|                                      |                  |            |      |         | Total       | Front | Rear | Front | Rear |       |             |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.21       | 7100 | 1860    | 5237        | 3160  | 2077 | 3900  | 4100 | 13900 | 8300        |  |
| 5.7L V8 MDS VVT                      | 8-SPD AUTO 8HP75 | 3.92       | 7100 | 1860    | 5237        | 3160  | 2077 | 3900  | 4100 | 17000 | 11400       |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.21       | 7100 | 1750    | 5351        | 3214  | 2136 | 3900  | 4100 | 13900 | 8020        |  |
| 5.7L V8 MDS VVT BSG                  | 8-SPD AUTO 8HP75 | 3.92       | 7100 | 1750    | 5351        | 3214  | 2136 | 3900  | 4100 | 17000 | 11120       |  |

**2024 Ram 1500 (DT) Weight and Tow Chart**

Standard Features - DT6L41-1500 TRADESMAN QUAD CAB 4X4 (140 In WB 6 ft 4 in Box)

| Code | Description                          |
|------|--------------------------------------|
| MS2  | "1500" Badge                         |
| ME4  | "RAM" Door Badges                    |
| ME6  | "RAM" Grille Badge - Black           |
| JCB  | 120 MPH Primary Speedometer          |
| JJJ  | 12V Auxiliary Power Outlet           |
| W1C  | 18" Full Size Steel Spare Wheel      |
| WBF  | 18X7.5 Steel Painted Wheels          |
| DJG  | 215MM Front Axle                     |
| NF5  | 23 Gallon Fuel Tank                  |
| DRN  | 235MM REAR AXLE                      |
| TUM  | 275/65R18 BSW AS LRR Tire            |
| DMC  | 3.21 Rear Axle Ratio                 |
| ERG  | 3.6L V6 24V VVT eTorque Engine Upg I |
| CDP  | 4 Way Front Headrests                |
| CBE  | 40/20/40 Split Bench Seat            |
| XBZ  | 48V Belt Starter Generator           |
| RTQ  | 4G LTE Wi-Fi Hot Spot                |
| MUS  | 4X4 Badge                            |
| NAS  | 50 State Emissions                   |
| RCG  | 6 Speakers                           |
| XFK  | 7 Pin Wiring Harness                 |
| BCN  | 730 Amp Maintenance Free Battery     |
| DFT  | 8-Spd Auto 850RE Trans (Make)        |
| RFL  | 8.4" Touchscreen Display             |
| RD3  | Accent Color Shark Fin Antenna       |
| GAQ  | Acoustic Front Door Glass            |
| MXB  | Active Front Air Dams                |
| MDX  | Active Grille Shutters               |
| XNW  | Active Lane Management System        |
| NHZ  | Adaptive Cruise Control w/Stop & Go  |
| BGG  | Advanced Brake Assist                |
| CG3  | Advanced Multistage Front Air Bags   |
| HAA  | Air Conditioning                     |
| BRT  | Anti-Lock 4-Wheel Disc Brakes        |
| RFP  | Apple CarPlay                        |
| RSU  | Audio Jack Input for Mobile Devices  |
| LMS  | Auto High Beam Headlamp Control      |
| LMG  | Automatic Headlamps                  |
| CTL  | Base Door Trim Panel                 |
| A6A  | Base Equipment Group                 |
| GT6  | Black Base Power Mirrors             |
| MMR  | Black Day Light Opening Moldings     |
| MNA  | Black Door Handles                   |

Standard Features - DT6L41-1500 TRADESMAN QUAD CAB 4X4 (140 In WB 6 ft 4 in Box)

| Code | Description                          |
|------|--------------------------------------|
| M17  | Black Exterior Badging - Trucks      |
| LE4  | Black Exterior Mirrors               |
| MB1  | Black Front Bumper                   |
| MFA  | Black Headlamp Bezels                |
| MBN  | Black Rear Bumper                    |
| LTG  | Black Tail Lamp Bezels               |
| XAN  | Blind Spot and Cross Path Detection  |
| RTE  | Bluetooth Handsfree Phone and Audio  |
| X8X  | Brake & Knuckle Parts Module         |
| BGE  | Brake Assist                         |
| XJM  | Capless Fuel Fill                    |
| LPE  | Cargo and CHMSL Lamp                 |
| CKT  | Cargo Tie Down Loops                 |
| CKE  | Carpet Floor Covering                |
| WMJ  | Center Hub                           |
| CGU  | Child Seat Anchor System-LATCH Ready |
| XFH  | Class IV Receiver Hitch              |
| JAK  | Cluster 3.5" TFT Color Display       |
| XCT  | Coat Hooks                           |
| RTM  | Connectivity - US/Canada             |
| DS8  | Conventional Differential Rear Axle  |
| LES  | Convex Wide-Angle Ext Mirror Insert  |
| MWD  | Dampened Tailgate                    |
| HGB  | Dash Liner Insulation                |
| LM1  | Daytime Running Headlamps, Low Beam  |
| GEG  | Deep Tint Sunscreen Glass            |
| BA8  | Delete Alternator                    |
| X82  | Door Parts Module                    |
| CLP  | Door Sill Scuff Pads                 |
| X8J  | Door Trim Panel Module               |
| JVA  | Driver Seat - Manual Adjust 4-Way    |
| CSP  | Driver/Passenger Assist Handles      |
| JJB  | Dual Note Electric Horns             |
| DH9  | Elec Shift-on-the-Fly P/Time T/Case  |
| XC4  | Electric Park Brake                  |
| SBL  | Electric Power Steering              |
| DH4  | Electronic Range Select              |
| BNS  | Electronic Roll Mitigation           |
| XXU  | Electronic Shift                     |
| BNB  | Electronic Stability Control         |
| NHA  | Engine Oil Cooler                    |
| NHJ  | Exterior Mirrors w/Heating Element   |
| MXA  | Fixed Front Air Dams                 |

Standard Features - DT6L41-1500 TRADESMAN QUAD CAB 4X4 (140 In WB 6 ft 4 in Box)

| Code | Description                          |
|------|--------------------------------------|
| LBB  | Footwell Courtesy Lamp               |
| X75  | Front Bumper Module                  |
| X83  | Front End Parts Module               |
| X8W  | Front Fascias Parts Module           |
| SFB  | Front Heavy Duty Shock Absorbers     |
| CGD  | Front Height Adjust Shoulder Belts   |
| LAX  | Front Passenger Seat Belt Alert      |
| SHA  | Front Stabilizer Bar                 |
| X89  | Front Suspension Damper Parts Module |
| MEN  | Front Wheel Spats                    |
| MHR  | Front Wheel Well Liners              |
| XGA  | Front/Rear Climate Control Outlets   |
| JWA  | Frt Pass Seat - Manual Adjust 4-Way  |
| TBS  | Full Size Temporary Use Spare Tire   |
| LSU  | Full Speed Fwd Collision Warn Plus   |
| X8M  | Glass Module                         |
| RDG  | Global Telematics Box Module (TBM)   |
| TZA  | Goodyear Brand Tires                 |
| RF5  | Google Android Auto                  |
| JLP  | GPS Antenna Input                    |
| X79  | Grille Module                        |
| X8E  | Grille Module II                     |
| MAE  | Grille-Surr 1 Black Texture 1 Black  |
| Z6A  | GVW Rating - 6800#                   |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat   |
| LHD  | Headlamp Off Time Delay              |
| X8H  | Headlamp Parts Module                |
| X8Y  | Headliner Parts Module               |
| BNG  | Hill Start Assist                    |
| LAC  | Illuminated Entry                    |
| LA6  | Incandescent Tailamps                |
| JY1  | Instrument Cluster Theme 1 (Base)    |
| X81  | Instrument Panel Parts Module        |
| RTF  | Integrated Center Stack Radio        |
| CEV  | Key Fob - Satin Chrome               |
| LNK  | LED Hitch Lamp in Tailgate Handle    |
| LM3  | LED Low/High Reflector Headlamps     |
| AJ1  | Level 1 Safety Group                 |
| JKA  | Locking Glove Box                    |
| XJU  | Locking Tailgate                     |
| LFD  | Manual Folding Exterior Mirrors      |
| LBA  | Map/Courtesy Lamp                    |
| RSF  | Media Hub-2 USB, Full Funct, Aux     |

Standard Features - DT6L41-1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box)

| Code | Description                           |
|------|---------------------------------------|
| APA  | Monotone Paint                        |
| JMD  | N95+Bio HVAC Cabin Filter             |
| XA8  | Non Adjustable Pedals                 |
| XCA  | Occupant Classification System        |
| CUN  | Overhead Console                      |
| LBT  | Overhead Cupholder Lamp               |
| XH4  | ParkSense FR/RR Park Assist w/Stop    |
| XAC  | ParkView Rear Back-up Camera          |
| GNE  | Passenger Side Sun Visor w/Mirror     |
| LST  | Pedestrian Emergency Braking          |
| XBS  | Pickup Box                            |
| JKY  | Power Accessory Delay                 |
| X87  | Power Train Parts Module              |
| GX4  | Pushbutton Start                      |
| JP3  | Pwr Front Windows, 1-Touch, Up & Down |
| MWU  | R A M Tailgate Nameplate              |
| X8R  | Rear Brake & Knuckle Parts Module     |
| X71  | Rear Bumper Module                    |
| LCH  | Rear Dome Lamp                        |
| GJD  | Rear Fixed Window                     |
| CFM  | Rear Folding Seat                     |
| SGB  | Rear Heavy Duty Shock Absorbers       |
| LPB  | Rear License Plate w/lamp Bracket     |
| XGR  | Rear Seat Heat Ducts                  |
| JFB  | Rear Seat Reminder Alert              |
| SHF  | Rear Stabilizer Bar                   |
| X91  | Rear Suspension Damper Parts Module   |
| GNA  | Rear View Day/Night Mirror            |
| MPP  | Rear Wheel Spats                      |
| GXM  | Remote Keyless Entry                  |
| XBIM | Remote Start System                   |
| RSX  | Remote USB Port                       |
| RS3  | Remote USB Port - Charge Only         |
| C1G  | Rotary Shifter-Black                  |
| X8Z  | Seat Parts Module                     |
| X78  | Seat Parts Module II                  |
| GXX  | Sentry Key Theft Deterrent System     |
| JPH  | Speed Sensitive Power Locks           |
| XZM  | Standard Ride Height                  |
| X8P  | Steering Column Cover Parts Module    |
| SCA  | Steering Wheel                        |
| CJ2  | Supp. Side Curtain Ft/Rr Air Bags     |
| CJ1  | Supplemental Ft Seat Side Air Bags    |

Standard Features - DT6L41-1500 TRADESMAN QUAD CAB 4X4 (140 In WB 6 ft 4 in Box)

| Code | Description                        |
|------|------------------------------------|
| CGS  | Supplemental Side Air Bags         |
| XZ6  | Supplier Part Tracking (J-1)       |
| LAN  | Tailgate Ajar Warning Lamp         |
| HF1  | Tailgate Handle - MIC Black        |
| SUD  | Tilt/Telescope Steering Column     |
| GAC  | Tinted Glass Windows               |
| X88  | Tire & Wheel Parts Module          |
| TBM  | Tire Carrier Winch                 |
| LAW  | Tire Fill Alert                    |
| XGM  | Tire Pressure Monitoring Display   |
| BNM  | Traction Control                   |
| BNT  | Trailer Sway Damping               |
| UBE  | Uconnect 5 w 8.4" Display (USA)    |
| RF7  | USB Host Flip                      |
| JHA  | Var Intermittent Windshield Wipers |
| LAZ  | Vehicle Information Center         |

# Tradesman Level 1 Equipment Group (A61)



## Details:

- SiriusXM Satellite Radio (RSD)
- Cloth Bench Seat (\*E1)
- Rear Power Sliding Window (GFE)
- Front & Rear Floor Mats (CLE)

# Protection Group (ADB)



## Details:

- Steering Gear Skid Plate (XJ2)
- Tow Hooks (XEA)
- Transfer Case Skid Plate (XEF)
- Fuel Tank Skid Plate (XEE)
- Front Suspension Skid Plate (XEU)

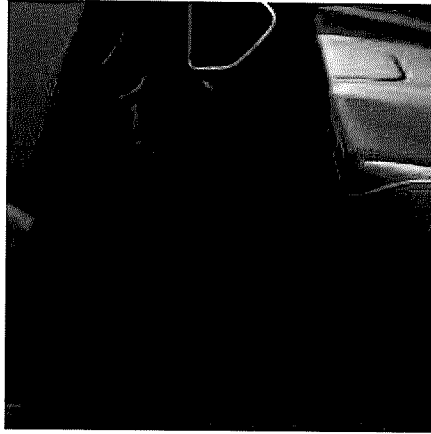
# LT275/65R18C OWI On/Off Road Tires (TCP)

Image not available at this time. Please try again later.

## Details:

- Falken Brand Tires (TZJ)

# Mopar Front & Rear Rubber Floor Mats (CLF)

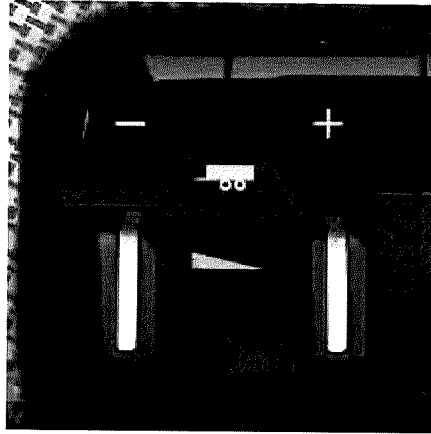


# Engine Block Heater (NHK)



The engine block heater warms the engine and engine oil to make it easier to start in cold weather and reduces startup wear.

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.



08/03/24 15:00 PDT  
594A JC BILLION NISSAN

ORDERS

INQUIRY

TRADES

REPORTS

Vehicle Detail

[Search for another Vehicle](#)

Order #: NM92585  
DEALER FIRM , PASS2

**Current Configuration**

31214  
FRONTIER KC 4X4 SV KC-CB  
AUTO

QAK-G  
glacier white , charcoal

|                                     | Invoice         | MSRP            |
|-------------------------------------|-----------------|-----------------|
| BASE                                | \$35,054        | \$36,410        |
| FL2<br>floor mats - carp            | \$176           | \$205           |
| SGD<br>splash guards                | \$218           | \$255           |
| TE1<br>technology packag            | \$877           | \$990           |
| 50S<br>50 state emission            | \$0             | \$0             |
| Destination &<br>Handling<br>Charge | \$1,510         | \$1,510         |
| <b>Subtotal<br/>(for BAP)</b>       | <b>\$37,835</b> |                 |
| Marketing<br>Assessment             | \$363           |                 |
| <b>Total</b>                        | <b>\$38,198</b> | <b>\$39,370</b> |

**Vehicle Information**

Order #: NM92585  
 Ordered On: 04/03/2024  
 Rail Ship Date: 04/12/2024  
 Rail Receive Date: 04/30/2024  
 Wholesale Date: 04/12/2024  
 Draft Date: 05/06/2024  
 Original ETA: 05/15/2024  
 Current ETA: 05/08/2024 (Last Updated : 08/03/2024 4:00 AM PDT)  
 Vehicle Status: DELIVERED  
 RDR Date:  
 Dealer: 44-594A  
 JC BILLION NISSAN

VIN: 1N6ED1CM8RN652537  
 Production Month: 04/2024  
 Manufacture Date: 04/11/2024  
 Shipping VPC: 57  
 Location Status: DLR

[Vehicle Tracking Portal](#)

Dealer Details: 406-582-7777  
 380 AUTOMOTIVE AVENUE  
 BOZEMAN MT 59718

Pre-Sold Customer

Do not show this vehicle in Locator Search results or allow any Trade activity

Trades  
N/A

Logout

Copyright

NISSAN V3.0

*\$38,455*

**Schedule 3: Parking - "1969"**

One new current 2025 model 1/4 ton 4-wheel drive extended cab short box

| Description     | Minimum Requirements                                                                                                                                                                                                                                                                                                                                                                                                          | Specification Bid                                                                                                                                                                                                            |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engine          | 2.0 liter, gasoline                                                                                                                                                                                                                                                                                                                                                                                                           | 3.8L V6                                                                                                                                                                                                                      |
| GVWR            | 3,000 LBS                                                                                                                                                                                                                                                                                                                                                                                                                     | 6012 lbs                                                                                                                                                                                                                     |
| Cab             | Extended cab                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                                                                                                                                                                                                                            |
| Chassis         | Standard, rear wheel drive                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                                                                                                                                                                                                            |
| Drive type      | 4-wheel drive                                                                                                                                                                                                                                                                                                                                                                                                                 | ✓                                                                                                                                                                                                                            |
| Box length      | 5 foot fleet side                                                                                                                                                                                                                                                                                                                                                                                                             | 6' Bed                                                                                                                                                                                                                       |
| Transmission    | Heavy duty, 6 speed automatic w/cooler                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                                                                                                                                                            |
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                            |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                   | ✓                                                                                                                                                                                                                            |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                           | ✓                                                                                                                                                                                                                            |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                   | ✓                                                                                                                                                                                                                            |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                               | ✓                                                                                                                                                                                                                            |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                  | 21.1 Gallon                                                                                                                                                                                                                  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                            |
| Tires/wheels    | Five all terrain radials                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                                                                                                                                                                                            |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                       | DEALER ADD                                                                                                                                                                                                                   |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                     | ✓                                                                                                                                                                                                                            |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                     | ✓                                                                                                                                                                                                                            |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                                                                                                                                                            |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> </ul> | <p>BUCK SEAT ONLY</p> <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>DEALER ADD</li> <li>N/A ON SMALL TRUCK</li> <li>✓</li> </ul> |

*NO SKID PLATES*

|  |                                                                                                                                                                                                                                             |                                                                                                   |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up filter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | <p>✓</p> <p>— NOT AVAILABLE / NOT RECOMMENDED BY MANUFACTURER</p> <p>— NOT AVAILABLE</p> <p>✓</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

**Schedule 4: Public Works Belknap - "7424"**

One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box "dually" "cab and chassis"

| Description     | Minimum Requirements                             | Specification Bid |
|-----------------|--------------------------------------------------|-------------------|
| Engine          | 6.0 liter, 8 cylinder gasoline                   |                   |
| GVWR            | 11,400 LBS                                       |                   |
| Cab             | Regular cab "2 door"                             |                   |
| Chassis         | Standard, dual rear wheel drive, 60" cab to axle |                   |
| Drive type      | 4-wheel drive                                    |                   |
| Box length      | 8 foot cab and chassis only                      |                   |
| Transmission    | Heavy duty, 6 speed automatic w/cooler           |                   |
| Brakes          | Heavy duty 4-wheel ABS disk brakes               |                   |
| Alternator      | 155 Amperes                                      |                   |
| Battery         | Heavy duty, 650 CCA                              |                   |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze      |                   |
| Differential    | Limited Slip/Traction Control/Stability Control  |                   |
| Fuel tanks      | 30+ gallon min w/skid plates                     |                   |
| Mirrors         | Left and right electronic adjusted               |                   |
| Tires/wheels    | Five, 10-ply all terrain radials w/spare         |                   |
| Floor covering  | Heavy duty rubber floor covering w/mats          |                   |
| Shock absorbers | Heavy duty front and rear                        |                   |
| Mud flaps       | Heavy duty front and rear                        |                   |
| Color           | To be selected by City                           |                   |

## Fleetail 2.0 Estimate



Successfully obtained estimated Fleetail 2.0 amount.

The estimated incentive amount is based on the information you provided

**Estimated Amount** \$950

**Estimate Transaction** EST8240039503

**Certification Name** CITY OF BILLINGS/G82765

BILLINGS, MT 59103

**Model Year** 2024

**Model** Frontier

**Sale Type** D

**Sale Date** 08/03/2024

**Request Date** 08/03/2024 4:58 PM CT

**Requester** Dealer

**Dealer** JC BILLION NISSAN/594A

**Dealer Employee** SAM SWANSON



Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (✔ Complete)

## Weight Ratings

### WEIGHT RATINGS

|                                 |             |
|---------------------------------|-------------|
| Front Gross Axle Weight Rating: | 3296 lbs    |
| Rear Gross Axle Weight Rating:  | 3501 lbs    |
| Gross Vehicle Weight Rating:    | 6012.00 lbs |

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Data Version: 23096. Data Updated: Aug 2, 2024 6:41:00 PM PDT.



Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (✔ Complete)

## Technical Specifications

### Powertrain

#### Transmission

|                                     |                  |                                    |                |
|-------------------------------------|------------------|------------------------------------|----------------|
| Drivetrain                          | Four Wheel Drive | Trans Order Code                   | N/A            |
| Trans Type                          | 9                | Trans Description Cont.            | Automatic w/OD |
| Trans Description Cont. Again       | N/A              | First Gear Ratio (:1)              | 5.42           |
| Second Gear Ratio (:1)              | 3.26             | Third Gear Ratio (:1)              | 2.25           |
| Fourth Gear Ratio (:1)              | 1.65             | Fifth Gear Ratio (:1)              | 1.22           |
| Sixth Gear Ratio (:1)               | 1.00             | Reverse Ratio (:1)                 | 4.80           |
| Clutch Size                         | N/A              | Trans Power Take Off               | N/A            |
| Final Drive Axle Ratio (:1)         | N/A              | Transfer Case Model                | Electronic     |
| Transfer Case Gear Ratio (:1), High | N/A              | Transfer Case Gear Ratio (:1), Low | N/A            |
| Transfer Case Power Take Off        | No               | Seventh Gear Ratio (:1)            | 0.86           |
| Eighth Gear Ratio (:1)              | 0.71             | Ninth Gear Ratio (:1)              | N/A            |

#### Mileage

|                             |               |                           |               |
|-----------------------------|---------------|---------------------------|---------------|
| EPA Fuel Economy Est - Hwy  | 22 (2023) MPG | Cruising Range - City     | 358.70 mi     |
| EPA Fuel Economy Est - City | 17 (2023) MPG | Fuel Economy Est-Combined | 19 (2023) MPG |
| Cruising Range - Hwy        | 464.20 mi     | Estimated Battery Range   | N/A           |

#### Engine

|                          |            |                      |                           |
|--------------------------|------------|----------------------|---------------------------|
| Engine Order Code        | N/A        | Engine Type          | Regular Unleaded V-6      |
| Displacement             | 3.8 L/231  | Fuel System          | Gasoline Direct Injection |
| SAE Net Horsepower @ RPM | 310 @ 6400 | SAE Net Torque @ RPM | 281 @ 4400                |
| Engine Oil Cooler        | None       |                      |                           |

#### Electrical

|                                     |     |                                    |     |
|-------------------------------------|-----|------------------------------------|-----|
| Cold Cranking Amps @ 0° F (Primary) | N/A | Cold Cranking Amps @ 0° F (2nd)    | N/A |
| Cold Cranking Amps @ 0° F (3rd)     | N/A | Maximum Alternator Capacity (amps) | 185 |

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (✔ Complete)

**Powertrain**

**Cooling System**

Total Cooling System Capacity N/A

**Vehicle**

**Emissions**

Tons/yr of CO2 Emissions @ 15K mi/year 9.3 (2023) EPA Greenhouse Gas Score N/A

**Chassis**

**Weight Information**

|                              |           |                               |             |
|------------------------------|-----------|-------------------------------|-------------|
| Standard Weight - Front      | 0.00 lbs  | Standard Weight - Rear        | 0.00 lbs    |
| Base Curb Weight             | 4507 lbs  | Gross Axle Wt Rating - Front  | 3296 lbs    |
| Gross Axle Wt Rating - Rear  | 3501 lbs  | Curb Weight - Front           | N/A         |
| Curb Weight - Rear           | N/A       | Option Weight - Front         | 0.00 lbs    |
| Option Weight - Rear         | 0.00 lbs  | Reserve Axle Capacity - Front | N/A         |
| Reserve Axle Capacity - Rear | N/A       | As Spec'd Curb Weight         | N/A         |
| As Spec'd Payload            | N/A       | Maximum Payload Capacity      | N/A         |
| Gross Combined Wt Rating     | 11427 lbs | Gross Axle Weight Rating      | 6797.00 lbs |
| Curb Weight                  | N/A       | Reserve Axle Capacity         | N/A         |
| Total Option Weight          | 0.00 lbs  | Payload Weight Front          | 0 lbs       |
| Payload Weight Rear          | 0 lbs     | Gross Vehicle Weight Rating   | 6012.00 lbs |

**Trailer**

|                                         |          |                                        |         |
|-----------------------------------------|----------|----------------------------------------|---------|
| Dead Weight Hitch - Max Trailer Wt.     | 5000 lbs | Dead Weight Hitch - Max Tongue Wt.     | 500 lbs |
| Wt Distributing Hitch - Max Trailer Wt. | 6480 lbs | Wt Distributing Hitch - Max Tongue Wt. | 648 lbs |
| Fifth Wheel Hitch - Max Trailer Wt.     | N/A      | Fifth Wheel Hitch - Max Tongue Wt.     | N/A     |
| Maximum Trailering Capacity             | 6480 lbs |                                        |         |

**Frame**

|                 |     |                         |     |
|-----------------|-----|-------------------------|-----|
| Frame Type      | N/A | Sect Modulus Rails Only | N/A |
| Frame RBM       | N/A | Frame Strength          | N/A |
| Frame Thickness | N/A |                         |     |

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (  Complete )

## Chassis

### Suspension

|                                 |                 |                                |            |
|---------------------------------|-----------------|--------------------------------|------------|
| Suspension Type - Front         | Double Wishbone | Suspension Type - Rear         | Leaf       |
| Spring Capacity - Front         | N/A             | Spring Capacity - Rear         | N/A        |
| Axle Type - Front               | Independent     | Axle Type - Rear               | Rigid Axle |
| Axle Capacity - Front           | N/A             | Axle Capacity - Rear           | N/A        |
| Axle Ratio (:1) - Front         | 3.69            | Axle Ratio (:1) - Rear         | 3.69       |
| Shock Absorber Diameter - Front | N/A             | Shock Absorber Diameter - Rear | N/A        |
| Stabilizer Bar Diameter - Front | N/A             | Stabilizer Bar Diameter - Rear | N/A        |

### Tires

|                                  |             |                                   |             |
|----------------------------------|-------------|-----------------------------------|-------------|
| Front Tire Order Code            | N/A         | Rear Tire Order Code              | N/A         |
| Spare Tire Order Code            | N/A         | Front Tire Size                   | P265/70SR16 |
| Rear Tire Size                   | P265/70SR16 | Spare Tire Size                   | Full-Size   |
| Front Tire Capacity              | N/A         | Rear Tire Capacity                | N/A         |
| Spare Tire Capacity              | N/A         | Revolutions/Mile @ 45 mph - Front | N/A         |
| Revolutions/Mile @ 45 mph - Rear | N/A         | Revolutions/Mile @ 45 mph - Spare | N/A         |

### Wheels

|                     |              |                      |             |
|---------------------|--------------|----------------------|-------------|
| Front Wheel Size    | 16 X 7.5 in  | Rear Wheel Size      | 16 X 7.5 in |
| Spare Wheel Size    | Full-Size in | Front Wheel Material | Aluminum    |
| Rear Wheel Material | Aluminum     | Spare Wheel Material | Steel       |

### Steering

|                                 |             |                                 |     |
|---------------------------------|-------------|---------------------------------|-----|
| Steering Type                   | Rack-Pinion | Steering Ratio (:1), Overall    | N/A |
| Steering Ratio (:1), On Center  | N/A         | Steering Ratio (:1), At Lock    | N/A |
| Turning Diameter - Curb to Curb | 43.3 ft     | Turning Diameter - Wall to Wall | N/A |

### Brakes

|                                |              |                                    |         |
|--------------------------------|--------------|------------------------------------|---------|
| Brake Type                     | 4-Wheel Disc | Brake ABS System                   | 4-Wheel |
| Brake ABS System (Second Line) | 4-Wheel      | Disc - Front (Yes or )             | Yes     |
| Disc - Rear (Yes or )          | Yes          | Front Brake Rotor Diam x Thickness | 11.1 in |

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (✔ Complete)

### Chassis

#### Brakes

|                                   |         |                       |     |
|-----------------------------------|---------|-----------------------|-----|
| Rear Brake Rotor Diam x Thickness | 11.3 in | Drum - Rear (Yes or ) | N/A |
| Rear Drum Diam x Width            | N/A     |                       |     |

#### Fuel Tank

|                            |          |                                |     |
|----------------------------|----------|--------------------------------|-----|
| Fuel Tank Capacity, Approx | 21.1 gal | Aux Fuel Tank Capacity, Approx | N/A |
| Fuel Tank Location         | N/A      | Aux Fuel Tank Location         | N/A |

### Dimensions

#### Interior Dimensions

|                    |         |                      |         |
|--------------------|---------|----------------------|---------|
| Passenger Capacity | 4       | Front Head Room      | 39.7 in |
| Front Leg Room     | 42.3 in | Front Shoulder Room  | 58.2 in |
| Front Hip Room     | 54.3 in | Second Head Room     | 36.6 in |
| Second Leg Room    | 26.2 in | Second Shoulder Room | 52.4 in |
| Second Hip Room    | 52.2 in |                      |         |

#### Exterior Dimensions

|                               |         |                                 |          |
|-------------------------------|---------|---------------------------------|----------|
| Wheelbase                     | 126 in  | Length, Overall w/o rear bumper | N/A      |
| Length, Overall w/rear bumper | N/A     | Length, Overall                 | 210.2 in |
| Width, Max w/o mirrors        | 73 in   | Height, Overall                 | 71.8 in  |
| Overhang, Front               | N/A     | Overhang, Rear w/o bumper       | N/A      |
| Front Bumper to Back of Cab   | N/A     | Cab to Axle                     | N/A      |
| Cab to End of Frame           | N/A     | Ground to Top of Load Floor     | N/A      |
| Ground to Top of Frame        | N/A     | Frame Width, Rear               | N/A      |
| Ground Clearance, Front       | 7.7 in  | Ground Clearance, Rear          | 7.7 in   |
| Body Length                   | 0.00 ft | Cab to Body                     | N/A      |

#### Cargo Area Dimensions

|                          |         |                                 |         |
|--------------------------|---------|---------------------------------|---------|
| Cargo Box Length @ Floor | 73.3 in | Cargo Box Width @ Top, Rear     | 61.4 in |
| Cargo Box Width @ Floor  | 61.4 in | Cargo Box Width @ Wheelhousings | 44.5 in |
| Cargo Box (Area) Height  | 19.4 in | Tailgate Width                  | N/A     |

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (  Complete )

### Dimensions

#### Cargo Area Dimensions

|              |                      |                        |     |
|--------------|----------------------|------------------------|-----|
| Cargo Volume | 49.6 ft <sup>3</sup> | Ext'd Cab Cargo Volume | N/A |
|--------------|----------------------|------------------------|-----|

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (  Complete )

### Selected Model and Options

| MODEL |                                      |
|-------|--------------------------------------|
| CODE  | MODEL                                |
| 31214 | 2024 Nissan Frontier King Cab 4x4 SV |

| COLORS |             |
|--------|-------------|
| CODE   | DESCRIPTION |
| A20    | Red Alert   |

| PRIMARY PAINT |             | FRONT WEIGHT | REAR WEIGHT |
|---------------|-------------|--------------|-------------|
| CODE          | DESCRIPTION |              |             |
| A20           | Red Alert   | 0.00 lbs     | 0.00 lbs    |

| SEAT TRIM |                                   | FRONT WEIGHT | REAR WEIGHT |
|-----------|-----------------------------------|--------------|-------------|
| CODE      | DESCRIPTION                       |              |             |
| G         | Charcoal, Premium Cloth Seat Trim | 0.00 lbs     | 0.00 lbs    |

---

|                      |                 |                 |
|----------------------|-----------------|-----------------|
| <b>Options Total</b> | <b>0.00 lbs</b> | <b>0.00 lbs</b> |
|----------------------|-----------------|-----------------|

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Data Version: 23096. Data Updated: Aug 2, 2024 6:41:00 PM PDT.



Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (✔ Complete)

## Standard Equipment

### Mechanical

Engine: 3.8L DI DOHC 24-Valve V6  
Engine Auto Stop-Start Feature  
Transmission w/Oil Cooler  
Transmission: 9-Speed Automatic w/Overdrive  
Electronic Transfer Case  
Part-Time Four-Wheel Drive  
3.692 Axle Ratio  
Battery w/Run Down Protection  
185 Amp Alternator  
Towing Equipment -inc: Trailer Sway Control  
1 Skid Plate  
1450# Maximum Payload  
GVWR: 6,012 lbs (2,727 kgs)  
Gas-Pressurized Shock Absorbers  
Front Anti-Roll Bar  
Hydraulic Power-Assist Speed-Sensing Steering  
21.1 Gal. Fuel Tank  
Single Stainless Steel Exhaust  
Auto Locking Hubs  
Double Wishbone Front Suspension w/Coil Springs  
Solid Axle Rear Suspension w/Leaf Springs  
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Descent Control and Hill Hold Control  
Brake Actuated Limited Slip Differential

### Exterior

Regular Box Style  
Wheels: 16" Alloy  
Tires: P265/70R16 All Season  
Steel Spare Wheel

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (✔ Complete)

## Exterior

Full-Size Spare Tire Stored Underbody w/Crankdown  
Clearcoat Paint  
Body-Colored Rear Step Bumper  
Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks  
Black Side Windows Trim, Black Front Windshield Trim and Black Rear Window Trim  
Body-Colored Door Handles  
Body-Colored Power Side Mirrors w/Manual Folding  
Fixed Rear Window  
Deep Tinted Glass  
Variable Intermittent Wipers  
Fully Galvanized Steel Panels  
Black Grille w/Body-Color Surround  
Reverse Opening Rear Doors  
Tailgate Rear Cargo Access  
Manual Tailgate/Rear Door Lock  
Intelligent Auto Headlights (i-Ah) Auto On/Off Reflector Halogen Headlamps w/Delay-Off  
Cargo Lamp w/High Mount Stop Light  
LED Brakelights

## Entertainment

Radio w/Seek-Scan, Clock and Radio Data System  
Radio: SXM/AM/FM/AUX/USB Audio System -inc: 6 speakers, 8.0" color touch-screen display, Apple CarPlay, Android Auto, Bluetooth hands-free phone system and streaming (audio or text message), voice recognition for audio features, Siri Eyes Free, SiriusXM radio w/advanced audio features, 1 USB-A and 1 USB-C front ports and steering wheel audio controls  
Integrated Roof Antenna  
2 LCD Monitors In The Front

## Interior

Driver Seat  
Passenger Seat  
50-50 Folding Jump Front Facing Fold-Up Cushion Rear Seat  
Manual Tilt Steering Column

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Data Version: 23096. Data Updated: Aug 2, 2024 6:41:00 PM PDT.



Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (  Complete )

## Interior

Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Trip Odometer and Trip Computer

Fixed Rear Windows

Front Bucket Seats -inc: 6-way power driver's seat w/2-way manual lumbar support and 4-way manual adjustable front passenger seat

Front Cupholder

Proximity Key For Push Button Start Only

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Glove Box

Driver Foot Rest

Interior Trim -inc: Metal-Look Instrument Panel Insert and Chrome Interior Accents

Full Cloth Headliner

Leatherette Door Trim Insert

Urethane Gear Shifter Material

Premium Cloth Seat Trim

Day-Night Rearview Mirror

Driver And Passenger Visor Vanity Mirrors

Full Floor Console w/Covered Storage and 1 12V DC Power Outlet

Front Map Lights

Fade-To-Off Interior Lighting

Full Carpet Floor Covering

Pickup Cargo Box Lights

Instrument Panel Covered Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins and 2nd Row Underseat Storage

Power 1st Row Windows w/Driver 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Driver Information Center

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Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (  Complete )

**Interior**

- Trip Computer
- Digital/Analog Appearance
- Manual Anti-Whiplash Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Front Center Armrest
- 1 Seatback Storage Pocket
- Immobilizer
- Perimeter Alarm
- 1 12V DC Power Outlet
- Air Filtration

**Safety-Mechanical**

- Electronic Stability Control (ESC)
- ABS And Driveline Traction Control

**Safety-Exterior**

- Side Impact Beams

**Safety-Interior**

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Intelligent Forward Collision Warning w/Automatic Emergency Braking (AEB)
- Collision Mitigation-Front
- Driver Monitoring-Alert
- Tire Pressure Monitoring System Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Curtain 1st And 2nd Row Airbags
- Airbag Occupancy Sensor
- Driver And Passenger Knee Airbag and Rear Side-Impact Airbag
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners
- RearView Monitor Back-Up Camera

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Data Version: 23096. Data Updated: Aug 2, 2024 6:41:00 PM PDT.



Vehicle: [Retail] 2024 Nissan Frontier (31214) King Cab 4x4 SV (  Complete )

## WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Corrosion Years: 5  
Corrosion Miles/km: Unlimited  
Roadside Assistance Years: 3  
Roadside Assistance Miles/km: 36,000

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Data Version: 23096. Data Updated: Aug 2, 2024 6:41:00 PM PDT.

Schedule 4

BILLION DODGE-CHRYSLER JEEP  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Configuration Preview

Date Printed: 2024-08-03 2:27 PM  
Estimated Ship Date:

VIN:  
VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 00CJK City of Billings  
FAN 2:  
Client Code:  
Bid Number: TB4075  
PO Number:

Sold to:  
BILLION DODGE-CHRYSLER JEEP (68141)  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Ship to:  
BILLION DODGE-CHRYSLER JEEP (68141)  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Vehicle: 2024 3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in) (DD8L63)

|                   | Sales Code | Description                                          | MSRP(USD) |
|-------------------|------------|------------------------------------------------------|-----------|
| Model:            | DD8L63     | 3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in) | 50,000    |
| Package:          | 2GA        | Customer Preferred Package 2GA                       | 0         |
|                   | ESB        | 6.4L V8 Heavy Duty HEMI Engine                       | 0         |
|                   | DFX        | 8-Spd Auto 8HP75-LCV Transmission                    | 0         |
| Paint/Seat/Trim:  | PW7        | Bright White Clear Coat                              | 0         |
|                   | APA        | Monotone Paint                                       | 0         |
|                   | *V9        | Cloth 40/20/40 Bench Seat                            | 295       |
|                   | -X9        | Black                                                | 0         |
| Options:          | TV3        | LT235/80R17E OWI On/Off Rd Tires                     | 250       |
|                   | DK3        | Elec Shift-On-The-Fly Transfer Case                  | 295       |
|                   | XAC        | ParkView Rear Back-up Camera                         | 495       |
|                   | YEP        | Manuf Statement of Origin                            | 0         |
|                   | 4DH        | Prepaid Holdback                                     | 0         |
|                   | XHC        | Trailer Brake Control                                | 465       |
|                   | 4ES        | Delivery Allowance Credit                            | 0         |
|                   | NHK        | Engine Block Heater                                  | 95        |
|                   | MAF        | Fleet Purchase Incentive                             | 0         |
|                   | A61        | Tradesman Level 1 Equipment Group                    | 1,880     |
|                   | XEF        | Transfer Case Skid Plate Shield                      | 145       |
|                   | CLY        | Mopar Front Rubber Floor Mats                        | 100       |
|                   | TBB        | Full Size Spare Tire                                 | 395       |
|                   | WLA        | Dual Rear Wheels                                     | 1,395     |
|                   | MRU        | Mopar Black Tubular Side Steps                       | 495       |
|                   | 5N6        | Easy Order                                           | 0         |
|                   | 4FM        | Fleet Option Editor                                  | 0         |
|                   | 4FT        | Fleet Sales Order                                    | 0         |
|                   | 174        | Zone 74-Denver                                       | 0         |
|                   | 4EA        | Sold Vehicle                                         | 0         |
| Non Equipment:    | 4FA        | Special Bid-Ineligible For Incentive                 | 0         |
| Bid Number:       | TB4075     | Government Incentives                                | 0         |
| Destination Fees: |            |                                                      | 1,995     |

Total Price: 58,300 .

Order Type: Fleet  
Scheduling Priority: 1-Sold Order

PSP Month/Week:  
Build Priority: 99

\$56,353

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

|                                                               |                                                            |
|---------------------------------------------------------------|------------------------------------------------------------|
| <del>• Direct read gauges for oil, water and alternator</del> | <del>✓</del>                                               |
| <del>• Cold climate package/block heater</del>                | <del>NOT AVAILABLE / NOT RECOMMENDED BY MANUFACTURER</del> |
| <del>• 4 up fitter switched located in instrument panel</del> | <del>NOT AVAILABLE</del>                                   |
| • Rear vision camera                                          | ✓                                                          |

**Schedule 4: Public Works Belknap - "7424"**

One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box "dually" "cab and chassis"

| Description     | Minimum Requirements                             | Specification Bid |
|-----------------|--------------------------------------------------|-------------------|
| Engine          | 6.0 liter, 8 cylinder gasoline                   | 6.4 L             |
| GVWR            | 11,400 LBS                                       | 13,500            |
| Cab             | Regular cab "2 door"                             | ✓                 |
| Chassis         | Standard, dual rear wheel drive, 60" cab to axle | ✓                 |
| Drive type      | 4-wheel drive                                    | ✓                 |
| Box length      | 8 foot cab and chassis only                      | ✓                 |
| Transmission    | Heavy duty, 6 speed automatic w/cooler           | 8 speed           |
| Brakes          | Heavy duty 4-wheel ABS disk brakes               | ✓                 |
| Alternator      | 155 Amperes                                      | 220 AMP           |
| Battery         | Heavy duty, 650 CCA                              | 730 AMP           |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze      | ✓                 |
| Differential    | Limited Slip/Traction Control/Stability Control  | ✓                 |
| Fuel tanks      | 30+ gallon min w/skid plates                     | 52 GALLON         |
| Mirrors         | Left and right electronic adjusted               | ✓                 |
| Tires/wheels    | Five, 10-ply all terrain radials w/spare         | ✓                 |
| Floor covering  | Heavy duty rubber floor covering w/mats          | ✓                 |
| Shock absorbers | Heavy duty front and rear                        | ✓                 |
| Mud flaps       | Heavy duty front and rear                        | SEPARATE ADD      |
| Color           | To be selected by City                           | WHITE *           |

\* ADD \$595 FOR COLORS OTHER THAN WHITE OR FLAME RED

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                   |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Factory step bars</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> <p>DEALER ADD ON CC</p> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Schedule 5: Public Works Streets - "1107"**

**One new current 2025 model "1" ton 4-wheel drive extended cab long "8" box "dually "cab and chassis"**

| Description  | Minimum Requirements                             | Specification Bid |
|--------------|--------------------------------------------------|-------------------|
| Engine       | 6.0 liter, 8 cylinder gasoline                   |                   |
| GVWR         | 11,400 LBS                                       |                   |
| Cab          | Extended cab "2 door"                            |                   |
| Chassis      | Standard, dual rear wheel drive, 60" cab to axle |                   |
| Drive type   | 4-wheel drive                                    |                   |
| Box length   | 8 foot cab and chassis only                      |                   |
| Transmission | Heavy duty, 6 speed automatic w/cooler           |                   |
| Brakes       | Heavy duty 4-wheel ABS disk brakes               |                   |
| Alternator   | 155 Amperes                                      |                   |
| Battery      | Heavy duty, 650 CCA                              |                   |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze      |                   |



**RAM 3500 4X4 REG CAB 60 C/A SRW Trailer Towing Chart - U Market**

| Engine                       | Trans.                  | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max. Trailer Weight |
|------------------------------|-------------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|---------------------|
|                              |                         |            |       |         | Total       | Front | Rear | Front | Rear |       |                     |
| 6.4L V8 HEAVY DUTY MDS       | 8-SPD AUTO 8HP75-LCV    | 4.10       | 11000 | 5000    | 6003        | 3727  | 2276 | 5500  | 6800 | 22000 | 15840               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 11000 | 4870    | 6133        | 3817  | 2316 | 5500  | 6800 | 25000 | 18710               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 3.73       | 12000 | 5140    | 6857        | 4462  | 2395 | 6000  | 6800 | 25000 | 17990               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 4.10       | 12000 | 5140    | 6857        | 4462  | 2395 | 6000  | 6800 | 27500 | 20490               |

**RAM 3500 4X4 REG CAB 60 C/A DRW Trailer Towing Chart - U Market**

| Engine                       | Trans.                  | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max. Trailer Weight |
|------------------------------|-------------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|---------------------|
|                              |                         |            |       |         | Total       | Front | Rear | Front | Rear |       |                     |
| 6.4L V8 HEAVY DUTY MDS       | 8-SPD AUTO 8HP75-LCV    | 4.10       | 13500 | 7160    | 6343        | 3747  | 2596 | 5500  | 9850 | 22000 | 15500               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 13500 | 7030    | 6473        | 3837  | 2636 | 5500  | 9850 | 25000 | 18370               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 14000 | 7530    | 6473        | 3837  | 2636 | 5500  | 9850 | 25000 | 18370               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 3.73       | 14000 | 6800    | 7203        | 4491  | 2712 | 6000  | 9850 | 31000 | 23640               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 4.10       | 14000 | 6800    | 7203        | 4491  | 2712 | 6000  | 9850 | 33000 | 25640               |

**RAM 3500 4X4 REG CAB 84 C/A DRW Trailer Towing Chart - U Market**

| Engine                       | Trans.                  | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max. Trailer Weight |
|------------------------------|-------------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|---------------------|
|                              |                         |            |       |         | Total       | Front | Rear | Front | Rear |       |                     |
| 6.4L V8 HEAVY DUTY MDS       | 8-SPD AUTO 8HP75-LCV    | 4.10       | 13500 | 7030    | 6475        | 3875  | 2600 | 5500  | 9850 | 22000 | 15370               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 13500 | 6900    | 6605        | 3965  | 2640 | 5500  | 9850 | 25000 | 18240               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 14000 | 7400    | 6605        | 3965  | 2640 | 5500  | 9850 | 25000 | 18240               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 3.73       | 14000 | 6670    | 7329        | 4610  | 2719 | 6000  | 9850 | 31000 | 23520               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 4.10       | 14000 | 6670    | 7329        | 4610  | 2719 | 6000  | 9850 | 33000 | 25520               |

**2024 Ram 3500 (DD) Regular Cab Weight and Tow Chart**

Standard Features - DD8L63-3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in)

| Code | Description                         |
|------|-------------------------------------|
| ME6  | "RAM" Grille Badge                  |
| JJ7  | 102 MPH Maximum Speed               |
| DRQ  | 11.50 Rear Axle                     |
| JCB  | 120 MPH Primary Speedometer         |
| JJJ  | 12V Auxiliary Power Outlet          |
| WBN  | 18X8.0 Steel Wheels                 |
| BAJ  | 220 Amp Alternator                  |
| RCD  | 4 Speakers                          |
| SCF  | 4-Spoke Steering Wheel              |
| DMF  | 4.10 Axle Ratio                     |
| RFU  | 5.0" Touchscreen Display            |
| NAS  | 50 State Emissions                  |
| NFH  | 52 Gallon Rear Fuel Tank            |
| DJN  | 6,000# Front Axle                   |
| XFK  | 7 Pin Trailer Wiring Harness        |
| BCN  | 730 Amp Maintenance-Free Battery    |
| DFX  | 8-Spd Auto 8HP75-LCV Transmission   |
| RD3  | Accent Color Shark Fin Antenna      |
| MDX  | Active Grille Shutters              |
| CG3  | Advanced Multistage Front Air Bags  |
| HAA  | Air Conditioning                    |
| BRT  | Anti-Lock 4-Wheel Disc Brakes       |
| DSA  | Anti-Spin Differential Rear Axle    |
| RSU  | Audio Jack Input for Mobile Devices |
| LMG  | Automatic Headlamps                 |
| LHL  | Auxiliary Switches - I/P Mounted    |
| NHB  | Auxiliary Transmission Oil Cooler   |
| CTL  | Base Door Trim Panel                |
| A6A  | Base Equipment Group                |
| CU3  | Behind the Seat Storage / Bin       |
| MNA  | Black Door Handles                  |
| LE4  | Black Exterior Mirrors              |
| MB1  | Black Front Bumper                  |
| MFA  | Black Headlamp Bezels               |
| CKJ  | Black Vinyl Floor Covering          |
| LB6  | Bulb Out Detection Defeat For LED   |
| WML  | Center Hub                          |
| LNC  | Clearance Lamps                     |
| JAK  | Cluster 3.5" TFT Color Display      |
| DS7  | Conventional Differential Ft Axle   |
| HGB  | Dash Liner Insulation               |
| BC3  | Dash Pass Thru Wire Circuits        |
| LM1  | Daytime Running Headlamps, Low Beam |

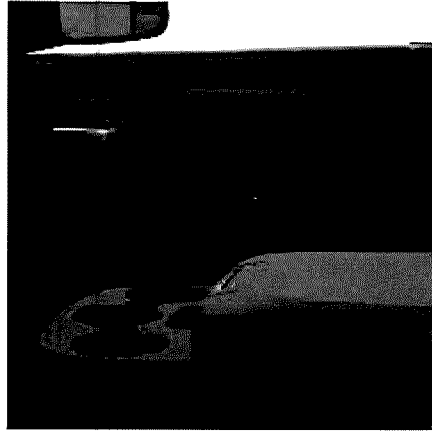
Standard Features - DD8L63-3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in)

| Code | Description                          |
|------|--------------------------------------|
| LP8  | Delete Cargo Lamp                    |
| CJT  | Delete Front Center Seat             |
| MD8  | Delete Front License Plate Bracket   |
| XBC  | Delete Pickup Box                    |
| TBF  | Delete Spare Tire                    |
| CDX  | Driver & Passenger Headrest          |
| JVA  | Driver Seat - Manual Adjust 4-Way    |
| CSP  | Driver/Passenger Assist Handles      |
| JJB  | Dual Note Electric Horns             |
| DH4  | Electronic Range Select              |
| XXU  | Electronic Shift                     |
| BNB  | Electronic Stability Control         |
| NHN  | Electronically Controlled Throttle   |
| XCD  | Engine Calibration Flash             |
| X9E  | For Details, Visit DriveUconnect.com |
| X9H  | For More Info, Call 800-643-2112     |
| MXB  | Front Air Dam                        |
| SFB  | Front Heavy Duty Shock Absorbers     |
| CGD  | Front Height Adjust Shoulder Belts   |
| SHA  | Front Stabilizer Bar                 |
| MHR  | Front Wheel Well Liners              |
| JWA  | Frt Pass Seat - Manual Adjust 4-Way  |
| RDG  | Global Telematics Box Module (TBM)   |
| JLP  | GPS Antenna Input                    |
| MFF  | Grille-Matte Black Mesh              |
| Z8F  | GVW Rating - 11000#                  |
| Z8H  | GVW Rating - 13500#                  |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat   |
| LHD  | Headlamp Off Time Delay              |
| NMC  | Heavy Duty Engine Cooling            |
| JE1  | I/P Bezels-Painted                   |
| JY1  | Instrument Cluster Theme 1 (Base)    |
| XRB  | Integrated Voice Command w/Bluetooth |
| XZG  | Job Rated                            |
| TCM  | LT275/70R18E BSW On/Off Road Tires   |
| DK1  | Man Shift-On-The-Fly Transfer Case   |
| LF1  | Manual Adjust Mirrors                |
| JE8  | Manual Door Locks                    |
| LFD  | Manual Folding Exterior Mirrors      |
| LF3  | Manual Telescoping Mirrors           |
| JF8  | Manual Windows                       |
| RSE  | Media Hub-2 USB, Full Funct, Aux     |
| GT1  | Mirrors Manual Fold Telescope Black  |

Standard Features - DD8L63-3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in)

| Code | Description                          |
|------|--------------------------------------|
| APA  | Monotone Paint                       |
| JMD  | N95+Bio HVAC Cabin Filter            |
| XA8  | Non Adjustable Pedals                |
| GNM  | Passenger Side Sun Visor w/Mirror    |
| JKY  | Power Accessory Delay                |
| SBE  | Power Steering                       |
| GX4  | Pushbutton Start                     |
| MT7  | Ram 3500 Badge                       |
| BHD  | Ready Alert Braking                  |
| GJD  | Rear Fixed Window                    |
| SGB  | Rear Heavy Duty Shock Absorbers      |
| SHD  | Rear Heavy Duty Stabilizer Bar       |
| GNA  | Rear View Day/Night Mirror           |
| RSX  | Remote USB Port                      |
| RS3  | Remote USB Port - Charge Only        |
| C1G  | Rotary Shifter-Black                 |
| GXX  | Sentry Key Theft Deterrent System    |
| AP9  | Single Rear Wheel Group              |
| RT1  | SiriusXM Guardian-included trial (B) |
| X9B  | SiriusXM Radio Service               |
| NHM  | Speed Control                        |
| BNF  | Stationary Elevated Engine Idle      |
| JFJ  | Temperature & Compass Gauge          |
| SUA  | Tilt Steering Column                 |
| GAC  | Tinted Glass Windows                 |
| GBB  | Tinted Windshield Glass              |
| XBN  | Tip Start                            |
| UAA  | Uconnect 3 with 5" Display           |
| XXS  | Uplifter Electronic Module (YSIM)    |
| RF7  | USB Host Flip                        |
| JHA  | Var Interruptent Windshield Wipers   |
| LAZ  | Vehicle Information Center           |

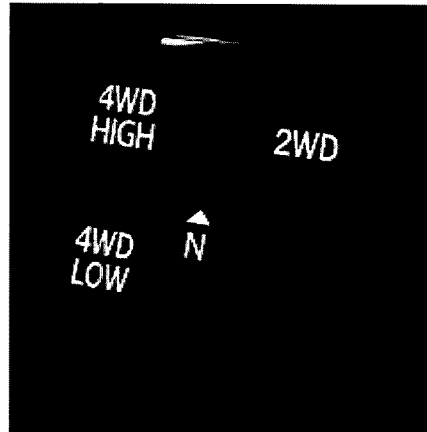
# Tradesman Level 1 Equipment Group (A61)



## Details:

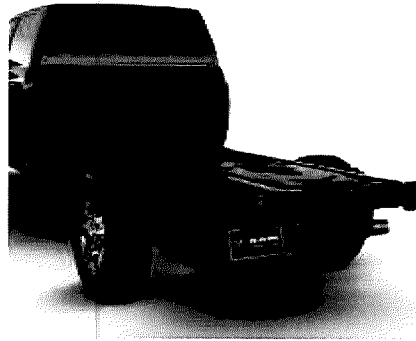
- Speed Sensitive Power Locks (JPH)
- Mirror Pwr Heat Fold Telescope Black (GT2)
- Ext. Mirrors w/Supplemental Signals (LEB)
- Upgraded Door Trim Panel (CTY)
- Exterior Mirrors Courtesy Lamps (LEC)
- Manual Folding Exterior Mirrors (LFD)
- Exterior Mirrors w/Heating Element (NHJ)
- Pwr Windows, Front 1-Touch Down (JPY)
- Mirror Running Lights (LNY)
- Manual Telescoping Mirrors (LF3)
- Power Adjust Mirrors (LF2)
- Black Exterior Mirrors (LE4)
- Overhead Console (CUN)
- Remote Keyless Entry (GXM)
- Overhead Cupholder Lamp (LBT)
- Convex Aux Mirrors, Power-Adjustable (LFX)

## Elec Shift-On-The-Fly Transfer Case (DK3)



The electronically controlled shift-on-the-fly transfer case, which distributes power from the transmission to the front and rear axles, has an electronic switch so you can shift between two-wheel drive and four-wheel drive while your vehicle is in motion.

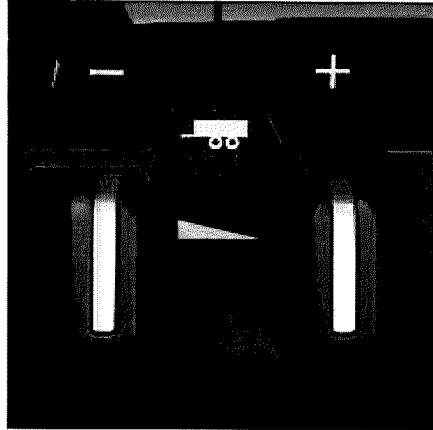
# ParkView Rear Back-up Camera (XAC)



The ParkView® Rear Back Up Camera[1] displays a video image on the Uconnect® touchscreen (note: on some vehicles the image is displayed on the auto-dimming rearview mirror) of the area behind your vehicle when the vehicle is shifted into reverse. It helps determine if an obstacle is in the vehicle's path when backing up and is particularly effective in showing objects behind the vehicle that aren't viewable in the exterior mirrors.

1. Always check entire surroundings visually before proceeding.

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.

## Details:

- Trailer Light Check (JJ1)

# Engine Block Heater (NHK)

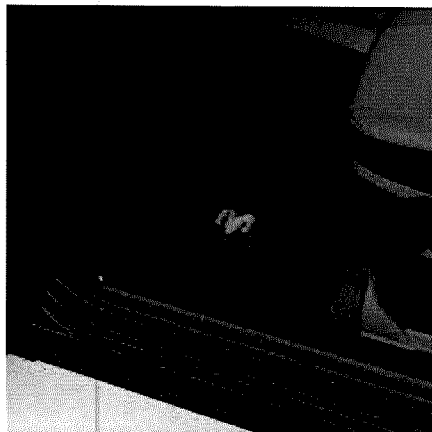


## Transfer Case Skid Plate Shield (XEF)

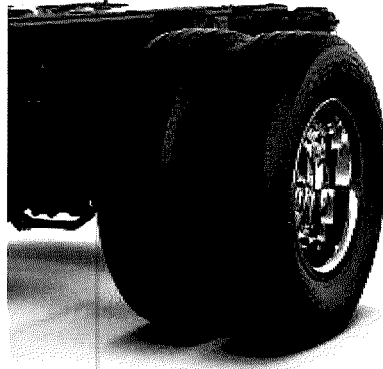


The transfer case skid plate protects the underside of the transfer case from uneven surfaces and protrusions when driving off-road.

## Mopar Front Rubber Floor Mats (CLY)



## Dual Rear Wheels (WLA)



### Details:

- Bright Wheel Skins (WMG)
- LT235/80R17E BSW All Season Tires (TV2)
- Center Hub (WMJ)
- 6,000# Front Axle w/Hub Ext (DJM)
- 17X6.0 Steel Argent Wheels (WFU)
- 11.50" Dual Wheels Rear Axle (DRX)

## Mopar Black Tubular Side Steps (MRU)



**BILLION DODGE-CHRYSLER JEEP**  
**355 AUTOMOTIVE AVE**  
**BOZEMAN, MT 597187508**

**Configuration Preview**

*Schedule 5*

**Date Printed:** 2024-08-05 10:27 AM  
**Estimated Ship Date:**

**VIN:**  
**VON:**

**Quantity:** 1  
**Status:** BA - Pending order  
**FAN 1:** 00CJK City of Billings  
**FAN 2:**  
**Client Code:**  
**Bid Number:** TB4075  
**PO Number:**

**Sold to:**  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

**Ship to:**  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

**Vehicle:** 2024 3500 CREW CAB CHASSIS 4X4 (172.4 in WB - CA of 60 in) (DD8L93)

|                          | Sales Code | Description                                           | MSRP(USD) |
|--------------------------|------------|-------------------------------------------------------|-----------|
| <b>Model:</b>            | DD8L93     | 3500 CREW CAB CHASSIS 4X4 (172.4 in WB - CA of 60 in) | 53,185    |
| <b>Package:</b>          | 2GA        | Customer Preferred Package 2GA                        | 0         |
|                          | ESB        | 6.4L V8 Heavy Duty HEMI Engine                        | 0         |
|                          | DFX        | 8-Spd Auto 8HP75-LCV Transmission                     | 0         |
| <b>Paint/Seat/Trim:</b>  | PW7        | Bright White Clear Coat                               | 0         |
|                          | APA        | Monotone Paint                                        | 0         |
|                          | *V9        | Cloth 40/20/40 Bench Seat                             | 295       |
|                          | -X9        | Black                                                 | 0         |
| <b>Options:</b>          | XAC        | ParkView Rear Back-up Camera                          | 495       |
|                          | TBB        | Full Size Spare Tire                                  | 395       |
|                          | MRU        | Mopar Black Tubular Side Steps                        | 495       |
|                          | 4DH        | Prepaid Holdback                                      | 0         |
|                          | NHK        | Engine Block Heater                                   | 95        |
|                          | 4ES        | Delivery Allowance Credit                             | 0         |
|                          | XHC        | Trailer Brake Control                                 | 465       |
|                          | MAF        | Fleet Purchase Incentive                              | 0         |
|                          | CLF        | Mopar Front & Rear Rubber Floor Mats                  | 150       |
|                          | YEP        | Manuf Statement of Origin                             | 0         |
|                          | WLA        | Dual Rear Wheels                                      | 1,395     |
|                          | XEF        | Transfer Case Skid Plate Shield                       | 145       |
|                          | TV3        | LT235/80R17E OWI On/Off Rd Tires                      | 250       |
|                          | MDA        | Front License Plate Bracket                           | 0         |
|                          | DK3        | Elec Shift-On-The-Fly Transfer Case                   | 295       |
|                          | GXM        | Remote Keyless Entry                                  | 495       |
|                          | 5N6        | Easy Order                                            | 0         |
|                          | 4FM        | Fleet Option Editor                                   | 0         |
|                          | 4FT        | Fleet Sales Order                                     | 0         |
|                          | 174        | Zone 74-Denver                                        | 0         |
|                          | 4EA        | Sold Vehicle                                          | 0         |
| <b>Non Equipment:</b>    | 4FA        | Special Bid-Ineligible For Incentive                  | 0         |
| <b>Bid Number:</b>       | TB4075     | Government Incentives                                 | 0         |
| <b>Destination Fees:</b> |            |                                                       | 1,995     |

**Total Price:** 60,150 .

**Order Type:** Fleet  
**Scheduling Priority:** 1-Sold Order

**PSP Month/Week:**  
**Build Priority:** 99

*\$ 58,064*

**Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.**

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Factory step bars</li> </ul> |  |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Schedule 5: Public Works Streets - "1107"**

**One new current 2025 model "1" ton 4-wheel drive extended cab long "8" box "dually" "cab and chassis"**

| Description  | Minimum Requirements                             | Specification Bid |
|--------------|--------------------------------------------------|-------------------|
| Engine       | 6.0 liter, 8 cylinder gasoline                   | 6.4 L             |
| GVWR         | 11,400 LBS                                       | 13,500 lbs        |
| Cab          | Extended cab "2 door"                            | 4 Door CREW       |
| Chassis      | Standard, dual rear wheel drive, 60" cab to axle | ✓                 |
| Drive type   | 4-wheel drive                                    | ✓                 |
| Box length   | 8 foot cab and chassis only                      | ✓                 |
| Transmission | Heavy duty, 6 speed automatic w/cooler           | 8 SPEED           |
| Brakes       | Heavy duty 4-wheel ABS disk brakes               | ✓                 |
| Alternator   | 155 Amperes                                      | 220 AMP           |
| Battery      | Heavy duty, 650 CCA                              | 730 AMP           |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze      | ✓                 |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                              |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Anti-Spin                                                                                                                                                                                                                                                    |
| Fuel tanks      | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 52 Gallon - Skid Plates N/A                                                                                                                                                                                                                                  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ✓                                                                                                                                                                                                                                                            |
| Tires/wheels    | Five, 10-ply all terrain radials w/spare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                                                                                                                                                                                                            |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ✓                                                                                                                                                                                                                                                            |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓                                                                                                                                                                                                                                                            |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓                                                                                                                                                                                                                                                            |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓                                                                                                                                                                                                                                                            |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Factory step bars</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> <p>DEALER ADD ON CC.</p> |

**Schedule 6: Public Works Streets - "1113"**

**One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box**

| Description | Minimum Requirements           | Specification Bid |
|-------------|--------------------------------|-------------------|
| Engine      | 6.0 liter, 8 cylinder gasoline |                   |
| GVWR        | 11,000 LBS                     |                   |
| Cab         | Regular cab "2 door"           |                   |
| Chassis     | Standard, rear wheel drive     |                   |

**RAM 3500 4X4 CREW CAB 60 C/A SRW Trailer Towing Chart - U Market**

| Engine                       | Trans.                  | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max. Trailer Weight |
|------------------------------|-------------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|---------------------|
|                              |                         |            |       |         | Total       | Front | Rear | Front | Rear |       |                     |
| 6.4L V8 HEAVY DUTY MDS       | 8-SPD AUTO 8HP75-LCV    | 4.10       | 11000 | 4480    | 6519        | 3945  | 2574 | 5500  | 6800 | 22000 | 15330               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 11000 | 4350    | 6649        | 4035  | 2614 | 5500  | 6800 | 25000 | 18200               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 3.73       | 12000 | 4660    | 7343        | 4650  | 2693 | 6000  | 6800 | 25000 | 17500               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 4.10       | 12000 | 4660    | 7343        | 4850  | 2693 | 6000  | 6800 | 27500 | 20000               |

**RAM 3500 4X4 CREW CAB 60 C/A DRW Trailer Towing Chart - U Market**

| Engine                       | Trans.                  | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max. Trailer Weight |
|------------------------------|-------------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|---------------------|
|                              |                         |            |       |         | Total       | Front | Rear | Front | Rear |       |                     |
| 6.4L V8 HEAVY DUTY MDS       | 8-SPD AUTO 8HP75-LCV    | 4.10       | 13500 | 6640    | 6859        | 3865  | 2894 | 5500  | 9850 | 22000 | 14990               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 13500 | 6510    | 6989        | 4055  | 2934 | 5500  | 9850 | 25000 | 17860               |
| 6.4L V8 HEAVY DUTY MDS       | 6-SPD AUTO AISIN AS66RC | 4.44       | 14000 | 7010    | 6989        | 4055  | 2934 | 5500  | 9850 | 25000 | 17860               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 3.73       | 14000 | 6280    | 7723        | 4711  | 3012 | 6000  | 9850 | 31000 | 23120               |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTO AISIN AS69RC | 4.10       | 14000 | 6280    | 7723        | 4711  | 3012 | 6000  | 9850 | 33000 | 25120               |

**2024 Ram 3500 (DD) Crew Cab Weight and Tow Chart**

STELLANTIS N.A. - Body Builder Instruction

05/22/2023

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Page 2 of 3

Standard Features - DD8L93-3500 CREW CAB CHASSIS 4X4 (172.4 In WB - CA of 60 In)

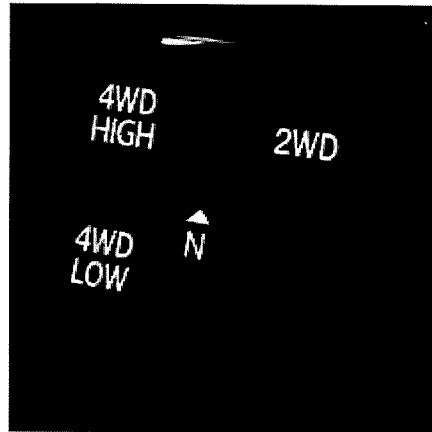
| Code | Description                          |
|------|--------------------------------------|
| ME6  | "RAM" Grille Badge                   |
| JJ7  | 102 MPH Maximum Speed                |
| DRQ  | 11.50 Rear Axle                      |
| JCB  | 120 MPH Primary Speedometer          |
| JJJ  | 12V Auxiliary Power Outlet           |
| WBN  | 18X8.0 Steel Wheels                  |
| CSJ  | 2 Way Rear Headrest Seat             |
| BAJ  | 220 Amp Alternator                   |
| SCF  | 4-Spoke Steering Wheel               |
| DMF  | 4.10 Axle Ratio                      |
| RFU  | 5.0" Touchscreen Display             |
| NAS  | 50 State Emissions                   |
| NFH  | 52 Gallon Rear Fuel Tank             |
| RCG  | 6 Speakers                           |
| DJN  | 6,000# Front Axle                    |
| XFK  | 7 Pin Trailer Wiring Harness         |
| BCN  | 730 Amp Maintenance Free Battery     |
| DFX  | 8-Spd Auto 8HP75-LCV Transmission    |
| RD3  | Accent Color Shark Fin Antenna       |
| MDX  | Active Grille Shutters               |
| CG3  | Advanced Multistage Front Air Bags   |
| HAA  | Air Conditioning                     |
| BRT  | Anti-Lock 4-Wheel Disc Brakes        |
| DSA  | Anti-Spin Differential Rear Axle     |
| RSU  | Audio Jack Input for Mobile Devices  |
| LMG  | Automatic Headlamps                  |
| LHL  | Auxiliary Switches - /P Mounted      |
| NHB  | Auxiliary Transmission Oil Cooler    |
| CTL  | Base Door Trim Panel                 |
| A6A  | Base Equipment Group                 |
| MNA  | Black Door Handles                   |
| LE4  | Black Exterior Mirrors               |
| MB1  | Black Front Bumper                   |
| MFA  | Black Headlamp Bezels                |
| CKJ  | Black Vinyl Floor Covering           |
| LB6  | Bulb Out Detection Defeat For LED    |
| WMJ  | Center Hub                           |
| LNC  | Clearance Lamps                      |
| JAK  | Cluster 3.5" TFT Color Display       |
| DS7  | Conventional Differential Ft Axle    |
| LFX  | Convex Aux Mirrors, Power-Adjustable |
| HGB  | Dash Liner Insulation                |
| BC3  | Dash Pass Thru Wire Circuits         |

Standard Features - DD8L93-3500 CREW CAB CHASSIS 4X4 (172.4 in WB - CA of 60 in)

| Code | Description                          |
|------|--------------------------------------|
| LM1  | Daytime Running Headlamps, Low Beam  |
| LP8  | Delete Cargo Lamp                    |
| CJT  | Delete Front Center Seat             |
| MD8  | Delete Front License Plate Bracket   |
| XBC  | Delete Pickup Box                    |
| CF8  | Delete Rear Seat                     |
| TBF  | Delete Spare Tire                    |
| CDX  | Driver & Passenger Headrest          |
| JVA  | Driver Seat - Manual Adjust 4-Way    |
| CSP  | Driver/Passenger Assist Handles      |
| JJB  | Dual Note Electric Horns             |
| DH4  | Electronic Range Select              |
| XXU  | Electronic Shift                     |
| BNB  | Electronic Stability Control         |
| NHN  | Electronically Controlled Throttle   |
| XZQ  | Engine Calibration Flash             |
| LEB  | Ext. Mirrors w/Supplemental Signals  |
| LEC  | Exterior Mirrors Courtesy Lamps      |
| NHJ  | Exterior Mirrors w/Heating Element   |
| X9E  | For Details, Visit DriveUconnect.com |
| X9H  | For More Info, Call 800-643-2112     |
| MXB  | Front Air Dam                        |
| SFB  | Front Heavy Duty Shock Absorbers     |
| CGD  | Front Height Adjust Shoulder Belts   |
| SHA  | Front Stabilizer Bar                 |
| MHR  | Front Wheel Well Liners              |
| JWA  | Ft Pass Seat - Manual Adjust 4-Way   |
| RDG  | Global Telematics Box Module (TBM)   |
| JLP  | GPS Antenna Input                    |
| MFF  | Grille-Matte Black Mesh              |
| Z8F  | GVW Rating - 11000#                  |
| Z8H  | GVW Rating - 13500#                  |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat   |
| LHD  | Headlamp Off Time Delay              |
| NMC  | Heavy Duty Engine Cooling            |
| JE1  | I/P Bezels-Painted                   |
| JY1  | Instrument Cluster Theme 1 (Base)    |
| XRB  | Integrated Voice Command w/Bluetooth |
| XZG  | Job Rated                            |
| TCM  | LT275/70R18E BSW On/Off Road Tires   |
| DK1  | Man Shift-On-The-Fly Transfer Case   |
| LFD  | Manual Folding Exterior Mirrors      |
| LF3  | Manual Telescoping Mirrors           |

| Standard Features - DD8L93-3500 CREW CAB CHASSIS 4X4 (172.4 in WB - CA of 60 in) |                                       |
|----------------------------------------------------------------------------------|---------------------------------------|
| Code                                                                             | Description                           |
| RSF                                                                              | Media Hub-2 USB, Full Funct, Aux      |
| G12                                                                              | Mirror Pwr Heat Fold Telescope Black  |
| LN1                                                                              | Mirror Running Lights                 |
| APA                                                                              | Monotone Paint                        |
| JMD                                                                              | N95+Bio HVAC Cabin Filter             |
| CUH                                                                              | No Underseat Storage                  |
| XA8                                                                              | Non Adjustable Pedals                 |
| GNM                                                                              | Passenger Side Sun Visor w/Mirror     |
| JKY                                                                              | Power Accessory Delay                 |
| LF2                                                                              | Power Adjust Mirrors                  |
| SBE                                                                              | Power Steering                        |
| GX4                                                                              | Pushbutton Start                      |
| JP3                                                                              | Pwr Front Windows, 1-Touch, Up & Down |
| MT7                                                                              | Ram 3500 Badge                        |
| BHD                                                                              | Ready Alert Braking                   |
| GJD                                                                              | Rear Fixed Window                     |
| SGB                                                                              | Rear Heavy Duty Shock Absorbers       |
| SHD                                                                              | Rear Heavy Duty Stabilizer Bar        |
| JFB                                                                              | Rear Seat Reminder Alert              |
| CUE                                                                              | Rear Underseat Compartment Storage    |
| GNA                                                                              | Rear View Day/Night Mirror            |
| RSX                                                                              | Remote USB Port                       |
| RS3                                                                              | Remote USB Port - Charge Only         |
| C1G                                                                              | Rotary Shifter-Black                  |
| GXX                                                                              | Sentry Key Theft Deterrent System     |
| AR9                                                                              | Single Rear Wheel Group               |
| RT1                                                                              | SiriusXM Guardian-included trial (B)  |
| X9B                                                                              | SiriusXM Radio Service                |
| NHM                                                                              | Speed Control                         |
| JPH                                                                              | Speed Sensitive Power Locks           |
| BNF                                                                              | Stationary Elevated Engine Idle       |
| JFJ                                                                              | Temperature & Compass Gauge           |
| SUA                                                                              | Tilt Steering Column                  |
| GAC                                                                              | Tinted Glass Windows                  |
| GBB                                                                              | Tinted Windshield Glass               |
| XBN                                                                              | Tip Start                             |
| UAA                                                                              | Uconnect 3 with 5" Display            |
| XXS                                                                              | Uptiter Electronic Module (VSIM)      |
| RF7                                                                              | USB Host Flip                         |
| JHA                                                                              | Var Intermittent Windshield Wipers    |
| LAZ                                                                              | Vehicle Information Center            |

## Elec Shift-On-The-Fly Transfer Case (DK3)

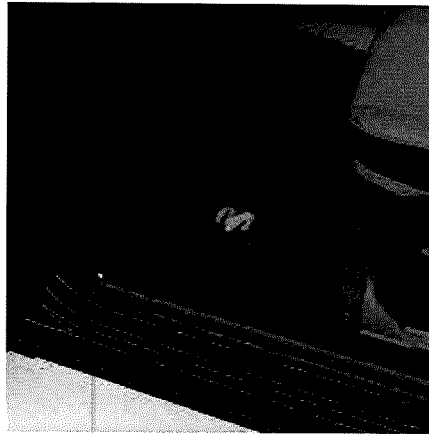


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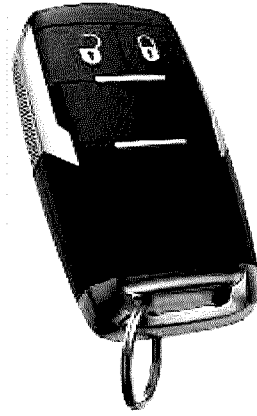
# LT235/80R17E OWI On/Off Rd Tires (TV3)

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# Mopar Front & Rear Rubber Floor Mats (CLF)

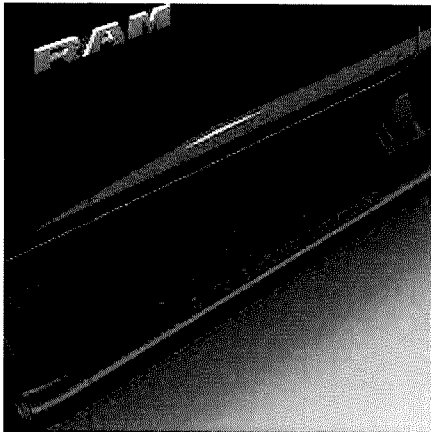


## Remote Keyless Entry (GXM)



Remote keyless entry locks and unlocks the doors on your vehicle at the touch of a button on your key fob. You can also activate the panic alarm on the fob.

# Mopar Black Tubular Side Steps (MRU)



# Engine Block Heater (NHK)



# Full Size Spare Tire (TBB)

Image not available at this time. Please try again later.

## Details:

- 17" Steel Spare Wheel (WF1)
- Jack and Wrench (XEH)
- 18" Steel Spare Wheel (WKN)

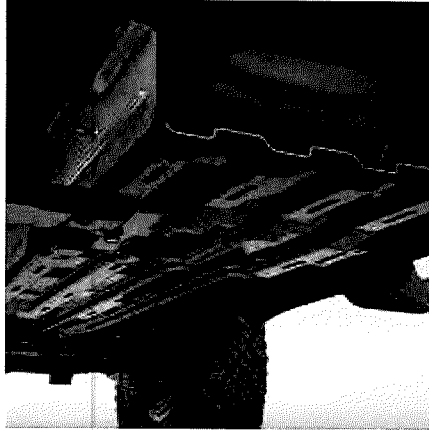
# ParkView Rear Back-up Camera (XAC)



The ParkView® Rear Back Up Camera[1] displays a video image on the Uconnect® touchscreen (note: on some vehicles the image is displayed on the auto-dimming rearview mirror) of the area behind your vehicle when the vehicle is shifted into reverse. It helps determine if an obstacle is in the vehicle's path when backing up and is particularly effective in showing objects behind the vehicle that aren't viewable in the exterior mirrors.

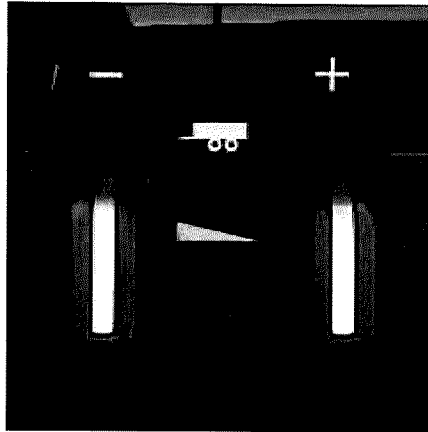
1. Always check entire surroundings visually before proceeding.

## Transfer Case Skid Plate Shield (XEF)



The transfer case skid plate protects the underside of the transfer case from uneven surfaces and protrusions when driving off-road.

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.

## Details:

- Trailer Light Check (JJ1)

BILLION DODGE-CHRYSLER JEEP  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Configuration Preview

*Schedule 6*

Date Printed: 2024-08-03 4:54 PM  
 Estimated Ship Date:

VIN:  
 VON:

Quantity: 1  
 Status: BA - Pending order  
 FAN 1: 00CJK City of Billings  
 FAN 2:  
 Client Code:  
 Bid Number: TB4075  
 PO Number:

Sold to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Ship to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Vehicle: 2024 3500 TRADESMAN REG CAB 4X4 (140 in WB 8 ft 0 in Box) (D28L62)

|                   | Sales Code   | Description                                          | MSRP(USD) |
|-------------------|--------------|------------------------------------------------------|-----------|
| Model:            | D28L62       | 3500 TRADESMAN REG CAB 4X4 (140 in WB 8 ft 0 in Box) | 50,925    |
| Package:          | 2GA          | Customer Preferred Package 2GA                       | 0         |
|                   | ESB          | 6.4L V8 Heavy Duty HEMI MDS Engine                   | 0         |
|                   | DFX          | 8-Spd Auto 8HP75-LCV Transmission                    | 0         |
| Paint/Seat/Trim:  | PW7          | Bright White Clear Coat                              | 0         |
|                   | APA          | Monotone Paint                                       | 0         |
|                   | *V9          | Cloth 40/20/40 Bench Seat                            | 125       |
|                   | -X9          | Black                                                | 0         |
| Options:          | LHL          | Auxiliary Switches - I/P Mounted                     | 155       |
|                   | NHK          | Engine Block Heater                                  | 95        |
|                   | YEP          | Manuf Statement of Origin                            | 0         |
|                   | XHC          | Trailer Brake Control                                | 395       |
|                   | MDA          | Front License Plate Bracket                          | 0         |
|                   | CLY          | Mopar Front Rubber Floor Mats                        | 125       |
|                   | 4DH          | Prepaid Holdback                                     | 0         |
|                   | TV3          | LT235/80R17E OWI On/Off Rd Tires                     | 245       |
|                   | 4ES          | Delivery Allowance Credit                            | 0         |
|                   | WLA          | Dual Rear Wheels                                     | 1,495     |
|                   | MAF          | Fleet Purchase Incentive                             | 0         |
|                   | A61          | Tradesman Level 1 Equipment Group                    | 1,880     |
|                   | DK3          | Elec Shift-On-The-Fly Transfer Case                  | 295       |
|                   | 5N6          | Easy Order                                           | 0         |
|                   | 4FM          | Fleet Option Editor                                  | 0         |
|                   | 4FT          | Fleet Sales Order                                    | 0         |
|                   | 174          | Zone 74-Denver                                       | 0         |
| 4EA               | Sold Vehicle | 0                                                    |           |
| Non Equipment:    | 4FA          | Special Bid-Ineligible For Incentive                 | 0         |
| Bid Number:       | TB4075       | Government Incentives                                | 0         |
| Discounts:        | YG2          | 5.2 Additional Gallons of Gas                        | 0         |
| Destination Fees: |              |                                                      | 1,995     |

Total Price: 57,730.

Order Type: Fleet  
 Scheduling Priority: 1-Sold Order

PSP Month/Week:  
 Build Priority: 99

*\$49,187*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Fuel tanks      | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Tires/wheels    | Five, 10-ply all terrain radials w/spare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Factory step bars</li> </ul> |  |

**Schedule 6:**

**Public Works Streets - "1113"**

**One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box**

| Description | Minimum Requirements           | Specification Bid |
|-------------|--------------------------------|-------------------|
| Engine      | 6.0 liter, 8 cylinder gasoline | 6.4 L             |
| GVWR        | 11,000 LBS                     | 11,000            |
| Cab         | Regular cab "2 door"           | ✓                 |
| Chassis     | Standard, rear wheel drive     | ✓                 |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Drive type      | 4-wheel drive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ✓          |
| Box length      | 8 foot fleet side                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓          |
| Transmission    | Heavy duty, 6 speed automatic w/cooler                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 8 SPEED    |
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓          |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 180 AMP    |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 730 AMP    |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓          |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ANTI-SPIN  |
| Fuel tanks      | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 32 GALLON  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓          |
| Tires/wheels    | Five, 10-ply all terrain radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ✓          |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓          |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓          |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DEALER ADD |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓          |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console ✓</li> <li>• Covered with heavy duty cloth ✓</li> <li>• Tinted windshield ✓</li> <li>• Electric power windows and locks ✓</li> <li>• Intermittent window wipers/washers ✓</li> <li>• Air Conditioning ✓</li> <li>• Standard AM-FM Radio ✓</li> <li>• Tow package with hitch ✓</li> <li>• Factory trailer brake controller ✓</li> <li>• USB Charge port ✓</li> <li>• Direct read gauges for oil, water and alternator ✓</li> <li>• Cold climate package/block heater ✓</li> <li>• 4 up fitter switched located in instrument panel ✓</li> <li>• Rear vision camera ✓</li> </ul> |            |

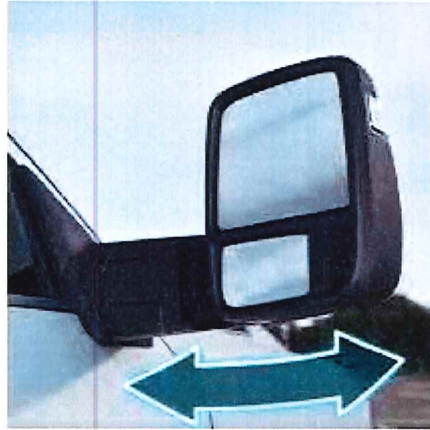


**RAM 3500 - 4X4 - REGULAR CAB - ST - 8' BOX**

| Engine                    | Trans.            | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max Trailer |
|---------------------------|-------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|-------------|
|                           |                   |            |       |         | Total       | Front | Rear | Front | Rear |       |             |
| 6.4L V8 HEMI MDS          | 8 SPD AUTO 8HP75  | 3.73       | 11000 | 4560    | 6443        | 3751  | 2692 | 5500  | 7000 | 22000 | 15090       |
| 6.4L V8 HEMI MDS          | 8 SPD AUTO 8HP75  | 4.10       | 11000 | 4560    | 6443        | 3751  | 2692 | 5500  | 7000 | 24200 | 17290       |
| 6.4L V8 HEMI MDS          | 8 SPD AUTO 8HP75  | 3.73       | 14000 | 7220    | 6775        | 3781  | 2993 | 5500  | 9750 | 22600 | 15350       |
| 6.4L V8 HEMI MDS          | 8 SPD AUTO 8HP75  | 4.10       | 14000 | 7220    | 6775        | 3781  | 2993 | 5500  | 9750 | 25000 | 17750       |
| 6.7L I6 CUMMINS DIESEL    | 6 SPD. AUTO 68RFE | 3.73       | 14000 | 6390    | 7605        | 4548  | 3057 | 6000  | 9750 | 28300 | 20220       |
| 6.7L I6 CUMMINS DIESEL    | 6 SPD. AUTO 68RFE | 4.10       | 14000 | 6390    | 7605        | 4548  | 3057 | 6000  | 9750 | 30300 | 22220       |
| 6.7L I6 CUMMINS DIESEL    | 6 SPD. AUTO 68RFE | 3.73       | 11800 | 4540    | 7261        | 4533  | 2728 | 6000  | 7000 | 28300 | 20570       |
| 6.7L I6 CUMMINS DIESEL    | 6 SPD. AUTO 68RFE | 4.10       | 13500 | 5890    | 7608        | 4541  | 3066 | 6000  | 9750 | 28300 | 20220       |
| 6.7L I6 CUMMINS DIESEL    | 6 SPD. AUTO 68RFE | 4.10       | 13500 | 5890    | 7608        | 4541  | 3066 | 6000  | 9750 | 30300 | 22220       |
| 6.7L I6 CUMMINS HO DIESEL | 6 SPD AUTO AISIN  | 3.73       | 14000 | 6080    | 7919        | 4697  | 3221 | 6000  | 9750 | 41600 | 33210       |
| 6.7L I6 CUMMINS HO DIESEL | 6 SPD AUTO AISIN  | 4.10       | 14000 | 6080    | 7919        | 4697  | 3221 | 6000  | 9750 | 43000 | 34610       |
| 6.7L I6 CUMMINS HO DIESEL | 6 SPD AUTO AISIN  | 3.73       | 11800 | 4370    | 7426        | 4635  | 2791 | 6000  | 7000 | 33918 | 26020       |
| 6.7L I6 CUMMINS HO DIESEL | 6 SPD AUTO AISIN  | 4.10       | 13500 | 5620    | 7884        | 4701  | 3183 | 6000  | 9750 | 41600 | 33250       |
| 6.7L I6 CUMMINS HO DIESEL | 6 SPD AUTO AISIN  | 4.10       | 13500 | 5620    | 7884        | 4701  | 3183 | 6000  | 9750 | 42657 | 34300       |

**2024 Ram 3500 (D2) 4x4 Weight and Tow Chart**

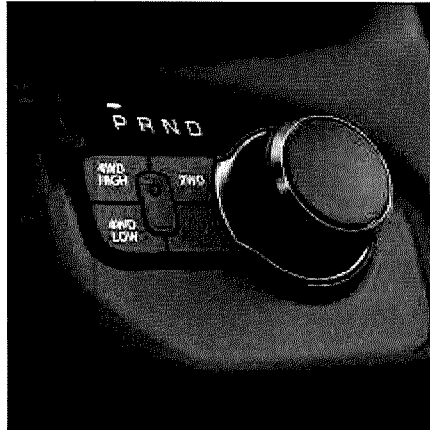
# Tradesman Level 1 Equipment Group (A61)



## Details:

- Speed Sensitive Power Locks (JPH)
- Mirror Power Heat Fold Telescopic (GT2)
- Ext. Mirrors w/Supplemental Signals (LEB)
- Upgraded Door Trim Panel (CTY)
- Exterior Mirrors Courtesy Lamps (LEC)
- Manual Folding Exterior Mirrors (LFD)
- Exterior Mirrors w/Heating Element (NHJ)
- Pwr Windows, Front 1-Touch Down (JPY)
- Mirror Running Lights (LNY)
- Manual Telescoping Mirrors (LF3)
- Power Adjust Mirrors (LF2)
- Black Exterior Mirrors (LE4)
- Overhead Console (CUN)
- Remote Keyless Entry (GXM)
- Overhead Cupholder Lamp (LBT)
- Convex Aux Mirrors, Power-Adjustable (LFX)

## Elec Shift-On-The-Fly Transfer Case (DK3)



The part-time Borg-Warner transfer case with a low-range gear reduction system offers electronic shifting capability. It has three operating ranges (2HI, 4HI, 4LO) plus a NEUTRAL position, with shift-on-the-fly (2HI to 4HI) capability. The low-range system provides a gear reduction ratio of 2.64:1 for increased low-speed torque capability.

# LT235/80R17E OWI On/Off Rd Tires (TV3)

Image not available at this time. Please try again later.

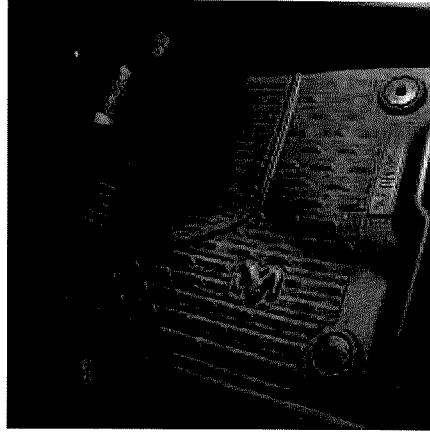
## Dual Rear Wheels (WLA)



### Details:

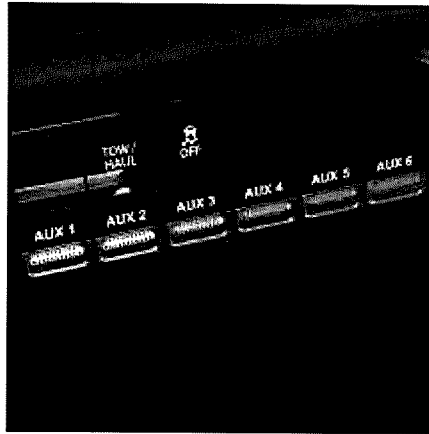
- Clearance Lamps (LNC)
- LT235/80R17E BSW All Season Tires (TV2)
- Box & Rear Fender Clearance Lamps (LND)
- 17" Steel Spare Wheel (WF1)
- Center Hub (WMJ)
- 6,000# Front Axle w/Hub Ext (DJM)
- 17X6.0 Steel Argent Wheels (WFU)
- GVW Rating - 14000# (Z8M)
- Rear Wheelhouse Liners (MWH)

## Mopar Front Rubber Floor Mats (CLY)



The all-weather front floor mats by Mopar® are molded-in-color and are designed to help keep water, snow and mud at bay. These mats will help to protect your carpet and keep it clean.

# Auxiliary Switches - I/P Mounted (LHL)



## Details:

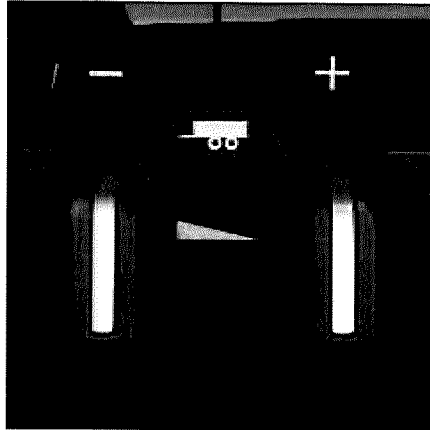
- Dash Pass Thru Wire Circuits (BC3)

# Engine Block Heater (NHK)



The engine block heater warms the engine and engine oil to make it easier to start in cold weather and reduces startup wear.

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.

## Details:

- Trailer Light Check (JJ1)

Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 In WB 8 ft 0 in Box)

| Code | Description                         |
|------|-------------------------------------|
| ME6  | "RAM" Grille Badge                  |
| DRQ  | 11.50" Single Wheel Rear Axle       |
| JCB  | 120 MPH Primary Speedometer         |
| JJJ  | 12V Auxiliary Power Outlet          |
| WKN  | 18" Steel Spare Wheel               |
| BAD  | 180 Amp Alternator                  |
| WBN  | 18X8.0 Steel Wheels                 |
| CDX  | 2-Way Front Head Restraints         |
| DME  | 3.73 Axle Ratio                     |
| NFX  | 32 Gallon Fuel Tank                 |
| RCD  | 4 Speakers                          |
| SCF  | 4-Spoke Steering Wheel              |
| CBE  | 40/20/40 Split Bench Seat           |
| MUS  | 4X4 Badge                           |
| RFU  | 5.0" Touchscreen Display            |
| NAS  | 50 State Emissions                  |
| DJN  | 6,000# Front Axle                   |
| ESB  | 6.4L V8 Heavy Duty HEMI MDS Engine  |
| XFK  | 7 Pin Wiring Harness                |
| BCN  | 730 Amp Maintenance Free Battery    |
| DFX  | 8-Spd Auto 8HP75-LCV Transmission   |
| RD3  | Accent Color Shark Fin Antenna      |
| MDX  | Active Grille Shutters              |
| CG3  | Advanced Multistage Front Air Bags  |
| HAA  | Air Conditioning                    |
| BRT  | Anti-Lock 4-Wheel Disc Brakes       |
| DSA  | Anti-Spin Differential Rear Axle    |
| RSU  | Audio Jack Input for Mobile Devices |
| LMG  | Automatic Headlamps                 |
| CTL  | Base Door Trim Panel                |
| A6A  | Base Equipment Group                |
| CU3  | Behind the Seat Storage / Bin       |
| MNA  | Black Door Handles                  |
| M17  | Black Exterior Badging - Trucks     |
| LE4  | Black Exterior Mirrors              |
| MB1  | Black Front Bumper                  |
| MFA  | Black Headlamp Bezels               |
| MBN  | Black Rear Bumper                   |
| CKJ  | Black Vinyl Floor Covering          |
| XJ8  | Body Color Fuel Filler Door         |
| BGE  | Brake Assist                        |
| X71  | Bumper Module I                     |
| X75  | Bumper Module II                    |

Standard Features - D28162-3500 TRADESMAN REG CAB 4X4 (140 In WB 8 ft 0 in Box)

| Code | Description                          |
|------|--------------------------------------|
| LPE  | Cargo and CHMSL Lamp                 |
| WMMJ | Center Hub                           |
| CGU  | Child Seat Anchor System-LATCH Ready |
| XFR  | Class V Receiver Hitch               |
| JAK  | Cluster 3.5" TFT Color Display       |
| XCT  | Coat Hooks                           |
| DS7  | Conventional Differential Ft Axle    |
| HGB  | Dash Liner Insulation                |
| LM1  | Daytime Running Headlamps, Low Beam  |
| LAN  | Decklid/Liftgate Ajar Warning Lamp   |
| MD8  | Delete Front License Plate Bracket   |
| CLP  | Door Sill Scuff Pads                 |
| JVA  | Driver Seat - Manual Adjust 4-Way    |
| CSP  | Driver/Passenger Assist Handles      |
| JJB  | Dual Note Electric Horns             |
| DH4  | Electronic Range Select              |
| BNS  | Electronic Roll Mitigation           |
| BNB  | Electronic Stability Control         |
| NHN  | Electronically Controlled Throttle   |
| XZQ  | Engine Calibration Flash             |
| HGF  | Floor Tunnel Insulation              |
| X9E  | For Details, Visit DriveUconnect.com |
| MXB  | Front Air Dam                        |
| CDR  | Front Armrest w/Cupholders           |
| SFB  | Front Heavy Duty Shock Absorbers     |
| CGD  | Front Height Adjust Shoulder Belts   |
| SHA  | Front Stabilizer Bar                 |
| MHR  | Front Wheel Well Liners              |
| XGA  | Front/Rear Climate Control Outlets   |
| JWA  | Frt Pass Seat - Manual Adjust 4-Way  |
| TBB  | Full Size Spare Tire                 |
| RDG  | Global Telematics Box Module (TBM)   |
| JKH  | Glove Box                            |
| JLP  | GPS Antenna Input                    |
| X79  | Grille Module                        |
| MFF  | Grille-Matte Black Mesh              |
| MM5  | Grille-Surround Matte Black          |
| Z8F  | GVW Rating - 11000#                  |
| LME  | Halogen Quad Headlamps               |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat   |
| LHD  | Headlamp Off Time Delay              |
| BNG  | Hill Start Assist                    |
| JE1  | I/P Bezels-Printed                   |

Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 in WB 8 ft 0 in Box)

| Code | Description                          |
|------|--------------------------------------|
| LAC  | Illuminated Entry                    |
| LA6  | Incandescent Tail Lamps              |
| JY1  | Instrument Cluster Theme 1 (Base)    |
| JBF  | Instrument Panel Black Bezel         |
| XRB  | Integrated Voice Command w/Bluetooth |
| CEU  | Key Fob - Black                      |
| LNK  | LED Hitch Lamp in Tailgate Handle    |
| XJJ  | Locking Tailgate                     |
| TCN  | LT275/70R18E BSW All Season Tires    |
| DK1  | Man Shift-On-The-Fly Transfer Case   |
| LF1  | Manual Adjust Mirrors                |
| JE8  | Manual Door Locks                    |
| LF2  | Manual Folding Exterior Mirrors      |
| LF3  | Manual Telescoping Mirrors           |
| JF8  | Manual Windows                       |
| LBA  | Map/Courtesy Lamp                    |
| RSF  | Media Hub-2 USB, Full Funct, Aux     |
| GT1  | Mirrors Manual Fold Telescopic       |
| APA  | Monotone Paint                       |
| JMD  | N95+Bio HVAC Cabin Filter            |
| NZD  | Next Generation Engine Controller    |
| XA8  | Non Adjustable Pedals                |
| XAC  | ParkView Rear Back-up Camera         |
| GNM  | Passenger Side Sun Visor w/Mirror    |
| XBS  | Pickup Box                           |
| JKY  | Power Accessory Delay                |
| SBE  | Power Steering                       |
| GX4  | Pushbutton Start                     |
| MT7  | Rain 3500 Badge                      |
| MGA  | Rain's Head Badge                    |
| BHD  | Ready Alert Braking                  |
| LCH  | Rear Dome Lamp                       |
| GJD  | Rear Fixed Window                    |
| SGB  | Rear Heavy Duty Shock Absorbers      |
| GNA  | Rear View Day/Night Mirror           |
| LTF  | Red Tail Lamp Bezels                 |
| RSX  | Remote USB Port                      |
| RS3  | Remote USB Port - Charge Only        |
| C1G  | Rotary Shifter-Black                 |
| GXX  | Sentry Key Theft Deterrent System    |
| AR9  | Single Rear Wheel Group              |
| WL1  | Single Rear Wheels                   |
| RT1  | SiriusXM Guardian-included trial (B) |

Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 in WB 8 ft 0 in Box)

| Code | Description                          |
|------|--------------------------------------|
| NHM  | Speed Control                        |
| CJ4  | Supp Side Curtain Front Air Bags     |
| CJ1  | Supplemental Ft Seat Side Air Bags   |
| CGS  | Supplemental Side Air Bags           |
| JFJ  | Temperature & Compass Gauge          |
| SUA  | Tilt Steering Column                 |
| GAC  | Tinted Glass Windows                 |
| GBB  | Tinted Windshield Glass              |
| XBN  | Tip Start                            |
| TBM  | Tire Carrier Winch                   |
| LAW  | Tire Fill Alert                      |
| XBT  | Tire Pressure Information System     |
| XEA  | Tow Hooks                            |
| BNM  | Traction Control                     |
| BNT  | Trailer Sway Damping                 |
| XFU  | Trailer Tow w/4-Pin Connector Wiring |
| UAA  | Uconnect 3 with 5" Display           |
| RF7  | USB Host Flip                        |
| JHA  | Var Intermittent Windshield Wipers   |
| LAZ  | Vehicle Information Center           |
| XCM  | Vendor Painted Cargo Box             |
| 4ZB  | Vendor Painted Cargo Box Tracking    |

BILLION DODGE-CHRYSLER JEEP  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Configuration Preview

*Schedule 7*

Date Printed: 2024-08-05 11:25 AM  
 Estimated Ship Date:

VIN:  
 VON:

Quantity: 1  
 Status: BA - Pending order  
 FAN 1: 00CJK City of Billings  
 FAN 2:  
 Client Code:  
 Bid Number: TB4075  
 PO Number:

Sold to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
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|                   | ESB            | 6.4L V8 Heavy Duty HEMI MDS Engine                   | 0         |
|                   | DFX            | 8-Spd Auto 8HP75-LCV Transmission                    | 0         |
| Paint/Seat/Trim:  | PW7            | Bright White Clear Coat                              | 0         |
|                   | APA            | Monotone Paint                                       | 0         |
|                   | *V9            | Cloth 40/20/40 Bench Seat                            | 125       |
|                   | -X9            | Black                                                | 0         |
| Options:          | XHC            | Trailer Brake Control                                | 395       |
|                   | XBC            | Delete Pickup Box                                    | -400      |
|                   | TBE            | Add Full Size Spare (if Box Delete)                  | 295       |
|                   | NHK            | Engine Block Heater                                  | 95        |
|                   | 4DH            | Prepaid Holdback                                     | 0         |
|                   | MDA            | Front License Plate Bracket                          | 0         |
|                   | 4ES            | Delivery Allowance Credit                            | 0         |
|                   | LHL            | Auxiliary Switches - I/P Mounted                     | 155       |
|                   | MAF            | Fleet Purchase Incentive                             | 0         |
|                   | CLY            | Mopar Front Rubber Floor Mats                        | 125       |
|                   | ADB            | Protection Group                                     | 145       |
|                   | TCP            | LT275/70R18E OWI On/Off Road Tires                   | 295       |
|                   | A61            | Tradesman Level 1 Equipment Group                    | 1,880     |
|                   | DK3            | Elec Shift-On-The-Fly Transfer Case                  | 295       |
|                   | YEP            | Manuf Statement of Origin                            | 0         |
|                   | 5N6            | Easy Order                                           | 0         |
|                   | 4FM            | Fleet Option Editor                                  | 0         |
|                   | 4FT            | Fleet Sales Order                                    | 0         |
| 174               | Zone 74-Denver | 0                                                    |           |
| 4EA               | Sold Vehicle   | 0                                                    |           |
| Non Equipment:    | 4FA            | Special Bid-Ineligible For Incentive                 | 0         |
| Bid Number:       | TB4075         | Government Incentives                                | 0         |
| Discounts:        | YG2            | 5.2 Additional Gallons of Gas                        | 0         |
| Destination Fees: |                |                                                      | 1,995     |

Total Price: 56,325.

Order Type: Fleet  
 Scheduling Priority: 1-Sold Order

PSP Month/Week:  
 Build Priority: 99

*48,008*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

**Schedule 7: Public Works Streets - "1101"**

One new current 2025 model "1" ton 4-wheel drive regular cab long "8" box

| Description     | Minimum Requirements                                                                                                                                                                                                                                                                                                                                   | Specification Bid                                                                                                                |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Engine          | 6.0 liter, 8 cylinder gasoline                                                                                                                                                                                                                                                                                                                         | 6.4 L                                                                                                                            |
| GVWR            | 11,000 LBS                                                                                                                                                                                                                                                                                                                                             | ✓                                                                                                                                |
| Cab             | Regular cab "2 door"                                                                                                                                                                                                                                                                                                                                   | ✓                                                                                                                                |
| Chassis         | Standard, rear wheel drive 60" cab to axle                                                                                                                                                                                                                                                                                                             | Box Off - 56.8" CA                                                                                                               |
| Drive type      | 4-wheel drive                                                                                                                                                                                                                                                                                                                                          | ✓                                                                                                                                |
| Box length      | 8 foot box                                                                                                                                                                                                                                                                                                                                             | ✓ Box off                                                                                                                        |
| Transmission    | Heavy duty, 6 speed automatic w/cooler                                                                                                                                                                                                                                                                                                                 | 8 SPEED                                                                                                                          |
| Brakes          | Heavy duty 4-wheel ABS disk brakes                                                                                                                                                                                                                                                                                                                     | ✓                                                                                                                                |
| Alternator      | 155 Amperes                                                                                                                                                                                                                                                                                                                                            | 170 AMP                                                                                                                          |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                    | 730 AMP                                                                                                                          |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                        | ANTI-SPIN                                                                                                                        |
| Fuel tanks      | 30+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                           | 32 Gallon                                                                                                                        |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                     | ✓                                                                                                                                |
| Tires/wheels    | Five, 10-ply all terrain radials w/spare                                                                                                                                                                                                                                                                                                               | ✓                                                                                                                                |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                | ✓                                                                                                                                |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                              | ✓                                                                                                                                |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                              | DEALER ADD - FRONT ONLY                                                                                                          |
| Color           | White                                                                                                                                                                                                                                                                                                                                                  | ✓                                                                                                                                |
| Other features  | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                    |                                                                                                            |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

**Schedule 8: Animal Control - “1010” and “1011”**

**Two new current 2025 models ¾ ton 4 wheel drive extended cab long 8’ box**

| Description     | Minimum Requirements                            | Specification Bid |
|-----------------|-------------------------------------------------|-------------------|
| Engine          | 6.0 liter, 8 cylinder gasoline                  |                   |
| GVWR            | 9,900 LBS                                       |                   |
| Cab             | Extended cab                                    |                   |
| Chassis         | Standard, rear wheel drive                      |                   |
| Drive type      | 4-wheel drive                                   |                   |
| Box length      | 8 foot fleet side                               |                   |
| Transmission    | Heavy duty, 6 speed automatic w/cooler          |                   |
| Brakes          | Heavy duty 4-wheel ABS disk brakes              |                   |
| Alternator      | 155 Amperes                                     |                   |
| Battery         | Heavy duty, 650 CCA                             |                   |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze     |                   |
| Differential    | Limited Slip/Traction Control/Stability Control |                   |
| Fuel tanks      | 30+ gallon min w/skid plates                    |                   |
| Mirrors         | Left and right electronic adjusted              |                   |
| Tires/wheels    | Five, 10-ply all terrain radials                |                   |
| Floor covering  | Heavy duty rubber floor covering w/mats         |                   |
| Shock absorbers | Heavy duty front and rear                       |                   |
| Mud flaps       | Heavy duty front and rear                       |                   |
| Color           | To be selected by City                          |                   |



**RAM 3500 - 4X4 - REGULAR CAB - ST - 8' BOX OFF**

| Engine           | Trans.           | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | VECI Label |              | Max Upfit Weight | GCWR  | Max Trailer |
|------------------|------------------|------------|-------|---------|-------------|-------|------|-------|------|------------|--------------|------------------|-------|-------------|
|                  |                  |            |       |         | Total       | Front | Rear | Front | Rear | MCVW       | Frontal Area |                  |       |             |
| 6.4L V8 HEMI MDS | 8 SPD AUTO 8HP75 | 3.73       | 11000 | 5120    | 5883        | 3759  | 2123 | 5500  | 7000 | 8500       | 58           | 2617             | 22000 | 14990       |
| 6.4L V8 HEMI MDS | 8 SPD AUTO 8HP75 | 4.10       | 11000 | 5120    | 5883        | 3759  | 2123 | 5500  | 7000 | 8500       | 58           | 2617             | 24200 | 17190       |

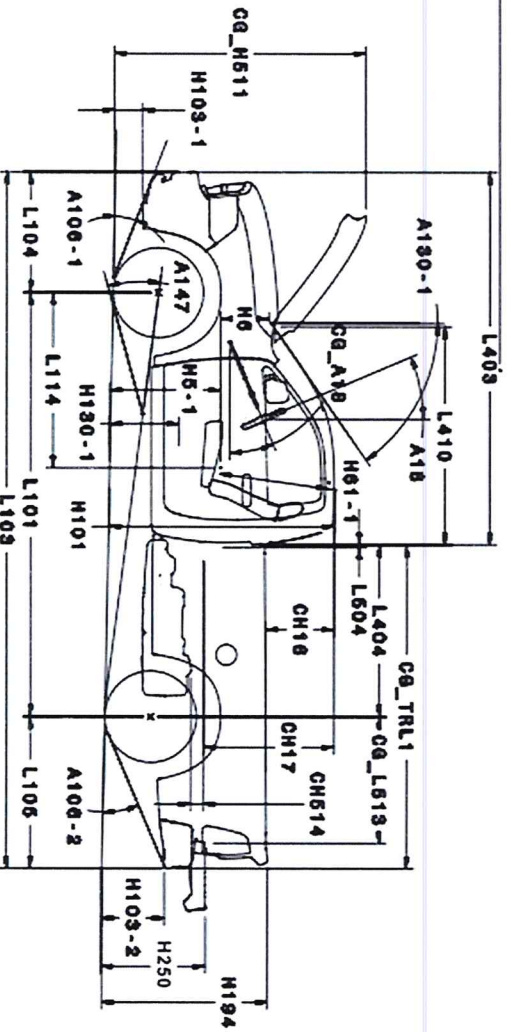
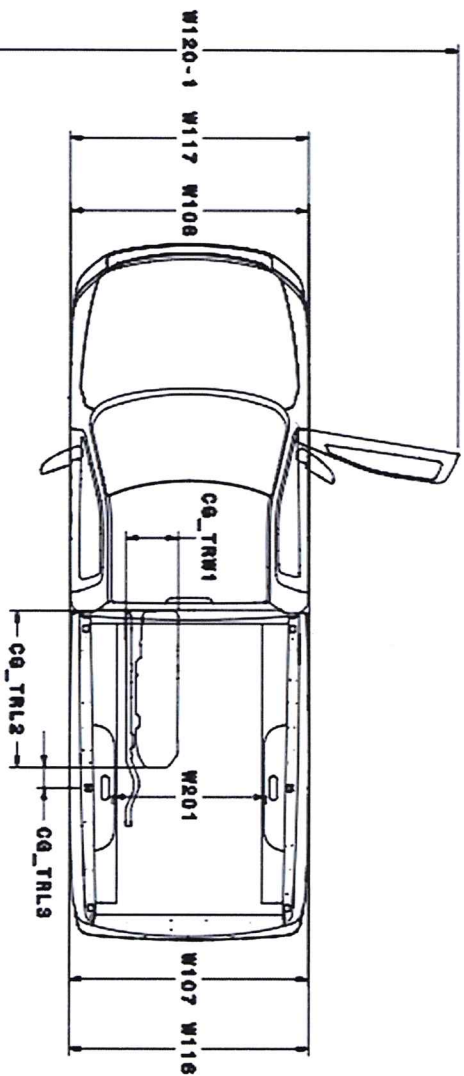
**RAM 3500 - 4X4 - CREW CAB - ST - 6'4" BOX OFF**

| Engine           | Trans.           | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | VECI Label |              | Max Upfit Weight | GCWR  | Max Trailer |
|------------------|------------------|------------|-------|---------|-------------|-------|------|-------|------|------------|--------------|------------------|-------|-------------|
|                  |                  |            |       |         | Total       | Front | Rear | Front | Rear | MCVW       | Frontal Area |                  |       |             |
| 6.4L V8 HEMI MDS | 8 SPD AUTO 8HP75 | 3.73       | 11000 | 4710    | 6288        | 3932  | 2356 | 5500  | 7000 | 8500       | 58           | 2212             | 22000 | 14670       |
| 6.4L V8 HEMI MDS | 8 SPD AUTO 8HP75 | 4.10       | 11000 | 4710    | 6288        | 3932  | 2356 | 5500  | 7000 | 8500       | 58           | 2212             | 24200 | 16870       |

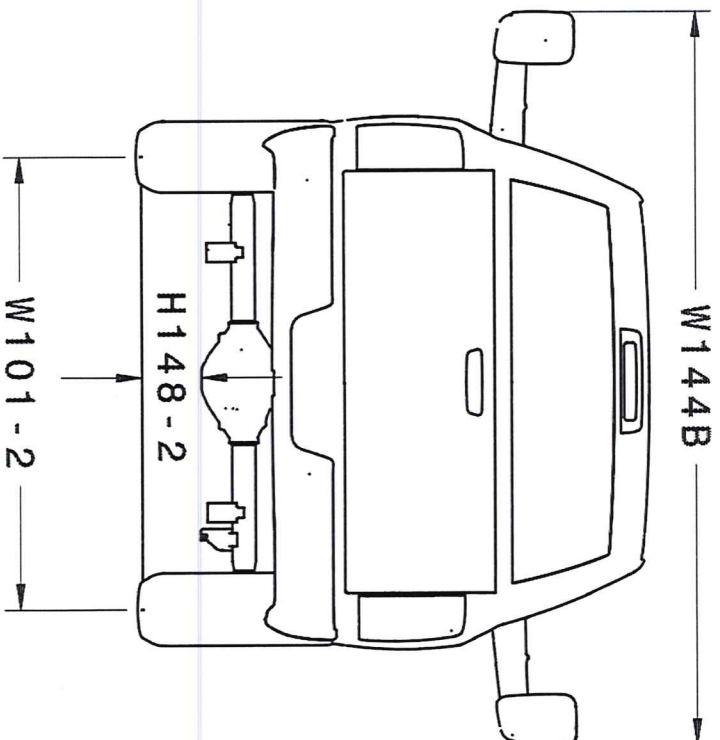
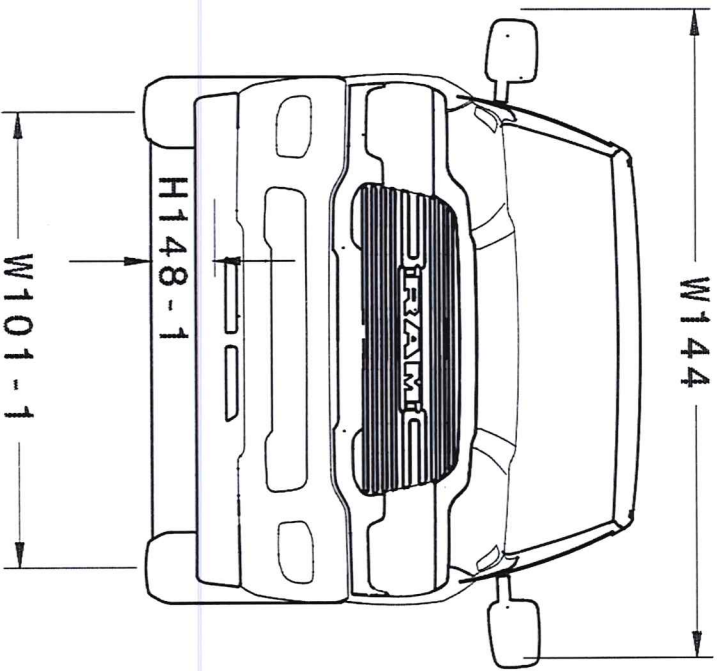
**RAM 3500 - 4X4 - CREW CAB - ST - 8' BOX OFF**

| Engine           | Trans.           | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | VECI Label |              | Max Upfit Weight | GCWR  | Max Trailer |
|------------------|------------------|------------|-------|---------|-------------|-------|------|-------|------|------------|--------------|------------------|-------|-------------|
|                  |                  |            |       |         | Total       | Front | Rear | Front | Rear | MCVW       | Frontal Area |                  |       |             |
| 6.4L V8 HEMI MDS | 8 SPD AUTO 8HP75 | 3.73       | 11400 | 4980    | 6421        | 4082  | 2338 | 5500  | 7000 | 8500       | 58           | 2079             | 22000 | 14470       |
| 6.4L V8 HEMI MDS | 8 SPD AUTO 8HP75 | 4.10       | 11400 | 4980    | 6421        | 4082  | 2338 | 5500  | 7000 | 8500       | 58           | 2079             | 24200 | 16670       |

**2024 Ram 3500 (D2) Box Off Weight and Tow Chart**



Views & Charts 3500 Pickup Regular Cab, 8' Box, SRW



Views & Charts 3500 PickupRegular Cab, 8' Box, SRW

| Code    | Description                           | 275/70R18 |          |
|---------|---------------------------------------|-----------|----------|
|         |                                       | Metric    | English  |
| A106-1  | Angle of Approach                     | 23.2 deg  | 23.2 deg |
| A106-2  | Angle of Departure                    | 25.2 deg  | 25.2 deg |
| A147    | Ramp Breakover Angle                  | 22.9 deg  | 22.9 deg |
| CG_H511 | Bottom of Open Hood to Ground         | 2215.9 mm | 87.2 in  |
| CG_L513 | Rear Axle to Inside Box at Rear       | 1077.2 mm | 42.4 in  |
| CG_TRL3 | Rear Wheel Center Line to Fuel Tank   | 189.2 mm  | 7.4 in   |
| CG_TT18 | Turn Circle Diameter (feet/meters)*   | 13.9 m    | 45.5 ft  |
| H5-1    | SGRP to Ground - Front                | 1057.8 mm | 41.6 in  |
| H101    | Vehicle Height(curbload)              | 2042.0 mm | 80.4 in  |
| H103-1  | Fascia(Bumper) to Ground - Front      | 280.2 mm  | 11.0 in  |
| H103-2  | Fascia(Bumper) to Ground - Rear       | 559.0 mm  | 22.0 in  |
| H108-1  | Static Load Radius - Front Tire *     | 399.0 mm  | 15.7 in  |
| H108-2  | Static Load Radius - Rear Tire *      | 410.1 mm  | 16.1 in  |
| H130-1  | Step Height - Front                   | 702.7 mm  | 27.7 in  |
| H148-1  | Suspension or Axel to Ground - Front  | 237.0 mm  | 9.3 in   |
| H148-2  | Suspension or Axel to Ground - Rear   | 222.0 mm  | 8.7 in   |
| H194    | Closed Endgate Height                 | 1524.0 mm | 60.0 in  |
| H250    | Open Tailgate to Ground               | 1013.0 mm | 39.9 in  |
| L101    | Wheelbase                             | 3560.0 mm | 140.2 in |
| L104    | Overhang - Front                      | 1031.4 mm | 40.6 in  |
| L105    | Overhang - Rear                       | 1293.2 mm | 50.9 in  |
| L114    | Front Wheel CenterLine toSGRP - Front | 1471.6 mm | 57.9 in  |
| L404    | Cab to Rear Axle (CA)                 | 1443.4 mm | 56.8 in  |
| W101-1  | Tread Width - Front Tires             | 1719.0 mm | 67.7 in  |
| W101-2  | Tread Width - Rear Tires              | 1703.6 mm | 67.1 in  |

Views & Charts 3500 PickupRegular Cab, 8' Box, SRW

| Code    | Description                       | Metric    | English  |
|---------|-----------------------------------|-----------|----------|
| CG_TRL1 | Rear Bumper to Back of Cab        | 2736.4 mm | 107.7 in |
| CG_TRL2 | Fuel Tank Length                  | 1647.3 mm | 64.9 in  |
| L103    | Vehicle Length                    | 5892.0 mm | 232.0 in |
| L403    | Front Bumper to Back of Cab (BBC) | 3153.8 mm | 124.2 in |
| L410    | Cab Length                        | 1838.4 mm | 72.4 in  |
| L504    | Cab to Pickup Body                | 21.0 mm   | 0.8 in   |

| Code   | Description                          | Metric    | English  |
|--------|--------------------------------------|-----------|----------|
| A130-1 | Glazing Angle - Windscreen           | 56.4 deg  | 56.4 deg |
| A18    | Steering Wheel Angle                 | 22.9 deg  | 22.9 deg |
| CH16   | Top of Box to Cab Roof               | 593.3 mm  | 23.4 in  |
| CH17   | Box Floor to Cab Roof                | 1096.0 mm | 43.1 in  |
| CG_A18 | Steering Column Angle                | 23.4 deg  | 23.4 deg |
| CH514  | Box Floor to Top of Fuel Tank        | 92.8 mm   | 3.7 in   |
| H6     | Sgrp - Front to Windshield Lower DLO | 458.2 mm  | 18.0 in  |
| H61-1  | Effective Head Room - Front          | 1011.0 mm | 39.8 in  |

| Code    | Description                              | Metric    | English  |
|---------|------------------------------------------|-----------|----------|
| CG_TRW1 | Outside Rail to Fuel Tank(inside)        | 438.2 mm  | 17.3 in  |
| W144    | Vehicle Width-Mirrors Included (Std)     | 2463.3 mm | 97.0 in  |
| W144B   | Vehicle Width-Mirrors Included (Trailer) | 2776.1 mm | 109.3 in |
| W106    | Fender Width - Front                     | 2010.2 mm | 79.1 in  |
| W107    | Fender Width - Rear                      | 2013.1 mm | 79.3 in  |
| W116    | Body Width-maximum                       | 2017.4 mm | 79.4 in  |
| W117    | Body Width At SGRP - Front               | 2005.1 mm | 78.9 in  |
| W120-1  | Vehicle Width, Doors Open - Front        | 4513.7 mm | 177.7 in |
| W201    | Cargo Width-Wheelhouse                   | 1295.4 mm | 51.0 in  |

Views & Charts 3500 PickupRegular Cab, 8' Box, SRW

- Height dimensions on page 3 are for 4x4 drive line and steel spring suspension
- Ground and Axle referenced dimensions will be different (smaller/lower) on vehicles with 4x2 and/or air suspension
- To determine heights for other drive line/suspension configurations, subtract the values in the chart below from the applicable height dimensions on page 3

| 3500 (D2) Height Variations From 4x4 |                 |                 |
|--------------------------------------|-----------------|-----------------|
| Suspension Configuration             | Front           | Rear            |
| 4x2 Spring                           | -51 mm, -2.0 in | -23 mm, -0.9 in |
| 4x4 Air                              | 0               | -32 mm, -1.3 in |
| 4x2 Air                              | -51 mm, -2.0 in | -32 mm, -1.3 in |

- Air suspension variants are for the NRH (Normal Ride Height) suspension setting
- For the ATH (Alternate Trailer Height) suspension setting the Rear variant will be 25 mm, 1 inch greater. Add 25 mm or 1 in to the **REAR** variant in the chart above.

Views & Charts 3500 Pickup Regular Cab, 8' Box, SRW

Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 In WB 8 ft 0 In Box)

| Code | Description                         |
|------|-------------------------------------|
| ME6  | "RAM" Grille Badge                  |
| DRQ  | 11.50" Single Wheel Rear Axle       |
| JCB  | 120 MPH Primary Speedometer         |
| JJJ  | 12V Auxiliary Power Outlet          |
| WKN  | 18" Steel Spare Wheel               |
| BAD  | 180 Amp Alternator                  |
| WBN  | 18X8.0 Steel Wheels                 |
| CDX  | 2-Way Front Head Restraints         |
| DME  | 3.73 Axle Ratio                     |
| NFX  | 32 Gallon Fuel Tank                 |
| RCD  | 4 Speakers                          |
| SCF  | 4-Spoke Steering Wheel              |
| CBE  | 40/20/40 Split Bench Seat           |
| MUS  | 4X4 Badge                           |
| RFU  | 5.0" Touchscreen Display            |
| NAS  | 50 State Emissions                  |
| DJN  | 6,000# Front Axle                   |
| ESB  | 6.4L V8 Heavy Duty HEMI MDS Engine  |
| XFK  | 7 Pin Wiring Harness                |
| BCN  | 730 Amp Maintenance Free Battery    |
| DFX  | 8-Spd Auto 8HP75-LCV Transmission   |
| RD3  | Accent Color Shark Fin Antenna      |
| MDX  | Active Grille Shutters              |
| CG3  | Advanced Multistage Front Air Bags  |
| HAA  | Air Conditioning                    |
| BRT  | Anti-Lock 4-Wheel Disc Brakes       |
| DSA  | Anti-Spin Differential Rear Axle    |
| RSU  | Audio Jack Input for Mobile Devices |
| LMG  | Automatic Headlamps                 |
| CTL  | Base Door Trim Panel                |
| A6A  | Base Equipment Group                |
| CU3  | Behind the Seat Storage / Bin       |
| MNA  | Black Door Handles                  |
| M17  | Black Exterior Badging - Trucks     |
| LE4  | Black Exterior Mirrors              |
| MB1  | Black Front Bumper                  |
| MFA  | Black Headlamp Bezels               |
| MBN  | Black Rear Bumper                   |
| CKJ  | Black Vinyl Floor Covering          |
| XJ8  | Body Color Fuel Filler Door         |
| BGE  | Brake Assist                        |
| X71  | Bumper Module I                     |
| X75  | Bumper Module II                    |

Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 in WB 8 ft 0 in Box)

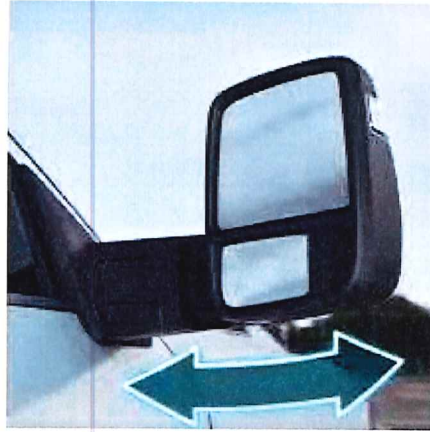
| Code | Description                          |
|------|--------------------------------------|
| LPE  | Cargo and CHMSL Lamp                 |
| WMJ  | Center Hub                           |
| CGU  | Child Seat Anchor System-LATCH Ready |
| XFR  | Class V Receiver Hitch               |
| JAK  | Cluster 3.5" TFT Color Display       |
| XCT  | Coat Hooks                           |
| DST  | Conventional Differential Ft Axle    |
| HGB  | Dash Liner Insulation                |
| LM1  | Daytime Running Headlamps, Low Beam  |
| LAN  | Decklid/Liftgate Ajar Warning Lamp   |
| MD8  | Delete Front License Plate Bracket   |
| CLP  | Door Sill Scuff Pads                 |
| JVA  | Driver Seat - Manual Adjust 4-Way    |
| CSP  | Driver/Passenger Assist Handles      |
| JJB  | Dual Note Electric Horns             |
| DH4  | Electronic Range Select              |
| BNS  | Electronic Roll Mitigation           |
| BNB  | Electronic Stability Control         |
| NHN  | Electronically Controlled Throttle   |
| XZQ  | Engine Calibration Flash             |
| HGF  | Floor Tunnel Insulation              |
| X9E  | For Details, Visit DriveUconnect.com |
| MXB  | Front Air Dam                        |
| CDR  | Front Armrest w/Cupholders           |
| SFB  | Front Heavy Duty Shock Absorbers     |
| CGD  | Front Height Adjust Shoulder Bells   |
| SHA  | Front Stabilizer Bar                 |
| MHR  | Front Wheel Well Liners              |
| XGA  | Front/Rear Climate Control Outlets   |
| JWA  | Frt Pass Seat - Manual Adjust 4-Way  |
| TBB  | Full Size Spare Tire                 |
| RDG  | Global Telematics Box Module (TBM)   |
| JKH  | Glove Box                            |
| JLP  | GPS Antenna Input                    |
| X79  | Grille Module                        |
| MFF  | Grille-Matte Black Mesh              |
| MM5  | Grille-Surround Matte Black          |
| Z8F  | GVW Rating - 11000#                  |
| LME  | Halogen Quad Headlamps               |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat   |
| LHD  | Headlamp Off Time Delay              |
| BNG  | Hill Start Assist                    |
| JE1  | I/P Bezels-Painted                   |

Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 in WB 8 ft 0 in Box)

| Code | Description                          |
|------|--------------------------------------|
| LAC  | Illuminated Entry                    |
| LA6  | Incandescent Tail Lamps              |
| JY1  | Instrument Cluster Theme 1 (Base)    |
| JBF  | Instrument Panel Black Bezel         |
| XR8  | Integrated Voice Command w/Bluetooth |
| CEU  | Key Fob - Black                      |
| LNK  | LED Hitch Lamp in Tailgate Handle    |
| XJJ  | Locking Tailgate                     |
| TCN  | LT275/70R18E BSW All Season Tires    |
| DK1  | Man Shift-On-The-Fly Transfer Case   |
| LF1  | Manual Adjust Mirrors                |
| JE8  | Manual Door Locks                    |
| LFD  | Manual Folding Exterior Mirrors      |
| LF3  | Manual Telescoping Mirrors           |
| JF8  | Manual Windows                       |
| LBA  | Map/Courtesy Lamp                    |
| RSF  | Media Hub-2 USB, Full Funct. Aux     |
| GT1  | Mirrors Manual Fold Telescopic       |
| APA  | Monotone Paint                       |
| JMD  | N95+Bio HVAC Cabin Filter            |
| NZD  | Next Generation Engine Controller    |
| XA8  | Non Adjustable Pedals                |
| XAC  | ParkView Rear Back-up Camera         |
| GNM  | Passenger Side Sun Visor w/Mirror    |
| XBS  | Pickup Box                           |
| JKY  | Power Accessory Delay                |
| SBE  | Power Steering                       |
| GY4  | Pushbutton Start                     |
| MT7  | Ram 3500 Badge                       |
| MGA  | Ram's Head Badge                     |
| BHD  | Ready Alert Braking                  |
| LCH  | Rear Dome Lamp                       |
| GJD  | Rear Fixed Window                    |
| SGB  | Rear Heavy Duty Shock Absorbers      |
| GNA  | Rear View Day/Night Mirror           |
| LTF  | Red Tail Lamp Bezels                 |
| RSX  | Remote USB Port                      |
| RS3  | Remote USB Port - Charge Only        |
| C1G  | Rotary Shifter-Black                 |
| GXX  | Sentry Key Theft Deterrent System    |
| AR9  | Single Rear Wheel Group              |
| WL1  | Single Rear Wheels                   |
| RT1  | SiriusXM Guardian-included trial (B) |

| Standard Features - D28L62-3500 TRADESMAN REG CAB 4X4 (140 In WB 8 ft 0 In Box) |                                      |
|---------------------------------------------------------------------------------|--------------------------------------|
| Code                                                                            | Description                          |
| NHM                                                                             | Speed Control                        |
| CJ4                                                                             | Supp Side Curtain Front Air Bags     |
| CJ1                                                                             | Supplemental Frt Seat Side Air Bags  |
| CGS                                                                             | Supplemental Side Air Bags           |
| JFJ                                                                             | Temperature & Compass Gauge          |
| SUA                                                                             | Tilt Steering Column                 |
| GAC                                                                             | Tinted Glass Windows                 |
| GBB                                                                             | Tinted Windshield Glass              |
| XBN                                                                             | Tip Start                            |
| TBM                                                                             | Tire Carrier Winch                   |
| LAW                                                                             | Tire Fill Alert                      |
| XBT                                                                             | Tire Pressure Information System     |
| XEA                                                                             | Tow Hooks                            |
| BNM                                                                             | Traction Control                     |
| BNT                                                                             | Trailer Sway Damping                 |
| XFU                                                                             | Trailer Tow w/4-Pin Connector Wiring |
| UAA                                                                             | Uconnect 3 with 5" Display           |
| RF7                                                                             | USB Host Flip                        |
| JHA                                                                             | Var Intermittent Windshield Wipers   |
| LAZ                                                                             | Vehicle Information Center           |
| XCM                                                                             | Vendor Painted Cargo Box             |
| 4ZB                                                                             | Vendor Painted Cargo Box Tracking    |

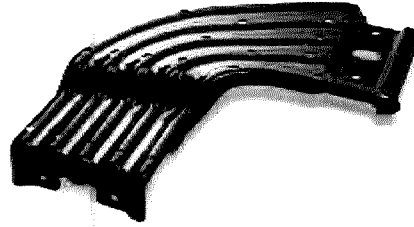
# Tradesman Level 1 Equipment Group (A61)



## Details:

- Speed Sensitive Power Locks (JPH)
- Mirror Power Heat Fold Telescopic (GT2)
- Ext. Mirrors w/Supplemental Signals (LEB)
- Upgraded Door Trim Panel (CTY)
- Exterior Mirrors Courtesy Lamps (LEC)
- Manual Folding Exterior Mirrors (LFD)
- Exterior Mirrors w/Heating Element (NHJ)
- Pwr Windows, Front 1-Touch Down (JPY)
- Mirror Running Lights (LNY)
- Manual Telescoping Mirrors (LF3)
- Power Adjust Mirrors (LF2)
- Black Exterior Mirrors (LE4)
- Overhead Console (CUN)
- Remote Keyless Entry (GXM)
- Overhead Cupholder Lamp (LBT)
- Convex Aux Mirrors, Power-Adjustable (LFX)

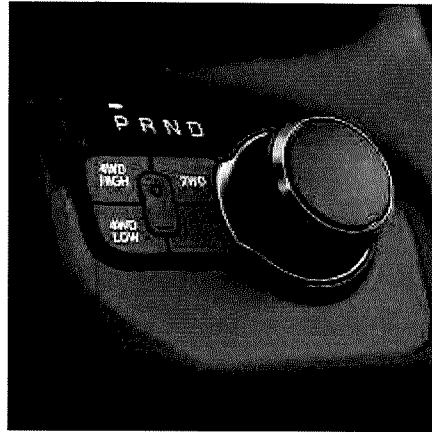
# Protection Group (ADB)



## Details:

- Transfer Case Skid Plate Shield (XEF)

## Elec Shift-On-The-Fly Transfer Case (DK3)

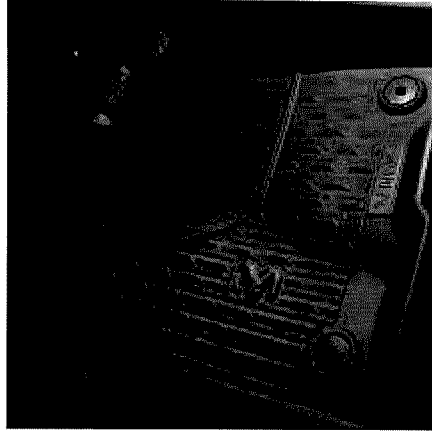


The part-time Borg-Warner transfer case with a low-range gear reduction system offers electronic shifting capability. It has three operating ranges (2HI, 4HI, 4LO) plus a NEUTRAL position, with shift-on-the-fly (2HI to 4HI) capability. The low-range system provides a gear reduction ratio of 2.64:1 for increased low-speed torque capability.

# LT275/70R18E OWI On/Off Road Tires (TCP)

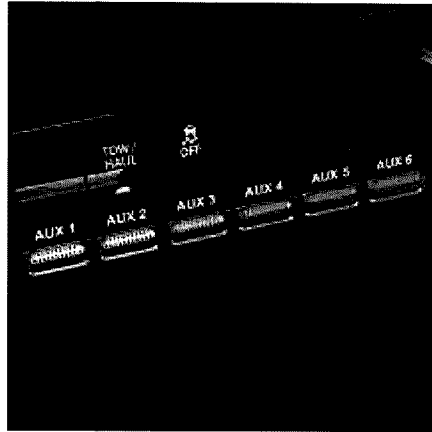
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## Mopar Front Rubber Floor Mats (CLY)



The all-weather front floor mats by Mopar® are molded-in-color and are designed to help keep water, snow and mud at bay. These mats will help to protect your carpet and keep it clean.

# Auxiliary Switches - I/P Mounted (LHL)



## Details:

- Dash Pass Thru Wire Circuits (BC3)

# Engine Block Heater (NHK)



The engine block heater warms the engine and engine oil to make it easier to start in cold weather and reduces startup wear.

## **Add Full Size Spare (if Box Delete) (TBE)**

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# Delete Pickup Box (XBC)

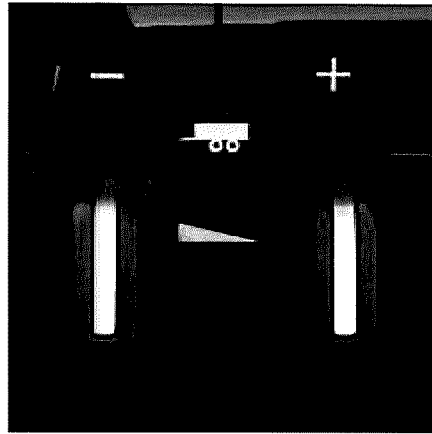


**RAM**

## Details:

- Bulb Out Detection Defeat For LED (LB6)
- Delete Spare Tire (TBF)

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.

## Details:

- Trailer Light Check (JJ1)

BILLION DODGE-CHRYSLER JEEP  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Configuration Preview

*Sotzner J*

Date Printed: 2024-08-05 12:25 PM VIN:  
 Estimated Ship Date: VON:

Quantity: 1  
 Status: BA - Pending order  
 FAN 1: 00CJK City of Billings  
 FAN 2:  
 Client Code:  
 Bid Number: TB4075  
 PO Number:

Sold to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Ship to:  
 BILLION DODGE-CHRYSLER JEEP (68141)  
 355 AUTOMOTIVE AVE  
 BOZEMAN, MT 597187508

Vehicle: 2024 2500 TRADESMAN CREW CAB 4X4 (169 in WB 8 ft 0 in Box) (DJ7L92)

|                   | Sales Code | Description                                           | MSRP(USD) |
|-------------------|------------|-------------------------------------------------------|-----------|
| Model:            | DJ7L92     | 2500 TRADESMAN CREW CAB 4X4 (169 in WB 8 ft 0 in Box) | 52,745    |
| Package:          | 2GA        | Customer Preferred Package 2GA                        | 0         |
|                   | ESB        | 6.4L V8 Heavy Duty HEMI MDS Engine                    | 0         |
|                   | DFX        | 8-Spd Auto 8HP75-LCV Transmission                     | 0         |
| Paint/Seat/Trim:  | PW7        | Bright White Clear Coat                               | 0         |
|                   | APA        | Monotone Paint                                        | 0         |
|                   | *V9        | Cloth 40/20/40 Bench Seat                             | 410       |
|                   | -X9        | Black                                                 | 0         |
| Options:          | XHC        | Trailer Brake Control                                 | 395       |
|                   | NHK        | Engine Block Heater                                   | 95        |
|                   | MDA        | Front License Plate Bracket                           | 0         |
|                   | LH2        | Auxiliary Switches Prep                               | 0         |
|                   | DSA        | Anti-Spin Differential Rear Axle                      | 495       |
|                   | 4DH        | Prepaid Holdback                                      | 0         |
|                   | CLF        | Mopar Front & Rear Rubber Floor Mats                  | 150       |
|                   | 4ES        | Delivery Allowance Credit                             | 0         |
|                   | DK3        | Elec Shift-On-The-Fly Transfer Case                   | 295       |
|                   | MAF        | Fleet Purchase Incentive                              | 0         |
|                   | ADB        | Protection Group                                      | 145       |
|                   | AAU        | Safety Group                                          | 2,990     |
|                   | A61        | Tradesman Level 1 Equipment Group                     | 195       |
|                   | YEP        | Manuf Statement of Origin                             | 0         |
|                   | 5N6        | Easy Order                                            | 0         |
|                   | 4FM        | Fleet Option Editor                                   | 0         |
|                   | 4FT        | Fleet Sales Order                                     | 0         |
|                   | 174        | Zone 74-Denver                                        | 0         |
|                   | 4EA        | Sold Vehicle                                          | 0         |
| Non Equipment:    | 4FA        | Special Bid-Ineligible For Incentive                  | 0         |
| Bid Number:       | TB4075     | Government Incentives                                 | 0         |
| Discounts:        | YG2        | 5.2 Additional Gallons of Gas                         | 0         |
| Destination Fees: |            |                                                       | 1,995     |

Total Price: 59,910.

Order Type: Fleet  
 Scheduling Priority: 1-Sold Order

PSP Month/Week:  
 Build Priority: 99

*\$51,383 Excl*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

|  |                                                                                                                                                                                                                                                                                                                    |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Schedule 8:**

**Animal Control - "1010" and "1011"**

Two new current 2025 models ¾ ton 4 wheel drive extended cab long 8' box

| Description     | Minimum Requirements                            | Specification Bid |
|-----------------|-------------------------------------------------|-------------------|
| Engine          | 6.0 liter, 8 cylinder gasoline                  | 6.4 L             |
| GVWR            | 9,900 LBS                                       | 10,000 lbs        |
| Cab             | Extended cab                                    | CREW CAB          |
| Chassis         | Standard, rear wheel drive                      | ✓                 |
| Drive type      | 4-wheel drive                                   | ✓                 |
| Box length      | 8 foot fleet side                               | ✓                 |
| Transmission    | Heavy duty, 6 speed automatic w/cooler          | ✓                 |
| Brakes          | Heavy duty 4-wheel ABS disk brakes              | ✓                 |
| Alternator      | 155 Amperes                                     | 180 Amp           |
| Battery         | Heavy duty, 650 CCA                             | 730 amp           |
| Cooling         | Heavy duty radiator w/40 Degree Anti-Freeze     | ✓                 |
| Differential    | Limited Slip/Traction Control/Stability Control | ANTI-SPIN         |
| Fuel tanks      | 30+ gallon min w/skid plates                    | 32 GALLON         |
| Mirrors         | Left and right electronic adjusted              | ✓                 |
| Tires/wheels    | Five, 10-ply all terrain radials                | ✓                 |
| Floor covering  | Heavy duty rubber floor covering w/mats         | ✓                 |
| Shock absorbers | Heavy duty front and rear                       | ✓                 |
| Mud flaps       | Heavy duty front and rear                       | SEPAR ADD         |
| Color           | To be selected by City                          | WHITE *           |

\* ADDITIONAL CHARGE UP TO \$595 FOR PAINT OTHER THAN WHITE OR FLAME RED

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Schedule 9: Police and Engineering – “1492, 1494, 1495, 1511, 1512 and 7319”**

**Six new current 2025 models mid-sized all-wheel drive four door sedans**

| Description    | Minimum Requirements                            | Specification Bid |
|----------------|-------------------------------------------------|-------------------|
| Engine         | 1.5 liter, gasoline                             |                   |
| GVWR           | 3,000 LBS                                       |                   |
| Cab            | 4-door mid-sized sedans                         |                   |
| Chassis        | Standard, front wheel drive                     |                   |
| Drive type     | All-wheel drive                                 |                   |
| Body wheelbase | 110+ inches                                     |                   |
| Transmission   | 6 speed automatic w/cooler                      |                   |
| Brakes         | 4-wheel ABS disk brakes                         |                   |
| Alternator     | 130 Amperes                                     |                   |
| Battery        | Heavy duty, 650 CCA                             |                   |
| Cooling        | Radiator w/40 Degree Anti-Freeze                |                   |
| Differential   | Limited Slip/Traction Control/Stability Control |                   |



**RAM 2500 - 4X4 - CREW CAB - ST - 8' BOX**

| Engine                       | Trans.                | Axle Ratio | GVWR  | Payload | Base Weight |       |      | GAWR  |      | GCWR  | Max Trailer |
|------------------------------|-----------------------|------------|-------|---------|-------------|-------|------|-------|------|-------|-------------|
|                              |                       |            |       |         | Total       | Front | Rear | Front | Rear |       |             |
| 6.4L V8 HEAVY DUTY HEMI MDS  | 8-SPD AUTO 8HP75-LCV  | 3.73       | 10000 | 3160    | 6839        | 4004  | 2834 | 5500  | 6000 | 22000 | 14690       |
| 6.4L V8 HEAVY DUTY HEMI MDS  | 8-SPD AUTO 8HP75-LCV  | 4.10       | 10000 | 3160    | 6839        | 4004  | 2834 | 5500  | 6000 | 24200 | 16890       |
| 6.4L V8 HEAVY DUTY HEMI MDS  | 8-SPD AUTO 8HP75-LCV  | 3.73       | 9900  | 3070    | 6828        | 4000  | 2828 | 5500  | 6000 | 22000 | 14700       |
| 6.4L V8 HEAVY DUTY HEMI MDS  | 8-SPD AUTO 8HP75-LCV  | 4.10       | 9900  | 3070    | 6828        | 4000  | 2828 | 5500  | 6000 | 24200 | 16900       |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTOMATIC 68RFE | 3.73       | 10000 | 2310    | 7691        | 4826  | 2864 | 5750  | 6000 | 26400 | 18230       |
| 6.7L I6 CUMMINS TURBO DIESEL | 6-SPD AUTOMATIC 68RFE | 3.73       | 9900  | 2200    | 7702        | 4836  | 2866 | 5750  | 6000 | 26400 | 18220       |

**2024 Ram 2500 (DJ) 4x4 Weight and Tow Chart**

Standard Features - DJ7L92-2500 TRADESMAN CREW CAB 4X4 (169 in WB 8 ft 0 in Box)

| Code | Description                         |
|------|-------------------------------------|
| ME6  | "RAM" Grille Badge                  |
| DRQ  | 11.50" Single Wheel Rear Axle       |
| JCB  | 120 MPH Primary Speedometer         |
| JJU  | 12V Auxiliary Power Outlet          |
| WF1  | 17" Steel Spare Wheel               |
| WDA  | 17X7.5 Steel Styled Wheels          |
| BAD  | 180 Amp Alternator                  |
| CSJ  | 2 Way Rear Headrest Seat            |
| DME  | 3.73 Axle Ratio                     |
| NFX  | 32 Gallon Fuel Tank                 |
| CDP  | 4 Way Front Headrests               |
| SCF  | 4-Spoke Steering Wheel              |
| CBE  | 40/20/40 Split Bench Seat           |
| MUS  | 4X4 Badge                           |
| RFU  | 5.0" Touchscreen Display            |
| NAS  | 50 State Emissions                  |
| ROG  | 6 Speakers                          |
| DJN  | 6,000# Front Axle                   |
| ESB  | 6.4L V8 Heavy Duty HEMI MDS Engine  |
| XFK  | 7 Pin Wiring Harness                |
| BCN  | 730 Amp Maintenance Free Battery    |
| DFX  | 8-Spd Auto 8HP75-LCV Transmission   |
| RD3  | Accent Color Shark Fin Antenna      |
| MDX  | Active Grille Shutters              |
| JLW  | Active Noise Control System         |
| CG3  | Advanced Multistage Front Air Bags  |
| HAA  | Air Conditioning                    |
| BRT  | Anti-Lock 4-Wheel Disc Brakes       |
| RSU  | Audio Jack Input for Mobile Devices |
| LMG  | Automatic Headlamps                 |
| CTL  | Base Door Trim Panel                |
| A6A  | Base Equipment Group                |
| MNA  | Black Door Handles                  |
| M17  | Black Exterior Badging - Trucks     |
| LE4  | Black Exterior Mirrors              |
| MB1  | Black Front Bumper                  |
| MFA  | Black Headlamp Bezels               |
| MBN  | Black Rear Bumper                   |
| CKJ  | Black Vinyl Floor Covering          |
| XJ8  | Body Color Fuel Filler Door         |
| BGE  | Brake Assist                        |
| X71  | Bumper Module I                     |
| X75  | Bumper Module II                    |

Standard Features - DJ7L92-2500 TRADESMAN CREW CAB 4X4 (169 In WB 8 ft 0 In Box)

| Code | Description                          |
|------|--------------------------------------|
| LPE  | Cargo and CHMSL Lamp                 |
| WMJ  | Center Hub                           |
| CGU  | Child Seat Anchor System-LATCH Ready |
| XFR  | Class V Receiver Hitch               |
| JAK  | Cluster 3.5" TFT Color Display       |
| XCT  | Coat Hooks                           |
| DS7  | Conventional Differential Ft Axle    |
| DS8  | Conventional Differential Rear Axle  |
| HGB  | Dash Liner Insulation                |
| LM1  | Daytime Running Headlamps, Low Beam  |
| LAN  | Decklid/Liftgate Alar Warning Lamp   |
| MD8  | Delete Front License Plate Bracket   |
| CLP  | Door Sill Scuff Pads                 |
| JVA  | Driver Seat - Manual Adjust 4-Way    |
| CSP  | Driver/Passenger Assist Handles      |
| JJB  | Dual Note Electric Horns             |
| DH4  | Electronic Range Select              |
| BNS  | Electronic Roll Mitigation           |
| BNB  | Electronic Stability Control         |
| NHN  | Electronically Controlled Throttle   |
| XCD  | Engine Calibration Flash             |
| TZF  | Firestone Brand Tires                |
| HGF  | Floor Tunnel Insulation              |
| X9E  | For Details, Visit DriveUconnect.com |
| MXB  | Front Air Dam                        |
| CDR  | Front Armrest w/Cupholders           |
| SFB  | Front Heavy Duty Shock Absorbers     |
| CGD  | Front Height Adjust Shoulder Belts   |
| LAX  | Front Passenger Seat Belt Alert      |
| SHA  | Front Stabilizer Bar                 |
| MHR  | Front Wheel Well Liners              |
| XGA  | Front/Rear Climate Control Outlets   |
| JWA  | Frt Pass Seat - Manual Adjust 4-Way  |
| TBB  | Full Size Spare Tire                 |
| RDG  | Global Telematics Box Module (TBM)   |
| JKH  | Glove Box                            |
| JLP  | GPS Antenna Input                    |
| X79  | Grille Module                        |
| MFF  | Grille-Matte Black Mesh              |
| MM5  | Grille-Surround Matte Black          |
| Z7F  | GVW Rating - 10000#                  |
| LME  | Halogen Quad Headlamps               |
| *TX  | HD Vinyl 40/20/40 Split Bench Seat   |

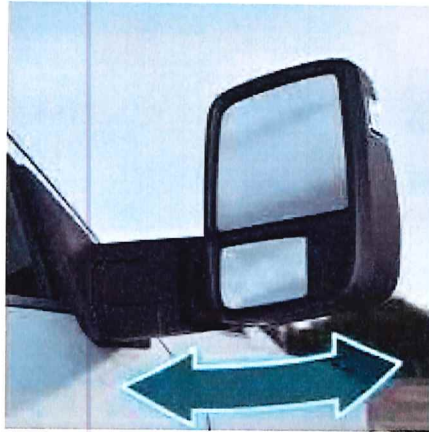
Standard Features - DJ17L92-2500 TRADESMAN CREW CAB 4X4 (169 in WB 8 ft 0 in Box)

| Code | Description                           |
|------|---------------------------------------|
| LHD  | Headlamp Off Time Delay               |
| SDB  | Heavy Duty Suspension                 |
| BNG  | Hill Start Assist                     |
| JE1  | I/P Bezels-Painted                    |
| LAC  | Illuminated Entry                     |
| LA6  | Incandescent Tail Lamps               |
| JY1  | Instrument Cluster Theme 1 (Base)     |
| JBF  | Instrument Panel Black Bezel          |
| XRB  | Integrated Voice Command w/Bluetooth  |
| CEU  | Key Fob - Black                       |
| LNK  | LED Hitch Lamp in Tailgate Handle     |
| XJU  | Locking Tailgate                      |
| TWD  | LT245/70R17E BSW All Season Tires     |
| DK1  | Man Shift-On-The-Fly Transfer Case    |
| LF1  | Manual Adjust Mirrors                 |
| LFD  | Manual Folding Exterior Mirrors       |
| LF3  | Manual Telescoping Mirrors            |
| LBA  | Map/Courtesy Lamp                     |
| RSF  | Media Hub-2 USB, Full Funct, Aux      |
| GT1  | Mirrors Manual Fold Telescopic        |
| APA  | Monotone Paint                        |
| JMD  | N95+Bio HVAC Cabin Filter             |
| NZD  | Next Generation Engine Controller     |
| CUH  | No Underseat Storage                  |
| XA8  | Non Adjustable Pedals                 |
| CUN  | Overhead Console                      |
| LBT  | Overhead Cupholder Lamp               |
| XAC  | Park/View Rear Back-up Camera         |
| GNM  | Passenger Side Sun Visor w/Mirror     |
| XBS  | Pickup Box                            |
| JKY  | Power Accessory Delay                 |
| SBE  | Power Steering                        |
| GX4  | Pushbutton Start                      |
| JP3  | Pwr Front Windows, 1-Touch, Up & Down |
| MS4  | Ram 2500 Badge                        |
| MGA  | Ram's Head Badge                      |
| BHD  | Ready Alert Braking                   |
| LCH  | Rear Dome Lamp                        |
| GJD  | Rear Fixed Window                     |
| CFM  | Rear Folding Seat                     |
| SGB  | Rear Heavy Duty Shock Absorbers       |
| JFB  | Rear Seat Reminder Alert              |
| CUE  | Rear Underseat Compartment Storage    |

Standard Features - DJ7L92-2500 TRADESMAN CREW CAB 4X4 (169 in WB 8 ft 0 in Box)

| Code | Description                          |
|------|--------------------------------------|
| GNA  | Rear View Day/Night Mirror           |
| LTF  | Red Tail Lamp Bezels                 |
| GXM  | Remote Keyless Entry                 |
| RSX  | Remote USB Port                      |
| RS3  | Remote USB Port - Charge Only        |
| C1G  | Rotary Shifter-Black                 |
| GXX  | Sentry Key Theft Deterrent System    |
| RT1  | SiriusXM Guardian-Included trial (B) |
| NHM  | Speed Control                        |
| JPH  | Speed Sensitive Power Locks          |
| XZM  | Standard Ride Height                 |
| CUY  | Storage Tray                         |
| CJ2  | Supp. Side Curtain Ft/Rr Air Bags    |
| CJ1  | Supplemental Ft Seat Side Air Bags   |
| CGS  | Supplemental Side Air Bags           |
| JFJ  | Temperature & Compass Gauge          |
| SUA  | Tilt Steering Column                 |
| GAC  | Tinted Glass Windows                 |
| GBB  | Tinted Windshield Glass              |
| XBN  | Tip Start                            |
| TBM  | Tire Carrier Winch                   |
| LAW  | Tire Fill Alert                      |
| XGM  | Tire Pressure Monitoring Display     |
| BNM  | Traction Control                     |
| BNT  | Trailer Sway Damping                 |
| XFU  | Trailer Tow w/4-Pin Connector Wiring |
| UAA  | Uconnect 3 with 5" Display           |
| RF7  | USB Host Flip                        |
| JHA  | Var Intermittent Windshield Wipers   |
| LAZ  | Vehicle Information Center           |
| XCM  | Vendor Painted Cargo Box             |
| 4ZB  | Vendor Painted Cargo Box Tracking    |

# Tradesman Level 1 Equipment Group (A61)



## Details:

- Exterior Mirrors w/Heating Element (NHJ)
- Mirror Power Heat Fold Telescopic (GT2)
- Mirror Running Lights (LNY)
- Ext. Mirrors w/Supplemental Signals (LEB)
- Manual Telescoping Mirrors (LF3)
- Power Adjust Mirrors (LF2)
- Black Exterior Mirrors (LE4)
- Exterior Mirrors Courtesy Lamps (LEC)
- Manual Folding Exterior Mirrors (LFD)
- Convex Aux Mirrors, Power-Adjustable (LFX)

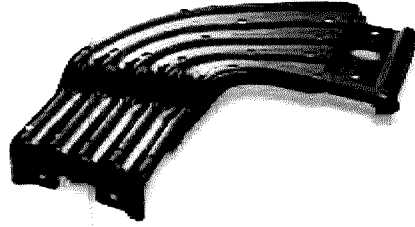
# Safety Group (AAU)



## Details:

- Auto High Beam Headlamp Control (LMS)
- Cluster 7.0" TFT Color Display (JAL)
- Rain Sensitive Windshield Wipers (JHC)
- Blind Spot and Cross Path Detection (XAN)
- LED Tail Lamps (LAY)
- Leather Wrapped Steering Wheel (SCV)
- Adaptive Cruise Control w/Stop (NH3)
- Steering Wheel Mounted Audio Ctrls (RDZ)
- Lane Keep Assist (LAS)
- Full Speed Fwd Collision Warn Plus (LSU)
- Adaptive Steering System (SJE)

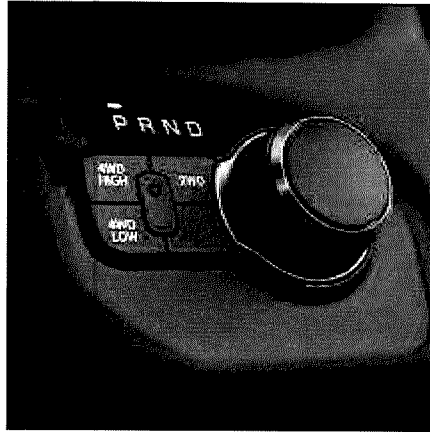
# Protection Group (ADB)



## Details:

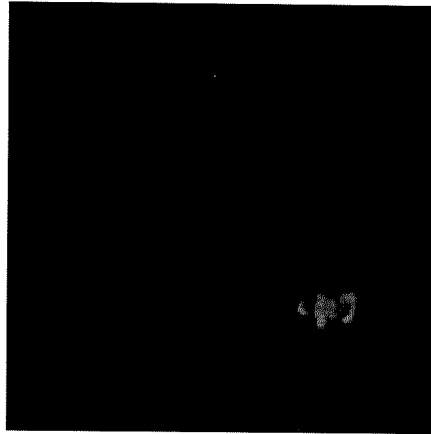
- Tow Hooks (XEA)
- Transfer Case Skid Plate Shield (XEF)

## Elec Shift-On-The-Fly Transfer Case (DK3)



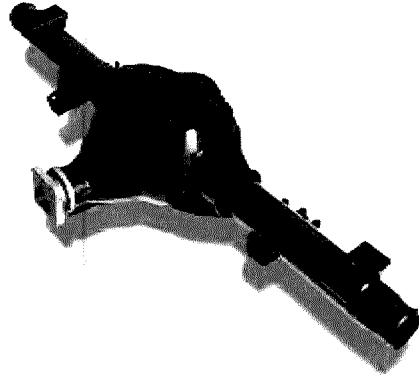
The part-time Borg-Warner transfer case with a low-range gear reduction system offers electronic shifting capability. It has three operating ranges (2HI, 4HI, 4LO) plus a NEUTRAL position, with shift-on-the-fly (2HI to 4HI) capability. The low-range system provides a gear reduction ratio of 2.64:1 for increased low-speed torque capability

# Mopar Front & Rear Rubber Floor Mats (CLF)



The all-weather front and rear floor mats by Mopar® are molded-in-color and are designed to help keep water, snow and mud at bay. These mats will help to protect your carpet and keep it clean.

# Anti-Spin Differential Rear Axle (DSA)



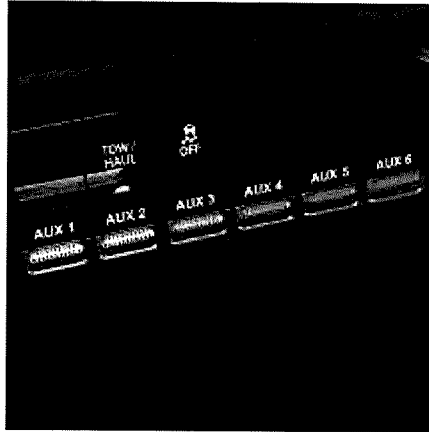
During periods of low traction, the anti-spin differential rear axle is designed to lock the rear wheels together to improve traction.

# Auxiliary Switches Prep (LH2)



**RAM**

# Auxiliary Switches - I/P Mounted (LHL)



## Details:

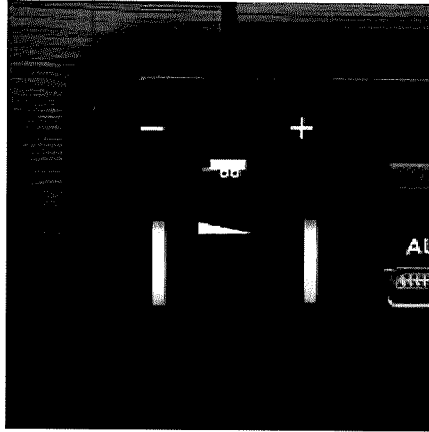
- Dash Pass Thru Wire Circuits (BC3)

# Engine Block Heater (NHK)



The engine block heater warms the engine and engine oil to make it easier to start in cold weather and reduce startup wear.

# Trailer Brake Control (XHC)



The trailer brake controller operates the trailer's brakes so it brakes in tandem with the vehicle's brakes. This system is electronic and fully integrated.

## Details:

- Trailer Light Check (JJ1)



# 2024 NISSAN ALTIMA 2.5 SV AWD SEDAN

Schedule 9

Scan QR code for general model information & options



Standard Equipment Included at No Extra Charge

**MECHANICAL & PERFORMANCE**  
2.5L DHC 16-Valve I-4 Engine  
182 Horsepower, 178 lb-ft Torque  
Xtronic CVT®  
Intelligent All-Wheel Drive

**SAFETY & SECURITY**  
Nissan Advanced Airbag System  
Lower Anchors & Tethers for Children (LATCH)  
Nissan Safety Shield® 360  
Automatic Emergency Braking (AEB)  
Blind Spot Warning (BSW)  
Rear Cross Traffic Alert (RCTA)  
Lane Departure Warning (LDW)  
High Beam Assist (HBA)  
Intelligent Forward Collision Warning  
Rear View Monitor  
Easy-Fill Tire Alert

**COMFORT & CONVENIENCE**  
8-Way Power Driver's Seat  
7" Advanced Drive-Assist® Display (ADAD)  
Cruise Control w/ Steering Wheel Controls  
Manual Air Conditioning  
Intelligent Driver Alertness (I-DA)  
Intelligent Audio Headlights (I-AH)  
Rear Sonar System  
Remote Engine Start System+  
Nissan Intelligent Key®  
w/ Push Button Ignition+  
Rear Door Alert  
Electronic Parking Brake

**AUDIO & INFOTAINMENT**

Apple CarPlay®  
Android Auto™  
8" Color Touch-Screen Display  
SiriusXM®  
Bluetooth® Hands-free Phone System+  
6 Speakers  
2 Front USB Connection Ports  
2 Rear USB Charge Ports

**EXTERIOR**

LED Alloy Wheels  
LED Projector Headlights w/ Signature DRL  
+For more information, see dealer, owner's manual, or www.NissanUSA.com  
+Optional equipment replaces standard where applicable

Manufacturer's Suggested Retail Base Price: \$28,030.00

Options Included by Manufacturer:  
SP LASH GUARDS 245.00  
FLOOR MATS, TRUNK MAT, HIGHWAY NET & TRUNK ORGANIZER TRAY 355.00  
W/ FIRST AID KIT & EMERGENCY ROAD KIT 195.00

DESTINATION CHARGES 1,115.00

Total: \$29,940.00

\$29,940 each

## EPA Fuel Economy and Environment DOT

**Fuel Economy**  
**30** MPG  
combined city/hwy  
26 city  
36 highway  
3.3 gallons per 100 miles

MIDSIZE CARS range from 15 to 132 MPG. The best vehicle rates 140 MPG.

**You save \$750**  
in fuel costs over 5 years compared to the average new vehicle.

**Annual fuel cost \$1,800**



Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average driver spends \$8,640 and costs \$3,200 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$2.40 per gallon. City or highway mileage per gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

## fuel economy.gov

### GOVERNMENT 5-STAR SAFETY RATINGS

**Overall Vehicle Score** ★★★★★  
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

**Frontal Crash** ★★★★★  
Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

**Side Crash** ★★★★★  
Based on the risk of injury in a side impact.

**Rollover** ★★★★★  
Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★) with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA) www.safercar.gov or 1-888-327-4236

**PARTS CONTENT INFORMATION FOR VEHICLES IN THIS COUNTRY:**  
U.S./CANADIAN PARTS CONTENT: 50%  
MAJOR SOURCES OF FOREIGN PARTS CONTENT: MEXICO: 15%

**NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.**  
**FOR THIS VEHICLE:**  
FINAL ASSEMBLY POINT: CANTON, MS, USA  
COUNTRY OF ORIGIN: ENGINE: US  
TRANSMISSION: MEXICO

This Vehicle qualifies for Nissan's **Security+Plus Extended Protection Plan**

The only service agreement backed by Nissan Extended Services North America! Ask your dealer for details, or call 1-800-NISSAN-1 for more information.

VIN: 1N4B40W530126625  
M.O.L. 1321K436825 K2AG  
OPT: 01D1C03R4992

EXT: EARL LANT SILVE  
INT: CHARCOAL  
ENS: 02 STATE EMISSIONS

20231016ZS11945657

\*Does not include dealer installed options and accessories, local taxes or license fees. This label has been applied pursuant to federal law. Do not remove prior to delivery to the ultimate purchaser.

\*Not actual Monroney Label. Provided for informational purposes only. Vehicle features, pricing and other information subject to change, may vary from actual vehicle content and/or Monroney label description. While Nissan makes reasonable efforts to ensure accuracy of information, Nissan is not responsible for changes, errors or omissions. See actual vehicle and/or verify information in question with your Nissan dealer.

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Other features | <ul style="list-style-type: none"> <li>• 40/20/40 seat with fold down console</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• Tow package with hitch</li> <li>• Factory trailer brake controller</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• 4 up fitter switched located in instrument panel</li> <li>• Rear vision camera</li> </ul> |  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Schedule 9:**

**Police and Engineering –  
“1492, 1494, 1495, 1511, 1512 and 7319”**

**Six new current 2025 models mid-sized all-wheel drive four door sedans**

| Description    | Minimum Requirements                            | Specification Bid |
|----------------|-------------------------------------------------|-------------------|
| Engine         | 1.5 liter, gasoline                             | 2.5 L             |
| GVWR           | 3,000 LBS                                       | 3400 lbs          |
| Cab            | 4-door mid-sized sedans                         | ✓                 |
| Chassis        | Standard, front wheel drive                     | ✓                 |
| Drive type     | All-wheel drive                                 | ✓                 |
| Body wheelbase | 110+ inches                                     | 111.2"            |
| Transmission   | 6 speed automatic w/cooler                      | CVT               |
| Brakes         | 4-wheel ABS disk brakes                         | ✓                 |
| Alternator     | 130 Amperes                                     | 120 AMP           |
| Battery        | Heavy duty, 650 CCA                             | ✓                 |
| Cooling        | Radiator w/40 Degree Anti-Freeze                | ✓                 |
| Differential   | Limited Slip/Traction Control/Stability Control | ✓                 |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Fuel tanks      | 20+ gallon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 16 GALLON  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓          |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓          |
| Floor covering  | Rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DEALER ADD |
| Shock absorbers | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ✓          |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| Other features  | <ul style="list-style-type: none"> <li>• Split folding seats ✓</li> <li>• Covered with heavy duty cloth ✓</li> <li>• Tinted windshield ✓</li> <li>• Electric power windows and locks ✓</li> <li>• Intermittent window wipers/washers ✓</li> <li>• Air Conditioning ✓</li> <li>• Standard AM-FM Radio ✓</li> <li>• USB Charge port ✓</li> <li>• Direct read gauges for oil, water and alternator ✓</li> <li>• Cold climate package/block heater — NOT AVAILABLE / NOT RECOMMENDED ✓</li> <li>• Rear vision camera ✓</li> </ul> |            |

**Schedule 10: Recreation – “1020”**

**Two new current 2025 models 15 passenger vans**

| Description  | Minimum Requirements                        | Specification Bid |
|--------------|---------------------------------------------|-------------------|
| Engine       | 3.5 liter, 6 cylinder gasoline              |                   |
| GVWR         | 8,600 LBS                                   |                   |
| Cap          | 15 passenger van                            |                   |
| Chassis      | Standard, rear wheel drive                  |                   |
| Drive type   | Rear wheel drive                            |                   |
| Transmission | Heavy duty 6 speed automatic w/cooler       |                   |
| Brakes       | Heavy duty 4-wheel ABS disk brakes          |                   |
| Alternator   | 250 Amperes                                 |                   |
| Battery      | Heavy duty, 650 CCA                         |                   |
| Cooling      | Heavy duty radiator w/40 Degree Anti-Freeze |                   |



Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan ( Incomplete )

## Technical Specifications

### Powertrain

#### Transmission

|                               |                 |                         |             |
|-------------------------------|-----------------|-------------------------|-------------|
| Drivetrain                    | All Wheel Drive | Trans Order Code        | N/A         |
| Trans Type                    | 1               | Trans Description Cont. | CVT w/OD    |
| Trans Description Cont. Again | N/A             | First Gear Ratio (:1)   | 2.63 - 0.38 |
| Reverse Ratio (:1)            | 1.96            | Clutch Size             | N/A         |
| Final Drive Axle Ratio (:1)   | 4.83            |                         |             |

#### Mileage

|                             |           |                               |           |
|-----------------------------|-----------|-------------------------------|-----------|
| EPA Fuel Economy Est - Hwy  | 36 MPG    | Cruising Range - City         | 416.00 mi |
| EPA Fuel Economy Est - City | 26 MPG    | Fuel Economy Est-Combined     | 30 MPG    |
| Cruising Range - Hwy        | 576.00 mi | EPA MPG Equivalent - City     | N/A       |
| EPA MPG Equivalent - Hwy    | N/A       | EPA MPG Equivalent - Combined | N/A       |
| Estimated Battery Range     | N/A       |                               |           |

#### Engine

|                          |            |                      |                           |
|--------------------------|------------|----------------------|---------------------------|
| Engine Order Code        | N/A        | Engine Type          | Regular Unleaded I-4      |
| Displacement             | 2.5 L/152  | Fuel System          | Gasoline Direct Injection |
| SAE Net Horsepower @ RPM | 182 @ 6000 | SAE Net Torque @ RPM | 178 @ 3600                |

#### Electrical

|                                     |     |                                    |     |
|-------------------------------------|-----|------------------------------------|-----|
| Cold Cranking Amps @ 0° F (Primary) | N/A | Maximum Alternator Capacity (amps) | 120 |
|-------------------------------------|-----|------------------------------------|-----|

#### Cooling System

|                               |     |
|-------------------------------|-----|
| Total Cooling System Capacity | N/A |
|-------------------------------|-----|

### Vehicle

#### Emissions

|                                        |     |                          |     |
|----------------------------------------|-----|--------------------------|-----|
| Tons/yr of CO2 Emissions @ 15K mi/year | 5.9 | EPA Greenhouse Gas Score | 6.0 |
|----------------------------------------|-----|--------------------------|-----|

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Data Version: 23096. Data Updated: Aug 2, 2024 6:41:00 PM PDT.



Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan ( Incomplete )

### Vehicle

#### Vehicle

EPA Classification                      Midsize Cars

### Chassis

#### Weight Information

Base Curb Weight                      3401 lbs

#### Trailer

Dead Weight Hitch - Max Trailer Wt.                      N/A                      Dead Weight Hitch - Max Tongue Wt.                      N/A

Wt Distributing Hitch - Max Trailer Wt.                      N/A                      Wt Distributing Hitch - Max Tongue Wt.                      N/A

#### Suspension

Suspension Type - Front                      Strut                      Suspension Type - Rear                      Multi-Link

Suspension Type - Front (Cont.)                      Strut                      Suspension Type - Rear (Cont.)                      Multi-Link

Shock Absorber Diameter - Front                      N/A                      Shock Absorber Diameter - Rear                      N/A

Stabilizer Bar Diameter - Front                      N/A                      Stabilizer Bar Diameter - Rear                      N/A

#### Tires

Front Tire Order Code                      N/A                      Rear Tire Order Code                      N/A

Spare Tire Order Code                      N/A                      Front Tire Size                      P215/55VR17

Rear Tire Size                      P215/55VR17                      Spare Tire Size                      Compact

#### Wheels

Front Wheel Size                      17 X 7.5 in                      Rear Wheel Size                      17 X 7.5 in

Spare Wheel Size                      Compact in                      Front Wheel Material                      Aluminum

Rear Wheel Material                      Aluminum                      Spare Wheel Material                      Steel

#### Steering

Steering Type                      Rack-Pinion                      Steering Ratio (:1), Overall                      N/A


Lock to Lock Turns (Steering)                      N/A                      Turning Diameter - Curb to Curb                      37.4 ft

Turning Diameter - Wall to Wall                      N/A

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

## Chassis

### Brakes

|                                   |              |                                    |         |
|-----------------------------------|--------------|------------------------------------|---------|
| Brake Type                        | 4-Wheel Disc | Brake ABS System                   | 4-Wheel |
| Brake ABS System (Second Line)    | N/A          | Disc - Front (Yes or )             | Yes     |
| Disc - Rear (Yes or )             | Yes          | Front Brake Rotor Diam x Thickness | 11.7 in |
| Rear Brake Rotor Diam x Thickness | 11 in        | Drum - Rear (Yes or )              | N/A     |
| Rear Drum Diam x Width            | N/A          |                                    |         |

### Fuel Tank

|                            |        |                                |     |
|----------------------------|--------|--------------------------------|-----|
| Fuel Tank Capacity, Approx | 16 gal | Aux Fuel Tank Capacity, Approx | N/A |
|----------------------------|--------|--------------------------------|-----|

## Dimensions

### Interior Dimensions

|                      |         |                  |                       |
|----------------------|---------|------------------|-----------------------|
| Passenger Capacity   | 5       | Passenger Volume | 100.6 ft <sup>3</sup> |
| Front Head Room      | 39.1 in | Front Leg Room   | 43.8 in               |
| Front Shoulder Room  | 58.2 in | Front Hip Room   | 54.7 in               |
| Second Head Room     | 36.9 in | Second Leg Room  | 35.2 in               |
| Second Shoulder Room | 57.1 in | Second Hip Room  | 54.5 in               |

### Exterior Dimensions

|                        |          |                   |          |
|------------------------|----------|-------------------|----------|
| Wheelbase              | 111.2 in | Length, Overall   | 192.9 in |
| Width, Max w/o mirrors | 72.9 in  | Height, Overall   | 57.3 in  |
| Track Width, Front     | 63.2 in  | Track Width, Rear | 63.2 in  |
| Min Ground Clearance   | 5.4 in   | Liftover Height   | N/A      |


### Cargo Area Dimensions

|              |                      |
|--------------|----------------------|
| Trunk Volume | 15.4 ft <sup>3</sup> |
|--------------|----------------------|

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

### Selected Model and Options

#### MODEL

| CODE  | MODEL                               |
|-------|-------------------------------------|
| 13214 | 2024 Nissan Altima 2.5 SV AWD Sedan |


#### OPTIONS

No options selected.

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

## Standard Equipment

### Mechanical

Engine: 2.5L DOHC 16-Valve 4-Cylinder  
Transmission w/Driver Selectable Mode and Oil Cooler  
Transmission: Xtronic CVT (Continuously Variable)  
Full-Time All-Wheel  
4.83 Axle Ratio  
Engine Oil Cooler  
60-Amp/Hr Maintenance-Free Battery w/Run Down Protection  
120 Amp Alternator  
Gas-Pressurized Shock Absorbers  
Front And Rear Anti-Roll Bars  
Electric Power-Assist Speed-Sensing Steering  
Quasi-Dual Stainless Steel Exhaust  
16 Gal. Fuel Tank  
Strut Front Suspension w/Coil Springs  
Multi-Link Rear Suspension w/Coil Springs  
4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake  
Brake Actuated Limited Slip Differential


### Exterior

Wheels: 17" Machined Alloy -inc: painted inserts  
Tires: 215/55R17 AS  
Steel Spare Wheel  
Compact Spare Tire Mounted Inside Under Cargo  
Clearcoat Paint  
Body-Colored Front Bumper  
Body-Colored Rear Bumper w/Body-Colored Rub Strip/Fascia Accent  
Black Side Windows Trim and Black Front Windshield Trim  
Chrome Door Handles  
Black Power Side Mirrors w/Manual Folding

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

## Exterior

Fixed Rear Window w/Defroster

Light Tinted Glass

Speed Sensitive Variable Intermittent Wipers

Galvanized Steel/Aluminum Panels

Black Grille w/Chrome Surround

Trunk Rear Cargo Access

Intelligent Auto Headlights (i-Ah) Auto On/Off Projector Beam Led Low/High Beam Daytime Running Auto High-Beam Headlamps w/Delay-Off

Headlights-Automatic Highbeams

## Entertainment

Radio w/Seek-Scan, Clock, Speed Compensated Volume Control and Steering Wheel Controls

Radio: AM/FM Audio System -inc: RDS, MP3 and aux-in, 6 speakers, NissanConnect featuring Apple CarPlay, Android Auto, 8" color display w/multi-touch control, 1 front illuminated USB port (type-C) for compatible devices, SiriusXM radio, Bluetooth hands-free phone system, streaming audio via Bluetooth, hands-free text messaging assistant, Siri Eyes Free and Google Assistant voice recognition

Window Grid Diversity Antenna

2 LCD Monitors In The Front

## Interior

Driver Seat

4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement

60-40 Folding Bench Front Facing Fold Forward Seatback Rear Seat

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Trip Odometer and Trip Computer

Power Rear Windows

NissanConnect with Wi-Fi Hotspot Selective Service Internet Access

Front Bucket Seats -inc: 8-way power driver's seat and height-adjustable front head restraints

Front Cupholder

Rear Cupholder

Valet Function


Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry, Illuminated Ignition Switch and Panic Button

Remote Releases -Inc: Power Cargo Access and Mechanical Fuel

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

## Interior

Proximity Key For Doors And Push Button Start

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Glove Box

Driver Foot Rest

Full Cloth Headliner

Urethane Gear Shifter Material

Interior Trim -inc: Simulated Wood/Metal-Look Instrument Panel Insert, Simulated Carbon Fiber Door Panel Insert, Piano Black Console Insert and Chrome/Metal-Look Interior Accents

Cloth Seat Trim

Day-Night Rearview Mirror

Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Auxiliary Mirror

Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 1 12V DC Power Outlet

Front And Rear Map Lights

Fade-To-Off Interior Lighting

Full Carpet Floor Covering

Carpet Floor Trim and Carpet Trunk Lid/Rear Cargo Door Trim

Cargo Area Concealed Storage

Cargo Space Lights

FOB Controls -inc: Cargo Access, Windows and Remote Start

Driver / Passenger And Rear Door Bins

Power 1st Row Windows w/Driver 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Driver Information Center

Redundant Digital Speedometer

Trip Computer


Outside Temp Gauge

Analog Appearance

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

**Interior**

- Seats w/Cloth Back Material
- Manual Adjustable Rear Head Restraints
- Front Center Armrest and Rear Center Armrest
- 1 Seatback Storage Pocket
- Perimeter Alarm
- Immobilizer
- 1 12V DC Power Outlet
- Air Filtration

**Safety-Mechanical**

- Electronic Stability Control (ESC)
- ABS And Driveline Traction Control

**Safety-Exterior**

- Side Impact Beams


**Safety-Interior**

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Rear Parking Sensors
- Blind Spot Warning (BSW) Blind Spot
- Intelligent Forward Collision Warning w/Automatic Emergency Braking (AEB)
- Lane Departure Warning (LDW) Lane Departure Warning
- Collision Mitigation-Front
- Driver Monitoring-Alert
- Collision Mitigation-Rear
- Tire Pressure Monitoring System Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Curtain 1st And 2nd Row Airbags
- Airbag Occupancy Sensor
- Driver And Passenger Knee Airbag and Rear Side-Impact Airbag
- Rear Child Safety Locks
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- RearView Monitor Back-Up Camera

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Vehicle: [Retail] 2024 Nissan Altima (13214) 2.5 SV AWD Sedan (  Incomplete )

**WARRANTY**

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Corrosion Years: 5  
Corrosion Miles/km: Unlimited  
Roadside Assistance Years: 3  
Roadside Assistance Miles/km: 36,000

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PREPARED FOR



PREPARED BY

*KIG Vehicle Concepts LLC*  
14650 SW 93<sup>rd</sup> Court, Miami, FL 33176  
CAGE: 6CRF1  
SAM UEI: LGKMVUF53PG3

**CITY VEHICLES**

**2024 Ford Transit 3.5L V6 RWD Gasoline 10-Speed Automatic Transmission 15 Passenger Van**



| <b>Engine</b>                                         |                                                                    |
|-------------------------------------------------------|--------------------------------------------------------------------|
| Type                                                  | 3.5L                                                               |
| Horsepower (SAE net @ RPM)                            | 275 @ 6,250                                                        |
| Torque (lb.-ft. @ RPM)                                | 260 @ 4,000                                                        |
| Compression ratio                                     | 11.8:1                                                             |
| Bore x stroke (in.)                                   | 3.64 x 3.41                                                        |
| Valvetrain                                            | DOHC, 4 valve per cylinder                                         |
| Fuel delivery                                         | Sequential multiport electronic                                    |
| Transmission type                                     | 10-speed automatic Selectshift® with overdrive                     |
| <b>Chassis</b>                                        |                                                                    |
| Front suspension                                      | Independent MacPherson-strut                                       |
| Rear suspension                                       | Leaf springs                                                       |
| Shock absorbers                                       | Heavy-duty gas                                                     |
| Brakes                                                | 4-wheel anti-lock disc brakes                                      |
| Steering                                              | Electric Power Steering (EPS)                                      |
| <b>Exterior Features</b>                              |                                                                    |
| Audio, Antenna - Fender Mounted                       | Rear Recovery Tow Hook                                             |
| Body Side Moldings – Carbon Black                     | Honeycomb Mesh Grille with Carbon Black Surround                   |
| 50/50 Hinged Rear Door, 180-degree Opening            | Halogen Headlamps with Autolamp                                    |
| Sliding Passenger-Side Door                           | Windows – All-Around, Fixed                                        |
| Front License Plate Bracket                           | Windows - Tinted Glass                                             |
| Auto High-Beam Headlamps                              | Windows - Rear Window                                              |
| Mirrors – Short-Arm — Power-Adjusting, Manual-Folding | Tinted Windshield                                                  |
| <b>Interior Features</b>                              |                                                                    |
| Air Conditioning                                      | Two Auxiliary 12-Volt Powerpoints                                  |
| Front/Rear Aux A/C and Heater (Driver controlled)     | PowerPoint, 12V - One located in the rear of vehicle               |
| Horn - Single-Note Electric                           | USB Ports – 5 Amps                                                 |
| Inside Rearview Mirror                                | Sun Visors - with Illuminated Vanity Mirror (Driver and Passenger) |

|                                                                        |                                                                                                                                                             |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headliner – Cloth Full length                                          | Automatic Rain-Sensing Windshield Wipers                                                                                                                    |
| Medium Center Console                                                  | B-Pillar Assist Handle (Passenger-side)                                                                                                                     |
| Post-Collision Braking & Assist With Automatic Emergency Braking (AEB) | Forward Collision Warning                                                                                                                                   |
| Lane-Keeping System                                                    | Rearview Mirror (When Equipped with Rear Glass)                                                                                                             |
| Floor Covering, Vinyl, Front & Rear                                    | Headlamp Courtesy Delay                                                                                                                                     |
| Glove Box (Locking)                                                    | Telematics Essentials                                                                                                                                       |
| Instrumentation – Tachometer, Fuel Level and Coolant Temperature       | Full Rear Compartment Lighting                                                                                                                              |
| Interior Lighting                                                      | Cruise Control. Includes Adjustable Speed Limiting Device (ASLD)                                                                                            |
| Lighting, Front Dome Lamp with Map Lights and Theater-Dimming          | AM/FM Stereo with 4" Display, Bluetooth, and Dual USB Ports                                                                                                 |
| A-Pillar Assist Handles                                                | 15-Passenger Seating. 1st row: 2 seats, 2nd row: 3 seats, 3rd row: 3 seats, 4th row: 3 seats, 5th row: 4 seats. Standard with Extended Length Passenger Van |
| <b>Power and Handling</b>                                              |                                                                                                                                                             |
| Steering - Power Rack and Pinion                                       | Side-Wind Stabilization                                                                                                                                     |
| Electric Power-Assisted Steering (EPAS)                                | Hill Start Assist                                                                                                                                           |
| Tilt/Telescoping Steering Wheel                                        | Alternator – 250 amp (3.5L PFDi V6 and 3.5L EcoBoost® V6 engines)                                                                                           |
| Parking Brake - Mechanical (9,950lb GVWR DRW configurations only)      | Auxiliary Fuel Port                                                                                                                                         |
| Suspension, Front - Independent MacPherson-Strut, Stabilizer Bar       | 3.5L V6                                                                                                                                                     |
| Suspension, Rear - Leaf Springs, Heavy-Duty Gas Shock Absorbers        | 10-Speed Automatic Transmission                                                                                                                             |
| AdvanceTrac® With Roll Stability Control™ (RSC®)                       | Fuel Tank – Capless Fuel Fill, 25 Gallons (Midship)                                                                                                         |
| <b>Safety</b>                                                          |                                                                                                                                                             |
| Tire Pressure Monitoring System (TPMS)                                 | SOS Post-Crash Alert System™ (distress call w/airbag deployment when ordered with SYNC®)                                                                    |
| Airbags – Driver and Passenger                                         | Door Locks, Auto-locking Drive Away with Crash Unlocking                                                                                                    |
| Brakes - 4 Brakes – 4-wheel Anti-lock Disc Brakes                      | SecuriLock® Passive Anti-Theft System (PATS) with engine immobilizer                                                                                        |
| Safety belts - 3-point, all positions                                  | Rear View Camera With Trailer Hitch Assist                                                                                                                  |
| Safety Canopy® System with Side-Curtain Airbags                        |                                                                                                                                                             |
| <b>Exterior Dimensions (Inches)</b>                                    |                                                                                                                                                             |
| Wheelbase                                                              | 148                                                                                                                                                         |
| Length                                                                 | 237.6                                                                                                                                                       |

|                                               |       |
|-----------------------------------------------|-------|
| Height                                        | 82.4  |
| Width - Excluding Mirrors (SRW/DRW)           | 81.3  |
| Width - Including Mirrors                     | 97.4  |
| Width - Mirrors Folded                        | 83.2  |
| Front Track                                   | 68.2  |
| Rear Track                                    | 68.6  |
| Front Overhang                                | 40.3  |
| Rear Overhang                                 | 49.7  |
| Load Height (Curb)                            | 28.8  |
| Rear Cargo Door Opening Height                | 46.9  |
| Rear Cargo Door Opening Width                 | 59.8  |
| <b>Interior Dimensions (Inches)</b>           |       |
| Head Room - First Row                         | 40.8  |
| Head Room - Second Row (where applicable)     | 41.1  |
| Head Room - Third Row (where applicable)      | 40.6  |
| Head Room - Fourth Row (where applicable)     | 38.7  |
| Head Room - Fifth Row (where applicable)      | 38.1  |
| Leg Room - First Row (Max.)                   | 41.3  |
| Leg Room - Second Row (where applicable)      | 33.7  |
| Leg Room - Third Row (where applicable)       | 35.6  |
| Leg Room - Fourth Row (where applicable)      | 35.6  |
| Leg Room - Fifth Row (where applicable)       | 35.6  |
| Hip Room - First Row                          | 60.7  |
| Hip Room - Second Row (where applicable)      | 69.6  |
| Hip Room - Third Row (where applicable)       | 67.3  |
| Hip Room - Fourth Row (where applicable)      | 68    |
| Hip Room - Fifth Row (where applicable)       | 68    |
| Shoulder Room - First Row                     | 67.9  |
| Shoulder Room - Second Row (where applicable) | 71.4  |
| Shoulder Room - Third Row (where applicable)  | 67    |
| Shoulder Room - Fourth Row (where applicable) | 67.8  |
| Shoulder Room - Fifth Row (where applicable)  | 67.8  |
| Cargo Length Front (at Floor)                 | 141.7 |
| Cargo Length Front (at Belt)                  | 132.8 |
| Cargo Width Between Wheelhouse (SRW/DRW)      | 53.7  |
| Cargo Height Maximum                          | 52.8  |

BILLION DODGE-CHRYSLER JEEP  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Configuration Preview

*Schedule 11*

Date Printed: 2024-08-01 12:43 PM VIN:  
Estimated Ship Date: VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 00CJK City of Billings  
FAN 2:  
Client Code:  
Bid Number: TB5075  
PO Number:

Sold to:  
BILLION DODGE-CHRYSLER JEEP (68141)  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Ship to:  
BILLION DODGE-CHRYSLER JEEP (68141)  
355 AUTOMOTIVE AVE  
BOZEMAN, MT 597187508

Vehicle: 2025 DURANGO PURSUIT VEHICLE AWD (WDEE75)

|                   | Sales Code | Description                          | MSRP(USD) |
|-------------------|------------|--------------------------------------|-----------|
| Model:            | WDEE75     | DURANGO PURSUIT VEHICLE AWD          | 43,940    |
| Package:          | 2BZ        | Customer Preferred Package 2BZ       | 0         |
|                   | ERC        | 3.6L V6 24V VVT Engine Upg I w/ESS   | 0         |
|                   | DFT        | 8-Spd Auto 850RE Trans (Make)        | 0         |
| Paint/Seat/Trim:  | PW7        | White Knuckle Clear Coat             | 0         |
|                   | APA        | Monotone Paint                       | 0         |
|                   | *A7        | Cloth Bucket Seats W/Rear Vinyl      | 160       |
|                   | -X9        | Black                                | 0         |
| Options:          | 4DH        | Prepaid Holdback                     | 0         |
|                   | 4ES        | Delivery Allowance Credit            | 0         |
|                   | MAF        | Fleet Purchase Incentive             | 0         |
|                   | LNF        | Black Left LED Spot Lamp             | 750       |
|                   | CW6        | Deactivate Rear Doors/Windows        | 145       |
|                   | YEP        | Manuf Statement of Origin            | 0         |
|                   | 5N6        | Easy Order                           | 0         |
|                   | 4FM        | Fleet Option Editor                  | 0         |
|                   | 4FT        | Fleet Sales Order                    | 0         |
|                   | 174        | Zone 74-Denver                       | 0         |
|                   | 4EA        | Sold Vehicle                         | 0         |
| Non Equipment:    | 4FA        | Special Bid-Ineligible For Incentive | 0         |
| Bid Number:       | TB5075     | Government Incentives                | 0         |
| Discounts:        | YG1        | 7.5 Additional Gallons of Gas        | 0         |
| Destination Fees: |            |                                      | 1,595     |

Total Price: 46,590.

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson:  
Customer Name: City of Billings  
Customer Address: 4848 MIDLAND RD  
Billings MT 59101 USA

PSP Month/Week:  
Build Priority: 99

*\$43,675*

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Fuel tanks      | 30+ gallon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Floor covering  | Heavy duty rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Shock absorbers | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Mud flaps       | Heavy duty front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Color           | White                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Other features  | <ul style="list-style-type: none"> <li>• 2-way manual driver's and passengers' seats</li> <li>• Vinyl bench seat configuration for 15 passengers</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> |  |

**Schedule 11: Airport – "1702"**

**One Police Interceptor package All-Wheel Drive Four Door SUV**

| Description  | Minimum Requirements       | Specification Bid |
|--------------|----------------------------|-------------------|
| Engine       | 3.3 liter, gasoline        | 3.6 L             |
| Curb weight  | 3,000 LBS                  | 4929              |
| Cab          | 4-door SUV                 | ✓                 |
| Chassis      | Standard, all-wheel drive  | ✓                 |
| Drive type   | All wheel drive            | ✓                 |
| Body length  | 190+ inches                | 200.8"            |
| Transmission | 6 speed automatic w/cooler | 8-speed           |
| Brakes       | 4-wheel ABS disk brakes    | ✓                 |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                              |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alternator      | 130 Amperes                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 220 Amp                                                                                                                                                                                                                                                                                      |
| Battery         | Heavy duty, 650 CCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ✓                                                                                                                                                                                                                                                                                            |
| Cooling         | Radiator w/40 Degree Anti-Freeze                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓                                                                                                                                                                                                                                                                                            |
| Differential    | Limited Slip/Traction Control/Stability Control                                                                                                                                                                                                                                                                                                                                                                                                                                     | ALL SPEEDS                                                                                                                                                                                                                                                                                   |
| Fuel tanks      | 20+ gallon min w/skid plates                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 24.6 Gallon                                                                                                                                                                                                                                                                                  |
| Mirrors         | Left and right electronic adjusted                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                                                                                                                                                                                                                                                                                            |
| Tires/wheels    | All-season radials                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                                                                                                                                                                                                                                                                                            |
| Floor covering  | Rubber floor covering w/mats                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DEALER ADD                                                                                                                                                                                                                                                                                   |
| Shock absorbers | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                                                                                                                                                                                                                                                            |
| Mud flaps       | Front and rear                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | DEALER ADD                                                                                                                                                                                                                                                                                   |
| Color           | To be selected by City                                                                                                                                                                                                                                                                                                                                                                                                                                                              | WHITE *                                                                                                                                                                                                                                                                                      |
| Other features  | <ul style="list-style-type: none"> <li>• 35/30/35 split folding rear seats</li> <li>• Covered with heavy duty cloth</li> <li>• Tinted windshield</li> <li>• Electric power windows and locks</li> <li>• Intermittent window wipers/washers</li> <li>• Air Conditioning</li> <li>• Standard AM-FM Radio</li> <li>• USB Charge port</li> <li>• Direct read gauges for oil, water and alternator</li> <li>• Cold climate package/block heater</li> <li>• Rear vision camera</li> </ul> | <ul style="list-style-type: none"> <li>✓ 60/40 FOLDING</li> <li>✓ CLOTH FRONT/VINYL REAR</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>DEALER ADD</li> <li>✓</li> </ul> |

\* ADD UP TO \$595 FOR COLORS OTHER THAN WHITE OR BLK

**D. PRICING AND ADDENDUM:**

Please bid net prices at which you will agree to furnish required goods or services.

**Schedule 1: Public Works Streets - "1168"**

One new current 2025 model "1 1/2" ton 4-wheel drive "dually" regular cab long 8' cab and chassis

TOTAL BID PRICE - Sixty Thousand Three Hundred Fifty Four dollars  
 and 00/100 cents (words) (\$ 60,354<sup>00</sup>/100 )

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

| Code | Description                         |
|------|-------------------------------------|
| C1J  | #7 Seat Foam Cushion                |
| JKP  | 12 Volt AUX Power Outlet - Front    |
| JJM  | 12 Volt AUX Power Outlet - Rear     |
| JJ5  | 130 MPH Maximum Speed Calibration   |
| JCF  | 140 MPH Primary Cert. Speedometer   |
| WBN  | 18X8.0 Black Steel Wheels           |
| DJC  | 195MM Front Axle                    |
| DRH  | 195MM Rear Axle                     |
| GXD  | 2-Door Passive Entry, Ft Door Locks |
| BAJ  | 220 Amp Alternator                  |
| NF4  | 24.6 Gallon Fuel Tank               |
| TXQ  | 255/60R18 BSW On/Off Road Tires     |
| CFN  | 2nd Row 60/40 Folding Seat          |
| DLK  | 3.45 Rear Axle Ratio                |
| ERC  | 3.6L V6 24V VVT Engine Upg I w/ESS  |
| CYD  | 5 Passenger Seating                 |
| NAS  | 50 State Emissions                  |
| RCG  | 6 Speakers                          |
| BCZ  | 650 Amp AGM Battery                 |
| XF2  | 7 and 4 Pin Wiring Harness          |
| DFT  | 8-Spd Auto 850RE Trans (Make)       |
| RFL  | 8.4" Touchscreen Display            |
| MLX  | Accent Color Lower Fascia           |
| RD3  | Accent Color Shark Fin Antenna      |
| MRD  | Accent Color Wheel Lip Molding      |
| GAK  | Acoustic Windshield                 |
| CG3  | Advanced Multistage Front Air Bags  |
| JMA  | Air Filtering                       |
| RFP  | Apple CarPlay                       |
| RHQ  | Apiv/Dephi Radio Manufacturer       |
| HAH  | ATC w/3 Zone Temp Control           |
| LMG  | Automatic Headlamps                 |
| BC1  | Aux Battery                         |
| LH2  | Aux Switches                        |
| MWT  | AWD Badge                           |
| CTL  | Base Door Trim Panel                |
| MMG  | Belt Moldings                       |
| MFA  | Black Headlamp Bezels               |
| CHE  | Black Headliner                     |
| CKJ  | Black Vinyl Floor Covering          |
| XAN  | Blind Spot and Cross Path Detection |
| XPV  | Blind Spot w/Trailer Detection      |
| MNK  | Body Color Door Handles             |

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

| Code | Description                          |
|------|--------------------------------------|
| MBP  | body color upper fascia              |
| MBT  | Body Color/Accent Color Rear Fascia  |
| WMH  | Bright Hub Caps                      |
| XJM  | Capless Fuel Fill w/o Discriminator  |
| CKN  | Cargo Compartment Carpet             |
| CKT  | Cargo Tie Down Loops                 |
| NDA  | Catalytic Converter                  |
| X8S  | Center Console Parts Module          |
| CGU  | Child Seat Anchor System-LATCH Ready |
| XFH  | Class IV Receiver Hitch              |
| *C5  | Cloth Bucket Seats w/ Shift Insert   |
| DS7  | Conventional Differential Ft Axle    |
| DS8  | Conventional Differential Rear Axle  |
| CLG  | Covered Cargo Storage                |
| GEG  | Deep Tint Sunscreen Glass            |
| CF9  | Delete 3rd Row Seat                  |
| X82  | Door Parts Module                    |
| X8J  | Door Trim Panel Module               |
| CGY  | Dvr Inflatable Knee-Bolster Air Bag  |
| JJB  | Dual Note Electric Horns             |
| MZJ  | Durango Bright Badge                 |
| AZ1  | Durango Pursuit Vehicle              |
| SBL  | Electric Power Steering              |
| BNB  | Electronic Stability Control         |
| XAX  | Engine Hour Meter                    |
| NHA  | Engine Oil Cooler                    |
| LSE  | Enhanced Accident Response System    |
| XFY  | Equipment Mounting Bracket           |
| NHJ  | Exterior Mirrors w/Heating Element   |
| X72  | Exterior Plastics Module             |
| TZF  | Firestone Brand Tires                |
| X9H  | For More Info, Call 800-643-2112     |
| BNR  | Four Wheel Traction Control          |
| LBR  | Front & Rear Interior LED Lamps      |
| GCB  | Front Door Tinted Glass              |
| X83  | Front End Parts Module               |
| X8W  | Front Fascias Parts Module           |
| MDA  | Front License Plate Bracket          |
| LAX  | Front Passenger Seat Belt Alert      |
| X89  | Front Suspension Damper Parts Module |
| X84  | Front Suspension Parts Module        |
| CDW  | Frt Pass Forward Fold Flat Seat      |
| WKB  | Full Size Matching Spare Wheel       |

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

| Code | Description                          |
|------|--------------------------------------|
| TBW  | Full Size Spare Tire w/Matching Whl  |
| X73  | Glass Module II                      |
| LE7  | Gloss Black Exterior Mirrors         |
| MAK  | Gloss Black Grille W/Granite Inner   |
| LBC  | Glove Box Lamp                       |
| RF5  | Google Android Auto                  |
| JLP  | GPS Antenna Input                    |
| Z6K  | GVW Rating - 6500#                   |
| X8F  | Hard Trim Module                     |
| X8Y  | Headliner Parts Module               |
| NMC  | Heavy Duty Engine Cooling            |
| BNG  | Hill Start Assist                    |
| HGA  | Hood Insulation                      |
| XE2  | I/P Mounted Elec Shifter             |
| LAC  | Illuminated Entry                    |
| JB5  | Instr. Panel Platinum Chrome Bezel   |
| JAA  | Instrument Panel                     |
| X81  | Instrument Panel Parts Module        |
| RTF  | Integrated Center Stack Radio        |
| XRB  | Integrated Voice Command w/Bluetooth |
| CSV  | Interior Assist Handles              |
| X8T  | Interior Trim Module                 |
| GAP  | Laminated Front Door Glass           |
| LMZ  | LED Daytime Running Headlamps        |
| LM6  | LED Low/High Beam Headlamps          |
| LA3  | LED Tailamps w/Red Accents           |
| X8G  | Load Floor Parts Module              |
| CXG  | Lock On Sync Tire Press Sensor       |
| RSF  | Media Hub (2 USB, Aux)               |
| CZX  | Mini Console Police                  |
| APA  | Monotone Paint                       |
| XA8  | Non Adjustable Pedals                |
| GXQ  | Non-Key Alike Fobs                   |
| CUN  | Overhead Console                     |
| XH3  | ParkSense Rr Park Assist w/Stop      |
| XAC  | ParkView Rear Back-up Camera         |
| CSR  | Passenger Assist Handles             |
| SCJ  | Perforated Leather Wrapped Strg Whl  |
| BR9  | Police ABS 4-Wheel Hd Disc Brakes    |
| AYF  | Police Group                         |
| SDB  | Police Tuned Suspension              |
| JPU  | Power 4-Way Driver Lumbar Adjust     |
| JPR  | Power 8-Way Dvr/Manual Pass Seat     |

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD

| Code | Description                           |
|------|---------------------------------------|
| JKY  | Power Accessory Delay                 |
| GTS  | Power Heated Mirrors, Fold-Away       |
| JPB  | Power Locks                           |
| JAJ  | Premium Instrument Cluster w/Tach     |
| HGP  | Premium Insulation Group              |
| XPF  | Protective Coating and Remover        |
| XJ7  | Push-Push Fuel Filler Door            |
| GX4  | Pushbutton Start                      |
| JP3  | Pwr Front Windows, 1-Touch, Up & Down |
| XFC  | R1234YF A/C Refrigerant               |
| BHC  | Rain Brake Support                    |
| BHD  | Ready Alert Braking                   |
| HBB  | Rear Air Conditioning w/Heater        |
| X8U  | Rear Fascias Parts Module             |
| SES  | Rear Load Leveling Suspension         |
| X91  | Rear Suspension Damper Parts Module   |
| X85  | Rear Suspension Parts Module          |
| GNK  | Rear View Auto Dim Mirror             |
| GFA  | Rear Window Defroster                 |
| JHB  | Rear Window Wiper/Washer              |
| GXM  | Remote Keyless Entry                  |
| X8Z  | Seat Parts Module                     |
| AXR  | Secure Park Package                   |
| XX7  | Selectable Steering Modes             |
| GXX  | Sentry Key Theft Deterrent System     |
| MRF  | Sill Molding                          |
| DHY  | Single Speed Transfer Case            |
| X9B  | SiriusXM Radio Service                |
| RSD  | SiriusXM Satellite Radio              |
| AHV  | Special Service Group                 |
| NHM  | Speed Control                         |
| LNO  | Spot Lamp Wiring Prep.                |
| RDZ  | Steering Wheel Mounted Audio Cris     |
| XHZ  | Stop-Start Dual Battery System        |
| GNV  | Sun Visors w/Vanity Mirror            |
| XSV  | Super Nova Hydro Interior Accents     |
| CJ5  | Supp. Side Curtain All Rows Air Bags  |
| CJ1  | Supplemental Ft Seat Side Air Bags    |
| CGS  | Supplemental Side Air Bags            |
| JFJ  | Temperature & Compass Gauge           |
| SUD  | Tilt/Telescope Steering Column        |
| GBB  | Tinted Windshield Glass               |
| XBN  | Tip Start                             |

**Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD**

| Code | Description                         |
|------|-------------------------------------|
| X88  | Tire & Wheel Parts Module           |
| XGM  | Tire Pressure Monitoring Display    |
| BNT  | Trailer Sway Damping                |
| NHQ  | Transmission Heater                 |
| CD4  | Tungsten Interior Accent Stitching  |
| UAM  | Uconnect 4 with 8.4" Display        |
| XXS  | Upfitter Electronic Module (VSM)    |
| RF7  | USB Host Flip                       |
| JHA  | Var. Intermittent Windshield Wipers |
| LAZ  | Vehicle Information Center          |

RESOURCES

TRUCKS/COMMERCIAL

SUV/CROSSOVERS

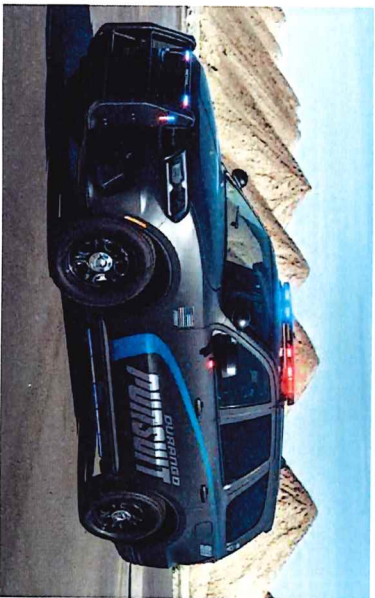
MINIVANS

LAW ENFORCEMENT

PHEV/EV

LEGAL

## 2024 DODGE DURANGO PURSUIT



### SELECT FEATURES

- 8<sup>th</sup>-speed Automatic Transmission
- 255/60R18BS W On-/Off-Road Tires – V-speed rating
- All-Wheel Drive (AWD) System – Single-speed (two-speed available on V8)
- Alternator – 220-amp, heavy-duty
- Auxiliary Power Outlet – 12-volt
- Battery – 650-amp (Standard), 800-amp (Available with 5.7L HEMI V8)
- Brakes – Antilock four-wheel disc, heavy-duty BR9 brake system
- Engine Hour Meter/Engine Idle Hour Meters
- Class – Deep-tint sunscreen on rear doors, quarter panels and rear liftgate
- Headliner with Two Red/White LED Dome Lamps
- Heavy-Duty Engine Cooling Package
- Mini Center Floor Console, Police
- Push-Push Fuel-Filler Door
- Rear Load-Leveling Suspension
- Speed Control
- Steel Wheels with Chrome Center Caps
- Tri-Zone Air Conditioning with Air Filtration
- Vehicle System Interface Module (VSIM)
- Vinyl Floor Covering

### SAFETY & SECURITY

- Active Head Restraints<sup>(52)</sup>
- Air Bags<sup>(23)</sup> – Advanced multistage driver's and front-passenger, advanced side-curtain and supplemental front-seat side
- Four-Wheel Disc Antilock Brake System with Electronic Brake-Force Distribution
- ParkView<sup>(6)</sup> Rear Back-Up Camera<sup>(3)</sup> with ParkSense<sup>(4)</sup> Rear Park Assist<sup>(10)</sup>
- Rain Brake Support
- Ready Alert Braking
- Trailer Sway Control<sup>(6)</sup>

### ENGINES

|                                      | HORSEPOWER <sup>(22)</sup> | TORQUE <sup>(22)</sup> |
|--------------------------------------|----------------------------|------------------------|
| 3.6L Pentastar <sup>(7)</sup> V6 AWD | 293 hp @ 6,400 rpm         | 260 lb-ft @ 4,000 rpm  |
| 5.7L HEMI V8 AWD                     | 360 hp @ 5,150 rpm         | 390 lb-ft @ 4,250 rpm  |

### FUEL ECONOMY<sup>(10)(11)</sup>

| Fuel Economy (Manufacturer's* estimated mpg) | City/Hwy |
|----------------------------------------------|----------|
| – 3.6L Pentastar V6 AWD                      | 19/25    |
| – 5.7L HEMI V8 AWD                           | 14/22    |

### EXTERIOR DIMENSIONS\*

|                                                |       |
|------------------------------------------------|-------|
| Wheelbase                                      | 119.8 |
| Overall Length                                 | 200.8 |
| Overall Width                                  | 85.5  |
| Overall Height                                 | 72.9  |
| Running Ground Clearance                       | 8.1   |
| Approach Angle                                 | 20    |
| Departure Angle                                | 21.5  |
| Breakover Angle                                | 18.1  |
| Front Track                                    | 63.9  |
| Rear Track                                     | 64.1  |
| Base Curb Weights (lb) – 3.6L Pentastar V6 AWD | 4,929 |
| – 5.7L HEMI V8 AWD                             | 5,214 |

### TOWING<sup>(10)</sup>

|                                             |       |
|---------------------------------------------|-------|
| Tow Class (max)                             | III   |
| Maximum Towing (lb) – 3.6L Pentastar V6 AWD | 6,200 |
| – 5.7L HEMI V8 AWD                          | 7,200 |

### INTERIOR DIMENSIONS\*

|                                                 |      |
|-------------------------------------------------|------|
| First Row                                       |      |
| – Headroom                                      | 39.9 |
| – Legroom                                       | 40.3 |
| – Shoulder room                                 | 58.5 |
| – Hip room                                      | 57   |
| Second Row                                      |      |
| – Headroom                                      | 39.8 |
| – Legroom                                       | 38.6 |
| – Shoulder room                                 | 57.7 |
| – Hip room                                      | 55.5 |
| Cargo Volume (cu ft) – Behind second row        | 43.3 |
| – Behind front-row seats with rear seats folded | 85.1 |
| Seating Capacity (max occupants)                | 5    |
| Fuel Tank Capacity (gal)                        | 24.6 |

\*Based on 2023MY vehicle information. All dimensions are in inches unless otherwise noted.

# 2024 DODGE DURANGO PURSUIT

## EXTERIOR PAINT COLORS



### STANDARD FEATURES AND OPTIONS

#### CPOS

Pursuit 28Z/22Z

#### ENGINES/TRANSMISSION

- 3.6L Pentastar® V6 with Engine Stop/Start (ESS) Technology and 8-speed Automatic (ERC)
- 5.7L HEMI® V8 with 8-speed Automatic (EZH)

#### MECHANICAL FEATURES

- All-wheel Drive (AWD) Systems – Single-speed, full-time AWD includes MP 3000 transfer case (DHY)
  - Two-speed, active on-demand AWD (packaged with 5.7L HEMI V8 and Trailer Tow Group IV) (DKA)
- Alternator – Heavy-duty 220-amp (BAJ)
- Battery – 650-amp (packaged with 3.6L Pentastar V6 and ESS technology) (BCZ)
- Battery – 800-amp (packaged with 5.7L HEMI V8) (BCF)
- Brakes – Police Antilock Brake System four-wheel heavy-duty disc (BR9)
- Engine Cooling – Upgraded heavy-duty (MMC)
- Exhaust System – Single rear exhaust on right side
  - Dual rear exhaust with Bright tips (packaged with 5.7L HEMI V8) (NEX)
- Fuel Tank – 24.6-gallon with push-push fuel-filler door (NF4)
- Instrument-Panel-mounted Stalk Shifter (XE2)
- Suspension – Rear load-leveling (SES)
  - Police-tuned (SDB)
- Wiring Prep – Exterior spot lamp (LNO)

#### EXTERIOR FEATURES

- 255/60R18BSW On-/Off-Road Tires – V-speed rating (TXO)
- Doors – Driver's- and passenger-side ballistic panel (XDC/XDV)
- Fascias – Accent-color lower, Body-color upper (MLX/MBP)
- Grille – Gloss Black with Granite Inner (MAK)

• = Standard, O = Optional, P = Available with Package noted, F = Fleet only.

### STANDARD FEATURES AND OPTIONS

#### CPOS

Pursuit 28Z/22Z

#### EXTERIOR FEATURES (CONTINUED)

- License Plate Brow – Chrome, with Dodge logo, license plate lamps and lock button (M0A)
- Liftgate Spoiler – Body-color, includes Center High-Mounted Stop Lamp (CHMSL)
- Lighting – LED daytime running headlamps (LMZ)
  - Automatic headlamps (on/off) actuate when ambient light is at low levels, includes headlamps-on-with-wipers feature (LMG)
  - LED low-/high-beam headlamps (LM6)
- Black headlamp bezels (MFA)
  - Spot lamp wiring prep (LNO)
- Mirrors – Power, manual, foldaway with heating element (GYS)
- Sill Moldings – Accent-color with Bright Insert (MRF)
- Wheels – 18-inch Technical Gray (W1P)
  - 18-inch Black Steel (WBN)
  - Wheel Lip Moldings – Accent-color (MRD)
- Wiper System – Front, variable/intermittent with 1-gallon fluid capacity (JHA)
  - Rear, with fixed intermittent and continuous speeds, with washer (JHB)

#### INTERIOR FEATURES

- 7-inch Thin Film Transistor (TFT) Reconfigurable Digital Gauge Cluster – Includes custom-programmable features (JAJ)
- Air Conditioning – Tri-Zone automatic temperature control, includes infrared sensors and rear-seat outlets (IAH)
- Dodge Air Filtration System (JMA)
- Cargo Area – Carpeted, with storage tray and cargo tie-down loops in floor, driver's-side storage bin and 12-volt auxiliary power outlet (CKT/CLG/CKV/JJM/LBC)
- Consoles – Overhead front with two LED map lamps and dome lamp with Red and White lighting (CUN)
  - Full-length front floor with two illuminated cup holders and two-tiered storage (CUF)
- Floor – Vinyl covering, Black (CKJ)

## 2024 DODGE DURANGO PURSUIT

| STANDARD FEATURES AND OPTIONS | Pursuit |
|-------------------------------|---------|
| <b>CPOS</b>                   | 28Z/22Z |

### INTERIOR FEATURES (CONTINUED)

|                                                                                                                                                                                                                                                                                                                                              |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Lighting – Glove box lamp, front fixed LED map lamps, second-row directional LED map lamps, courtesy door lamps, overhead console, rear-passenger overhead reading/courtesy lamps, cargo compartment lamp, Sapphire Blue interior switch lighting, and Sapphire Blue ambient LED lighting for the front door, inside handles and map pockets | • |
| Mini Police Console (CZY)                                                                                                                                                                                                                                                                                                                    | • |
| Power Outlets – Two 12-volt, located on the instrument panel and in the rear cargo compartment (JKP/JJM)                                                                                                                                                                                                                                     | • |
| Rear Air Conditioning with Headliner Vents and Rear-Seat Controls (HBB)                                                                                                                                                                                                                                                                      | • |
| Rearview Mirror – Day/Night (GNX)                                                                                                                                                                                                                                                                                                            | • |
| Seating – Five-passenger configuration only (CYD)                                                                                                                                                                                                                                                                                            | • |
| – Cloth bucket with rear vinyl (A7)                                                                                                                                                                                                                                                                                                          | • |
| – Power-adjust eight-way driver's and manual-adjust passenger (JPR)                                                                                                                                                                                                                                                                          | • |
| – Power four-way driver's lumbar-adjust (JPU)                                                                                                                                                                                                                                                                                                | • |
| – Front-passenger fold-flat (CDW)                                                                                                                                                                                                                                                                                                            | • |
| Seats, Second-Row – 60/40-split fold-and-tumble, with head restraints <sup>(85)</sup> for the outboard seating positions (CFN)                                                                                                                                                                                                               | • |
| Steering Wheel – Premium-wrapped, with audio and speed controls (RDZ)                                                                                                                                                                                                                                                                        | • |
| – Tilt/telescoping steering column (SUD)                                                                                                                                                                                                                                                                                                     | • |
| <b>UCONNECT™ MULTIMEDIA</b>                                                                                                                                                                                                                                                                                                                  | • |
| Media Hub – Includes two USB ports and an auxiliary jack (RSF)                                                                                                                                                                                                                                                                               | • |
| Speakers – Six (two instrument-panel-mounted 2.5-inch tweeters, two front-door 6 x 9-inch full-range speakers and two rear-door 6.5-inch full-range speakers) (RCC)                                                                                                                                                                          | • |
| Uconnect 4 with 8.4-inch Display – Includes Android Auto <sup>(M3)</sup> and Apple CarPlay <sup>(M4)</sup> compatibility and Integrated Voice Command (UAM)                                                                                                                                                                                  | • |
| Uconnect 5 NAV with 10.1-inch Display – Includes Android Auto <sup>(3)</sup> and Apple CarPlay <sup>(M)</sup> compatibility and Integrated Voice Command (UBN)                                                                                                                                                                               | • |

| STANDARD FEATURES AND OPTIONS | Pursuit |
|-------------------------------|---------|
| <b>CPOS</b>                   | 28Z/22Z |

### SAFETY & SECURITY

|                                                                                                                                                                                                                                                 |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Air Bags <sup>(2)</sup> – Advanced multistage and driver's and front-passenger; inflate with a force appropriate to the severity of the frontal or near-frontal impact (CC3)                                                                    | • |
| – Advanced side-curtain; provide additional protection to front and rear outboard occupants in the event of a rollover (CJ5)                                                                                                                    | • |
| – Advanced supplemental front seat-side; provide additional protection in the event of a side-impact collision (CGS)                                                                                                                            | • |
| – Driver's-side inflatable knee bolster (CGY)                                                                                                                                                                                                   | • |
| Blind Spot Monitoring (BSM) <sup>(5)</sup> and Rear Cross-Path Detection System <sup>(6)</sup> (XAN)                                                                                                                                            | • |
| Electronic Stability Control (ESC) <sup>(6)</sup> – Includes Vehicle Stability Management System, Electronic Roll Mitigation, All-Speed Traction Control, Brake Assist and four-channel Antilock Brake System (ABS) (BNB)                       | • |
| Hill Start Assist – Prevents vehicle from rolling back for two seconds when starting on an incline (BNG)                                                                                                                                        | • |
| Keyless Enter 'n Go <sup>(M)</sup> – Push-button ignition system with proximity entry; driver can leave the key in pocket or purse, the doors are unlocked by touching the rotor, decreasing the time required for full brake application (BHD) | • |
| – brake pedal is depressed (GX4)                                                                                                                                                                                                                | • |
| ParkView <sup>2</sup> Rear Back-up Camera <sup>(M)</sup> – Includes ParkSense <sup>®</sup> Rear Park Assist <sup>(M)</sup> (XAC/XH3)                                                                                                            | • |
| Ready Alert Braking – Anticipates situations when the driver may initiate an emergency stop and uses the ESC <sup>(6)</sup> pump to set the brake pads against the rotors, decreasing the time required for full brake application (BHD)        | • |
| Sanity Key <sup>®</sup> Antitheft Engine Immobilizer – Electronic transponder in key determines if valid key is being used to start the vehicle (GXX)                                                                                           | • |
| Trailer Sway Control <sup>(M)</sup> – Works in tandem with ESC <sup>(6)</sup> to help improve handling in adverse towing conditions caused by crosswinds and traffic (BNT)                                                                      | • |
| <b>PACKAGE/EQUIPMENT GROUP</b>                                                                                                                                                                                                                  | • |
| Skid Plate Group – Includes skid plates for the fuel tank, transfer case, front suspension and front tow hooks (ADL)                                                                                                                            | • |

• = Standard, O = Optional, P = Available with Package noted, F = Fleet only.

**City Council Regular**

**Date:** 08/26/2024  
**Title:** W.O. 19-12: West End Reservoir Project, GC/CM Construction Services Contract, Change Order No. 1  
**Presented by:** Debi Meling  
**Department:** Public Works  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends that the City Council approve Change Order No. 1 to the Standard Agreement and General Conditions Between Owner and General Contractor/Construction Manager (Construction Contract) with Dick Anderson Construction, Inc. (DAC) for the W.O. 19-12: West End Reservoir (WER) Project in the amount of \$408,352.64.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

On December 11, 2023, City Council approved a Construction Contract with DAC for the WER Project in the amount of \$153,211.35. This initial contract Guaranteed Maximum Price (GMP) allowed the Project Team to begin dewatering the reservoir site through rental of temporary pumping equipment and purchase of permanent dewatering equipment.

Change Order No. 1 now under consideration would furnish a complete electrical equipment Unit Substation including medium voltage metal enclosed load interrupter switchgear, a liquid filled power transformer, and a switchboard for future installation at the Billings WE Raw Water Pump Station (RWPS) site. The equipment will be installed under a future change order to the Construction Contract. The Project Team consisting of City Staff, HDR Engineering and DAC received and evaluated pricing obtained through a public bidding process from Yellowstone Electric Co., Gray Bar, and Colstrip Electric Co. The pricing on a Unit Substation from Colstrip Electric was determined to be the best value for the City.

With lead time on this equipment at 40 weeks, procuring it ahead of final design and GMP development for the pump station is critical for maintaining the overall project schedule, including start-up of the West End Water Treatment Plant. The amount presented at this time is a GMP to procure electrical equipment for the WE RWPS.

**ALTERNATIVES**

City Council may:

- Approve Change Order No. 1 to the Standard Agreement and General Conditions Between Owner and General Contractor/Construction Manager (Construction Contract) with Dick Anderson Construction, Inc.; or,
- Not approve Change Order No. 1. If Council does not approve this change order, the schedule for future construction of the raw water pump station is at risk of delay.

**FISCAL EFFECTS**

The W.O. 19-12: West End Reservoir Project was budgeted in FY25 using Water Funds in the amount of \$69,400,000. With the approval of this change order in the amount of \$408,352.64, there is \$68,991,647 remaining in the budget.

---

**Attachments**

WO1912 WE Reservoir GC-CM Contract, CO#1

# W.O. 19-12, West End Reservoir Project

## Standard Agreement and General Conditions Between Owner and General Contractor/Construction Manager (GC/CM)

### Change Order No. 1

OWNER: City of Billings

CONTRACTOR: Dick Anderson Construction, LLC

DATE: August 2, 2024

In accordance with the terms of this Contract, the following changes are approved:

#### CHANGE IN CONTRACT PRICE:

|                                                 |                     |
|-------------------------------------------------|---------------------|
| Original Contract Price:                        | \$153,211.35        |
| Net Increase from Previous Change Orders:       | \$408,352.64        |
| Contract Price Prior to this Change Order:      | \$153,211.35        |
| <b>Net Increase of this Change Order:</b>       | <b>\$408,352.64</b> |
| Contract Price with all Approved Change Orders: | \$561,563.99        |

#### CHANGE IN CONTRACT TIME:

|                                                |     |
|------------------------------------------------|-----|
| Original Contract Time:                        | N/A |
| Net Change from Previous Change Orders:        | N/A |
| Contract Time Prior to this Change Order:      | N/A |
| Net Increase of this Change Order:             | N/A |
| Contract Time with all Approved Change Orders: | N/A |

#### DESCRIPTION:

Dick Anderson Construction is directed to make the following changes in the Contract Documents:

- Furnish a complete electrical equipment Unit Substation including medium voltage metal enclosed load interrupter switchgear, liquid filled power transformer, and switchboard, for future installation at the Billings WE RWPS site. The equipment will be installed under a future change order to these Contract Documents (\$408,352.64 increase).

#### REASON FOR CHANGE ORDER:

With lead time on this equipment at 40 weeks, procuring it ahead of the WE RWPS final design and GMP development is critical for maintaining project schedule.

#### ATTACHMENTS:

- Electrical Procurement GMP Proposal, Change Order No. 1 (11pp., 8/1/24)

In consideration of the terms and performance contained herein, or attached and incorporated herein, the Owner and Contractor also agree to the following modifications to the Standard Agreement and General Conditions Between Owner and General Contractor/Construction Manager dated December 13, 2023:



1. ARTICLE 2 GENERAL PROVISIONS, Section 2.6 DEFINITIONS, 2.6.1.1. Add the following to the list of exhibits that are part of this Agreement:
  - EXHIBIT C: Electrical Procurement GMP Proposal, Change Order No. 1, Dick Anderson Construction/CEI Electrical Contractors (11pp., 8/1/24)
  - EXHIBIT D: Electrical Procurement Bid Documents, Technical Specifications (HDR), and Drawings (HDR); Issued by Dick Anderson Construction (158pp., 6/24/24)
  
2. ARTICLE 16 SCOPE OF WORK, Add the following:
  - 16.3 SCOPE OF WORK – CHANGE ORDER NO. 1. Pursuant to Section 3.4 and ARTICLE 7, the Owner and CG/CM desire to establish an additional Guaranteed Maximum Price (GMP) for performance of the portion of Work in accordance with the exhibits listed below, which are part of this Agreement:
    - a) EXHIBIT C: Electrical Procurement GMP Proposal, Change Order No. 1, Dick Anderson Construction/CEI Electrical Contractors (11pp., 8/1/24)
    - b) EXHIBIT D: Electrical Procurement Bid Documents, Technical Specifications (HDR), and Drawings (HDR); Issued by Dick Anderson Construction (158pp., 6/24/24)

The said Contract as hereby amended shall remain in full force and effect.

IN WITNESS WHEREOF the said Parties have caused this agreement to be executed as of the day and year signed below.

GENERAL CONTRACTOR/CONSTRUCTION MANAGER

Name: Dick Anderson Construction, Inc.

By: 

Title: Vice President

Date: 8/2/2024

CITY OF BILLINGS, MONTANA

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

END OF DOCUMENT.





**DICK ANDERSON  
CONSTRUCTION**

## EXHIBIT C

8/01/2024

City of Billings  
Attention: Randy Straus, PE  
City Engineer's Office  
2224 Montana Avenue  
Billings, MT 59101

**RE: Electrical Procurement**  
W.O. 19-12 West End Reservoir Project

Dear Mr. Straus,

This letter is to address amending Dick Anderson Construction's (DAC) General Contractor/Construction Manager (GC/CM) Contract Guaranteed Maximum Price (GMP) for the W.O. 19-12 West End Reservoir Project. Proposed change order number 1 includes the Raw Water Pump Station Electrical Procurement. The following are attached supporting documents:

- W.O. 19-12 West End Water Pump Station Electrical Procurement Proposal Summary
- CEI Electrical Contractors Proposal Date 7/18/2024
- DAC's Proposed Change Order No. 1 Cost Breakdown
- DAC's Proposed Total GMP Cost Breakdown

As discussed and agreed upon in the 7/23/2024 Project Team Meeting (Included DAC, HDR, and City of Billings representatives), DAC is proposing Amendment No. 1 in the amount of \$408,352.64 resulting in an increase to the GMP value to the amount of \$561,563.99

Thank you for your time and consideration.

**Kyle Kastelitz**  
Vice President

4512 South Frontage Rd  
PO Box 31511  
Billings, MT 59101

[daconstruction.com](http://daconstruction.com)  
Always Part of the Solution



8/1/2024

**W.O. 19-12 BILLINGS WEST END RESERVOIR PROJECT  
RAW WATER PUMP STATION ELECTRICAL PROCUREMENT**

**CHANGE ORDER NUMBER 1**

| ELECTRICAL PROCUREMENT      |                 |          |       |               |               |                                                                                         |
|-----------------------------|-----------------|----------|-------|---------------|---------------|-----------------------------------------------------------------------------------------|
| ITEMS                       | DESCRIPTION     | QUANTITY | UNITS | UNIT COST     | TOTAL COST    | NOTES:                                                                                  |
| 10                          | UNIT SUBSTATION | 1.0      | LS    | \$ 366,292.50 | \$ 366,292.50 | CEI PROPOSAL DATE 7/17/2024 - 4-6 WEEKS ON SHOP DRAWING & 40 WEEK ON EQUIPMENT DELIVERY |
| 20                          |                 | 0.0      | LS    | \$ -          | \$ -          |                                                                                         |
| 30                          |                 | 0.0      | LS    | \$ -          | \$ -          |                                                                                         |
| ELECTRICAL PROCUREMENT COST |                 |          |       | \$            | \$ 366,292.50 |                                                                                         |

| TOTALS             |          |       |               |               |                                                    |
|--------------------|----------|-------|---------------|---------------|----------------------------------------------------|
| DESCRIPTION        | QUANTITY | UNITS | UNIT COST     | TOTAL COST    | NOTES:                                             |
| CONSTRUCTION COST  | 1.0      | LS    | \$ 366,292.50 | \$ 366,292.50 |                                                    |
| GC/CM CONDITIONS   | 1.00     | LS    | 0.00          | \$ -          | NOT INCLUDED, AS IT IS ONLY ELECTRICAL PROCUREMENT |
| GC/CM FEE          | 7.95     | %     | 366,292.50    | \$ 29,120.25  |                                                    |
| BOND               | 1.00     | %     | 395,412.75    | \$ 3,954.13   |                                                    |
| INSURANCE          | 1.25     | %     | 395,412.75    | \$ 4,942.66   |                                                    |
| GROSS RECEIPTS TAX | 1.00     | %     | 404,309.54    | \$ 4,043.10   |                                                    |
| CONTINGENCY        | 0.00     | %     | 408,352.64    | \$ -          |                                                    |
| ALLOWANCE          | 0.00     | %     | 408,352.64    | \$ -          |                                                    |
| TOTAL COST         |          |       |               | \$            | <b>408,352.64</b>                                  |



7/22/2024

## W.O. 19-12 BILLINGS WEST END RESERVOIR PROJECT RAW WATER PUMP STATION ELECTRICAL PROCUREMENT - BID RESULTS

**BIDDER:** YELLOWSTONE ELECTRIC CO.  
1949 4TH AVENUE NORTH  
BILLINGS, MT 59101

**DATE SUBMITTED:** 7/18/2024  
**TIME SUBMITTED:** 9:30 AM

**CONTRACTORS REGISTRATION:** YES  
**BID BOND:** YES  
**ADDENDUM ACKNOWLEDGED:** YES

| SCHEDULE | DESCRIPTION                                               | MANUFACTURER                   | TOTAL PRICE   | SHOP DRAWINGS LEAD TIME (WEEKS) | EQUIPMENT DELIVERY LEAD TIME (WEEKS) |
|----------|-----------------------------------------------------------|--------------------------------|---------------|---------------------------------|--------------------------------------|
| 1        | UNIT SUBSTATION                                           | NO BID                         | NO BID        | NO BID                          | NO BID                               |
| 2        | MEDIUM VOLTAGE METAL ENCLOSED LOAD INTERRUPTER SWITCHGEAR | ABB                            | \$ 122,618.00 | 6                               | 52                                   |
| 3        | LIQUID FILLED POWER TRANSFORMER                           | EATON                          | \$ 330,753.00 | 8                               | 50                                   |
| 4        | SWITCHBOARD                                               | SQUARE D BY SCHNEIDER ELECTRIC | \$ 233,222.00 | 8                               | 52                                   |
|          |                                                           |                                | \$ 686,593.00 |                                 |                                      |

**NOTE(S):** NONE

**BIDDER:** GRAY BAR (QUOTE -5174469)  
1465 MONAD ROAD  
BILLINGS, MT 59101

**DATE SUBMITTED:** 7/18/2024  
**TIME SUBMITTED:** 12:40 PM

**CONTRACTORS REGISTRATION:** NO  
**BID BOND:** NO  
**ADDENDUM ACKNOWLEDGED:** NO

| SCHEDULE | DESCRIPTION                                               | MANUFACTURER       | TOTAL PRICE   | SHOP DRAWINGS LEAD TIME (WEEKS) | EQUIPMENT DELIVERY LEAD TIME (WEEKS) |
|----------|-----------------------------------------------------------|--------------------|---------------|---------------------------------|--------------------------------------|
| 1        | UNIT SUBSTATION                                           | NO BID             | NO BID        | NO BID                          | NO BID                               |
| 2        | MEDIUM VOLTAGE METAL ENCLOSED LOAD INTERRUPTER SWITCHGEAR | SCHNEIDER ELECTRIC | \$ -          | NOT PROVIDED                    | NOT PROVIDED                         |
| 3        | LIQUID FILLED POWER TRANSFORMER                           | SCHNEIDER ELECTRIC | \$ -          | NOT PROVIDED                    | NOT PROVIDED                         |
| 4        | SWITCHBOARD                                               | SCHNEIDER ELECTRIC | \$ -          | NOT PROVIDED                    | NOT PROVIDED                         |
|          |                                                           |                    | \$ 625,882.35 |                                 |                                      |

**NOTE(S):** SEE SCHNEIDER ELECTRIC "CLARIFICATIONS AND EXCEPTIONS"  
VIA EMAIL - "Quote Q-5174469 has a HVLCc Duplex Switch in series with a fused HVLCc switch, which is more expensive, but the only way we can do it."

**BIDDER:** GRAY BAR (QUOTE -5174192)  
1465 MONAD ROAD  
BILLINGS, MT 59101

**DATE SUBMITTED:** 7/18/2024  
**TIME SUBMITTED:** 12:40 PM

**CONTRACTORS REGISTRATION:** NO  
**BID BOND:** NO  
**ADDENDUM ACKNOWLEDGED:** NO

| SCHEDULE | DESCRIPTION                                               | MANUFACTURER       | TOTAL PRICE   | SHOP DRAWINGS LEAD TIME (WEEKS) | EQUIPMENT DELIVERY LEAD TIME (WEEKS) |
|----------|-----------------------------------------------------------|--------------------|---------------|---------------------------------|--------------------------------------|
| 1        | UNIT SUBSTATION                                           | NO BID             | NO BID        | NO BID                          | NO BID                               |
| 2        | MEDIUM VOLTAGE METAL ENCLOSED LOAD INTERRUPTER SWITCHGEAR | SCHNEIDER ELECTRIC | \$ -          | NOT PROVIDED                    | NOT PROVIDED                         |
| 3        | LIQUID FILLED POWER TRANSFORMER                           | SCHNEIDER ELECTRIC | \$ -          | NOT PROVIDED                    | NOT PROVIDED                         |
| 4        | SWITCHBOARD                                               | SCHNEIDER ELECTRIC | \$ -          | NOT PROVIDED                    | NOT PROVIDED                         |
|          |                                                           |                    | \$ 576,470.59 |                                 |                                      |

**NOTE(S):** SEE SCHNEIDER ELECTRIC "CLARIFICATIONS AND EXCEPTIONS"  
VIA EMAIL - "Q-5174192 is minus the primary duplex switch, it may be more cost effective to get that piece of equipment from S&C or other companies that specialize in that."

**BIDDER:** COLSTRIP ELECTRIC CO.  
647 S 18TH ST WEST  
BILLINGS, MT 59102

**DATE SUBMITTED:** 7/18/2024  
**TIME SUBMITTED:** 1:40 PM

**CONTRACTORS REGISTRATION:** YES  
**BID BOND:** YES  
**ADDENDUM ACKNOWLEDGED:** YES

| SCHEDULE | DESCRIPTION                                               | MANUFACTURER | TOTAL PRICE   | SHOP DRAWINGS LEAD TIME (WEEKS) | EQUIPMENT DELIVERY LEAD TIME (WEEKS) |
|----------|-----------------------------------------------------------|--------------|---------------|---------------------------------|--------------------------------------|
| 1        | UNIT SUBSTATION                                           | ABB          | \$ 366,292.50 | 4 TO 6                          | 40                                   |
| 2        | MEDIUM VOLTAGE METAL ENCLOSED LOAD INTERRUPTER SWITCHGEAR | ABB          | \$ 343,912.50 | 4 TO 6                          | 40                                   |
| 3        | LIQUID FILLED POWER TRANSFORMER                           | NO BID       | NO BID        | NO BID                          | NO BID                               |
| 4        | SWITCHBOARD                                               | NO BID       | NO BID        | NO BID                          | NO BID                               |
|          |                                                           |              | \$ 710,205.00 |                                 |                                      |

**NOTE(S):** NONE



6131 Homestead Blvd  
PO Box 1934  
Colstrip, MT 59323  
TEL: (406) 748-4048  
FAX: (406) 748-3135

647 S. 18<sup>th</sup> Street W.  
Billings, MT 59102  
TEL: (406) 656-4365  
FAX: (406) 656-4534

4105 S. Broadway  
Minot, ND 58701  
TEL: (701) 500-1007  
FAX: (406) 748-3135  
[www.ceionline.com](http://www.ceionline.com)

July 18, 2024

DAC

RE: West End Raw Water Pump Station

Attn: Kyle Kastelitz

Per your request, CEI would like to offer the following price for the above-mentioned project located at the West End Pump Station in Billings, MT.

**Estimate:**

~~Eaton: \$375,783.33~~

Switchgear-40 weeks, Xfmr-156 weeks, Switchboard-48 weeks

~~Square D: \$605,145.16~~

Switchgear-65 weeks Xfmr-65 weeks, Switchboard- no estimate

given

**Notes:**

- 1) ABB lead times remain the same for unit substation and individual
- 2) Pricing for additional manufactures along with lead times.
- 3) Price includes 40 hours for submittals

If you have any further questions, please call me at (406)670-4183.

Respectfully,

Brodie McDonald  
Project Manager

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**SECTION 00300**

**BID FORM**

**PROJECT IDENTIFICATION:**

W.O. 19-12 West End Raw Water Pump Station Electrical Procurement

**CONTRACT IDENTIFICATION AND NUMBER:**

W.O. 19-12 West End Raw Water Pump Station Electrical Procurement

**THIS BID SUBMITTED TO:**

|                               |                            |                            |
|-------------------------------|----------------------------|----------------------------|
| Dick Anderson Construction    | Dick Anderson Construction | Dick Anderson Construction |
| kkastelitz@daconstruction.com | 4512 South Frontage Road   | P.O. Box 31511             |
|                               | Billings, MT 59101         | Billings, MT 59101         |

**1.01** The undersigned Bidder proposes and agrees if this Bid is accepted, to enter into an Agreement with Buyer in the form included in the Bidding Documents, to perform and furnish all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**2.01** Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid, and Instructions to Bidders, including without limitations those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for sixty (60) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Buyer.

**3.01** In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

| <u>Addendum No.</u>         | <u>Addendum Date</u>        |
|-----------------------------|-----------------------------|
| <u>1</u>                    | <u>7/10/24</u>              |
| <u>                    </u> | <u>                    </u> |
| <u>                    </u> | <u>                    </u> |

B. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, and performance of the Work.

C. Bidder is aware of the general nature of the Work to be performed by Buyer and others at the Site that relates to the Work as indicated in the Bidding Documents.

D. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

E. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

**4.01** Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of

1 any group, association, organization or corporation; Bidder has not directly or indirectly induced or  
2 solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any  
3 person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain  
4 for itself any advantage over any other Bidder or over Buyer.

5  
6 The Bidder certifies that no official of the Buyer, Engineer or any member of such officials immediate  
7 family, has direct or indirect interest in the pecuniary profits or Contracts of the Bidder.

8  
9 **5.01** The Bidder will complete the Work in accordance with the Contract Documents for the following  
10 price(s):

11  
12 **Bid Schedule Description:** This section, in general, describes the various Bid Schedules. The  
13 description of Bid Schedules is provided for clarity purposes only. It is not intended to replace,  
14 supersede or preclude any information in the plans and specifications.

15  
16 **Bid Schedule No. 1: Unit Substation.** This lump sum bid schedule includes furnishing Unit  
17 Substation equipment to be installed under a separate installation contract. Price to include shop  
18 drawing submittals, operation and maintenance manuals, delivery of Goods, startup and training  
19 services. All bonds, insurance, state and local taxes associated with Bid Schedule 1 are also  
20 included.

21  
22 **Bid Schedule No. 2: Medium Voltage Metal Enclosed Load Interrupter Switchgear.** This lump  
23 sum bid schedule includes furnishing Medium Voltage Metal Enclosed Load Interrupter Switchgear  
24 equipment to be installed under a separate installation contract. Price to include shop drawing  
25 submittals, operation and maintenance manuals, delivery of Goods, startup and training services. All  
26 bonds, insurance, state and local taxes associated with Bid Schedule 2 are also included.

27  
28 **Bid Schedule No. 3: Liquid Filled Power Transformer.** This lump sum bid schedule includes  
29 furnishing Liquid Filled Power Transformer equipment to be installed under a separate installation  
30 contract. Price to include shop drawing submittals, operation and maintenance manuals, delivery of  
31 Goods, startup and training services. All bonds, insurance, state and local taxes associated with Bid  
32 Schedule 3 are also included.

33  
34 **Bid Schedule No. 4: Switchboard.** This lump sum bid schedule includes furnishing Switchboard  
35 equipment to be installed under a separate installation contract. Price to include shop drawing  
36 submittals, operation and maintenance manuals, delivery of Goods, startup and training services. All  
37 bonds, insurance, state and local taxes associated with Bid Schedule 4 are also included.

38  
39 **LUMP SUM BID SCHEDULE PRICES**

40  
41 A bidder does not have to provide a total price for each Schedule.

42

| Schedule | Description                                               | Manufacturer | Total Price |
|----------|-----------------------------------------------------------|--------------|-------------|
| 1        | Unit Substation                                           | ABB          | 366,292.50  |
| 2        | Medium Voltage Metal Enclosed Load Interrupter Switchgear | ABB          | 343,912.50  |
| 3        | Liquid Filled Power Transformer                           | ABB          |             |
| 4        | Switchboard                                               | ABB          |             |

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**SHOP DRAWINGS AND EQUIPMENT LEAD TIMES**

Provide lead times for shop drawings submittal after issuance of purchase order and delivery of component after shop drawing approval.

| Description                                               | Manufacturer | Shop Drawings Lead Time (Weeks) | Equipment Delivery Lead Time (Weeks) |
|-----------------------------------------------------------|--------------|---------------------------------|--------------------------------------|
| Unit Substation                                           | ABB          | 4-6                             | 40                                   |
| Medium Voltage Metal Enclosed Load Interrupter Switchgear | ABB          | 4-6                             | 40                                   |
| Liquid Filled Power Transformer                           | ABB          | 4-6                             | 35                                   |
| Switchboard                                               | ABB          | 4-6                             | 40                                   |

A. The BUYER reserves the right to reject any or all bids.

B. If the Contract is to be awarded it will be based on an evaluation of equipment cost and lead times to determine the lowest cost equipment that will meet the project schedule and to the Bidder who is determined qualified and responsible in the sole discretion and best interest of the Buyer.

**6.01** Bidder agrees that the Work will be substantially completed and ready for final payment in accordance with 8.01.C of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

**6.02** Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

**7.01** The following documents are attached to and made a condition of the Bid:

A. Required Bid security in the amount of 10% of the maximum Bid price including alternates, if any, and in the form of a Bid Bond identified in the Instructions To Bidders.

**8.01** The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions To Bidders, General Conditions, and the Supplementary Conditions.

SUBMITTED on July 17, 2024  
(Date)

Employer's Tax ID No. 81-0426830

1 **If BIDDER is:**  
2  
3 **An Individual:** \_\_\_\_\_  
4 (Partnership Name)  
5 By: \_\_\_\_\_  
6 (Signature)  
7 \_\_\_\_\_  
8 (Name, typed or printed)  
9 Business Address: \_\_\_\_\_  
10 \_\_\_\_\_  
11 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_  
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16 **A Partnership:** \_\_\_\_\_  
17 (Partnership Name)  
18 By: \_\_\_\_\_  
19 (Signature)  
20 \_\_\_\_\_  
21 (Name, typed or printed)  
22 Business Address: \_\_\_\_\_  
23 \_\_\_\_\_  
24 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_  
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28 **A Corporation:** Colstrip Electric Inc  
29 (Corporation Name)  
30 State of Incorporation: Montanta  
31 Type(General Business, Professional, Service, Limited Liability): Corporation  
32 By: \_\_\_\_\_  
33 (Signature of person authorized to sign)  
34 Title: President  
35 Attest: *Brodin McQuadd*  
36 (Signature)  
37 Business Address: 647 S 18th St W Billings, MT 59102  
38 \_\_\_\_\_

1 Phone No.: 406-656-4365 FAX No: \_\_\_\_\_

2 Date of Qualification To Do Business Is: 1985 \_\_\_\_\_

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(Corporate Seal)

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11  
12 **A Joint Venture: Each Joint Venture Must Sign**

13 Joint Venturer Name: \_\_\_\_\_  
14  
15 (Name)

16  
17 By: \_\_\_\_\_  
18 (Signature of Joint Venturer Partner)

19 Name: \_\_\_\_\_  
20 (Name, typed or printed)

21 Title: \_\_\_\_\_

22 Business Address: \_\_\_\_\_

23 \_\_\_\_\_

24 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_

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Joint Venturer Name: \_\_\_\_\_  
(Name)

29 By: \_\_\_\_\_  
30 (Signature of Joint Venturer Partner)

31 Name: \_\_\_\_\_  
32 (Name, typed or printed)

33 Title: \_\_\_\_\_

34 Business Address: \_\_\_\_\_

35 \_\_\_\_\_

36 Phone No.: \_\_\_\_\_ FAX No: \_\_\_\_\_

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(Each Joint Venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

**END OF SECTION**

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**SECTION 00340**  
**BID BOND**

**WEST END RAW WATER PUMP STATION ELECTRICAL PROCUREMENT**

KNOW ALL MEN BY THESE PRESENTS, that Colstrip Electric, Inc.  
647 S 17th Street West, Billings, MT 59102

Hereinafter called the PRINCIPAL, and Swiss Re Corporate Solutions America Insurance Corporation  
a Corporation duly organized under the laws of the State of Montana having its principal place of  
business at 1200 Main Street, Suite 800, Kansas City, MO 64105  
in the State of Montana, and authorized to do business in the State of Montana as SURETY, are  
held and firmly bound unto the Dick Anderson Construction, Inc.

(Insert Buyer's Legal Name)

hereinafter called the OBLIGEE, in the penal sum of Ten Percent of Amount Bid  
DOLLARS (\$ 10% ) for payment of which we bind ourselves, our heirs, executors,  
administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL has herewith submitted his or its BID for Electrical Procurement  
for W.O. 19-12, West End Raw Water Pump Station  
said Bid, by reference thereto, being hereby made a part hereof.

NOW, THEREFORE, if the Bid submitted by the PRINCIPAL is accepted and the Contract  
awarded to the PRINCIPAL, and if the PRINCIPAL shall execute the proposed Contract and shall  
furnish such Performance and Payment Bond as required by the Contract Documents within the  
time fixed by the documents, then this obligation shall be void: if the PRINCIPAL shall fail to  
execute the proposed Contract and furnish the Bond, the SURETY hereby agrees to pay the  
OBLIGEE the penal sum as liquidated damages:

Signed and sealed this 18 Day of July, 2024.

PRINCIPAL: Colstrip Electric, Inc.

BY: 

SURETY: Swiss Re Corporate Solutions America Insurance Corporation

ATTORNEY-IN-FACT:   
Naomi Gerber Attorney in Fact

**END OF SECTION**

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute, and appoint: Naomi Gerber

Principal: Colstrip Electric, Inc.
Obligee: Dick Anderson Construction
Bond Description: W.O. 19-12: West End Raw Water Pump Station Electrical Procurement
Bond Number: Bid Bond
Bond Amount: See Bond Form

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 9th of May 2012:

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Erik Janssens, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC

By [Signature]
Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC

IN WITNESS WHEREOF, SRCSAIC and SRCSPIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 10TH day of NOVEMBER 20 22

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation

State of Illinois
County of Cook [SS]

On this 10TH day of NOVEMBER, 20 22, before me, a Notary Public personally appeared Erik Janssens, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SRCSPIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
Christina Manisco, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC, which is still in full force and effect.
IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 18th day of July, 2024.

[Signature]
Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC

**Date:** 08/26/2024  
**Title:** New City Hall Construction Manager at Risk (CMAR) Contract - Historic Tax Credit Change Order (CO #5)  
**Presented by:** Jessica Fust, Building Official  
**Department:** City Hall Administration  
**Presentation:** No  
**Legal Review:** Yes  
**Project Number:** N/A

---

#### RECOMMENDATION

Staff recommends approving New City Hall Construction Manager at Risk (CMAR) Contract - Change Order No. 5 agreement with Dick Anderson Construction to increase the Guaranteed Maximum Price (GMP) by \$1,125,821.69, and change the substantial completion date to April 1, 2025.

#### BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The CMAR contract for New City Hall was originally executed on April 19, 2022, with Dick Anderson Construction, for construction of the New City Hall located at 316 N. 26th Street. City Council directed staff to pursue historic tax credits (HTCs) for the building as a funding source for the build-out of the project. Given the value of the construction project, the estimated gross revenue from the sale of the tax credits is \$7,987,071. Consultant and legal fees will be deducted from this amount, currently estimated at about \$1.5M, for a net value of around \$6.5M.

As part of the HTC process, the National Park Service (NPS) reviewed our Part 2 application, which includes the project plans and details the items that are being retained, modified, or added to the building. During their review, the NPS noted construction items that they required to be revised to meet their historic standards. These changes included:

- Preserving and rehabilitating the original terrazzo in the elevator lobbies on the first and fifth floors
- Removing the wood ceilings in the elevator lobbies on floors 1, 2, 4, and 5, and installing ceilings that are similar to the original design
- Moving the main entrance vestibule on the East elevation to align with the original design

These changes are outside the current scope of Dick Anderson's contract, and would lead to additional work, such as removing finishes and fixtures that were already installed and relocating the Finance Department's front counter.

If these changes to the project are not made, the NPS likely will not award the City the tax credits at the completion of the project.

#### ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve and provide further direction to staff

#### FISCAL EFFECTS

|                                   |                 |
|-----------------------------------|-----------------|
| New City Hall Construction Costs: |                 |
| Original Contract:                | \$22,033,209.07 |
| Previous Approved Change Orders:  | \$2,857,284.96  |
| Current Change Order (CO5):       | \$1,125,821.69  |
| New GMP:                          | \$26,016,315.72 |

The City expects to net around \$6.5M from selling Historic Tax Credits for this project. The costs for these changes will be covered by additional short-term financing for the project. If Council does not approve this change order, the Historic Tax Credit funds may not be realized and additional borrowing for the difference will be needed.

---

#### Attachments

DAC Change Order 5



**AIA**<sup>®</sup>

# Document G701<sup>®</sup> – 2017

## Change Order

**PROJECT:** *(Name and address)*  
21379 - City of Billings Law and Justice  
Center/City Hall Remodel

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: April 19, 2022

**CHANGE ORDER INFORMATION:**  
Change Order Number: 005  
  
Date: August 14, 2024

**OWNER:** *(Name and address)*  
City of Billings

**ARCHITECT:** *(Name and address)*  
JLG Architects

**CONTRACTOR:** *(Name and address)*  
Dick Anderson Construction, Inc.

PO Box 1178  
Billings, MT 59103

402 E. Main Ave.  
Bismarck, ND 58504

PO Box 31511  
Billings, MT 59107

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Proposal Request #21, PCCO #4 - See attached for Back Up documents

- Modification to East Entry Vestibule
- Modification to Finance Counter
- Modification to 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup> elevator lobby ceilings
- Restore existing terrazzo
- Modification to A133-2019 - see attached

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| The original Contract Sum was                                            | \$ 22,033,209.07 |
| The net change by previously authorized Change Orders                    | \$ 2,857,284.96  |
| The Contract Sum prior to this Change Order was                          | \$ 24,890,494.03 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 1,125,821.69  |
| The new Contract Sum including this Change Order will be                 | \$ 26,016,315.72 |

The Contract Time will be increased by Two Hundred and Twelve (212) days.  
The new date of Substantial Completion will be April 1, 2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

JLG Architects  
\_\_\_\_\_  
ARCHITECT *(Firm name)*

Dick Anderson Construction, Inc.  
\_\_\_\_\_  
CONTRACTOR *(Firm name)*

City of Billings  
\_\_\_\_\_  
OWNER *(Firm name)*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Nick Lippert., Project Manager  
\_\_\_\_\_  
PRINTED NAME AND TITLE

Anthony Harmon., Project Manager  
\_\_\_\_\_  
PRINTED NAME AND TITLE

William A Cole., Mayor  
\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Contract to Replace Outdated 911 Phone and Radio Recorder  
**Presented by:** Derek Yeager  
**Department:** Fire  
**Presentation:** No  
**Legal Review:** No  
**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends approval of this contract to facilitate the use of joint city-county 911 specific funding to fund the project.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The 911 Center is required by state law to record all inbound and outbound 911 and non-emergency line calls, and has historically recorded all radio traffic also. The older recorder system has limited capacity and antiquated technology limiting its ability to do so on a newer and more advanced radio system. Additionally, these recordings are accessed dozens of times daily by both the city and county law enforcement agencies, are used by 911 management to perform quality control, and are a source of hundreds of monthly inquiries under the Freedom of Information Act.

**Background**

The 911 Center is required by state law to record all inbound and outbound 911 and non-emergency line calls, and has historically recorded all radio traffic also. The older recorder system has limited capacity and antiquated technology limiting its ability to do so on a newer and more advanced radio system. Additionally, these recordings are accessed dozens of times daily by both the city and county law enforcement agencies, are used by 911 management to perform quality control, and are a source of hundreds of monthly inquiries under the Freedom of Information Act.

**Project Overview:**

Motorola Solutions proposes to upgrade the City of Billings' Emergency Communications Center by replacing the existing Equature Logging system with a NICE IP Logging solution.

**Key Features of the NICE IP Logging System:**

**Recording Capabilities:**

The system records various types of communication, including 911 calls, radio communications, text-to-911, and more.

It captures console screen activity, CAD data, location data, and can integrate with GIS Mapping and Enhanced Data (EIDD).

**System Components:**

Includes telephony and radio logging solutions, servers, and application support.

The proposed system will have multiple servers and applications to support various logging and recording needs.

**Responsibilities:**

**Motorola's Responsibilities:**

Overall project management, equipment shipment, installation, system configuration, and providing as-built documentation.

Provide training and support services for the new system.

**City of Billings' Responsibilities:**

Provide a single point of contact for the project.

Ensure adequate space, power, and network infrastructure for system installation.

Manage SPAN-based audio delivery to the recorder servers and ensure network bandwidth for archiving and streaming recorded media.

Maintain and manage all data network infrastructure and storage requirements.

**Training and Support:**

Motorola will provide training for end users and administrators.

The support package includes 24/7 remote support, on-site response times, and a system upgrade agreement to keep software and hardware updated.

Duration:

The project is estimated to take approximately 8 months, depending on various factors such as contract award date, equipment lead times, and site readiness.

In summary, this contract involves upgrading the City of Billings' emergency communications logging system with advanced features and support, ensuring better data capture and management. Motorola will handle the installation and provide ongoing training and support, while the City needs to ensure the infrastructure and network requirements are met. The total project cost is just over \$1 million, see fiscal effects, with staged payments aligned with project milestones.

## STAKEHOLDERS

The 911 Advisory Board, comprised of the Chief Executive Officers from the Billings Fire Department, Billings Police Department, and the Yellowstone County Sheriffs Office, have approved the use of this funding pursuant to state statute.

## ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

## FISCAL EFFECTS

The approval involves utilizing "911 Funds," a combination of City and Yellowstone County funds specifically earmarked for equipment inside the 911 Center utilized by both entities. There is no impact on general fund accounts.

Total Contract Cost:

The total contract cost for the new NICE IP Logging System proposed by Motorola Solutions is \$1,024,667.72 over five years.

Breakdown of Costs:

Equipment and Installation:

The cost for equipment and installation services is \$525,938 in year one.

Total annual costs combining maintenance support and System Upgrade Agreement (SUA II):

Year 2: \$111,392.32

Year 3: \$119,785.12

Year 4: \$128,864.06

Year 5: \$138,688.22

After consulting with the city finance director, the funding is available for year one and each year after.

## SUMMARY

In summary, this contract involves upgrading the City of Billings' emergency communications logging system with advanced features and support, ensuring better data capture and management. Motorola will handle the installation and provide ongoing training and support, while the City needs to ensure the infrastructure and network requirements are met. The total project cost is just over \$1 million, see fiscal effects, with staged payments aligned with project milestones.

This request represents approving the 911 Communications Center request to purchase a purpose-built, IP recorder that is specifically intended to work with our type of phone and radio system to record all in and out bound radio and phone communications. This funding was pre-approved unanimously by the 911 Advisory Board.

---

## Attachments

Motorola Contract



**MOTOROLA SOLUTIONS**

Proposal

City of Billings, MT

# IP Logging System

June 3, 2024

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Motorola Solutions, Inc.  
500 W Monroe Street, Suite 4400  
Chicago, IL 60661-3781  
USA

June 3, 2024

Mr. Derek Yeager, 9-1-1 Communications Director  
City of Billings  
911 N 24th St  
Billings, MT 59101

RE: IP Logging System (NICE) Proposal

Dear Mr. Yeager:

Motorola Solutions appreciates the opportunity to provide the City of Billings with quality communications equipment and services. Our project team has taken great care to propose a NICE IP Logging solution that addresses your needs and provides exceptional value.

This NICE IP Logging solution will be installed at the City of Billings Emergency Communications Center and will be replacing the current Equature Logging system.

This proposal is subject to the terms and conditions of the enclosed Sourcewell Communications System and Services Agreement (CSSA), together with its Exhibits, and accompanying addendum. The City of Billings may accept this proposal by delivering to Motorola a signed copy of the Sourcewell CSSA. This proposal shall remain valid for a period of 60 days from the date of this cover letter.

Any questions can be directed to your Motorola Solutions Account Executive, Kevin Haight at (208) 316-4420 or [kevin.haight@motorolasolutions.com](mailto:kevin.haight@motorolasolutions.com).

Our goal is to provide the best products and services available in the communications industry. We thank you for the opportunity to present our proposed solution, and we hope to strengthen our relationship by implementing this project successfully and on time.

Sincerely,



Michael DeBenedetti  
Territory Vice President  
MOTOROLA SOLUTIONS, INC.

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## Section 1

# System Description

## 1.1 Introduction

Motorola is pleased to offer the City of Billings this proposal to upgrade and expand the logging capabilities of the new mission-critical communications system. The proposal is for a NICE Inform ELITE R10 telephony and Motorola MCC7500 logging solution with Generic CAD and Intelligence Center.

### 1.1.1 Recording Capabilities

The NICE Inform Multimedia Recorder is designed to meet the mission-critical needs of the most demanding public safety emergency communications environments. It can be tailored to meet your specific requirements, with recording capability for both ASTRO 25 and conventional radio, LTE/FirstNet, and TETRA. It reliably records 911 calls for a variety of Call Handling systems (digital, analog, and VoIP – including i3 SIPREC) and can automatically collect, store and associate detailed call data with each 911 call. Similarly, text-to-911 communications can also be recorded and automatically synchronized with voice communications.

The NICE recorder captures console screen activity, CAD data and events, location data from mobile radio units and phones, GIS Mapping, Enhanced Data EIDD, and more. The solution can also incorporate other NG911 elements, such as pictures and videos.

The solution scales and adapts from single-position Public Safety Answering Points (PSAPs), to complex environments with multiple sites and multiple networks. It can also integrate local recording with cloud-based media and data capture in ESInet.

### Motorola Certified IP Radio Recording

#### Feature Highlights

- Integrates with the Motorola ASTRO 25 radio network and MCC7500 Consoles.
- Captures a wealth of data with each recording, including Talkgroup, Alias, Unit ID, Emergency Button activation and much more.
- Accommodates as many as 256 Talkgroups per logger (no additional cost).
- Records in high-quality digital format. User can listen to calls as the Dispatcher heard it (no enhancements) or use enhancements to better hear what was said.

### 1.1.2 Call Taking Audio (NIR Loggers)

The NICE Recording platform can be configured to capture a variety of audio inputs, including analog, digital TDM, and IP telephony (i3 – SIP). It offers the highest security levels through rules-based access, AES 256-bit encryption at rest and in transit, MD5 fingerprinting, granular user access profiles, and web-based administration.

NICE Inform Multimedia Recorder can also span all forms of NG 911 communications, including inbound and outbound text messages, certified direct IP, web interface, and TTY.

The NICE Recording platform can capture a wide variety of data with every call. The solution integrates with the data spill for the most popular call handling systems.

Tested at all industry collaboration events, NICE Inform Multimedia Recorder is a future-proof platform designed to comply with National Emergency Number Association's (NENA's) i3 NG911 standards, and European Emergency Number Association's (EENA's) NG112 standards.

By taking advantage of commercial off-the-shelf (COTS) hardware and customer-provided network storage devices, this award-winning voice recording solution provides dependable performance while reducing total cost of ownership.

## 1.2 Proposal Details

The overall proposal includes a 38-channel NICE Inform ELITE R10 telephony and Motorola MCC7500 logging solution with a Generic CAD interface and the Intelligence Center (IC).

The proposed solution includes an HPE DL360 G10 server with 10-channels (talkpaths) MCC7500 2022 trunk radio recording at the main site\* on the RNI with an HPE DL360 G10 server installed as LBS on the RNI on the main site.

- One (1) HPE DL360 G10 server with thirteen (13) Vesta consoles via span ports and twenty-five (25) VOIP SIP phones via span ports for primary and parallel recording.
- An HPE DL380 G10 server will be provided for NICE INFORM and Health manager. The server will have the MS SQL 2019 Standard Edition 64-bit - Server License Per 2 x Processor Cores license to allow for up to 100 end-user connections.
- An HPE DL380 Gen10 NIR server, running Windows Server 2019 will be provided for the Intelligence Center.
- Retention will be set up for 2-years. Retention is an estimate only, not a guarantee.
- Four (4) User AQUA integration.

All Vesta IP-Based audio recordings will be done from the SPAN Ports of the Vesta consoles Ethernet port. The City of Billings is responsible for setup, management and delivery of SPAN-based audio to the recorder satellite servers. NICE Vesta driver 1.42 will be used.

The City-supplied Vesta CDR ICD VR7.2 will be delivered via RS-232 serial feeds. NICE will supply a Moxa NPort 1-port device server with one (1) DB9M RS232 port and one (1) 10/100 network port to convert the RS232 to IP on the network. It is the City of Billings' responsibility to wire this device in and allow a 100 MB Ethernet port for these devices. The default integration is fixed seating. Free seating can be installed with the installation of the NICE user registration application will need to be installed on the PC for the agent to log into. Installation on the end user's PC is the responsibility of the City of Billings.

All SIP IP-based audio recordings will be done from a SPAN Ports and need to be G.711 and G.729 unencrypted VOIP. The City of Billings is responsible for setup, management, and delivery of SPAN-based audio to the recorder server.

The solution includes:

- Reconstruction for searching, filtering, and gathering recording media and metadata into a timeline and saving as a scenario.
- Evidence Compliance Pack, which includes Organizer (for adding external files to a scenario and packaging them for distribution outside the Inform system) and Media Player (which allows users outside the Inform system to view and playback scenario media in an Inform-like timeline interface).
- Reporter which provides a library of pre-built, but customizable, reports for summarizing Inform activity and performance as well as ad hoc reporting capabilities.
- Monitor which allows authorized Inform users to monitor recordings in-progress.
- Evaluator which allows call center management to automate the process of selecting and assessing caller-agent interactions for the purposes of measuring and improving individual agent and call center-wide performance. Assessments can be automatically assigned to appropriate evaluators and assessment completion can be tracked for timely fulfillment.

The CAD Integration to the City of Billings CAD Microsoft SQL Data database will be via the City's created views. NICE to supply the City of Billings with documentation of required views. It is the City's responsibility to enable the provisioning of all information needed to connect, read and retrieve any media and metadata from any connectors as well as mutually test the connector. The current generic CAD connector and the current version will be covered by NICE maintenance.

The proposed solution includes:

- On-site installation, remote Project Management, and on-site training.

The City of Billings is to provide additional equipment and installation items as listed below:

- High-speed VPN Access for Remote Support.
- 19-inch Racks with Shelves, Audio Cables, Power Cables, LAN Cables and HUBs where required.
- The City of Billings to provide racking and stacking of the servers.
- UPS Power with Line Conditioning.
- Quote does not include shipping and handling charge.

## Required Technical Approval

Inform Elite with Generic CAD integration, pending Discovery Information. Please note:

- City of Billings/CAD vendor must provide SQL views meeting exact format to be defined by NICE onto Microsoft SQL CAD Reporting/Backup database and allow their Inform server a read-only SQL connection to that database.
- The City of Billings may need to purchase API from CAD vendor to support this integration.
- The City of Billings must provide remote access to their Inform server to assist with configuration/diagnostics, etc.
- The City of Billings may need a telephony/CTD integration that tags 911 calls with Agent IDs, e.g., VESTA/VIPTER. 911 calls without Agent ID tags will not be returned by the integration.
- Due to the time required by the City of Billings to create the required MS SQL view onto their backup CAD database, as well as possible troubleshooting to ensure they exactly match the specification, some delays should be expected during the deployment.

- The Discovery Process MUST determine that the data available from the VESTA integration AND the Generic CAD integration provides sufficient Intelligence Center functionality and visualizations to meet the City of Billings' requirements.

IMPORTANT: If these pre-requisites are not met the Inform Intelligence Centre CAD integration cannot be delivered. This approval DOES NOT cover any bespoke integration to this customer/vendors unique CAD integration.

## 1.2.1 Existing Equipment

Note that this proposal is dependent upon the presence of the Motorola Archiving Interface Server (AIS) to support the logging of radio traffic onto the NICE system. It is also dependent upon a firewall configured at the dispatch center to establish appropriate IP security between the Radio Network Interface (RNI) and the logging equipment.

## 1.2.2 System Diagram

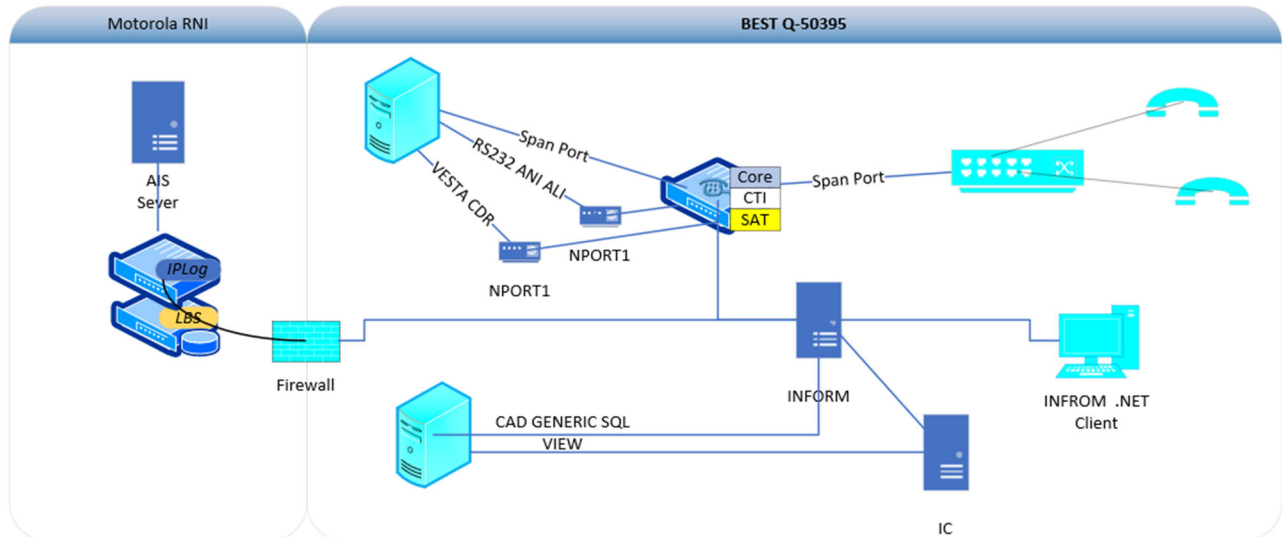


Figure 1-1: System Diagram

## 1.3 Solution Design Assumptions

- It is assumed that the NICE logging servers and other equipment will be installed in existing cabinets at the Billings Dispatch Center, as no space exists for a new cabinet to be installed.
- It is assumed sufficient space and power exists at the dispatch site to accommodate the new positions.
- It is assumed that the City of Billings will supply replay workstation(s), and these must support the Microsoft .NET infrastructure.
- The City of Billings is responsible for all on-going management of all sub-systems in the solutions (e.g. NICE Inform Recorder, MCC7500 IP Radio Logger, NICE Inform, including

database back-ups, archive management, windows updates, HP drivers, Anti-Virus (exclusion files are found on ExtraNICE) etc.

- The City of Billings is responsible for all data network infrastructure not purchased from Motorola including (but not limited to) switches, hubs, bridges, routers, firewalls, external caching devices and cabling.
- Note that NICE recorders and servers require a static IP address for each device, which must be provided by the City of Billings.
- The City of Billings will provide one network connection (minimum CAT5e/RJ45 cable) for each system component requiring network access.
- LAN/WAN latency is assumed to be less than 30-milliseconds.
- Automated system processes such as automatic installation of patches, application pushes, automated anti-virus updates, etc. are not to be run on logging system components (loggers, servers, etc.), unless specifically addressed in a separate SOW documentation.
- The City of Billings is responsible for any Port spanning/mirroring or packet duplication to facilitate passive VOIP recording.
- The City of Billings is responsible for any configuration of duplicate audio/SIP streams for “2N” or secondary recording system.
- The City of Billings is responsible for providing the required network bandwidth for archiving and streaming of all recorded media. The requirements of this are covered in the Sales discovery process.
- The proposed Solution provides storage internal to the logger. Unless specifically stated, NICE makes no claim as to the retention period (measured in the number of days) which this Solution will support. This will vary depending on call volumes and average length of call.
- The solution includes a SQL database (with appropriate SQL licensing) for each logger. It is the responsibility of the Purchaser to back-up these databases on a regular basis.
- The storage in the recorder for SQL database tables is not unlimited. If Purchaser retention requirements are measured in years rather than months, it is the responsibility of the City of Billings to raise this subject with NICE prior to the final system configuration. This will help ensure the City of Billings receives a solution that will meet retention requirements.
- If archiving to network storage, the LAN/WAN latency in the network is assumed to be less than thirty (30) milliseconds.
- Any network storage used for archiving becomes the primary storage for playback of audio. It is the City of Billings’ responsibility to ensure that City of Billings provided storage is designed to last for the media retention period required.
- If parallel recording is included in this proposal, it will be the responsibility of the City of Billings to provide all duplicate/parallel connectivity and data feeds to enable the second/parallel system to capture the desired audio and associated data.
- Motorola/NICE is not responsible for the moving or removal of legacy recording system.
- The City of Billings is responsible for all replay workstations unless specifically stated otherwise.
- The City of Billings will identify designated internal IT/Telephony/Network staff dedicated to the implementation of the Solution, in writing, prior to the commencement of the on-site implementation.

## Section 2

# Statement of Work

## 2.1 Overview

Motorola is proposing to City of Billings the installation and configuration of the NICE IP Logging equipment at the specified location.

The document delineates the general responsibilities between Motorola and City of Billings.

## 2.2 Motorola Responsibilities

Motorola's general responsibilities include the following:

- Provide overall Project Management services.
- Ship equipment to City of Billings.
- Perform the installation of the Motorola-supplied equipment described above.
- Schedule the implementation in agreement with City of Billings.
- Coordinate the activities of all Motorola subcontractors under this contract.
- Administer safe work procedures for installation.
- Provide City of Billings with the appropriate system interconnect specifications.
- Cutover to new system.
- Provide as-built documentation.
- Review post-project Customer support plan.

## 2.3 City of Billings Responsibilities

City of Billings will assume responsibility for the installation and performance of all other equipment and work necessary for completion of this project that is not provided by Motorola. General responsibilities for City of Billings include the following:

- Provide a single point of contact for implementation.
- Provide access to sites as necessary.
- Provide adequate space for the system equipment.
- Provide all buildings, equipment shelters, and towers required for system installation.
- Ensure communications sites meet space, grounding, power, and connectivity requirements for the installation of all equipment.
- Obtain all licensing, site access, or permitting required for project implementation.

- Provide required system interconnections.
- City of Billings will provide a dedicated delivery point, such as a warehouse, for receipt, inventory, and storage of equipment prior to delivery to the site(s).
- Coordinate the activities of all City of Billings vendors or other contractors.
- Obtain all licensing, site access, or permitting required for project implementation.

## 2.4 Responsibility Matrix

Motorola Solutions will install and configure the proposed equipment. The following table describes the tasks involved with the installation and delineates the general responsibilities between Motorola and City of Billings as agreed to by contract.

| Tasks                                                                                                    | Motorola Solutions | City of Billings |
|----------------------------------------------------------------------------------------------------------|--------------------|------------------|
| <b>PROJECT INITIATION</b>                                                                                |                    |                  |
| <b>Contract Finalization and Team Creation</b>                                                           |                    |                  |
| Execute contract and distribute contract documents.                                                      | X                  | X                |
| Assign a Project Manager as a single point of contact.                                                   | X                  | X                |
| Assign resources.                                                                                        | X                  | X                |
| Schedule project kickoff meeting.                                                                        | X                  | X                |
| Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.               |                    |                  |
| <b>Project Administration</b>                                                                            |                    |                  |
| Ensure that project team members attend all meetings relevant to their role on the project.              | X                  | X                |
| Set up the project in the Motorola Solutions information system.                                         | X                  |                  |
| Record and distribute project status meeting minutes.                                                    | X                  |                  |
| Maintain responsibility for third-party services contracted by Motorola Solutions.                       | X                  |                  |
| Complete assigned project tasks according to the project schedule.                                       | X                  | X                |
| Submit project milestone completion documents.                                                           | X                  |                  |
| Upon completion of tasks, approve project milestone completion documents.                                |                    | X                |
| Conduct all project work Monday thru Friday, 8:00 a.m. to 5:00 p.m.).                                    | X                  |                  |
| Deliverable: Completed and approved project milestones throughout the project.                           |                    |                  |
| <b>Project Kickoff</b>                                                                                   |                    |                  |
| Introduce team, review roles, and decision authority.                                                    | X                  | X                |
| Present project scope and objectives.                                                                    | X                  |                  |
| Identify designated internal IT/Telephony/Network staff dedicated to the implementation of the Solution. |                    | X                |
| Review SOW responsibilities and project schedule.                                                        | X                  | X                |

| Tasks                                                                                                                                                                  | Motorola Solutions | City of Billings |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Schedule Design Review.                                                                                                                                                | X                  | X                |
| Deliverable: Completed project kickoff and scheduled Design Review.                                                                                                    |                    |                  |
| <b>Design Review</b>                                                                                                                                                   |                    |                  |
| Review the Customer's operational requirements.                                                                                                                        | X                  | X                |
| Present the system design and operational requirements for the solution.                                                                                               | X                  |                  |
| Present installation plan.                                                                                                                                             | X                  |                  |
| Validate that Customer site can accommodate proposed equipment.                                                                                                        | X                  | X                |
| Provide approvals required to add equipment to proposed existing site.                                                                                                 |                    | X                |
| Review safety, security, and site access procedures.                                                                                                                   | X                  |                  |
| Present equipment layout plans.                                                                                                                                        | X                  |                  |
| Provide information on existing system interfaces.                                                                                                                     |                    | X                |
| Assume liability and responsibility for providing all information necessary for complete installation.                                                                 |                    | X                |
| Assume responsibility for issues outside of Motorola Solutions' control.                                                                                               |                    | X                |
| Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.    | X                  |                  |
| Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.                                                         | X                  |                  |
| Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.                                            |                    |                  |
| <b>Site Planning</b>                                                                                                                                                   |                    |                  |
| Provide adequate electrical power in proper phase and voltage at sites. Provide AC power outlets within 6 ft. of equipment.                                            |                    | X                |
| Confirm that there is adequate utility service to support the new equipment and ancillary equipment.                                                                   |                    | X                |
| Conduct site walks to collect pertinent information (e.g. location of telco, power, grounding, etc.).                                                                  | X                  |                  |
| Ensure that required rack space is available for installation of the new equipment.                                                                                    |                    | X                |
| Deliverable: Information and permitting requirements completed at each site.                                                                                           |                    |                  |
| <b>General Facility Improvements</b>                                                                                                                                   |                    |                  |
| Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56). |                    | X                |
| Provide electrical work or cabling necessary for installation of equipment.                                                                                            |                    | X                |
| Deliverable: Sites meet physical requirements for equipment installation.                                                                                              |                    |                  |

| Tasks                                                                                                                                                                                 | Motorola Solutions | City of Billings |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| <b>SYSTEM INSTALLATION</b>                                                                                                                                                            |                    |                  |
| <b>Equipment Order and Manufacturing</b>                                                                                                                                              |                    |                  |
| Create equipment order and reconcile to contract.                                                                                                                                     | X                  |                  |
| Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.                                                                                      | X                  |                  |
| Procure non-Motorola Solutions equipment necessary for the system.                                                                                                                    | X                  |                  |
| Deliverable: Equipment procured and ready for shipment.                                                                                                                               |                    |                  |
| <b>Equipment Shipment and Storage</b>                                                                                                                                                 |                    |                  |
| Provide secure location for solution equipment.                                                                                                                                       |                    | X                |
| Pack and ship solution equipment to the identified location.                                                                                                                          | X                  |                  |
| Receive solution equipment.                                                                                                                                                           |                    | X                |
| Inventory solution equipment.                                                                                                                                                         | X                  |                  |
| Deliverable: Solution equipment received and ready for installation.                                                                                                                  |                    |                  |
| <b>Logging Equipment Installation and Configuration</b>                                                                                                                               |                    |                  |
| Install Logging equipment in the customer provided equipment 4-post rack or cabinet.                                                                                                  | X                  |                  |
| Ground the proposed equipment to an existing ground point within 15-feet.                                                                                                             | X                  |                  |
| Provide equipment and installation support and perform any required configurations outlined in the solution design assumptions section 2.5.                                           |                    | X                |
| Supply replay workstation(s), and these must support the Microsoft .NET infrastructure.                                                                                               |                    | X                |
| Provide all data network infrastructure not purchased from Motorola including (but not limited to) switches, hubs, bridges, routers, firewalls, external caching devices and cabling. |                    | X                |
| Provide static IP addresses. NICE recorders and servers require a static IP address for each device.                                                                                  |                    | X                |
| Provide one network connection (minimum CAT5e/RJ45 cable) for each system component requiring network access.                                                                         |                    | X                |
| Provide any port spanning/mirroring or packet duplication to facilitate passive VOIP recording.                                                                                       |                    | X                |
| Configuration of duplicate audio/SIP streams for "2N" or secondary recording system.                                                                                                  |                    | X                |
| Provide the required network bandwidth for archiving and streaming of all recorded media.                                                                                             |                    | X                |
| Ensure that City of Billings provided storage is designed to last for the media retention period required.                                                                            |                    | X                |
| Provide all duplicate/parallel connectivity and data feeds to enable the second/parallel system to capture the desired audio and associated data for parallel recording.              |                    | X                |
| Perform moving or removal of legacy recording system.                                                                                                                                 |                    | X                |

| Tasks                                                                                                                                                                                                                                                                                                       | Motorola Solutions | City of Billings |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Perform logging equipment configuration.                                                                                                                                                                                                                                                                    | X                  |                  |
| Deliverable: Logging equipment installation completed.                                                                                                                                                                                                                                                      |                    |                  |
| <b>SYSTEM OPTIMIZATION AND TESTING</b>                                                                                                                                                                                                                                                                      |                    |                  |
| <b>Functional Acceptance Testing</b>                                                                                                                                                                                                                                                                        |                    |                  |
| Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.                                                                                                                                                                                            | X                  |                  |
| Witness the functional testing of the logging equipment                                                                                                                                                                                                                                                     |                    | X                |
| Document all issues that arise during the acceptance tests.                                                                                                                                                                                                                                                 | X                  |                  |
| Document the results of the acceptance tests and present for review.                                                                                                                                                                                                                                        | X                  |                  |
| Review and approve final acceptance test results.                                                                                                                                                                                                                                                           |                    | X                |
| Deliverable: Completion of functional testing and approval by Customer.                                                                                                                                                                                                                                     |                    |                  |
| <b>PROJECT TRANSITION</b>                                                                                                                                                                                                                                                                                   |                    |                  |
| <b>Transition to Warranty</b>                                                                                                                                                                                                                                                                               |                    |                  |
| Review the items necessary for transitioning the project to warranty support and service.                                                                                                                                                                                                                   | X                  |                  |
| Motorola Solutions to provide services during year 1 warranty which align with the proposed services as per the existing service contract.                                                                                                                                                                  | X                  |                  |
| Provide a Customer Support Plan detailing the warranty support associated with the contract equipment.                                                                                                                                                                                                      | X                  |                  |
| Participate in the Transition to Service/Project Transition Certificate (PTC) process.                                                                                                                                                                                                                      |                    | X                |
| Deliverable: Service information delivered and approved by Customer                                                                                                                                                                                                                                         |                    |                  |
| <b>Finalize Documentation and System Acceptance</b>                                                                                                                                                                                                                                                         |                    |                  |
| Provide manufacturer's installation material, part list and other related material to Customer upon project completion.                                                                                                                                                                                     | X                  |                  |
| Provide an electronic as-built system manual on CD or other Customer preferred electronic media. The documentation will include the following: <ul style="list-style-type: none"> <li>▪ Site Equipment Rack Configurations.</li> <li>▪ ATP Test Checklists.</li> <li>▪ Equipment Inventory List.</li> </ul> | X                  |                  |
| Receive and approve documentation.                                                                                                                                                                                                                                                                          |                    | X                |
| Execute Final Project Acceptance.                                                                                                                                                                                                                                                                           | X                  | X                |
| Deliverable: All required documents are provided and approved. Final Project Acceptance.                                                                                                                                                                                                                    |                    |                  |

## 2.5 Assumptions

Motorola has made several assumptions in preparing this proposal, which are noted below. All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56. All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.

- All existing sites or equipment locations will have adequate electrical power in the proper phase and voltage, and site grounding to support the requirements of the system described.
- Any site/location upgrades or modifications are the responsibility of City of Billings.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of City of Billings.
- Any required system interconnections not specifically outlined here will be provided by City of Billings. These may include dedicated phone circuits, microwave links, or other types of connectivity.
- Motorola is not responsible for interference caused or received by the Motorola-provided equipment except for interference that is directly caused by the Motorola-provided transmitter(s) to the Motorola-provided receiver(s). Should the City of Billings system experience interference, Motorola can be contracted to investigate the source and recommend solutions to mitigate the issue.
- The proposed equipment is Motorola's demarcation point for CAD, 911 and Customer Network connections/interfaces.
- Performance bond is not required.
- Union Labor is not required.
- Prevailing wage is not required.
- Work is performed on non-holidays during normal business hours, Monday – Friday, 7:30am – 5:00pm.

## 2.6 Project Schedule

Tentative project schedule is shown below. We are currently estimating the project implementation to take approximately 8 months. The dates for the implementation are highly dependent on the contract award date, equipment shipment lead times, resource availability and site readiness. A final project schedule will be developed based upon mutual agreement between Motorola Solutions and the City of Billings at the Contract Design Review.

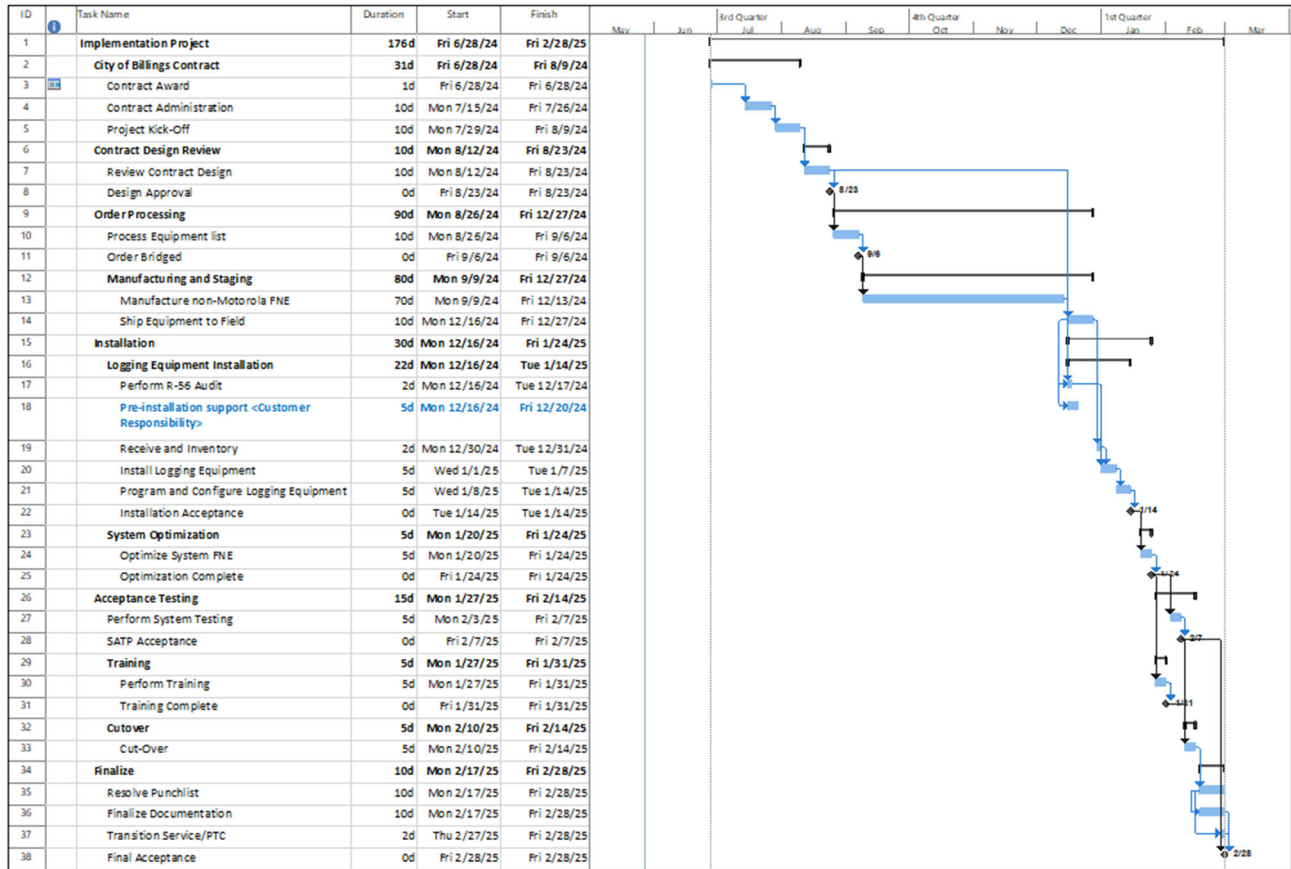


Figure 2-1: Preliminary Project Schedule

### Section 3

# Training

Training has been included in the proposal for the proposed equipment.

#### **PS-TREU17-PS (Qty-1)**

NICE Inform Health Manager ½-day / 4-hour instructor led end user training for Basic / Operator users. Up to six (6) students. Delivered remotely by default.

#### **PS-TREU12- PS (Qty-1)**

NICE Inform 2-day instructor led training for up to six (6) students held at client site or remotely.

Covers Verify, Monitor, Reconstruction, Organizer and Reporter, as well as administration applications.

(Excludes Evaluator QA).

#### **PS-TREU15-PS (Qty-1)**

1-day / 6-hour remote NICE Inform QA Pack (Inform Evaluator and Reporter) application training. Up to six (6) students. For clients upgrading from a previous version of NICE Inform and/or those who require additional days of applications training.

Instructor-led training delivered using WebEx and client's solution.

Customer is responsible for downloading WebEx.

#### **PS-TREU16-PS (Qty-1)**

NICE Inform 2-day instructor led Intelligence Center training.

Up to six (6) students.

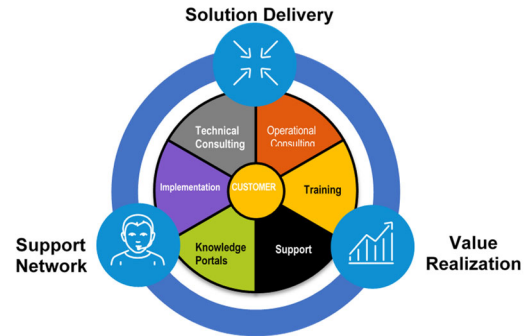
Section 4

# Service/Warranty

## 4.1 Support

Motorola & NICE Support Services deliver the industry’s only integrated support response. This means cohesive support delivery with minimal vendor management for you.

We offer flexible service level agreements (SLAs) to meet the level of service your organization needs. Expert Motorola and NICE engineers and maintenance specialists are on call 24 x 7 to address any arising hardware or software issue.



## 4.2 The Motorola Advantage

**A Single Point of Contact:** Call Motorola whether it is for radio or recording system.

**Single Responsibility:** The integrated Motorola/NICE solution means that Motorola manages the Support Response. *This means peace of mind for the customer and faster response times.*

**Single Maintenance Contract:** Including the recording system in the support contract for the radio system simplifies management and administration for the customer, *saving time and headaches every year.*

**Performance-driven Quality Review:** Each month, Motorola and NICE review a variety of Key Performance Indicators to evaluate service results and customer satisfaction. Motorola and NICE adhere to a proven process of continuous analysis and improvement to act on ‘lessons learned’ to drive constant improvements in customer satisfaction.

## 4.3 Priority Definitions – Severity Levels

NICE Support Program identifies four levels of severity that determine the priority in queue and SLA commitments. These priority levels are defined in Table 4-1 below.

**Table 4-1: Severity Priority Levels**

| Severity Level                 | Definition                                                                                                                                                                                                                        |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Priority 1<br/>Critical</b> | In a 100% recording environment, any failure of equipment, NICE software or communications to the NICE products which results in loss of recording channels or data, or if allowed to persist will result in such recording loss. |

| Severity Level            | Definition                                                                                                                                                                                                                                       |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Priority 2 Major</b>   | Any problem resulting in loss of ability to retrieve calls or loss of replay functionality for two or more workstations.                                                                                                                         |
| <b>Priority 3 Anomaly</b> | Any problem affecting one or more workstations that does not result in a loss of recording or replay, but nevertheless results in diminished product response or performance, e.g. if an administrator loses the ability to add or delete users. |
| <b>Priority 4 Inquiry</b> | An incident that has no business impact on a Production System, such as system inquiry, planned intervention requests for documentation, or request for information.                                                                             |

### 4.3.1 Gold Lite Level Support

**Table 4-2: Support Level Agreement – Gold Lite**

| Service and Response Time by Priority Gold Lite Level | Priority 1 | Priority 2  | Priority 3 | Priority 4 |
|-------------------------------------------------------|------------|-------------|------------|------------|
| <b>Phone – Remote Support Availability</b>            | 24x7       | 24x7        | 24x7       | 24x7       |
| <b>Support Coverage</b>                               | 8-5x5      | 8-5x5       | 8-5x5      | 8-5x5      |
| <b>Call Back Response Time</b>                        | 60 minutes | 120 minutes | 24 hours   | 24 hours   |
| <b>On-Site Response Times</b>                         | 6 hours    | 24 hours    | 48 hours   | 48 hours   |

## 4.4 System Upgrade Agreement II

The System Upgrade Agreement II (SUA II) service provides public safety radio system release updates on a consistent, budgeted plan. These updates maintain reliable network operations and cybersecurity protection. In addition, SUA II keeps City of Billings’ proposed equipment compatible with expansion elements, as well as new products or features. With SUA II, City of Billings’ proposed equipment will remain on a release that qualifies for support services.

Motorola Solutions will deliver SUA II in 2-year periods, with up to one update in each period. The SUA II service includes the following:

- **Software Release Updates** – Motorola Solutions-certified software that improves network functions over previous releases. This also includes commercial operating system and application software updates.
- **Hardware Update** – When needed to support a software release update, Motorola Solutions provides new hardware. New hardware will both support the new software update, as well as maintain existing functions and features.
- **Professional Implementation Services** – Motorola Solutions will plan and implement updates at City of Billings site. This includes factory integration, testing, and supply chain management for new software and hardware.

With these services, City of Billings will have access to the technology, support, and planning expertise needed for an effective upgrade.

**Section 5**

# Equipment List

This section lists the equipment necessary for the proposed solution.

| BLOCK | QTY | NOMENCLATURE | DESCRIPTION                         |
|-------|-----|--------------|-------------------------------------|
| NICE  | 1   | TT3803       | SINGLE NIR RADIO LOGGER             |
| NICE  | 1   | TT3805       | SINGLE NIR VOIP TELEPHONY ONLY      |
| NICE  | 1   | TT3811       | NEW NIR LOGGING BACKUP SERVER       |
| NICE  | 1   | TT2694       | NICE APPLICATIONS SERVER            |
| NICE  | 1   | TT2694       | NICE APPLICATIONS SERVER            |
| NICE  | 1   | DDN3308A     | INFORM R10 VERSION FLAG             |
| NICE  | 38  | DDN3319A     | PRIMARY INFORM ELITE AUDIO RECORDIN |
| NICE  | 38  | DDN3324A     | ELITE INTELLIGENCE CENTER           |
| NICE  | 2   | DDN2509      | MOXA NPORT 1 PORT DEVICE SVR 1 DB9M |
| NICE  | 2   | DDN2508      | SPLIT SERIAL CABLE RS232 10 METER U |
| NICE  | 2   | DDN2523      | MYSQL SERVER LICENSE STANDARD EDITI |
| NICE  | 1   | DDN3312A     | MS SQL 2019 STANDARD EDITION 64 BIT |
| NICE  | 5   | DDN3314A     | MS SQL 2019 64 BIT USER CLIENT ACCE |
| NICE  | 1   | DDN3310A     | A2022 SYSTEM FLAG                   |
| NICE  | 1   | DDN3310A     | A2022 SYSTEM FLAG                   |
| NICE  | 2   | DDN2681      | HP 2TB 6G SAS HDD FOR GEN10 ML350 O |
| NICE  | 10  | DDN3331A     | ASTRO RECORDING CHANNEL             |
| NICE  | 4   | DDN2806      | NICE INFORM API FOR INTEGRATION WIT |

**Section 6**

# Pricing

Motorola is pleased to provide the following equipment and services to the City of Billings.

## 6.1 Pricing Summary

| Description                            | Price (\$)          |
|----------------------------------------|---------------------|
| Equipment and Installation Services    | \$525,938.00        |
| <b>Total System (exclusive of tax)</b> | <b>\$525,938.00</b> |

## 6.2 Post Warranty Lifecycle Support Services

| Item                                                   | Year 2              | Year 3              | Year 4              | Year 5              |
|--------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Gold Lite Maintenance Support                          | \$37,015.34         | \$40,809.41         | \$44,992.37         | \$49,604.09         |
| SUA II                                                 | \$74,376.98         | \$78,975.71         | \$83,871.69         | \$89,084.13         |
| <b>TOTAL: Gold Lite Maintenance Support and SUA II</b> | <b>\$111,392.32</b> | <b>\$119,785.12</b> | <b>\$128,864.06</b> | <b>\$138,688.22</b> |

Note: Gold Lite Maintenance Support & SUA II are both required for post warranty lifecycle support services.

## 6.3 Payment Terms

Contract Price. The Contract Price in U.S. dollars is \$ 1,024,667.72.

Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a wire transfer, check, or cashier’s check from a U.S. financial institution. Motorola reserves the right to make partial shipments of equipment and invoice for partial shipment. Overdue invoices will bear simple interest at the maximum allowable rate.

Motorola Solutions will use the following major milestones of the project for financial billing:

1. 25% of the Contract Price due upon Contract Execution (due upon effective date);
2. 60% of the Contract Price due upon shipment of equipment from Staging;
3. 10% of the Contract Price due upon installation of equipment; and
4. 5% of the Contract Price due upon Final Acceptance.

Motorola reserves the right to make partial shipments of equipment and to request payment upon shipment of such equipment. In addition, Motorola reserves the right to invoice for installations or civil work completed on a site-by-site basis, when applicable.

For Lifecycle Support Plan and Subscription Based Services: Motorola will invoice Customer annually in advance of each year of the plan.

**Section 7**

# Contractual Documentation

This proposal is subject to the terms and conditions of the enclosed Sourcewell Communications System and Services Agreement (CSSA), together with its Exhibits, and the accompanying Maintenance, Support and Lifecycle Management Addendum.

## Sourcewell Communications System and Services Agreement

Motorola Solutions, Inc. (“Motorola”) and City of Billings (Montana) (“Customer”) enter into this “Agreement,” pursuant to which Customer will purchase and Motorola will sell the System and Services, as described below. Motorola and Customer may be referred to individually as a “Party” and collectively as the “Parties.” For good and valuable consideration, the Parties agree as follows:

WHEREAS, Customer desires to purchase from Motorola and Motorola desires to sell to Customer certain Motorola radio communications equipment and services; and

WHEREAS, Sourcewell (“Sourcewell”), a State of Minnesota local government agency and service cooperative offering cooperative procurement solutions to government entities that access Sourcewell’s cooperative purchasing contracts (“Participating Entities”); and

WHEREAS, on July 4, 2021, Sourcewell and Motorola entered into a contract identified as 042021-MOT, (the “Contract”), which provides that Participating Entities may purchase radio communications equipment from Motorola pursuant to certain terms contained therein; and

WHEREAS, pursuant to Article 6.B of the Contract, Motorola and Customer now wish to enter into this Agreement to delineate the specific terms of the purchase of radio communications equipment and services from Motorola by Customer.

For good and valuable consideration, the Parties agree as follows:

### Section 1 ATTACHMENTS

1.1. EXHIBITS. The Exhibits listed below are exhibits related to the System sale and implementation. These Exhibits are incorporated into and made a part of this Agreement.

Exhibit A “Motorola Software License Agreement”

Exhibit B “Payment”

Exhibit C Technical and Implementation Documents

C-1 “System Description” dated 6.3.2024

C-2 “Pricing Summary & Equipment List” dated 6.3.2024

C-3 “Implementation Statement of Work” dated 6.3.2024

C-4 “Acceptance Test Plan” or “ATP” dated 6.3.2024

C-5 “Performance Schedule” dated 6.3.2024

Exhibit D “System Acceptance Certificate”

1.2. ADDENDUM (ADDENDA). Customer may elect to purchase professional or subscription services in addition to the System and related services. Any such services will be governed by the terms in the main body of the Agreement and an applicable Addendum containing terms specific to such service. Such Addenda will be labeled with the name of the service being purchased.

1.3 ORDER OF PRECEDENCE. In interpreting this Agreement and resolving any ambiguities: 1) the main body of this Agreement takes precedence over the exhibits (unless otherwise specified in an exhibit), and any inconsistency between Exhibits A through D will be resolved in their listed order, and 2) The applicable service Addendum will take precedence over the main body of the Agreement and the Exhibits.

## Section 2 DEFINITIONS

Capitalized terms used in this Agreement have the following meanings:

**“Acceptance Tests”** means those tests described in the Acceptance Test Plan.

**“Addendum (Addenda)”** is the title of the document(s) containing a specific set of terms and conditions applicable to a particular service or other offering beyond the Communication System and System implementation services. The terms in the Addendum are applicable only to the specific service or offering described therein.

**“Administrative User Credentials”** means an account that has total access over the operating system, files, end user accounts and passwords at either the System level or box level. Customer’s personnel with access to the Administrative User Credentials may be referred to as the Administrative User.

**“Beneficial Use”** means when Customer first uses the System or a Subsystem for operational purposes (excluding training or testing).

**“Confidential Information”** means all information consistent with the fulfillment of this Agreement that is (i) disclosed under this Agreement in oral, written, graphic, machine recognizable, and/or sample form, being clearly designated, labeled or marked as confidential or its equivalent or (ii) obtained by examination, testing or analysis of any hardware, software or any component part thereof provided by discloser to recipient. The nature and existence of this Agreement are considered Confidential Information. Confidential Information that is disclosed orally must be identified as confidential at the time of disclosure and confirmed by the discloser by submitting a written document to the recipient within thirty (30) days after such disclosure. The written document must contain a summary of the Confidential Information disclosed with enough specificity for identification purpose and must be labeled or marked as confidential or its equivalent.

**“Contract Price”** means the price for the System and implementation Services, excluding applicable sales or similar taxes and freight charges. Further, unless otherwise stated in Exhibit B, “Payment” or the pricing pages of the proposal, recurring fees for maintenance, SUA, or subscription services are not included in the Contract Price.

**“Deliverables”** means all written information (such as reports, specifications, designs, plans, drawings, analytics, Solution Data, or other technical or business information) that Motorola prepares for Customer in the performance of the Services and is obligated to provide to Customer under this Agreement. The Deliverables, if any, are more fully described in the Statement of Work.

**“Derivative Proprietary Materials”** means derivatives of the Proprietary Materials that Motorola may from time to time, including during the course of providing the Services, develop and/or use and/or to which Motorola provides Customer access.

**“Effective Date”** means that date upon which the last Party executes this Agreement.

**“Equipment”** means the hardware components of the Solution that Customer purchases from Motorola under this Agreement. Equipment that is part of the System is described in the Equipment List.

**“Feedback”** means comments or information, in oral or written form, given to Motorola by Customer in connection with or relating to Equipment or Services, during the term of this Agreement.

**“Force Majeure”** means an event, circumstance, or act that is beyond a Party’s reasonable control, such as an act of God, an act of the public enemy, an act of a government entity, strikes, other labor disturbances, supplier performance, hurricanes, earthquakes, fires, floods, epidemics, embargoes, war, riots, or any other similar cause.

**“Motorola Software”** means software that Motorola or its affiliated companies owns.

**“Non-Motorola Software”** means software that a party other than Motorola or its affiliated companies owns.

**“Open Source Software”** (also called “freeware” or “shareware”) means software with either freely obtainable source code, license for modification, or permission for free distribution.

**“Proprietary Materials”** means certain software tools and/or other technical materials, including, but not limited to, data, modules, components, designs, utilities, subsets, objects, program listings, models, methodologies, programs, systems, analysis frameworks, leading practices and specifications which Motorola has developed prior to, or independently from, the provision of the Services and/or which Motorola licenses from third parties.

**“Proprietary Rights”** means the patents, patent applications, inventions, copyrights, trade secrets, trademarks, trade names, mask works, know-how, and other intellectual property rights in and to the Equipment and Software, including those created or produced by Motorola under this Agreement and any corrections, bug fixes, enhancements, updates or modifications to or derivative works from the Software whether made by Motorola or another party.

**“Services”** means system implementation, maintenance, support, subscription, or other professional services provided under this Agreement, which may be further described in the applicable Addendum and/or SOW.

**“Software”** (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by Motorola; and (iii) may contain one or more items of software owned by a third party supplier. The term “Software” does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

**“Software License Agreement”** means the Motorola Software License Agreement (Exhibit A).

**“Software Support Policy”** (“SwSP”) means the policy set forth at [https://www.motorolasolutions.com/content/dam/msi/secure/services/software\\_policy.pdf](https://www.motorolasolutions.com/content/dam/msi/secure/services/software_policy.pdf) describing the specific technical support that will be provided to Customers under the Warranty Period and during any paid maintenance support period for Motorola Software. This policy may be modified from time to time at Motorola’s discretion.

**“Solution”** means the combination of the System(s) and Services provided by Motorola under this Agreement.

**“Solution Data”** means Customer data that is transformed, altered, processed, aggregated, correlated or operated on by Motorola, its vendors or other data sources and data that has been manipulated or retrieved using Motorola know-how to produce value-added content to data consumers, including customers or citizens which is made available to Customer with the Solution and Services.

**“Specifications”** means the functionality and performance requirements that are described in the Technical and Implementation Documents.

**“SUA” or “SUA II”** means Motorola’s Software Upgrade Agreement program.

**“Subsystem”** means a major part of the System that performs specific functions or operations. Subsystems are described in the Technical and Implementation Documents.

**“System”** means the Equipment, including incidental hardware and materials, Software, and design, installation and implementation services that are combined together into an integrated system; the

System(s) is (are) described in the Technical and Implementation Documents.

“**System Acceptance**” means the Acceptance Tests have been successfully completed.

“**System Data**” means data created by, in connection with or in relation to Equipment or the performance of Services under this Agreement.

“**Warranty Period**” for System Hardware, Software, or services related to system implementation means one (1) year from the date of System Acceptance or Beneficial Use, whichever occurs first. Unless otherwise stated in the applicable Addendum, Warranty Period for other Services means ninety (90) days from performance of the Service.

### **Section 3 SCOPE OF AGREEMENT AND TERM**

3.1. SCOPE OF WORK. Motorola will provide, install and test the System(s), and perform its other contractual responsibilities to provide the Solution, all in accordance with this Agreement. Customer will perform its contractual responsibilities in accordance with this Agreement.

3.2. CHANGE ORDERS. Either Party may request changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost or time required to perform this Agreement, the Parties will agree to an equitable adjustment of the Contract Price or applicable subscription fees, Performance Schedule, or both, and will reflect the adjustment in a change order or Addendum. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

3.3. TERM. Unless terminated in accordance with other provisions of this Agreement or extended by mutual agreement of the Parties, the term of this Agreement begins on the Effective Date and continues until the date of Final Project Acceptance or expiration of the Warranty Period, or completion of the Services, whichever occurs last. The term and the effective date of recurring Services will be set forth in the applicable Addendum.

3.4. ADDITIONAL EQUIPMENT OR SOFTWARE. For three (3) years after the expiration date of the Agreement, Customer may order additional Equipment or Software, if it is then available. Each purchase order must refer to this Agreement, the expiration date of the Agreement, and must specify the pricing and delivery terms. The Parties agree that, notwithstanding expiration of the Agreement, the applicable provisions of this Agreement (except for pricing, delivery, passage of title and risk of loss to Equipment, warranty commencement, and payment terms) will govern the purchase and sale of the additional Equipment or Software. Additional or contrary terms in the purchase order will be inapplicable, unless signed by both parties. Title and risk of loss to additional Equipment will pass at shipment, warranty will commence upon delivery, and payment is due within thirty (30) days after the invoice date. Motorola will send Customer an invoice as the additional Equipment is shipped or Software is licensed. Alternatively, Customer may register with and place orders through the Motorola Solutions Customer Portal eCommerce Shop, and this Agreement will be the “Underlying Agreement” for those eCommerce transactions rather than the eCommerce Shop Terms and Conditions of Sale. eCommerce Shop registration and other information may be found at [https://www.motorolasolutions.com/en\\_us/registration](https://www.motorolasolutions.com/en_us/registration) and the shop support telephone number is (800) 814-0601.

3.5. MOTOROLA SOFTWARE. Any Motorola Software, including subsequent releases, is licensed to Customer solely in accordance with the Software License Agreement. Customer hereby accepts and agrees to abide by all of the terms and restrictions of the Software License Agreement.

3.6. NON-MOTOROLA SOFTWARE. Any Non-Motorola Software is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner on the Effective Date unless the copyright owner has granted to Motorola the right to sublicense the Non-Motorola Software pursuant to the Software License Agreement, in which case it applies and the copyright owner will have all of Licensor's rights and protections under the Software License Agreement. Motorola makes no representations or warranties of any kind regarding Non-Motorola Software. Non-Motorola Software may include Open Source Software.

3.7. SUBSTITUTIONS. At no additional cost to Customer, Motorola may substitute any Equipment, Software, or services to be provided by Motorola, if the substitute meets or exceeds the Specifications and is of equivalent or better quality to the Customer. Any substitution will be reflected in a change order.

3.8. OPTIONAL EQUIPMENT OR SOFTWARE. This paragraph applies only if a "Priced Options" exhibit is shown in Section 1, or if the parties amend this Agreement to add a Priced Options exhibit. During the term of the option as stated in the Priced Options exhibit (or if no term is stated, then for one (1) year after the Effective Date), Customer has the right and option to purchase the equipment, software, and related services that are described in the Priced Options exhibit. Customer may exercise this option by giving written notice to Seller which must designate what equipment, software, and related services Customer is selecting (including quantities, if applicable). To the extent they apply, the terms and conditions of this Agreement will govern the transaction; however, the parties acknowledge that certain provisions must be agreed upon, and they agree to negotiate those in good faith promptly after Customer delivers the option exercise notice. Examples of provisions that may need to be negotiated are: specific lists of deliverables, statements of work, acceptance test plans, delivery and implementation schedules, payment terms, maintenance and support provisions, additions to or modifications of the Software License Agreement, hosting terms, and modifications to the acceptance and warranty provisions.

#### **Section 4 SERVICES**

4.1. If Customer desires and Motorola agrees to continue Services beyond the Term, Customer's issuance and Motorola's acceptance of a purchase order for Services will serve as an automatic extension of the Agreement for purposes of the continuing Services. Only the terms and conditions applicable to the performance of Services will apply to the extended Agreement.

4.2. During the Warranty Period, in addition to warranty services, Motorola will provide maintenance Services for the Equipment and support for the Motorola Software pursuant to the applicable maintenance and support Statements of Work. Support for the Motorola Software will be in accordance with Motorola's established Software Support Policy. Copies of the SwSP can be found at [https://www.motorolasolutions.com/content/dam/msi/secure/services/software\\_policy.pdf](https://www.motorolasolutions.com/content/dam/msi/secure/services/software_policy.pdf) and will be sent by mail, email or fax to Customer upon written request. Maintenance Services and support during the Warranty Period are included in the Contract Price. Unless already included in the Contract Price, if Customer wishes to purchase 1) additional maintenance or software support services during the Warranty Period; or 2) continue or expand maintenance, software support, installation, and/or SUA services after the Warranty Period, Motorola will provide the description of and pricing for such services in a separate proposal document. Unless otherwise agreed by the parties in writing, the terms and conditions in this Agreement applicable to maintenance, support, installation, and/or SUA Services, will be included in the Maintenance and Support Addendum, SUA Addendum, the applicable Statements of Work, and the proposal, (if applicable). These collective terms will govern the provision of such Services.

To obtain any such additional Services, Customer will issue a purchase order referring to this Agreement and the separate proposal document. Omission of reference to this Agreement in Customer's purchase order will not affect the applicability of this Agreement. Motorola's proposal may include a cover page entitled "Service Agreement" or "Installation Agreement", as applicable, and other attachments. These cover pages and other attachments are incorporated into this Agreement by this reference

4.3. **PROFESSIONAL AND SUBSCRIPTION SERVICES.** If Customer purchases professional or subscription Services as part of the Solution, additional or different terms specific to such Service will be included in the applicable Addendum and will apply to those Services. Customer may purchase additional professional or subscription services by issuing a purchase order referencing this Agreement and Motorola's proposal for such additional services.

4.4. Any information in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer in providing Services under this Agreement or Motorola data viewed, accessed, will remain Motorola's property, will be deemed proprietary, Confidential Information. This Confidential Information will be promptly returned at Motorola's request.

4.5. **TOOLS.** All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of providing Services under this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction. Upon termination of the contract for any reason, Customer shall return to Motorola all equipment delivered to Customer.

4.6. **COVENANT NOT TO EMPLOY.** During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering Services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

4.7. **CUSTOMER OBLIGATIONS.** If the applicable Statement of Work or Addendum contains assumptions that affect the Services or Deliverables, Customer will verify that they are accurate and complete. Any information that Customer provides to Motorola concerning the Services or Deliverables will be accurate and complete in all material respects. Customer will make timely decisions and obtain any required management approvals that are reasonably necessary for Motorola to perform the Services and its other duties under this Agreement. Unless the Statement of Work states the contrary, Motorola may rely upon and is not required to evaluate, confirm, reject, modify, or provide advice concerning any assumptions and Customer-provided information, decisions and approvals described in this paragraph.

4.8. **ASSUMPTIONS.** If any assumptions or conditions contained in this Agreement, applicable Addenda or Statements of Work prove to be incorrect or if Customer's obligations are not performed, Motorola's ability to perform under this Agreement may be impacted and changes to the Contract Price, subscription fees, project schedule, Deliverables, or other changes may be necessary.

4.9. **NON-PRECLUSION.** If, as a result of the Services performed under this Agreement, Motorola recommends that Customer purchase products or other services, nothing in this Agreement precludes Motorola from participating in a future competitive bidding process or otherwise offering or selling the recommended products or other services to Customer. Customer represents that this paragraph does not violate its procurement or other laws, regulations, or policies.

4.10. **PROPRIETARY MATERIALS.** Customer acknowledges that Motorola may use and/or provide Customer with access to Proprietary Materials and Derivative Proprietary Materials. The Proprietary Materials and the Derivative Proprietary Materials are the sole and exclusive property of Motorola and Motorola retains all right, title and interest in and to the Proprietary Materials and Derivative Proprietary Materials.

4.11. ADDITIONAL SERVICES. Any services performed by Motorola outside the scope of this Agreement at the direction of Customer will be considered to be additional Services which are subject to additional charges. Any agreement to perform additional Services will be reflected in a written and executed change order, Addendum or amendment to this Agreement.

**Section 5 PERFORMANCE SCHEDULE**

The Parties will perform their respective responsibilities in accordance with the Performance Schedule. By executing this Agreement, Customer authorizes Motorola to proceed with contract performance.

**Section 6 CONTRACT PRICE, PAYMENT AND INVOICING**

6.1. Customer affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, if any, and that sufficient funds have been appropriated in accordance with applicable law. The Customer will pay all invoices as received from Motorola and any changes in scope will be subject to the change order process as described in this Agreement. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

6.2. CONTRACT PRICE. The Contract Price in U.S. dollars is \$ 1,024,667.72, which includes the Sourcewell administrative fee. Motorola will pay Sourcewell's administrative fee in accordance with the payment terms of the Motorola/Sourcewell Contract dated July 4, 2021. If applicable, a pricing summary is included with the Payment schedule in Exhibit B. Motorola has priced the Services, Software, and Equipment as an integrated System. A change in Software or Equipment quantities, or Services, may affect the overall Contract Price, including discounts if applicable. Fees for professional, SUA, and/or subscription services which are not included in the Contract Price may be listed in Exhibit B, the pricing pages of the proposal, or the applicable Addendum.

6.3. INVOICING AND PAYMENT. Motorola will submit invoices to Customer according to the Payment schedule in Exhibit B. Invoices will be mailed or emailed to Customer pursuant to Section 6.5, Invoicing and Shipping Addresses. Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a wire transfer, check, or cashier's check from a U.S. financial institution. Overdue invoices will bear simple interest at the maximum allowable rate. For reference, the Federal Tax Identification Number for Motorola is 36-1115800.

6.4. FREIGHT, TITLE, AND RISK OF LOSS. Motorola will pre-pay and add all freight charges to the invoices. Title and risk of loss to the Equipment will pass to Customer upon shipment. Title to Software will not pass to Customer at any time. Motorola will pack and ship all Equipment in accordance with good commercial practices.

6.5. INVOICING AND SHIPPING ADDRESSES. Invoices will be sent to the Customer at the following address:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

E-INVOICE. To receive invoices via email:

Customer Account Number: \_\_\_\_\_  
Customer Accounts Payable Email: \_\_\_\_\_  
Customer CC(optional) Email: \_\_\_\_\_

The address which is the ultimate destination where the Equipment will be delivered to Customer is:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

The Equipment will be shipped to the Customer at the following address (insert if this information is known):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Customer may change this information by giving written notice to Motorola.

## **Section 7 SITES AND SITE CONDITIONS**

7.1. ACCESS TO SITES. In addition to its responsibilities described elsewhere in this Agreement, Customer will provide a designated project manager; all necessary construction and building permits, zoning variances, licenses, and any other approvals that are necessary to develop or use the sites and mounting locations; and access to the worksites or vehicles identified in the Technical and Implementation Documents as reasonably requested by Motorola so that it may perform its duties in accordance with the Performance Schedule and Statement of Work. If the Statement of Work so indicates, Motorola may assist Customer in the local building permit process.

7.2. SITE CONDITIONS. Customer will ensure that all work sites it provides will be safe, secure, and in compliance with all applicable industry and OSHA standards. To the extent applicable and unless the Statement of Work states to the contrary, Customer will ensure that these work sites have adequate: physical space; air conditioning and other environmental conditions; adequate and appropriate electrical power outlets, distribution, equipment and connections; and adequate telephone or other communication lines (including modem access and adequate interfacing networking capabilities), all for the installation, use and maintenance of the System. Before installing the Equipment or Software at a work site, Motorola may inspect the work site and advise Customer of any apparent deficiencies or non-conformities with the requirements of this Section. This Agreement is predicated upon normal soil conditions as defined by the version of E.I.A. standard RS-222 in effect on the Effective Date.

7.3. SITE ISSUES. If a Party determines that the sites identified in the Technical and Implementation Documents are no longer available or desired, or if subsurface, structural, adverse environmental or latent conditions at any site differ from those indicated in the Technical and Implementation Documents, the Parties will promptly investigate the conditions and will select replacement sites or adjust the installation plans and specifications as necessary. If change in sites or adjustment to the installation plans and specifications causes a change in the cost or time to perform, the Parties will equitably amend the Contract Price, Performance Schedule, or both, by a change order.

## **Section 8 TRAINING**

Any training to be provided by Motorola to Customer will be described in the applicable Statement of Work. Customer will notify Motorola immediately if a date change for a scheduled training program is required. If Motorola incurs additional costs because Customer reschedules a training program less than thirty (30) days before its scheduled start date, Motorola may recover these additional costs.

## **Section 9 SYSTEM ACCEPTANCE**

9.1. COMMENCEMENT OF ACCEPTANCE TESTING. Motorola will provide to Customer at least ten (10) days notice before the Acceptance Tests commence. System testing will occur only in accordance with the Acceptance Test Plan.

9.2. SYSTEM ACCEPTANCE. System Acceptance will occur upon successful completion of the Acceptance Tests. Upon System Acceptance, the Parties will memorialize this event by promptly executing a System Acceptance Certificate. If the Acceptance Test Plan includes separate tests for individual Subsystems or phases of the System, acceptance of the individual Subsystem or phase will occur upon the successful completion of the Acceptance Tests for the Subsystem or phase, and the Parties will promptly execute an acceptance certificate for the Subsystem or phase. If Customer believes the System has failed the completed Acceptance Tests, Customer will provide to Motorola a written notice that includes the

specific details of the failure. If Customer does not provide to Motorola a failure notice within thirty (30) days after completion of the Acceptance Tests, System Acceptance will be deemed to have occurred as of the completion of the Acceptance Tests. Minor omissions or variances in the System that do not materially impair the operation of the System as a whole will not postpone System Acceptance or Subsystem acceptance, but will be corrected according to a mutually agreed schedule.

9.3. BENEFICIAL USE. Customer acknowledges that Motorola's ability to perform its implementation and testing responsibilities may be impeded if Customer begins using the System before System Acceptance. Therefore, Customer will not commence Beneficial Use before System Acceptance without Motorola's prior written authorization, which will not be unreasonably withheld. Motorola is not responsible for System performance deficiencies that occur during unauthorized Beneficial Use. Upon commencement of Beneficial Use, Customer assumes responsibility for the use and operation of the System.

9.4. FINAL PROJECT ACCEPTANCE. Final Project Acceptance will occur after System Acceptance when all deliverables and other work have been completed. When Final Project Acceptance occurs, the parties will promptly memorialize this final event by so indicating on the System Acceptance Certificate.

## Section 10 REPRESENTATIONS AND WARRANTIES

10.1. SYSTEM FUNCTIONALITY. Motorola represents that the System will perform in accordance with the Specifications in all material respects. Upon System Acceptance or Beneficial Use, whichever occurs first, this System functionality representation is fulfilled. Motorola is not responsible for System performance deficiencies that are caused by ancillary equipment not furnished by Motorola which is attached to or used in connection with the System or for reasons or parties beyond Motorola's control, such as natural causes; the construction of a building that adversely affects the microwave path reliability or radio frequency (RF) coverage; the addition of frequencies at System sites that cause RF interference or intermodulation; or Customer changes to load usage or configuration outside the Specifications.

10.2. EQUIPMENT WARRANTY. During the Warranty Period, Motorola warrants that the Equipment under normal use and service will be free from material defects in materials and workmanship. If System Acceptance is delayed beyond six (6) months after shipment of the Equipment by events or causes beyond Motorola's control, this warranty expires eighteen (18) months after the shipment of the Equipment.

10.3. SOFTWARE WARRANTY. Except as described in the SwSP and unless otherwise stated in the Software License Agreement, during the Warranty Period, Motorola warrants the Software in accordance with the warranty terms set forth in the Software License Agreement and the provisions of this Section that are applicable to the Software. If System Acceptance is delayed beyond six (6) months after shipment of the Motorola Software by events or causes beyond Motorola's control, this warranty expires eighteen (18) months after the shipment of the Motorola Software. **Nothing in this Warranty provision is intended to conflict or modify the Software Support Policy. In the event of an ambiguity or conflict between the Software Warranty and Software Support Policy, the Software Support Policy governs.**

10.4. EXCLUSIONS TO EQUIPMENT AND SOFTWARE WARRANTIES. These warranties do not apply to: (i) defects or damage resulting from: use of the Equipment or Software in other than its normal, customary, and authorized manner; accident, liquids, neglect, or acts of God; testing, maintenance, disassembly, repair, installation, alteration, modification, or adjustment not provided or authorized in writing by Motorola; Customer's failure to comply with all applicable industry and OSHA standards; (ii) breakage of or damage to antennas unless caused directly by defects in material or workmanship; (iii) Equipment that has had the serial number removed or made illegible; (iv) batteries (because they carry their own separate limited warranty) or consumables; (v) freight costs to ship Equipment to the repair depot; (vi) scratches or other cosmetic damage to Equipment surfaces that does not affect the operation of the Equipment; and (vii) normal or customary wear and tear.

10.5. SERVICE WARRANTY. During the Warranty Period, Motorola warrants that the Services will be provided in a good and workmanlike manner and will conform in all material respects to the applicable Statement of Work. Services will be free of defects in materials and workmanship for a period of ninety (90)

days from the date the performance of the Services are completed. Customer acknowledges that the Deliverables may contain recommendations, suggestions or advice from Motorola to Customer (collectively, "recommendations"). Motorola makes no warranties concerning those recommendations, and Customer alone accepts responsibility for choosing whether and how to implement the recommendations and the results to be realized from implementing them.

10.6. **WARRANTY CLAIMS.** To assert a warranty claim, Customer must notify Motorola in writing of the claim before the expiration of the Warranty Period. Upon receipt of this notice, Motorola will investigate the warranty claim. If this investigation confirms a valid Equipment or Software warranty claim, Motorola will (at its option and at no additional charge to Customer) repair the defective Equipment or Motorola Software, replace it with the same or equivalent product, or refund the price of the defective Equipment or Motorola Software. These actions will be the full extent of Motorola's liability for the warranty claim. In the event of a valid Services warranty claim, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. If this investigation indicates the warranty claim is not valid, then Motorola may invoice Customer for responding to the claim on a time and materials basis using Motorola's then current labor rates. Repaired or replaced product is warranted for the balance of the original applicable warranty period. All replaced products or parts will become the property of Motorola.

10.7. **ORIGINAL END USER IS COVERED.** These express limited warranties are extended by Motorola to the original user purchasing the System or Services for commercial, industrial, or governmental use only, and are not assignable or transferable.

10.8. **DISCLAIMER OF OTHER WARRANTIES.** THESE WARRANTIES ARE THE COMPLETE WARRANTIES FOR THE EQUIPMENT AND MOTOROLA SOFTWARE PROVIDED UNDER THIS AGREEMENT AND ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE.

## **Section 11 DELAYS**

11.1. **FORCE MAJEURE.** Neither Party will be liable for its non-performance or delayed performance if caused by a Force Majeure. A Party that becomes aware of a Force Majeure that will significantly delay performance will notify the other Party promptly (but in no event later than fifteen days) after it discovers the Force Majeure. If a Force Majeure occurs, the Parties will execute a change order to extend the Performance Schedule or applicable Addenda for a time period that is reasonable under the circumstances.

11.2. **PERFORMANCE SCHEDULE DELAYS CAUSED BY CUSTOMER.** If Customer (including its other contractors) delays the Performance Schedule, it will make the promised payments according to the Payment schedule as if no delay occurred; and the Parties will execute a change order to extend the Performance Schedule and, if requested, compensate Motorola for all reasonable charges incurred because of the delay. Delay charges may include costs incurred by Motorola or its subcontractors for additional freight, warehousing and handling of Equipment; extension of the warranties; travel; suspending and re-mobilizing the work; additional engineering, project management, and standby time calculated at then current rates; and preparing and implementing an alternative implementation plan.

## **Section 12 DISPUTES**

The Parties will use the following procedure to address any dispute arising under this Agreement (a "Dispute").

12.1. **GOVERNING LAW.** This Agreement will be governed by and construed in accordance with the laws of the State in which the System is installed.

12.2. **NEGOTIATION.** Either Party may initiate the Dispute resolution procedures by sending a notice of

Dispute (“Notice of Dispute”). The Parties will attempt to resolve the Dispute promptly through good faith negotiations including 1) timely escalation of the Dispute to executives who have authority to settle the Dispute and who are at a higher level of management than the persons with direct responsibility for the matter and 2) direct communication between the executives. If the Dispute has not been resolved within ten (10) days from the Notice of Dispute, the Parties will proceed to mediation.

12.3. **MEDIATION.** The Parties will choose an independent mediator within thirty (30) days of a notice to mediate from either Party (“Notice of Mediation”). Neither Party may unreasonably withhold consent to the selection of a mediator. If the Parties are unable to agree upon a mediator, either Party may request that American Arbitration Association nominate a mediator. Each Party will bear its own costs of mediation, but the Parties will share the cost of the mediator equally. Each Party will participate in the mediation in good faith and will be represented at the mediation by a business executive with authority to settle the Dispute.

12.4. **LITIGATION, VENUE and JURISDICTION.** If a Dispute remains unresolved for sixty (60) days after receipt of the Notice of Mediation, either Party may then submit the Dispute to a court of competent jurisdiction in the state in which the System is installed. Each Party irrevocably agrees to submit to the exclusive jurisdiction of the courts in such state over any claim or matter arising under or in connection with this Agreement.

12.5. **CONFIDENTIALITY.** All communications pursuant to subsections 12.2 and 12.3 will be treated as compromise and settlement negotiations for purposes of applicable rules of evidence and any additional confidentiality protections provided by applicable law. The use of these Dispute resolution procedures will not be construed under the doctrines of laches, waiver or estoppel to affect adversely the rights of either Party.

## **Section 13      DEFAULT AND TERMINATION**

13.1. **DEFAULT BY A PARTY.** If either Party fails to perform a material obligation under this Agreement, the other Party may consider the non-performing Party to be in default (unless a Force Majeure causes the failure) and may assert a default claim by giving the non-performing Party a written and detailed notice of default. Except for a default by Customer for failing to pay any amount when due under this Agreement which must be cured immediately, the defaulting Party will have thirty (30) days after receipt of the notice of default to either cure the default or, if the default is not curable within thirty (30) days, provide a written cure plan. The defaulting Party will begin implementing the cure plan immediately after receipt of notice by the other Party that it approves the plan. If Customer is the defaulting Party, Motorola may stop work on the project until it approves the Customer’s cure plan.

13.2. **FAILURE TO CURE.** If a defaulting Party fails to cure the default as provided above in Section 13.1, unless otherwise agreed in writing, the non-defaulting Party may terminate any unfulfilled portion of this Agreement. In the event of termination for default, the defaulting Party will promptly return to the non-defaulting Party any of its Confidential Information. If Customer is the non-defaulting Party, terminates this Agreement as permitted by this Section, and completes the System through a third Party, Customer may as its exclusive remedy recover from Motorola reasonable costs incurred to complete the System to a capability not exceeding that specified in this Agreement less the unpaid portion of the Contract Price. Customer will mitigate damages and provide Motorola with detailed invoices substantiating the charges. In the event Customer elects to terminate this Agreement for any reason other than default, Customer shall pay Motorola for the conforming Equipment and/or Software delivered and all services performed.

## **Section 14      INDEMNIFICATION**

14.1. **GENERAL INDEMNITY BY Motorola.** Motorola will indemnify and hold Customer harmless from any and all liability, expense, judgment, suit, or cause of action arising from any third party claim or demand for personal injury, death, or direct damage to tangible property which may accrue against Customer to the extent it is caused by the negligence of Motorola, its subcontractors, or their employees or agents, while performing their duties under this Agreement, if Customer gives Motorola prompt, written notice of any third-

party claim or suit. Customer will cooperate with Motorola in its defense or settlement of such claim or suit. This Section sets forth the full extent of Motorola's general indemnification of Customer from liabilities that are in any way related to Motorola's performance under this Agreement.

14.2. GENERAL INDEMNITY BY CUSTOMER. Customer will indemnify and hold Motorola harmless from any and all liability, expense, judgment, suit, or cause of action arising from any third party claim or demand for personal injury, death, or direct damage to tangible property which may accrue against Motorola to the extent it is caused by the negligence of Customer, its other contractors, or their employees or agents, while performing their duties under this Agreement, if Motorola gives Customer prompt, written notice of any third-party claim or suit. Motorola will cooperate with Customer in its defense or settlement of such claim or suit. This Section sets forth the full extent of Customer's general indemnification of Motorola from liabilities that are in any way related to Customer's performance under this Agreement.

#### 14.3. PATENT AND COPYRIGHT INFRINGEMENT.

14.3.1. Motorola will defend at its expense any suit brought against Customer to the extent it is based on a third-party claim alleging that the Equipment manufactured by Motorola or the Motorola Software ("Motorola Product") directly infringes a United States patent or copyright ("Infringement Claim"). Motorola's duties to defend and indemnify are conditioned upon: Customer promptly notifying Motorola in writing of the Infringement Claim; Motorola having sole control of the defense of the suit and all negotiations for its settlement or compromise; and Customer providing to Motorola cooperation and, if requested by Motorola, reasonable assistance in the defense of the Infringement Claim. In addition to Motorola's obligation to defend, and subject to the same conditions, Motorola will pay all damages finally awarded against Customer by a court of competent jurisdiction for an Infringement Claim or agreed to, in writing, by Motorola in settlement of an Infringement Claim.

14.3.2. If an Infringement Claim occurs, or in Motorola's opinion is likely to occur, Motorola may at its option and expense: (a) procure for Customer the right to continue using the Motorola Product; (b) replace or modify the Motorola Product so that it becomes non-infringing while providing functionally equivalent performance; or (c) accept the return of the Motorola Product and grant Customer a credit for the Motorola Product, less a reasonable charge for depreciation. The depreciation amount will be calculated based upon generally accepted accounting standards.

14.3.3. Motorola will have no duty to defend or indemnify for any Infringement Claim that is based upon: (a) the combination of the Motorola Product with any software, apparatus or device not furnished by Motorola; (b) the use of ancillary equipment or software not furnished by Motorola and that is attached to or used in connection with the Motorola Product; (c) Motorola Product designed or manufactured in accordance with Customer's designs, specifications, guidelines or instructions, if the alleged infringement would not have occurred without such designs, specifications, guidelines or instructions; (d) a modification of the Motorola Product by a party other than Motorola; (e) use of the Motorola Product in a manner for which the Motorola Product was not designed or that is inconsistent with the terms of this Agreement; or (f) the failure by Customer to install an enhancement release to the Motorola Software that is intended to correct the claimed infringement. In no event will Motorola's liability resulting from its indemnity obligation to Customer extend in any way to royalties payable on a per use basis or the Customer's revenues, or any royalty basis other than a reasonable royalty based upon revenue derived by Motorola from Customer from sales or license of the infringing Motorola Product.

14.3.4. This Section 14 provides Customer's sole and exclusive remedies and Motorola's entire liability in the event of an Infringement Claim. Customer has no right to recover and Motorola has no obligation to provide any other or further remedies, whether under another provision of this Agreement or any other legal theory or principle, in connection with an Infringement Claim. In addition, the rights and remedies provided in this Section 14 are subject to and limited by the restrictions set forth in Section 15.

## **Section 15      LIMITATION OF LIABILITY**

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, indemnification, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of the Equipment, Software, or implementation and other one-time Services with respect to which losses or damages are claimed. With respect to all subscription or other ongoing Services and unless as otherwise provided under the applicable Addenda, Motorola's total liability will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Services preceding the incident giving rise to the claim. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS, INCONVENIENCE, LOSS OF USE, LOSS TIME, DATA, GOODWILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT, THE SALE OR USE OF THE EQUIPMENT OR SOFTWARE, OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. This limitation of liability provision survives the expiration or termination of the Agreement and applies notwithstanding any contrary provision. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account.

## **Section 16      CONFIDENTIALITY AND PROPRIETARY RIGHTS**

### **16.1.      CONFIDENTIAL INFORMATION.**

16.1.1. Each party is a disclosing party ("Discloser") and a receiving party ("Recipient") under this Agreement. All Deliverables will be deemed to be Motorola's Confidential Information. During the term of this Agreement and for a period of three (3) years from the expiration or termination of this Agreement, Recipient will (i) not disclose Confidential Information to any third party; (ii) restrict disclosure of Confidential Information to only those employees (including, but not limited to, employees of any wholly owned subsidiary, a parent company, any other wholly owned subsidiaries of the same parent company), agents or consultants who must be directly involved with the Confidential Information for the purpose and who are bound by confidentiality terms substantially similar to those in this Agreement; (iii) not copy, reproduce, reverse engineer, decompile, or disassemble any Confidential Information; (iv) use the same degree of care as for its own information of like importance, but at least use reasonable care, in safeguarding against disclosure of Confidential Information; (v) promptly notify Discloser upon discovery of any unauthorized use or disclosure of the Confidential Information and take reasonable steps to regain possession of the Confidential Information and prevent further unauthorized actions or other breach of this Agreement; and (vi) only use the Confidential Information as needed to fulfill this Agreement.

16.1.2. Recipient is not obligated to maintain as confidential, Confidential Information that Recipient can demonstrate by documentation (i) is now available or becomes available to the public without breach of this agreement; (ii) is explicitly approved for release by written authorization of Discloser; (iii) is lawfully obtained from a third party or parties without a duty of confidentiality; (iv) is known to the Recipient prior to such disclosure; or (v) is independently developed by Recipient without the use of any of Discloser's Confidential Information or any breach of this Agreement. Additionally, the Recipient may disclose Confidential Information to the extent required by a judicial or legislative order or proceeding, or by any applicable federal or state open records act or freedom of information act requirements provided that it gives the Discloser prompt prior notice of the intended disclosure and an opportunity to respond or object to the disclosure, if permissible.

16.1.3. All Confidential Information remains the property of the Discloser and will not be copied or reproduced without the express written permission of the Discloser, except for copies that are absolutely necessary in order to fulfill this Agreement. Within ten (10) days of receipt of Discloser's written request, Recipient will return all Confidential Information to Discloser along with all copies and portions thereof, or certify in writing that all such Confidential Information has been destroyed. However, Recipient may retain one (1) archival copy of the Confidential Information that it may use only in case of a dispute concerning

this Agreement. No license, express or implied, in the Confidential Information is granted other than to use the Confidential Information in the manner and to the extent authorized by this Agreement. The Discloser warrants that it is authorized to disclose any Confidential Information it discloses pursuant to this Agreement.

16.2. **PRESERVATION OF MOTOROLA'S PROPRIETARY RIGHTS.** Motorola, the third party manufacturer of any Equipment, and the copyright owner of any Non-Motorola Software own and retain all of their respective Proprietary Rights in the Equipment and Software, and nothing in this Agreement is intended to restrict their Proprietary Rights. All intellectual property developed, originated, or prepared by Motorola in connection with providing to Customer the Equipment, Software, or related services remain vested exclusively in Motorola, and this Agreement does not grant to Customer any shared development rights of intellectual property. Except as explicitly provided in the Software License Agreement, Motorola does not grant to Customer, either directly or by implication, estoppel, or otherwise, any right, title or interest in Motorola's Proprietary Rights. Customer will not modify, disassemble, peel components, decompile, otherwise reverse engineer or attempt to reverse engineer, derive source code or create derivative works from, adapt, translate, merge with other software, reproduce, distribute, sublicense, sell or export the Software, or permit or encourage any third party to do so. The preceding sentence does not apply to Open Source Software which is governed by the standard license of the copyright owner.

16.3 **VOLUNTARY DISCLOSURE.** Except as required to fulfill its obligations under this Agreement, Motorola will have no obligation to provide Customer with access to its Confidential Information and/or proprietary information. Under no circumstances will Motorola be required to provide any data related to cost and pricing.

#### 16.4 DATA AND FEEDBACK.

16.4.1 To the extent permitted by law, Customer owns all right, title and interest in System Data created solely by it or its agents (hereafter, "Customer Data"), and grants to Motorola the right to use, host, cache, store, reproduce, copy, modify, combine, analyze, create derivatives from, communicate, transmit, publish, display, and distribute such Customer Data.

16.4.2 Motorola owns all right, title and interest in data resulting from System Data that is or has been transformed, altered, processed, aggregated, correlated or operated on (hereafter, "Derivative Data").

16.4.3 Any Feedback given by Customer is and will be entirely voluntary and, even if designated as confidential, will not create any confidentiality obligation for Motorola. Motorola will be free to use, reproduce, license or otherwise distribute and exploit the Feedback without any obligation to Customer. Customer acknowledges that Motorola's receipt of the Feedback does not imply or create recognition by Motorola of either the novelty or originality of any idea. The parties further agree that all fixes, modifications and improvements made to Motorola products or services conceived of or made by Motorola that are based, either in whole or in part, on the Feedback are the exclusive property of Motorola and all right, title and interest in and to such fixes, modifications or improvements to the Motorola product or service will vest solely in Motorola.

### **Section 17 GENERAL**

17.1. **TAXES.** The Contract Price does not include any excise, sales, lease, use, property, or other taxes, assessments or duties, all of which will be paid by Customer except as exempt by law. If Motorola is required to pay any of these taxes, Motorola will send an invoice to Customer and Customer will pay to Motorola the amount of the taxes (including any interest and penalties) within thirty (30) days after the date of the invoice. Customer will be solely responsible for reporting the Equipment for personal property tax purposes, and Motorola will be solely responsible for reporting taxes on its income or net worth.

17.2. **ASSIGNABILITY AND SUBCONTRACTING.** Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer

without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.3. **WAIVER.** Failure or delay by either Party to exercise a right or power under this Agreement will not be a waiver of the right or power. For a waiver of a right or power to be effective, it must be in a writing signed by the waiving Party. An effective waiver of a right or power will not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power.

17.4. **SEVERABILITY.** If a court of competent jurisdiction renders any part of this Agreement invalid or unenforceable, that part will be severed and the remainder of this Agreement will continue in full force and effect.

17.5. **INDEPENDENT CONTRACTORS.** Each Party will perform its duties under this Agreement as an independent contractor. The Parties and their personnel will not be considered to be employees or agents of the other Party. Nothing in this Agreement will be interpreted as granting either Party the right or authority to make commitments of any kind for the other. This Agreement will not constitute, create, or be interpreted as a joint venture, partnership or formal business organization of any kind.

17.6. **HEADINGS AND SECTION REFERENCES.** The section headings in this Agreement are inserted only for convenience and are not to be construed as part of this Agreement or as a limitation of the scope of the particular section to which the heading refers. This Agreement will be fairly interpreted in accordance with its terms and conditions and not for or against either Party.

17.7. **NOTICES.** Notices required under this Agreement to be given by one Party to the other must be in writing and either personally delivered or sent to the address provided by the other Party by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt.

17.8. **COMPLIANCE WITH APPLICABLE LAWS.** Each Party will comply with all applicable federal, state, and local laws, regulations and rules concerning the performance of this Agreement or use of the System. Customer will obtain and comply with all Federal Communications Commission ("FCC") licenses and authorizations required for the installation, operation and use of the System before the scheduled installation of the Equipment. Although Motorola might assist Customer in the preparation of its FCC license applications, neither Motorola nor any of its employees is an agent or representative of Customer in FCC or other matters.

17.9 **FUTURE REGULATORY REQUIREMENTS.** The Parties acknowledge and agree that this is an evolving technological area and therefore, laws and regulations regarding Services and use of Solution may change. Changes to existing Services or the Solution required to achieve regulatory compliance may be available for an additional fee. Any required changes may also impact the price for Services.

17.10. **AUTHORITY TO EXECUTE AGREEMENT.** Each Party represents that it has obtained all necessary approvals, consents and authorizations to enter into this Agreement and to perform its duties under this Agreement; the person executing this Agreement on its behalf has the authority to do so; upon execution and delivery of this Agreement by the Parties, it is a valid and binding contract, enforceable in accordance with its terms; and the execution, delivery, and performance of this Agreement does not violate any bylaw, charter, regulation, law or any other governing authority of the Party.

17.11. **ADMINISTRATOR LEVEL ACCOUNT ACCESS.** If applicable to the type of System purchased by Customer, Motorola will provide Customer with Administrative User Credentials. Customer agrees to only

grant access to the Administrative User Credentials to those personnel with the training and experience to correctly use them. Customer is responsible for protecting Administrative User Credentials from disclosure and maintaining Credential validity by, among other things, updating passwords when required. Customer may be asked to provide valid Administrative User Credentials when in contact with Motorola System support personnel. Customer understands that changes made as the Administrative User can significantly impact the performance of the System. Customer agrees that it will be solely responsible for any negative impact on the System or its users by any such changes. System issues occurring as a result of changes made using the Administrative User Credentials may impact Motorola's ability to perform Services or other obligations under the Agreement. In such cases, a revision to the appropriate provisions of the Agreement, including the Statement of Work, may be necessary. To the extent Motorola provides assistance to correct any issues caused by or arising out of the use of or failure to maintain Administrative User Credentials, Motorola will be entitled to bill Customer and Customer will pay Motorola on a time and materials basis for resolving the issue.

17.12. SURVIVAL OF TERMS. The following provisions will survive the expiration or termination of this Agreement for any reason: Section 3.5 (Motorola Software); Section 3.6 (Non-Motorola Software); if any payment obligations exist, Sections 6.2 and 6.3 (Contract Price and Invoicing and Payment); Subsection 10.8 (Disclaimer of Implied Warranties); Section 12 (Disputes); Section 15 (Limitation of Liability); and Section 16 (Confidentiality and Proprietary Rights); and all of the General provisions in Section 17.

17.13. ENTIRE AGREEMENT. This Agreement, including all Exhibits, constitutes the entire agreement of the Parties regarding the subject matter of the Agreement and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter. This Agreement may be executed in multiple counterparts, and shall have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing, or by electronic signature, including by email. An electronic signature, or a facsimile copy or computer image, such as a PDF or tiff image, of a signature, shall be treated as and shall have the same effect as an original signature. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document. This Agreement may be amended or modified only by a written instrument signed by authorized representatives of both Parties. The preprinted terms and conditions found on any Customer purchase or purchase order, acknowledgment or other form will not be considered an amendment or modification of this Agreement, even if a representative of each Party signs that document.

The Parties hereby enter into this Agreement as of the Effective Date.

**Motorola Solutions, Inc.**

**Customer**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**MOTOROLA SOFTWARE LICENSE AGREEMENT**

This Exhibit A Motorola Software License Agreement ("Agreement") is between Motorola Solutions, Inc., ("Motorola"), and City of Billings (Montana) ("Licensee").

For good and valuable consideration, the parties agree as follows:

**Section 1      DEFINITIONS**

1.1      "Designated Products" means products provided by Motorola to Licensee with which or for which the Software and Documentation is licensed for use.

1.2      "Documentation" means product and software documentation that specifies technical and performance features and capabilities, and the user, operation and training manuals for the Software (including all physical or electronic media upon which such information is provided).

1.3      "Open Source Software" means software with either freely obtainable source code, license for modification, or permission for free distribution.

1.4      "Open Source Software License" means the terms or conditions under which the Open Source Software is licensed.

1.5      "Primary Agreement" means the agreement to which this exhibit is attached.

1.6      "Security Vulnerability" means a flaw or weakness in system security procedures, design, implementation, or internal controls that could be exercised (accidentally triggered or intentionally exploited) and result in a security breach such that data is compromised, manipulated or stolen or the system damaged.

1.7      "Software" (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by Motorola; and (iii) may contain one or more items of software owned by a third party supplier. The term "Software" does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

**Section 2      SCOPE**

Motorola and Licensee enter into this Agreement in connection with Motorola's delivery of certain proprietary software or products containing embedded or pre-loaded proprietary software, or both. This Agreement contains the terms and conditions of the license Motorola is providing to Licensee, and Licensee's use of the proprietary software and affiliated documentation.

**Section 3      GRANT OF LICENSE**

3.1.      Subject to the provisions of this Agreement and the payment of applicable license fees, Motorola grants to Licensee a personal, limited, non-transferable (except as permitted in Section 7) and non-exclusive license under Motorola's copyrights and Confidential Information (as defined in the Primary Agreement) embodied in the Software to use the Software, in object code form, and the Documentation solely in connection with Licensee's use of the Designated Products. This Agreement does not grant any rights to source code.

3.2.      If the Software licensed under this Agreement contains or is derived from Open Source Software, the terms and conditions governing the use of such Open Source Software are in the Open Source Software Licenses of the copyright owner and not this Agreement. If there is a conflict between the terms and

conditions of this Agreement and the terms and conditions of the Open Source Software Licenses governing Licensee's use of the Open Source Software, the terms and conditions of the license grant of the applicable Open Source Software Licenses will take precedence over the license grants in this Agreement. If requested by Licensee, Motorola will use commercially reasonable efforts to: (i) determine whether any Open Source Software is provided under this Agreement; and (ii) identify the Open Source Software (or specify where that license may be found).

3.3 TO THE EXTENT, IF ANY, THAT THERE IS A SEPARATE LICENSE AGREEMENT PACKAGED WITH, OR PROVIDED ELECTRONICALLY WITH, A PARTICULAR PRODUCT THAT BECOMES EFFECTIVE ON AN ACT OF ACCEPTANCE BY THE END USER, THEN THAT AGREEMENT SUPERSEDES THE SOFTWARE LICENSE AGREEMENT AS TO THE END USER OF EACH SUCH PRODUCT.

#### **Section 4 LIMITATIONS ON USE**

4.1. Licensee may use the Software only for Licensee's internal business purposes and only in accordance with the Documentation. Any other use of the Software is strictly prohibited. Without limiting the general nature of these restrictions, Licensee will not make the Software available for use by third parties on a "time sharing," "application service provider," or "service bureau" basis or for any other similar commercial rental or sharing arrangement.

4.2. Licensee will not, and will not allow or enable any third party to: (i) reverse engineer, disassemble, peel components, decompile, reprogram or otherwise reduce the Software or any portion to a human perceptible form or otherwise attempt to recreate the source code; (ii) modify, adapt, create derivative works of, or merge the Software; (iii) copy, reproduce, distribute, lend, or lease the Software or Documentation to any third party, grant any sublicense or other rights in the Software or Documentation to any third party, or take any action that would cause the Software or Documentation to be placed in the public domain; (iv) remove, or in any way alter or obscure, any copyright notice or other notice of Motorola's proprietary rights; (v) provide, copy, transmit, disclose, divulge or make the Software or Documentation available to, or permit the use of the Software by any third party or on any machine except as expressly authorized by this Agreement; or (vi) use, or permit the use of, the Software in a manner that would result in the production of a copy of the Software solely by activating a machine containing the Software. Licensee may make one copy of Software to be used solely for archival, back-up, or disaster recovery purposes; *provided* that Licensee may not operate that copy of the Software at the same time as the original Software is being operated. Licensee may make as many copies of the Documentation as it may reasonably require for the internal use of the Software.

4.3. Unless otherwise authorized by Motorola in writing, Licensee will not, and will not enable or allow any third party to: (i) install a licensed copy of the Software on more than one unit of a Designated Product; or (ii) copy onto or transfer Software installed in one unit of a Designated Product onto one other device. Licensee may temporarily transfer Software installed on a Designated Product to another device if the Designated Product is inoperable or malfunctioning, if Licensee provides written notice to Motorola of the temporary transfer and identifies the device on which the Software is transferred. Temporary transfer of the Software to another device must be discontinued when the original Designated Product is returned to operation and the Software must be removed from the other device. Licensee must provide prompt written notice to Motorola at the time temporary transfer is discontinued.

4.4 Licensee will maintain, during the term of this Agreement and for a period of two years thereafter, accurate records relating to this license grant to verify compliance with this Agreement. Motorola or an independent third party ("Auditor") may inspect Licensee's premises, books and records, upon reasonable prior notice to Licensee, during Licensee's normal business hours and subject to Licensee's facility and security regulations. Motorola is responsible for the payment of all expenses and costs of the Auditor. Any information obtained by Motorola and the Auditor will be kept in strict confidence by Motorola and the Auditor and used solely for the purpose of verifying Licensee's compliance with the terms of this Agreement.

## **Section 5 OWNERSHIP AND TITLE**

Motorola, its licensors, and its suppliers retain all of their proprietary rights in any form in and to the Software and Documentation, including, but not limited to, all rights in patents, patent applications, inventions, copyrights, trademarks, trade secrets, trade names, and other proprietary rights in or relating to the Software and Documentation (including any corrections, bug fixes, enhancements, updates, modifications, adaptations, translations, de-compilations, disassemblies, emulations to or derivative works from the Software or Documentation, whether made by Motorola or another party, or any improvements that result from Motorola's processes or, provision of information services). No rights are granted to Licensee under this Agreement by implication, estoppel or otherwise, except for those rights which are expressly granted to Licensee in this Agreement. All intellectual property developed, originated, or prepared by Motorola in connection with providing the Software, Designated Products, Documentation or related services, remains vested exclusively in Motorola, and Licensee will not have any shared development or other intellectual property rights.

## **Section 6 LIMITED WARRANTY; DISCLAIMER OF WARRANTY**

6.1. Unless otherwise stated in the Primary Agreement, the commencement date and the term of the Software warranty will be a period of ninety (90) days from Motorola's shipment of the Software (the "Warranty Period"). If Licensee is not in breach of any of its obligations under this Agreement, Motorola warrants that the unmodified Software, when used properly and in accordance with the Documentation and this Agreement, will be free from a reproducible defect that eliminates the functionality or successful operation of a feature critical to the primary functionality or successful operation of the Software. Whether a defect occurs will be determined by Motorola solely with reference to the Documentation. Motorola does not warrant that Licensee's use of the Software or the Designated Products will be uninterrupted, error-free, completely free of Security Vulnerabilities, or that the Software or the Designated Products will meet Licensee's particular requirements. Motorola makes no representations or warranties with respect to any third party software included in the Software. Notwithstanding, any warranty provided by a copyright owner in its standard license terms will flow through to Licensee for third party software provided by Motorola.

6.2 Motorola's sole obligation to Licensee and Licensee's exclusive remedy under this warranty is to use reasonable efforts to remedy any material Software defect covered by this warranty. These efforts will involve either replacing the media or attempting to correct significant, demonstrable program or documentation errors or Security Vulnerabilities. If Motorola cannot correct the defect within a reasonable time, then at Motorola's option, Motorola will replace the defective Software with functionally-equivalent Software, license to Licensee substitute Software which will accomplish the same objective, or terminate the license and refund the Licensee's paid license fee.

6.3. Warranty claims are described in the Primary Agreement.

6.4. The express warranties set forth in this Section 6 are in lieu of, and Motorola disclaims, any and all other warranties (express or implied, oral or written) with respect to the Software or Documentation, including, without limitation, any and all implied warranties of condition, title, non-infringement, merchantability, or fitness for a particular purpose or use by Licensee (whether or not Motorola knows, has reason to know, has been advised, or is otherwise aware of any such purpose or use), whether arising by law, by reason of custom or usage of trade, or by course of dealing. In addition, Motorola disclaims any warranty to any person other than Licensee with respect to the Software or Documentation.

## **Section 7 TRANSFERS**

Licensee will not transfer the Software or Documentation to any third party without Motorola's prior written consent. Motorola's consent may be withheld at its discretion and may be conditioned upon transferee paying all applicable license fees and agreeing to be bound by this Agreement. If the Designated Products are Motorola's radio products and Licensee transfers ownership of the Motorola radio products to a third party, Licensee may assign its right to use the Software (other than CPS and Motorola's FLASHport® software) which is embedded in or furnished for use with the radio products and the related Documentation;

*provided* that Licensee transfers all copies of the Software and Documentation to the transferee, and Licensee and the transferee sign a transfer form to be provided by Motorola upon request, obligating the transferee to be bound by this Agreement.

## **Section 8      TERM AND TERMINATION**

8.1      Licensee's right to use the Software and Documentation will begin when the Primary Agreement is signed by both parties and will continue for the life of the Designated Products with which or for which the Software and Documentation have been provided by Motorola, unless Licensee breaches this Agreement, in which case this Agreement and Licensee's right to use the Software and Documentation may be terminated immediately upon notice by Motorola.

8.2      Within thirty (30) days after termination of this Agreement, Licensee must certify in writing to Motorola that all copies of the Software have been removed or deleted from the Designated Products and that all copies of the Software and Documentation have been returned to Motorola or destroyed by Licensee and are no longer in use by Licensee.

8.3      Licensee acknowledges that Motorola made a considerable investment of resources in the development, marketing, and distribution of the Software and Documentation and that Licensee's breach of this Agreement will result in irreparable harm to Motorola for which monetary damages would be inadequate. If Licensee breaches this Agreement, Motorola may terminate this Agreement and be entitled to all available remedies at law or in equity (including immediate injunctive relief and repossession of all non-embedded Software and associated Documentation unless Licensee is a Federal agency of the United States Government).

## **Section 9      Commercial Computer Software**

9.1 *This Section 9 only applies to U.S. Government end users.* The Software, Documentation and updates are commercial items as that term is defined at 48 C.F.R. Part 2.101, consisting of "commercial computer software" and "computer software documentation" as such terms are defined in 48 C.F.R. Part 252.227-7014(a)(1) and 48 C.F.R. Part 252.227-7014(a)(5), and used in 48 C.F.R. Part 12.212 and 48 C.F.R. Part 227.7202, as applicable. Consistent with 48 C.F.R. Part 12.212, 48 C.F.R. Part 252.227-7015, 48 C.F.R. Part 227.7202-1 through 227.7202-4, 48 C.F.R. Part 52.227-19, and other relevant sections of the Code of Federal Regulations, as applicable, the Software, Documentation and Updates are distributed and licensed to U.S. Government end users: (i) only as commercial items, and (ii) with only those rights as are granted to all other end users pursuant to the terms and conditions contained herein.

9.2      If Licensee is licensing Software for end use by the United States Government or a United States Government agency, Licensee may transfer such Software license, but only if: (i) Licensee transfers all copies of such Software and Documentation to such United States Government entity or interim transferee, and (ii) Licensee has first obtained from the transferee (if applicable) and ultimate end user an enforceable end user license agreement containing restrictions substantially identical to the ones contained in this Agreement. Except as stated in the foregoing, Licensee and any transferee(s) authorized by this subsection 9.2 may not otherwise use or transfer or make available any Motorola software to any third party nor permit any party to do so.

## **Section 10     CONFIDENTIALITY**

Licensee acknowledges that the Software and Documentation contain Motorola's valuable proprietary and Confidential Information and are Motorola's trade secrets, and that the provisions in the Primary Agreement concerning Confidential Information apply.

## **Section 11     LIMITATION OF LIABILITY**

The Limitation of Liability provision is described in the Primary Agreement.

## **Section 12    NOTICES**

Notices are described in the Primary Agreement.

## **Section 13    GENERAL**

13.1.    **COPYRIGHT NOTICES.** The existence of a copyright notice on the Software will not be construed as an admission or presumption of publication of the Software or public disclosure of any trade secrets associated with the Software.

13.2.    **COMPLIANCE WITH LAWS.** Licensee acknowledges that the Software is subject to the laws and regulations of the United States and Licensee will comply with all applicable laws and regulations, including export laws and regulations of the United States. Licensee will not, without the prior authorization of Motorola and the appropriate governmental authority of the United States, in any form export or re-export, sell or resell, ship or reship, or divert, through direct or indirect means, any item or technical data or direct or indirect products sold or otherwise furnished to any person within any territory for which the United States Government or any of its agencies at the time of the action, requires an export license or other governmental approval. Violation of this provision is a material breach of this Agreement.

13.3 **FUTURE REGULATORY REQUIREMENTS.** The Parties acknowledge and agree that this is an evolving technological area and therefore, laws and regulations regarding Services and use of Solution may change. Changes to existing Services or the Solution required to achieve regulatory compliance may be available for an additional fee. Any required changes may also impact the price for Services.

13.4.    **ASSIGNMENTS AND SUBCONTRACTING.** Motorola may assign its rights or subcontract its obligations under this Agreement, or encumber or sell its rights in any Software, without prior notice to or consent of Licensee.

13.5.    **GOVERNING LAW.** This Agreement is governed by the laws of the United States to the extent that they apply and otherwise by the internal substantive laws of the State to which the Software is shipped if Licensee is a sovereign government entity, or the internal substantive laws of the State of Illinois if Licensee is not a sovereign government entity. The terms of the U.N. Convention on Contracts for the International Sale of Goods do not apply. In the event that the Uniform Computer Information Transaction Act, any version of this Act, or a substantially similar law (collectively "UCITA") becomes applicable to a party's performance under this Agreement, UCITA does not govern any aspect of this Agreement or any license granted under this Agreement, or any of the parties' rights or obligations under this Agreement. The governing law will be that in effect prior to the applicability of UCITA.

13.6.    **THIRD PARTY BENEFICIARIES.** This Agreement is entered into solely for the benefit of Motorola and Licensee. No third party has the right to make any claim or assert any right under this Agreement, and no third party is deemed a beneficiary of this Agreement. Notwithstanding the foregoing, any licensor or supplier of third party software included in the Software will be a direct and intended third party beneficiary of this Agreement.

13.7.    **SURVIVAL.** Sections 4, 5, 6.4, 7, 8, 9, 10, 11 and 13 survive the termination of this Agreement.

13.8.    **ORDER OF PRECEDENCE.** In the event of inconsistencies between this Exhibit and the Primary Agreement, the parties agree that this Exhibit prevails, only with respect to the specific subject matter of this Exhibit, and not the Primary Agreement or any other exhibit as it applies to any other subject matter.

13.9.    **SECURITY.** Motorola uses reasonable means in the design and writing of its own Software and the acquisition of third party Software to limit Security Vulnerabilities. While no software can be guaranteed to be free from Security Vulnerabilities, if a Security Vulnerability is discovered, Motorola will take the steps set forth in Section 6 of this Agreement.

**Exhibit B  
PAYMENT**

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

**System Purchase (excluding Subscribers, if applicable)**

1. **25% of the Contract Price due upon contract execution (due upon effective date);**
2. **60% of the Contract Price due upon shipment of equipment from Staging;**
3. **10% of the Contract Price due upon installation of equipment; and**
4. **5% of the Contract Price due upon Final Acceptance.**

**If Subscribers are purchased, 100% of the Subscriber Contract Price will be invoiced upon shipment (as shipped).**

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. For invoicing purposes only, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

**For Lifecycle Support Plan and Subscription Based Services:  
Motorola will invoice Customer annually in advance of each year of the plan.**

The chart below outlines the hourly labor rates for Motorola System Integration resources to be used. The staffing requirements shall be multiplied by the appropriate rate per resource in the table below. The hourly labor rates are fully burdened. The hourly rates per resource type and level are listed in Table 1.

|               | <b>Resource Types</b>     |                           |                            |                               |
|---------------|---------------------------|---------------------------|----------------------------|-------------------------------|
| <b>Levels</b> | <b>Project Management</b> | <b>System Engineering</b> | <b>System Technologist</b> | <b>Project Administration</b> |
| <b>4</b>      | \$ 290.00                 | \$ 300.00                 | \$ 280.00                  | \$ 200.00                     |
| <b>3</b>      | \$ 240.00                 | \$ 250.00                 | \$ 240.00                  | \$ 180.00                     |
| <b>2</b>      | \$ 220.00                 | \$ 220.00                 | \$ 220.00                  | \$ 170.00                     |
| <b>1</b>      | \$ 190.00                 | \$ 210.00                 | \$ 210.00                  | \$ 160.00                     |

*Table 1 - Hourly Rates*

These rates apply to ordinary days and times (Monday to Friday during the hours 8am to 5pm). Additional surcharges may apply to work done outside these timeframes. The minimum charge for any resource will be 4 hours. Travel expenses are not included in these rates and may be charged separately. The qualifications of each type and level of resource are defined in the tables found at <https://www.motorolasolutions.com/content/dam/msi/secure/services/labor-rates-exhibit-160408.pdf>. All Motorola System Integration personnel assigned to this project will be classified according these levels. Project Administrative roles are varied and their specific duties and qualifications will be determined by the complexity and requirements of each project.

**EXHIBIT D**

**System Acceptance Certificate**

**Customer Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

This System Acceptance Certificate memorializes the occurrence of System Acceptance. Motorola and Customer acknowledge that:

1. The Acceptance Tests set forth in the Acceptance Test Plan have been successfully completed.
2. The System is accepted.

Customer Representative:

Motorola Solutions Representative:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FINAL PROJECT ACCEPTANCE:**

Motorola has provided and Customer has received all deliverables, and Motorola has performed all other work required for Final Project Acceptance.

Customer Representative:

Motorola Solutions Representative:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **MAINTENANCE, SUPPORT AND LIFECYCLE MANAGEMENT ADDENDUM**

This Addendum to the Communications System and Services Agreement or other previously executed Agreement currently in force, as applicable ("Primary Agreement") provides additional or different terms and conditions to govern the sale of Maintenance, Support and Lifecycle Management services. The terms in this Addendum are integral to and incorporated into the Primary Agreement signed by the Parties.

### **1. DEFINITIONS**

All capitalized terms not otherwise defined herein shall have the same meaning as defined in the Primary Agreement.

"MUA" means Microwave Upgrade Agreement (MUA).

"NUA" means Network Upgrade Agreement (NUA).

"SUA" or "SUA II" means Motorola's Software Upgrade Agreement program for Motorola's P25 radio system.

### **2. SCOPE**

Motorola will provide Maintenance and Support Services and/or Lifecycle Management as further described in the applicable Statement of Work, or attachment to Motorola's proposal for additional services.

### **3. TERMS AND CONDITIONS**

The terms of the Primary Agreement combined with the terms of this Addendum will govern the products and services offered pursuant to this Addendum. To the extent there is a conflict between the terms and conditions of the Primary Agreement and the terms and conditions of this Addendum, this Addendum takes precedence.

#### **3.1 MAINTENANCE AND SUPPORT SERVICES**

3.1.1 PURCHASE ORDER ACCEPTANCE. Purchase orders for additional, continued, or expanded maintenance and software support, during the Warranty Period or after the Warranty Period, become binding only when accepted in writing by Motorola.

3.1.2 START DATE. The "Start Date" for Maintenance and Support Services will be indicated in the proposal or a cover page entitled "Service Agreement".

3.1.3 AUTO RENEWAL. Unless the cover page or SOW specifically states a termination date or one Party notifies the other in writing of its intention to discontinue the Services, this Agreement will renew for an additional one (1) year term on every anniversary of the Start Date. At the anniversary date, Motorola may adjust the price of the Services to reflect the renewal rate.

3.1.4 TERMINATION. Written notice of intent to terminate must be provided thirty (30) days or more prior to the anniversary date. If Motorola provides Services after the termination or expiration of this Addendum, the terms and conditions in effect at the time of termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorola's then effective hourly rates.

3.1.5 EQUIPMENT DEFINITION. For maintenance and support services, Equipment will be defined to mean the hardware specified in the applicable SOW or attachments to the maintenance and support proposal.

3.1.6 ADDITIONAL HARDWARE. If Customer purchases additional hardware from Motorola

that becomes part of the System, the additional hardware may be added to this Addendum and will be billed at the applicable rates after the warranty period for that additional equipment expires. Such hardware will be included in the definition of Equipment.

3.1.7 MAINTENANCE. Equipment will be maintained at levels set forth in the manufacturer's product manuals and routine procedures that are prescribed by Motorola will be followed. Motorola parts or parts of equal quality will be used for Equipment maintenance.

3.1.8 EQUIPMENT CONDITION. All Equipment must be in good working order on the Start Date or when additional equipment is added to the Addendum. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay maintenance and support fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice. If Equipment cannot, in Motorola's reasonable opinion, be properly or economically maintained for any reason, Motorola may modify the scope of Services related to that Equipment; remove that Equipment from the Agreement; or increase the price to maintain that Equipment.

3.1.9 EQUIPMENT FAILURE. Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this Addendum and applicable SOW.

3.1.10 INTRINSICALLY SAFE. Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

#### 3.1.11 EXCLUDED SERVICES.

a) Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

b) Unless specifically included in this Addendum, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

3.1.12 TIME AND PLACE. Service will be provided at the location specified in this Addendum and/or the SOW. When Motorola performs maintenance, support, or installation at Customer's location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services. Unless otherwise stated in this Addendum or applicable SOW, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Addendum or applicable SOW, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses.

3.1.13 CUSTOMER CONTACT. Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per

week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola.

### 3.2 **LIFECYCLE MANAGEMENT SERVICES**

3.2.1 The Software License Agreement included as Exhibit A to the Primary Agreement applies to any Motorola Software provided as part of the Lifecycle Management transactions.

3.2.2 The term of this Addendum is **five (5)** years, commencing on **System Final Acceptance 2025**. The Lifecycle Management Price for the **5** years of services is **\$ 498,729.72**, excluding applicable sales or use taxes but including discounts as more fully set forth in the pricing pages. Because the Lifecycle Management is a subscription service as more fully described in the applicable Lifecycle Management Statement of Work, payment from Customer is due in advance and will not be in accordance with any Payment Milestone Schedule.

3.2.3 The System upgrade will be scheduled during the subscription period and will be performed when Motorola's system upgrade operation resources are available. Because there might be a significant time frame between when this Addendum is executed and when a System upgrade transaction is performed, Motorola may substitute any of the promised Equipment or Software so long as the substitute is equivalent or superior to the initially promised Equipment or Software.

3.2.4 Acceptance of a Lifecycle Management transaction occurs when the Equipment (if any) and Software are delivered and the Lifecycle Management services are fully performed; there is no Acceptance Testing with a Lifecycle Management transaction.

3.2.5 The Warranty Period for any Equipment or Motorola Software provided under a Lifecycle Management transaction will commence upon shipment and not on System Acceptance or Beneficial Use, and is for a period of ninety (90) days rather than one (1) year. The ninety (90) day warranty for Lifecycle Management services is set forth in the Lifecycle Management Statement of Work.

3.2.6 In addition to the description of the Lifecycle Management services and exclusions provided in the Lifecycle Management Statement of Work, the following apply:

- a) Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment.
- b) Lifecycle Management services exclude the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.
- c) Unless specifically included in this Addendum or the Lifecycle Management Statement of Work, Lifecycle Management services exclude items that are consumed in the normal operation of the Equipment; accessories; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.
- d) Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available during the performance of the Lifecycle Management services.

3.2.7 The Lifecycle Management annualized price is based on the fulfillment of the two year

cycle. If Customer terminates this service during a two year cycle, except for Motorola's default, then Customer will be required to pay for the balance of payments owed for the two year cycle if a major system release has been implemented before the point of termination.

3.2.8 If Customer terminates this service and contractual commitment before the end of the 5 year term, for any reason other than Motorola's default, then the Customer will pay to Motorola a termination fee equal to the discount applied to the last three years of service payments related to the 5 year commitment.

#### **4. PAYMENT**

4.1 Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for each payment period. All other charges will be billed monthly, and the Customer must pay each invoice in U.S. dollars within thirty (30) days of the invoice date. Customer will reimburse Motorola for all property taxes, sales and use taxes, excise taxes, and other taxes or assessments that are levied as a result of Services rendered under this Agreement (except income, profit, and franchise taxes of Motorola) by any governmental entity.

4.2 INFLATION ADJUSTMENT. For multi-year agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, "All Items," Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. "All items," not seasonally adjusted shall be used as the measure of CPI for this price adjustment. The adjustment calculation will be based upon the CPI for the most recent twelve (12) month increment beginning from the most current month available as posted by the U.S. Department of Labor (<http://www.bls.gov>) immediately preceding the new maintenance year. For purposes of illustration, if in year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base). Any pricing change would be documented in a change order executed with the Customer.

**5. ENTIRE AGREEMENT.** This Addendum, any related attachments, and the Primary Agreement, constitutes the entire agreement of the Parties regarding the subject matter of this Addendum and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter. This Addendum may be amended or modified only by a written instrument signed by authorized representatives of both Parties. The preprinted terms and conditions found on any Customer purchase or purchase order, acknowledgment or other form will not be considered an amendment or modification of this Addendum, even if a representative of each Party signs that document.

END

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Billings Metropolitan Planning Organization Title VI Assurance  
**Presented by:** Lora Mattox  
**Department:** Planning & Community Services  
**Presentation:** No  
**Legal Review:** Yes  
**Project Number:** N/A

**RECOMMENDATION**

Staff recommends that the City Council approve the MPO Title VI Assurance and authorize the Mayor to sign.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The purpose of this requested action is to ensure that the City of Billings (as the fiscal receiving agency) and the Billings Metropolitan Planning Organization (MPO) comply with Title VI Assurance as mandated by federal regulation. The Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A is a document issued by the U.S. Department of Transportation (DOT) to ensure compliance with Title VI of the Civil Rights Act of 1964 and related non-discrimination statutes. Here are the key points:

- The order outlines the requirements for recipients of federal financial assistance from the DOT to comply with Title VI and other non-discrimination statutes. It aims to prevent discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities receiving federal assistance.
- Recipients must provide written assurances that they will comply with Title VI and related statutes. This includes ensuring that no person, on the grounds of race, color, national origin, sex, disability, or age, is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.
- The order details the responsibilities of recipients, including the development of a Title VI Program, designation of a Title VI coordinator, and the establishment of a complaint process. Recipients must also conduct regular reviews of their programs and activities to ensure compliance.
- The DOT has the authority to enforce compliance through various means, including compliance reviews, complaint investigations, and the imposition of sanctions or remedial actions if violations are found.
- Recipients are required to maintain records and submit reports to the DOT documenting their compliance efforts and any complaints of discrimination received.

Overall, DOT Order No. 1050.2A sets forth the obligations of recipients of federal funds to ensure non-discrimination and to promote equal access and opportunities in transportation programs and activities.

**STAKEHOLDERS**

N/A

**ALTERNATIVES**

City Council may:

- Approve the Standard Title VI/Non-Discrimination Assurance Order and authorize the Mayor to sign; or,
- Not Approve the Standard Title VI/Non-Discrimination Assurance Order. By not approving and authorizing the Mayor to sign it could significantly jeopardize continued Federal funding to the Billings Metropolitan Planning Organization.

**FISCAL EFFECTS**

The signing of this assurance ensures continued federal funding of the MPO and other federal funds awarded to the City of Billings. A local government or an MPO that does not sign the Title VI assurance document can face several fiscal effects, as this document is a key compliance requirement for receiving federal transportation funding. Here are some potential impacts:

1. Loss of Federal Funding: The most direct fiscal impact is the potential loss of federal transportation funds. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require Title VI compliance to ensure non-discrimination in federally funded programs.
2. Suspension of Ongoing Projects: Without Title VI assurances, ongoing projects that rely on federal funding might

be halted, causing delays and increased costs.

3. Ineligibility for Future Grants: The MPO could become ineligible for future grants and funding opportunities, which could significantly reduce the resources available for transportation planning and projects.

4. Legal and Administrative Costs: Failure to comply with Title VI can result in legal challenges and administrative reviews. The MPO might incur costs associated with defending against claims of non-compliance or addressing findings from federal audits.

5. Operational Disruptions: The MPO might face operational disruptions as it works to come into compliance. This can include administrative costs associated with implementing new policies, training staff, and updating procedures to meet federal requirements.

6. Impact on State and Local Funding: In some cases, state and local funding entities might also impose sanctions or reduce funding if the MPO is found to be non-compliant with federal requirements.

To avoid these negative consequences, it is crucial for MPOs to sign and comply with Title VI assurances, ensuring they maintain eligibility for federal funding and uphold their commitment to non-discrimination in their programs and activities.

## **SUMMARY**

Adhering to the requirements of Title VI is not only a legal obligation but also a commitment to ensuring nondiscrimination and equal access to transportation services for all residents of the Billings MPO. Council's prompt attention to this matter and approval of the Title VI Assurance is crucial for the continued development and improvement of the city's transportation infrastructure.

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## **Attachments**

Title VI Assurance

## **The United States Department of Transportation**

### **Standard Title VI/Non-Discrimination Assurances**

#### **DOT Order No. 1050.2A**

The City of Billings (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) through the Montana Department of Transportation (MDT), it is subject to and will comply with the following:

#### **Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 Stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. part 21 (entitled *Non-discrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

#### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*“No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the Recipient receives Federal financial assistance from DOT, including the FHWA and FTA.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### **Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted FHWA and FTA programs:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all FHWA and FTA programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*“The City of Billings, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-

grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the City of Billings also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing FHWA and FTA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by FHWA and FTA. You must keep records, reports, and submit the material for review upon request to FHWA, FTA or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The City of Billings gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the FHWA and FTA. This ASSURANCE is binding on Montana, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in FHWA and FTA funded programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

**City of Billings**

by \_\_\_\_\_  
[Signature of Authorized Individual]

DATED \_\_\_\_\_

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulation, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA or FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA or FTA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA or FTA may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA or FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the

contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

**NOW, THEREFORE**, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Billings will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Programs, and the policies and procedures prescribed by the FHWA and FTA of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Billings all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto City of Billings and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Billings, its successors and assigns.

The City of Billings, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the City of Billings will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Billings pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Billings will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Billings will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Billings and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Billings pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Billings will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Billings will there upon revert to and vest in and become the absolute property of City of Billings and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Federal Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21,
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189), as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

**City Council Regular**

**Date:** 08/26/2024  
**Title:** HOME-ARP Supportive Service Project - Subrecipient Allocations  
**Presented by:** Carly Collins  
**Department:** Planning & Community Services  
**Presentation:** No  
**Legal Review:** Yes  
**Project Number:** N/A

**RECOMMENDATION**

The Community Development Board and staff recommend allocating \$100,000 in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funding to each of the following subrecipient organizations to manage supportive service projects for qualifying populations:

- Alternatives, Inc.
- HomeFront Partners
- District 7 Human Resources Development Council (HRDC)
- Native American Development Corporation (NADC)
- RiverStone Health -- Yellowstone City County Health Department
- United Way -- Yellowstone Continuum of Care

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

**Federal Funding Allocation:** The City of Billings was awarded \$1,211,321 in HOME-ARP funding through the U.S. Department of Housing and Urban Development (HUD) in April 2021. Funding must reduce homelessness and increase housing stability for individuals and families from the following qualifying populations: homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding criteria. The City was required by HUD to complete a community needs assessment and allocation plan prior to developing an open and competitive application process. HOME-ARP funding must be fully expended by September 2030.

**HOME-ARP Allocation Plan:** Beginning in October 2022, the City surveyed and consulted with local service providers to gain information to help assess housing and service needs and gaps. Twenty-six local agencies provided responses to the City's survey. The City analyzed responses and organizational data to create its HOME-ARP Allocation Plan. The drafted allocation plan was available for review and public comment through March 20, 2023. The plan included a needs assessment and gaps analysis of housing and services benefiting qualifying populations as well as input from social service agencies on how to prioritize funding activities.

In addition to analyzing local agency data, the City reviewed shelter and housing inventory to help guide funding recommendations. The City of Billings held a public hearing on Monday, March 13, 2023, to obtain public comment on the allocation plan. The Billings City Council voted to approve the HOME-ARP Allocation Plan via a substantial amendment to the FY2021-2022 Annual Action Plan at its regular meeting on March 13. The City's [HOME-ARP Allocation Plan](#) was approved by HUD in May 2023. Following the approval, City staff developed policies and procedures as well as an application guidebook and funding application which was released in October 2023.

**HOME-ARP Application:** In November 2023, applications for HOME-ARP funding were submitted by Alternatives, Inc; HomeFront Partners; District 7 Human Resources Development Council (HRDC); Native American Development Corporation (NADC); RiverStone Health; and United Way. Funding would be used to manage supportive service programming for Billings residents experiencing or at-risk of homelessness.

**Community Development Board Recommendations:** City staff must set up activities with general descriptions of projects and activities that the City plans on carrying out with HOME-ARP resources. Therefore, the Community Development Board recommends the following:

- **Awardees:** Grant \$100,000 to each qualified agency, as submitted. These include: Alternatives, Inc; HomeFront Partners; District 7 Human Resources Development Council (HRDC); Native American Development Corporation (NADC); RiverStone Health; and United Way.

- **Awardee Agreements:** Documents will include agreement modification language to continue funding activities if community need exceeds beyond the initial HOME-ARP allocation of \$100,000. This would require full regulatory compliance with the first allocation, application submission for additional funds, Community Development Board review and recommendation, and agreement renewal approval from the City Administrator.
- **HOME-ARP Administration:** Fifteen percent of the total HOME-ARP award (\$181,698) will be allocated for staff costs and supplies necessary to carry out grant monitoring and management activities. This is a one-time allocation to fund many years of project monitoring and reporting.

## **STAKEHOLDERS**

- Individuals and families in qualifying populations benefitting from supportive service activities.
- Public service agencies serving individuals and families in qualifying populations by carrying out supportive service activities.

## **ALTERNATIVES**

City Council may:

- Approve allocating \$100,000 in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funding to each of the seven subrecipient organizations to manage supportive service projects for qualifying populations; or,
- Not Approve allocating \$100,000 in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funding to each of the seven subrecipient organizations to manage supportive service projects for qualifying populations. Not approving the funding allocations would not be in alignment with the Council's action in March 2023 to approve the HOME-ARP Allocation Plan via a substantial amendment to the FY2021-2022 Annual Action Plan 13 and require CD staff to revisit the policies and procedures set up per the CD Board and its recommendations.

## **FISCAL EFFECTS**

Since the HOME-ARP funds are federal there is no expected impact to the City budget and a portion of the funds will provide administrative funding for the CD Division to administer the program. The commitment of these funds also will help the City to meet HOME-ARP federal timeliness requirements.

## **SUMMARY**

An overall review of the applications reveal the projects are in alignment with the City's Consolidated Plan and HOME-ARP Allocation Plan. There is a demonstrated need for increasing housing stability and reducing homelessness, as evidenced through data from the City's recent Consolidated Plan and HOME-ARP Allocation Plan which include the Housing Needs Assessment, Market Analysis and the Analysis of Impediments to Fair Housing Choice. The applicants have extensive experience in managing supportive service projects, and they are knowledgeable about federal program requirements.

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## **Attachments**

CD Board Memo - HOME-ARP Allocations  
HOME-ARP Applicant Responses & Supporting Docs



DATE: August 6, 2024  
TO: Community Development Board  
TITLE: HOME-ARP Supportive Service Project – Subrecipient Allocations  
PRESENTED BY: Carly Collins, Community Development Program Coordinator

## 1. RECOMMENDATION

Community Development staff recommend allocating \$100,000 in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funding to the following subrecipient organizations to manage supportive services projects for qualifying populations:

- Alternatives, Inc.
- HomeFront Partners
- District 7 Human Resources Development Council (HRDC)
- Native American Development Corporation (NADC)
- RiverStone Health – Yellowstone City County Health Department
- United Way – Yellowstone Continuum of Care

## 2. BACKGROUND

**Federal Funding Allocation:** The City of Billings was awarded \$1,211,321 in HOME-ARP funding through the U.S. Department of Housing and Urban Development (HUD) in April 2021. Funding must reduce homelessness and increase housing stability for individuals and families from the following qualifying populations: homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding criteria. The City was required to complete a community needs assessment and allocation plan prior to developing an open and competitive application process. HOME-ARP funding must be fully expended by September 2030.

**HOME-ARP Allocation Plan:** Beginning in October 2022, the City surveyed and consulted with local service providers to gain information to help assess housing and service needs and gaps. Twenty-six local agencies provided responses to the City's survey. The City analyzed responses and organizational data to create its HOME-ARP Allocation Plan. The drafted allocation plan was available for review and public comment through March 20, 2023. The plan included a needs assessment and gaps analysis of housing and services benefiting qualifying populations as well as input from social service agencies on how to prioritize funding activities. In addition to analyzing local agency data, the City reviewed shelter and housing inventory to help guide funding recommendations.

The City of Billings held a public hearing on Monday, March 13, 2023 to obtain public comment on the allocation plan. The Billings City Council voted to approve the HOME-ARP Allocation Plan via a substantial amendment to the FY2021-2022 Annual Action Plan at their regular meeting on that date.

The City's [HOME-ARP Allocation Plan](#) was approved by HUD in May 2023. Following the approval, City staff developed policies and procedures as well as an application guidebook and funding application which was released in October 2023.

**HOME-ARP Application:** In November 2023, applications for HOME-ARP funding were submitted by Alternatives, Inc; HomeFront Partners; District 7 Human Resources Development Council (HRDC); Native American

Development Corporation (NADC); RiverStone Health; and United Way. Funding would be used to manage supportive service programming for Billings residents experiencing or at-risk of homelessness.

**Community Development Board Recommendations:** City staff must set up activities as soon as possible with general descriptions of projects and activities that the City plans on carrying out with HOME-ARP resources. Therefore, City staff recommends the following:

- **Awardees:** Grant \$100,000 to each qualified agency, as submitted. These include: Alternatives, Inc; HomeFront Partners; District 7 Human Resources Development Council (HRDC); Native American Development Corporation (NADC); RiverStone Health; and United Way.
- **Awardee Agreements:** Documents will include agreement modification language to continue funding activities if community need exceeds the initial HOME-ARP allocation of \$100,000. This would require full regulatory compliance with the first allocation, application submission for additional funds, Community Development Board review and recommendation, and agreement renewal approval from the City Administrator.
- **HOME-ARP Administration:** Fifteen percent of the total HOME-ARP award (\$181,698) will be allocated for staff costs and supplies necessary to carry out grant monitoring and management activities. This is a one-time allocation to fund many years of project monitoring and reporting.

### 3. STAKEHOLDERS

- Individuals and families in qualifying populations benefitting from supportive service activities.
- Public service agencies serving individuals and families in qualifying populations by carrying out supportive service activities.

### 4. ALTERNATIVES

The Community Development Board may:

- Approve \$100,000 funding award for the proposed projects, with or without conditions. A funding allocation to support this new project would assist the City in reducing homelessness and increasing housing stability while assisting the Division in meeting expenditure deadlines.
- Not Approve the \$100,000 funding award for the proposed projects.

### 5. FISCAL EFFECTS

An adverse financial outcome to the City is not anticipated and the commitment of these funds will help the City to meet HOME-ARP federal timeliness requirements.

### 6. SUMMARY

An overall review of the applications reveal the projects are in alignment with the City's Consolidated Plan and HOME-ARP Allocation Plan. There is a demonstrated need for increasing housing stability and reducing homelessness, as evidenced through data from the City's recent Consolidated Plan and HOME-ARP Allocation Plan which include the Housing Needs Assessment, Market Analysis and the Analysis of Impediments to Fair Housing Choice. The applicants have extensive experience in managing supportive service projects, and they are knowledgeable about federal program requirements.

### Community Development Board's Recommendation

- Approval
- Denial
- Conditional Approval (state conditions):

#9

**COMPLETE**

**Collector:** Copy of Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 2:18:50 PM  
**Last Modified:** Friday, November 17, 2023 2:43:55 PM  
**Time Spent:** 00:25:05  
**IP Address:** 63.157.210.130

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Page 1: Qualifications, Experience, &amp; Capacity

**Q1** Yes

Is organization staff familiar with the HOME-ARP Request for Qualifications Guidebook?

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**Q2**

Contact Person Information:

|                 |                              |
|-----------------|------------------------------|
| Full Name       | <b>David Armstrong</b>       |
| Position Title  | <b>CEO</b>                   |
| Email           | <b>darmstrong@altinc.net</b> |
| Phone Number(s) | <b>406-56-3501</b>           |

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**Q3**

Organization Information:

|                     |                              |
|---------------------|------------------------------|
| Organization Name   | <b>Alternatives, Inc</b>     |
| Street Address      | <b>2101 3rd Ave North</b>    |
| City                | <b>Billings</b>              |
| State               | <b>MT</b>                    |
| ZIP + 4             | <b>59101</b>                 |
| Email Address       | <b>darmstrong@altinc.net</b> |
| Phone & FAX Numbers | <b>406-256-3501</b>          |

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**Q4**

Organization website: Please enter complete URL.

www.altinc.net

Page 2: Organization Type

**Q5**

**Nonprofit - 501(c)3 Charitable Nonprofit Corporation**

Organization Type: Please select one of the following.

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Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter Acceptable formats PDF, JPG, JPEG

**Proof%20of%20Non-Profit%20Status.pdf (167.3KB)**

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**Q7**

Current Bylaws Acceptable formats PDF, JPG, JPEG

**A5%20By-laws%20of%20Alternatives%20Inc%20(2023%20EEN%20Redlined%20Rev).pdf (160.4KB)**

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**Q8**

Articles of Incorporation Acceptable formats PDF, JPG, JPEG

**ALT-A2%20Articles%20of%20Incorporation-Original%201978.pdf (307.1KB)**

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**Q9**

Governing body list: A list of the current Board of Directors or other governing body of the organization. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. (Acceptable formats PDF, DOC, DOCX, JPG, JPEG)

**Board%20of%20Directors%20List%20February%202023.docx (46KB)**

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Page 4: Organizational Details / Financial Information

**Q10**

Organizational chart: The chart must illustrate the organization's administrative framework and staff positions. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**2023%20Agency%20Organizational%20Chart%20(1).pdf (91.3KB)**

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**Q11**

Most recent organizational audit or IRS Form 990. Acceptable formats PDF, JPG, JPEG

**Audit%20FS%202022%2006%2030%20%26%202021%2006%2030.pdf (806.5KB)**

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**Q12**

Treasurer / Financial Report through December 31. Acceptable formats PDF, JPG, JPEG

**August%20Financial%20Report.pdf (102.8KB)**

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**Q13**

Unique Entity Identification (UEI) Number: A UEI is a number issued by the federal government's System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI replaces the DUNS number. If your entity is already registered in SAM.gov, it has already been assigned a UEI number. Simply log into SAM.gov to access it. Entities intending to bid on contracts or grants directly from the federal government should visit SAM.gov and choose "Register Entity" to receive a UEI. Those who would like a UEI for sub-award reporting should choose "Get Unique Entity ID." There is no cost to register for a UEI and it can usually be created within one business day. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org. Enter your UEI number below.

NQMNJS6VFB54

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**Q14**

System for Award Management (SAM) Registration: SAM is an official website of the U.S. federal government. All entities that receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register; Register Online. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org.

Please click or enter the organization's SAM registration date:

**10/14/2023**

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**Q15**

Commercial and Government Entity (CAGE) Code. A CAGE code is a unique identifier assigned to government agency suppliers, to government agencies themselves, and to organizations funded by federal grants.

CAGE Code:

**431f3**

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**Q16**

Authorized Responsible Party Signature: This is the person with organizational legal authority to bind the organization in grant administration matters.

Full Name:

**David O Armstrong**

Position / Job Title:

**CEO**

Phone Number

**406-256-3501**

Email Address:

**darmstrong@altinc.net**

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**Q17**

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

Alternatives has provided residential re-entry services for over 42 years. The purpose of Alternatives is to promote public safety by challenging offenders to become responsible, productive, tax-paying citizens through firm, fair, consistent, supervision, treatment & education. Our program offers a broad range of alternatives to incarceration that reintroduce them back into society or keep offenders out of jails & prisons.

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**Q18**

Describe the types of supportive services currently being provided by the organization. (2,000 characters maximum)

Alternatives, Inc. specializing in residential re-entry services by addressing criminal behavior and utilizing evidence-based programming to address individual client needs. Services include substance use disorder and mental health treatment, case management, care coordination, Enhanced Transition Supervision Services (ETSS), educational assistance including Hi-Set and Voc Rehab, job skill training, budgeting, cognitive behavioral therapy, re-entry and housing placement, misdemeanor probation, electronic monitoring and drug testing, application assistance, transportation support through the use of bus passes and gas cards, personal supportive items such as cell phones, phone cards, clothing, basic household and hygiene items and many other supportive services. Alternatives has been providing these services since 1980 and offers residential to community educational level supports for over 62 individual programs throughout the agency. The majority of clients are justice involved and referred through the Court Systems in our area. Alternatives provides these services to violent and sex offenders, among others. Alternatives also currently participates in the current Jail Based Program Pilot (JBPP). As part of this program, a team comprised of 6 different organizations work to find rapid housing and treatment placements for low to medium risk offenders who can be released from the facility with additional support and supervision. This evidence-based approach to provide comprehensive support for what clients need to successfully rejoin society includes placement in housing and wrap around services. Services begin in the jail and continue once in the community.

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**Q19**

How many people has the organization served over the past 12 months? (whole numbers only; no ranges, no percentages)

4250

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**Q20**

What percentage of those served meet criteria for at least one of the qualifying populations as defined in the HOME-ARP Notice: CPD-21-10? (decimal format to show the percentage [e.g., .25 for 25%; .5 for 50%; etc.])

0.85

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**Q21**

Describe the organization's experience and compliance with federally funded programs. (1,000 characters maximum)

Alternatives is currently and has been federally funded for programs since 1980 for residential re-entry and substance use and mental health treatment services. As a result, the agency is monitored on an annual basis by the Federal Bureau of Prisons and United States Probation Office, and must comply with all federal CFR, ARMS, and financial management practices. Alternatives, Inc. is a well-established non-profit with well-qualified staff for over 43 years. Additionally, Alternatives recently completed two separate subaward grant programs for the City of Billings under CBDG with successful program implementation and compliance with reporting and financial mandates.

---

**Q22**

Describe the agency's policy for maintaining confidentiality of individuals and families served. (1,000 characters maximum)

Maintaining confidentiality of client information is one of the cornerstones of Alternatives, Inc. Staff are required to sign the Statement of Confidentiality of Client Information (ALT29) form when hired. Failure to comply with confidentiality standards therein will render an employee subject to disciplinary action up to termination of employment, depending on the seriousness of the violation. In some cases, a client whose right to privacy has been violated may have a legal remedy and may be awarded monetary damages. Public information found on websites such as Correctional Offender Network Website (CONWEB) or the Detention Center Website can be released, recognizes the need for outside agencies or individuals to obtain client information at times. Ensuring that it is correctly released is of paramount importance. However, no information, other than that, verbal or written, may be released from a file without a release of information form.

---

**Q23**

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

Alternatives employs over 170 staff & is routinely monitored by the Federal Bureau of Prisons, the Montana Department of Corrections, & the Department of Health and Human Services Licensure Department, & consequently adheres to an extensive set of overlapping standards. In addition to the ongoing monitoring/audits, Alternatives adheres to policies & procedures known collectively as "Standard Operating Procedures of Alternatives, Inc" (SOPs) that governs the practices of Alternatives & its employees. 12 of these policies dictate the financial management, procurement, purchasing, & accountability. On a random basis, but not fewer than twice during each fiscal year, the Finance Committee shall directly review the general ledger & disbursement records for all agency accounts. The person responsible for conducting such a review shall be determined by the Chair of the Finance Committee & the results of the review shall be presented to the Finance Committee & then to the Board of Directors. The Director of Finance is responsible for the assignment of duties to accounting personnel. Given the limited size of the accounting department, it is acknowledged that complete separation of duties in support of internal control is not possible. However, the Director is responsible for assuring that, to the greatest extent possible, one person does not collect, receipt, prepare a deposit, & account for the specific funds coming into the agency.

Personnel Management

Personnel are managed by a human resources department under the supervision of the Director of HR and over 30 policies including an Employee Handbook. Each staff member has a direct Supervisor who managed day-to-day activities and progress. Staff are required to complete a 40-hour on-boarding process that includes mandatory trainings and orientation to the policies and practices of Alternatives. There is a personnel committee who manages overall processes and compliance with federal regulations. The Personnel Committee is inclusive of community members familiar with general EEO and HR practices and reports monthly to the overall Board of Directors.

Procurement & Purchasing

All purchases must be approved by a department supervisor and the CEO (or designee in his absence). These must be completed on a purchase order form. Any purchase over \$50 from a vendor not on the approved vendor list, must be approved prior to ordering. Any purchase over \$10,000 must be approved by the board of directors at the recommendation of the CEO and Finance Committee. Any items required by contract/grant funds or over \$1,000 in cost must be sourced through a bid process. Bids are submitted to the finance committee and a recommendation is made to the full board of directors who then selects the final contract.

Recordkeeping & Reporting

Alternatives, Inc. has an orderly and timely system for handling, storing, and disposing of offender/client records. Access to offender (residential) and client (non-residential) records is limited to supervisors, case managers, Jail Alternatives managers, and administrative support (AS) staff. The AS staff are in charge of residential and non-residential client records from implementation through shredding. Chemical dependency-related and assessment records are handled only by Designated Staff. All records are shredded after the timeline for storage has expired based on individual contract or policy. In addition to hard file records, Alternatives, Inc. offenders and clients also have electronic records in the Alternatives, Inc. Total Offender Management Database (TOM). Reporting for grant specific items will be identified at the onset of the program to identify the type of record information and frequency of reporting. All information for client reporting will be collated and submitted to the Contracted Director of Development for review and submission. All PII and HIPPA information will be secured as necessary.

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**Q24**

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

We have been working on local, federal, & state grants for nearly the entirety of its existence. The Director of Development (DoD) manages the specific requirements. Staff time is tracked in an HR database. Individual daily staff journals calculate hours & tasks. These are audited by the DoD before submission to the agency Controller who reviews these prior to any reimbursement requests. Both the DoD & the Controller report to the CEO & provide regular reports of grants to the Board.

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**Q25**

Describe the standards the organization uses for code-of-conduct covering conflicts of interest and governing the actions of its officers, Board of Directors, and employees. (2,000 characters maximum)

Alternatives, Inc. has several policies covering conflict of interest and code of conducts for both employees and board members. Section 1.8 of the By-Laws of Alternatives indicates All Directors shall disclose to the Board any possible conflict of interest at the earliest practicable time. Upon such disclosure, such Director shall abstain from speaking and voting on any matter under consideration at a Board or committee meeting, in which such Director has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Director having a conflict of interest abstained from speaking and voting. Any Director who is uncertain shall disclose the possible conflict of interest and request the Board or committee to determine whether a conflict of interest exists, and the Board or committee shall resolve the questions by a majority vote. A transaction in which a Director has a conflict of interest may be approved: (a) in advance by the vote of the Board of Directors or a committee of the Board if: (i) the material facts of the transaction and the Director's interest are disclosed or known to the Board or committee of the Board and; (ii) the Directors approving the transaction in good faith reasonably believe that the transaction is fair to the corporation; or (b) after it is consummated by obtaining approval of: (i) the attorney general; or (ii) a state district court in an action in which the attorney general is joined as a party. A conflict-of-interest transaction is authorized, approved, or ratified, if it receives the affirmative vote of two-thirds of the quorum present who have no direct or indirect interest in the transaction. Each Board member also completes an annual Conflict of Interest designation yearly. Staff also abide by a Federal Standards of Conduct and Fraternization policy which is signed upon hire and reviewed and acknowledged each year for annual training.

**Q26**

**Yes**

Does the organization carry fidelity bond coverage for responsible officials?

**Q27**

CERTIFICATIONS: Please certify compliance with each of the following by checking the box next to each:

**Funded activities must exclusively benefit individuals and families in qualifying populations in the City of Billings.**

,

**Subrecipients must prevent the duplication of funds to prevent fraud, waste, and abuse by verifying a qualifying household is not already receiving the same eligible supportive service or has been approved to receive the same service through another program or service provider. Subrecipients must immediately repay the City of Billings for assistance that is determined to be duplicative.**

,

**Subrecipients must maintain procedures to prohibit employees, board members, and officers from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.**

,

**Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.**

,

**Subrecipients shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and/or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.**

,

**Subrecipients hiring personnel to carry out HOME-ARP activities, follow all Equal Employment Opportunity (EEO) policies. These may include the documentation of advertising methodology, demographics for interviewees, and reasons for the hiring decision; to the greatest extent feasible, direct all employment, contract, and training opportunities to low- and very-low-income persons and businesses, including seasonal and temporary employment opportunities; and recruit potential employees residing in lower-income areas and those residing in public or federally assisted housing. Required documentation includes: a summary of the**

number of applicants for each position; the number that are minorities, women, and/or disabled; reasons for the hiring decision; personnel policies; and employee training, promotion, and salary levels.

,

Subrecipients must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

Subrecipients are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles that require costs be necessary and reasonable, and Audit requirements set forth in 2 CFR Part 200.

,

Funds, materials, property, or services, provided directly or indirectly through HOME-ARP, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

,

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing a maximum degree of open and free competition.

,

Organizations that are directly funded under the HOME-ARP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through HOME-ARP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HOME-ARP, and participation must be voluntary for the beneficiaries of the HOME-ARP programs or services.

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**Q28**

Yes

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

---

**Q29**

**Yes**

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

---

**Q30**

**Yes**

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

---

**Q31**

Signature of Authorized Responsible Party Entering your full name in the box below will convey the same meaning as a wet signature.

David O Armstrong

---

**Q32**

Please enter or click today's **11/17/2023** date below:

Request for Qualification - Part 1 Submittal Date

---

#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 2:16:18 PM  
**Last Modified:** Friday, November 17, 2023 2:45:39 PM  
**Time Spent:** 00:29:21  
**IP Address:** 63.157.210.130

---

Page 1: Supportive Service Program & Activities

**Q1** **Yes**

Have you completed and submitted the HOME-ARP Request for Qualifications - Part 1 online form?

---

---

Page 2: Supportive Service Program & Activities

**Q2**  
Organization Name. Must be the same as entered in the Part 1 - Qualifications online form.

Alternatives, Inc

---

**Q3**  
Please provide the proposed supportive service program location: (please be specific)

|                |                       |
|----------------|-----------------------|
| Street Address | <b>2101 3rd Ave N</b> |
| City           | <b>Billings</b>       |
| State          | <b>MT</b>             |
| Zip Code + 4   | <b>59101</b>          |

---

**Q4** **Yes**

Is the program location within the Billings city limits?

---

**Q5**

Which qualifying populations does your agency propose to serve with HOME-ARP funds? (choose one or more)

**Homeless, as defined in 24 CFR 91.5,**  
**At Risk of Homelessness, as defined in 24 CFR 91.5,**  
**Other Populations including: Other families requiring housing assistance services to prevent homelessness, or those at greatest risk of housing instability**  
,  
**Veterans and Families that include a Veteran Family Member that meets the criteria for one or more of the qualifying populations**

**Q6**

Which eligible supportive service categories does your agency propose to carry out? (choose one or more)

**McKinney-Vento Supportive Services (see McKinney-Vento Homeless Assistance Act)**  
,  
**Homeless Prevention Services**

**Q7**

Which eligible activities associated with the above service categories does your agency propose to implement? Full descriptions of activities can be found in HOME-ARP Supportive Services: Eligible Costs & Services (Please choose at least one of the following)

**Outreach Services,**  
**Landlord / Tenant Liaison,**  
**Services for Special Populations,**  
**Financial Assistance Costs (e.g., rental application fees, security deposits, utility payments, rental arrears, first, and last month's rent, etc.)**  
,  
**Short-term and Medium-term Financial Assistance for Rent**

**Q8**

Describe the need for the proposed supportive services at your organization in relation to homeless prevention and increasing housing stability. (1,000 character maximum)

Many offenders detained are often unemployed or become unemployed as a result of their arrest/conviction creating a barrier for proper housing which leads to reoffending or overcrowding in shelters. As a result, Alternatives currently participate in a City/County program called the Jail Based Program Pilot (JBPP). This program works to assist eligible offenders out of the detention facility and placed into appropriate services to prevent new crimes, reduce re-entries in the jail. One of the former provisions of the program is re-entry support which funds costs for rapid housing placement once released from detention or to prevent loss of housing once out of the facility and participating in court-ordered monitoring, treatment, or combination of services as a diversion to incarceration. This service was previously funded through a grant from the MT Board of Crime Control but has since lapsed leaving a need for continuation of these services.

**Q9**

Is the above-stated need identified within the City of Billings' HOME-ARP Allocation Plan?

**Yes**

**Q10**

Please estimate the number of qualifying HOUSEHOLDS your agency expects to serve with HOME-ARP supportive services in one year. (Whole numbers only; no ranges, no percentages; a single individual = one household; one family = one household)

50

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**Q11**

What is the organization's timeframe in MONTHS for carrying out the proposed activity? Please enter a whole number (no comma, decimal point, etc.)

12

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Page 3: Organizational Experience and Capacity

**Q12**

Provide a detailed description of the organization's ability to serve the identified qualifying population(s). Describe similar projects or activities that have been / are being successfully carried out at the organization, as well as sources of funding for the programs or activities. (2,000 character maximum)

For over 43 years, Alternatives has served this unique population, being one of the few organizations that also works with both violent and sex offenders who are often precluded from services at other agencies. Our participation in the JBPP has offered services to over 400 referrals in the program since July 2022 and the re-entry component has helped nearly 100. However, due to a lapse in funding, the re-entry component will cease to exist in the JBPP. Alternatives worked closely with other organizations and the County Finance Department to create a streamlined process of re-entry funds from application to reimbursement. The internal quality controls and staff training completed to date has allowed this process to succeed and show significant outcomes to preventing re-entry to the jail. Our Care Coordinators have direct relationships with community organizations, landlords, and sober living homes giving them direct connection for housing placement for some of our most difficulty populations. The training and leveraging of existing resources make Alternatives, Inc. the most qualified to offer these services to this population. The previous funding for the program came from the Montana Board of Crime Control under an RSAT grant. Additional funding was secured through DPHHS's HEART grant, but unfortunately is limited in its impact. In order to serve the nearly 200 identified inmates with funding, additional sources need to be procured. By the time this grant would be implemented, it is likely that the HEART funding will be expended leaving a gap in resources in this program.

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**Q13**

Please explain any identified obstacles to carrying out this activity prior to the expenditure deadline of September 30, 2030. (1,000 character maximum)

There are not obstacles in preventing the activity. Alternatives already participates in the programming necessary to evaluate the need to rapid housing post release from the jail. The only obstacle for continued funding is a lack of available funds to continue this program that started in July 2022. The only challenge will be the ability to attain future funding for this program to provide sustainability.

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**Q14**

Describe how the organization plans to market the program to participants to ensure people know how to access services or resources. (1,000 character maximum)

The marketing for this program includes coordination with the local judges, public defender's office, prosecution, case managers, treatment court coordinators, landlords, sober living homes, and inmates. A re-entry coordinator housed in the jail facility activity identified appropriate clients to be screened.

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**Q15**

The City has not implemented a preference for any qualifying populations or subpopulations. Describe how the agency will maintain a waiting list of any program participants and/or a waiting list for services. (1,000 character maximum)

A waitlist for the program will consist of utilizing our currently screened program list with identified needs through a care coordination plan. Detailed plans will identify which clients need re-entry funds and funds will be managed until expended. The only waitlist will be for those who have identified re-entry funds but are not yet ready to release. A series of conditions must be met to receive the funds including having a diagnoses SUD, MH, or Co-Occurring disorder. This information is tracked in a secure, shared spreadsheet that is available to members of the JBPP Team.

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**Q16**

Describe how the agency will verify a program participant meets at least one of the qualifying populations prior to service approval. (1,000 character maximum)

Due to the nature of this program, the individuals receiving assistance are identified as homeless due to being incarcerated at the time of screening. When reviewing release and creating a release plan, inmates will be interviewed using a validated risk assessment and additional screening questions utilize Motivational Interviewing techniques to identify housing and employment outside of the facility as well as other community resources the inmate is engaged in. If no permanent home address or employment is identified at intake, they will be initial eligible with further verification. This future verification is done through weekly staffing that includes at least 6 different organizations to verify This fund is specific to rapid housing and placement.

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**Q17**

How will the organization verify the income of the individuals / households served? Check all that apply.

**Client Self-Report,**

**Verified through other assistance (TANF, Medicaid, etc.),**

**Third Party Verification,**

Other (please specify):

Length of incarceration

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**Q18**

Describe how the agency will assess duplication of benefits, including a process for verifying that a program participant is not currently receiving and/or been approved to receive the same service through another funding source. (1,00 characters maximum)

The Jail Based Program Pilot (JBPP) is designed with collaboration in mind. The weekly staffing meetings comprise of multiple agencies including public, private, and nonprofit groups who have the ability to serve the individual. Releases of Information are signed for any agency not at staffing to obtain information on services. Case files and coordination with these agencies prevents duplication. Since these individuals are currently incarcerated and going through our program, we are the point of first contact. Each request requires a justification application and a signature from a care coordinator or case manager who knows the most about the client's situation. A copy of the invoice, rental notice, or landlord receipt is required. All funds are paid directly to the receiving housing entity. This process has worked well in the past to avoid duplication and verify need for funds.

**Q19**

**No**

Has any program participant been required to repay due to an overpayment and / or duplication of funds at your agency? If yes, how were repaid funds reinvested into another program participant and / or activity?

**Q20**

Describe the methods or programs the agency will use to document and verify a program participant's eligibility. (1,00 characters maximum)

Alternatives, Inc. employs Motivational Interviewing for initial client screenings, gathering additional information from legal and treatment entities, and Medicaid when relevant. Care Coordinators conduct risk assessments and intakes, then create an Individualized Care Plan (ICP) for approved JBPP program participants. The ICP outlines necessary resources, goals, and tracks progress, serving as the primary eligibility document. Interaction points—intakes, meetings, coordination appointments—are recorded in the Total Offender Management (TOM) System and a master file spreadsheet for team access. Documentation and proof, including Medicaid and benefits verification, are uploaded to TOM, ensuring organized tracking and utilization.

Page 4: Financial & Staffing

**Q21**

What is the total HOME-ARP funding requested for supportive service activities? (Please enter whole numbers in each field (no dollar sign, comma, decimal point, etc.)

|                                       |              |
|---------------------------------------|--------------|
| For supportive services activities:   | <b>25000</b> |
| For the direct provision of services: | <b>0</b>     |

**Q22**

**No**

If included in the project budget, will the cost of labor or supplies and materials be incurred in directly providing supportive services to program participants? (i.e., direct provision of services)

**Q23**

If the direct provision of services will be funded, please describe the employee positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum)

NA

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**Q24**

Respondent skipped this question

Upload job descriptions and resumes of any staff that will directly carry out supportive service activities for program participants.

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**Q25**

Identify the organization's key staff members that will be responsible for HOME-ARP activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1,000 characters maximum for each)

Activity Oversight:

**Hollie Bowman, Director of Community Programs, with 20 years of non-profit experience, led by CEO David Armstrong with over 43 years of experience managing and implementing evidence-based community corrections program will be responsible for oversight. Hollie supervises the Care Coordinator position that will be managing the re-entry requests and attending staffing. She is supervised by David Armstrong who manages all facets of the agency. He will also coordinate with the Contracted Director of Development position on goals, objectives, challenges, and overall progress of the project.**

Implementation:

**Dawsen Berg, Care Coordinator, with three years of experience as it relates to this program, currently holds the position of Care Coordinator for the JBPP. He has managed his caseload and the re-entry requests for Alternatives, Inc. since July 2023. He attends weekly staffing, documents interactions, and submits appropriate documentation and verification for the program. He documents his time, interactions, and outcomes which are used currently for other parts of the JBPP.**

Financial Management:

**Stephanie Churchill, Controller, will act as the final financial manager on the program. She has 30 years of accounting experience and has been with Alternatives, Inc. since January 2020. All requests for funds are processed through the Care Coordinator who sends to the Controller for signatures. She then sends to Accounts Payable to process a check with is signed by the CEO. Then the Contracted Director of Development receives reports and documentation for reporting and requests for reimbursement. This process has worked since July 2022.**

Quarterly Reporting:

**Contracted Director of Development, Amanda Stonerock, whom has 15 years of non-profit experience will be managing quarterly reporting submission. Amanda has been managing grant funds and quarterly reporting for Alternatives, Inc since 2016. She owns and operates her a nonprofit consulting agency that specializes in grant writing, grant implementation, grant reporting, and grant auditing.**

**Q26**

No

If awarded HOME-ARP funding, will the organization hire new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting low- and very-low-income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

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Page 5: New Staff Positions

**Q27**

Respondent skipped this question

Please upload job descriptions for each new position. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

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Page 6: Sources & Uses

**Q28**

Please upload your completed Sources & Uses spreadsheet. Acceptable formats PDF, JPG, JPEG

**HOME-ARP%20Sources%20and%20Uses%20-%20ALT.pdf (94.4KB)**

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Page 7: Authorization / Certification / Signature

**Q29**

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity. Acceptable formats PDF, JPG, JPEG

**Board%20Resolution.pdf (36.3KB)**

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**Q30**

Signature: Typing your full name in the box below will be considered signing.

David O Armstrong

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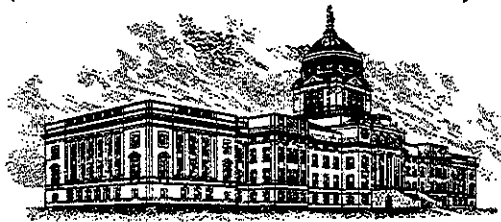
**Q31**

Please click or enter the date **11/17/2023** below:

HOME-ARP Request for Qualifications - Part 2 Submittal Date

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# Office of the Secretary of State



## OF THE STATE OF MONTANA

### CERTIFICATE OF INCORPORATION

I, FRANK MURRAY, Secretary of State of the State of Montana, do hereby certify that duplicate originals of Articles of Incorporation for the incorporation of

————— COMMUNITY HALF-WAY GROUP HOME —————

duly executed pursuant to the provisions of Section ~~15-2328~~ of the Revised Codes of Montana, have been received in my office and are found to conform to law.

NOW, THEREFORE, I, FRANK MURRAY, as such Secretary of State, by virtue of the authority vested in me by law, hereby issue this Certificate of Incorporation to

————— COMMUNITY HALF-WAY GROUP HOME —————

and attach hereto a duplicate original of the Articles of Incorporation.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Montana, at Helena, the Capital, this ~~15th~~

day of ~~May~~ A.D. 19 ~~78~~

*Frank Murray*  
FRANK MURRAY  
Secretary of State

By *Leonard C. Larson*  
LEONARD C. LARSON  
Chief Deputy

**FILED**

269207 MAY 15 1978

FRANK MURRAY  
SECRETARY OF STATE

*Therese M. Brown*  
Deputy  
*30.00*

ARTICLES OF INCORPORATION

PREAMBLE: We, the undersigned, hereby associate ourselves together to form a non-profit corporation for charitable purposes under the laws of the State of Montana.

- I. NAME OF CORPORATION: Community Half-Way Group Home.
- II. DURATION: Perpetual.
- III. PURPOSES: The purpose of this Corporation is to provide residential programs for the care and treatment of offenders who can be helped, in a reasonably short time, to achieve a degree of responsibility that will enable them to live constructively in the community.

This corporation shall be a non-profit corporation organized under the Montana Non-Profit Corporation Act. This Corporation is further organized exclusively for charitable, scientific, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue Law.

To the extent not inconsistent with the purposes set forth above, this corporation may engage in other activities not prohibited by law.

IV. LIMITATIONS:

Section 1: No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its directors, trustees, officers, members or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set

forth in Article III hereof.

Section 2: No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3: Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

V. ADDRESS OF INITIAL REGISTERED OFFICE: 310 North 27th Street, Billings, Montana 59101.

VI. INITIAL REGISTERED AGENT: Ken Mitchell

VII. NAMES AND ADDRESSES OF INITIAL BOARD OF DIRECTORS:

Name

Larry Porter  
Mike Joyce  
Ken Mitchell  
Liv Bjorlie  
Dr. Ruey Lin  
Warren Vaughn  
Suzy Kurth  
Ellis E. Kiser  
Jean Omelchuck  
Rosemary Boschert  
Thomas E. Towe  
Bernie Hedrick  
Pedro Hernandez  
Kathi Bricks  
Fran Kunz

Robb Stephens  
Sherry Lithander  
Wayne Gustafson  
Ron Sexton

VIII. NAMES AND ADDRESSES OF THE INCORPORATORS:

Thomas E. Towe

Ken Mitchell

- IX. MEMBERSHIP: There shall be no members. Total supervision of the operation and affairs of this Corporation is placed in the Board of Directors. The number of directors may be increased or decreased by a Resolution of the Board provided the number shall not be less than three (3) nor more than thirty (30). The initial Board shall contain ~~nineteen~~ (19) directors.
- X. DISSOLUTION: Upon the dissolution of this corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, or religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the State District Court of the County in which the principal offices of the corporation has been located, exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and

operated exclusively for such purposes.

XI. WAIVER OF NOTICE: Whenever any notice is required to be given to any member, if ever there be any, or director of the corporation under the provisions of Montana Law or under provisions of the Articles of Incorporation or By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

XII. ACTION BY CONSENT: Any action required by Montana Law to be taken at a meeting of the Directors, or members, if ever there be any, of the corporation, or any action which may be taken at such meeting, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors or members, if ever there be any, entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote, and may be stated as such in any articles or documents filed with the Secretary of State.

Concluding these Articles, we do hereby subscribed our names on this 22nd day of March, 1978.

  
KEN MITCHELL

  
THOMAS E. TOWE

**RESOLUTION OF THE BOARD OF DIRECTORS OF ALTERNATIVES, INC.**

**TAKEN November 16, 2023**

WHEREAS, Alternatives, Inc., a nonprofit organization, is committed to supporting services for offenders re-entering the community including the provision of emergency funds for housing and utilities; and

WHEREAS, the Board of Directors has determined that it is in the best interest of Alternatives, Inc. to seek external funding to support re-entry; and

WHEREAS, the City of Billings has announced the availability of grant funds that can be utilized for such activities;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Alternatives, Inc. hereby authorizes David Armstrong, CEO, to prepare and submit on behalf of Alternatives, Inc. a grant application to the City of Billings for funding to provide supportive and re-entry services for housing; and

BE IT FURTHER RESOLVED, that the Board of Directors of Alternatives, Inc. hereby authorizes Dave Armstrong to execute any and all documents and take any and all actions necessary to apply for, secure, and administer said grant funds, should they be awarded, on behalf of Alternatives, Inc.

PASSED AND ADOPTED by the Board of Directors of Alternatives, Inc. this 16th day of November 2023.

 11/16/23

Verne Peterman

President, Board of Directors

ALTERNATIVES, INC.  
POLICY AND PROCEDURAL STATEMENT

|                                     |                                        |
|-------------------------------------|----------------------------------------|
| SOP: A5                             | Subject: By-Laws of Alternatives, Inc. |
| Section: Administrative and General | Page 1 of 12                           |
| Related ACA Standards:              | Revision Date: July 28, 2020           |
| Signature: "David O. Armstrong"     | Effective Date: July 28, 2020          |

**BY-LAWS OF ALTERNATIVES, INC.**

ARTICLE I

Name

This not for profit Corporation is incorporated under the statutes of the State of Montana as ALTERNATIVES, INC.

ARTICLE II

Principal Office

This principal office of the corporation is situated in Billings Yellowstone County, Montana.

ARTICLE III

Mission Statement

ALTERNATIVES, INC. promotes public safety and challenges offenders to become responsible productive citizens through firm, fair, consistent supervision, treatment, and education programs.

ARTICLE IV

Duration and Dissolution

The duration of the Corporation is perpetual. In the event that dissolution is necessary, for any reason, all existing funds of the agency remaining after payment of expenses and debts shall be donated to a non-profit, charitable organization in accordance with Article X of the Corporate Charter.

ARTICLE V

Board of Directors

Section 1.1 Responsibility of the Board of Directors: The Board of Directors is the governing body of this corporation and shall determine the basic policy for the Corporation.

Section 1.2 Composition of the Board of Directors: The Board of Directors shall consist of at least fifteen (15) members but no more than twenty-five (25). Seventy-five percent (75%) of the membership must be residents of Yellowstone County and shall represent a diversity of

Subject: By-Laws of Alternatives Inc.

occupational and professional categories and business, organization and association interests. At least one representative from each of the following categories shall be on the Board of Directors at all times:

State, County, or Municipal Elected Official  
Law Enforcement Official  
College Official, instructor or Professor  
Lawyer  
Social Services  
Business  
Representatives of the Community at Large

Section 1.3 Selection of Members: The Nominations Committee shall review the qualifications of prospective members for the Board of Directors identifying those persons best able to contribute to the operations of Alternatives, Inc. The Nominations Committee shall present the names of those persons it feels are best qualified to the Board of Directors for confirmation. A majority vote of a quorum is required to confer Board of Directors membership upon a prospective member.

Section 1.4 Term of Service: The term of service for each Director shall be three years beginning on the date of the first Annual Organizational Meeting after confirmation of appointment. The Annual Organizational Meeting occurs on the third Thursday in September or on such date that the Board of Directors may otherwise choose. A person may, however, be confirmed to fill or complete an unfinished term, resulting from the resignation of a member or otherwise vacant Board position. Between five (5) and nine (9) members' terms will expire each year. A member may be elected to successive terms without limit.

Section 1.5 Meetings: The Board of Directors shall hold regular meetings of the Board of Directors on the third Thursday of the month, or on such date that the Board of Directors may otherwise choose, to receive and act upon business properly noted on the agenda. If no objection is raised at the meeting, other matters not on the agenda may be raised and acted upon. The meetings shall be presided over by the President of the Board of Directors or in his/her absence the Vice President or Second Vice President. In the event of any question or point of procedure the presiding chair shall refer to Robert's Rules of Order which shall govern. Members may attend the meetings of the Board and exercise their voting privilege by means of video teleconference or audio (telephone) connection as long as it is possible for all attendees to hear each other simultaneously. Proxies shall not be permitted.

Section 1.6 Notification of Meetings: The Secretary/Treasurer of the Board or his/her designee shall be responsible for sending to all members written or electronic notification of the time, date, place, and agenda for regular meetings, one week in advance of the date of that meeting. Additional "special" meetings may be called by the President or any three directors, upon written petition to the President, with notification provided by the Secretary/Treasurer or his/her designee by email at least one week (5 working days) in advance of the meeting time; if the majority of the Board does not respond to the notification they will be contacted via telephone. A majority of the Board of Directors shall be contacted by the Secretary/Treasurer

Subject: By-Laws of Alternatives Inc.

and must agree to the “special” meeting time, date and place in order for it to be official. The Secretary/Treasurer shall be responsible to record the results of the contacts related to the notification of the “special” meeting for entry into the minutes at the regularly scheduled meeting of the Board of Directors. An agenda must be provided to the Board membership in advance of the special meeting. The Board of Directors is authorized to distribute ballots to the voting membership to decide on any item of business arising between meetings. Decisions with respect to such balloting require the affirmative vote of 2/3 of the membership or must be ratified by a majority of the Board at the next regular or special meeting.

Section 1.7 Quorum: A quorum for the conduct of all business will be not less than eight (8) members of the Board of Directors. Decisions may only be made by a majority vote of the quorum present, except in the case of an amendment to or an amendment in total of the By-Laws, revision to or amendment in total of the Personnel Manual, and the cases referred to in Section 1.8 and 1.9 of this article. Each member of the Board of Directors, including the President, is entitled to one vote.

Section 1.8 Conflict of Interest: Conflict of interest arises in any transaction with the Corporation or a committee of the Board in which a director has a direct or indirect pecuniary interest in the outcome of a vote.

A Director shall be considered to have a conflict of interest if (a) such Director has existing or potential financial or other interest in the transaction which impairs or might reasonably appear to impair such member’s independent, unbiased judgment in the discharge of his/her responsibilities to the corporation, or (b) such Director is aware that a member of his/her immediate family (defined below) or any organization in which such Director (or member of his/her immediately family) is an officer, director, employee, member, partner, or controlling stockholder, has such existing or potential financial or other interests in the transaction. All Directors shall disclose to the Board any possible conflict of interest at the earliest practicable time. Upon such disclosure, such Director shall abstain from speaking and voting on any matter under consideration at a Board or committee meeting, in which such Director has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Director having a conflict of interest abstained from speaking and voting. Any Director who is uncertain shall disclose the possible conflict of interest and request the Board or committee to determine whether a conflict of interest exists, and the Board or committee shall resolve the questions by a majority vote.

A transaction in which a Director has a conflict of interest may be approved: (a) in advance by the vote of the Board of Directors or a committee of the Board if: (i) the material facts of the transaction and the Director’s interest are disclosed or known to the Board or committee of the Board and; (ii) the Directors approving the transaction in good faith reasonably believe that the transaction is fair to the corporation; or (b) after it is consummated by obtaining approval of: (i) the Montana attorney general’s office; or (ii) a state district court in an action in which the attorney general is joined as a party.

Subject: By-Laws of Alternatives Inc.

A conflict of interest transaction is authorized, approved, or ratified, if it receives the affirmative vote of two-thirds of the quorum present who have no direct or indirect interest in the transaction.

No Board Member, committee member, or any member of his/her immediate family shall be employed by the Corporation during his/her term of office without an affirmative vote of a two-thirds majority of the Board of Directors quorum present. For purpose of clarity “immediate family” includes the following:

|                |                 |
|----------------|-----------------|
| Husband        | Wife            |
| Father         | Mother          |
| Father-in-law  | Mother-in-law   |
| Brother        | Sister          |
| Brother-in-law | Sister-in-law   |
| Son            | Daughter        |
| Son-in-law     | Daughter-in-law |

Section 1.9 Resignation, Expulsion, or Suspension of Membership: Any Director may be removed with or without cause at any time by the Board of Directors, at a regular or special meeting of the Board of Directors. Notice of the intent to remove a Director must be provided to that Director at least one (1) week before the scheduled meeting. Removal shall require a two-thirds (2/3) majority vote of the Board of Directors quorum present.

Section 1.10 Indemnification: An individual made a party to a legal proceeding because the individual is or was a Director may be indemnified against liability incurred in the proceeding if the Board determines that the individual: (a) conducted himself in good faith; (b) reasonably believed: (i) in the case of conduct in his/her official capacity with the corporation, that his/her conduct was in its best interests; and (ii) in all other cases, that his conduct was at least not opposed to its best interests; and, (c) in the case of any criminal proceeding, had no reasonable cause to believe his conduct was unlawful.

The termination of a proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent is not, of itself, a determination that the Director did not meet the standard of conduct described in this section.

The corporation may not indemnify a Director under this section: (a) in connection with proceeding by or in the right of the corporation in which the Director was adjudged liable to the corporation; or (b) in connection with any other proceeding that charges improper personal benefit to the Director, whether or not involving action in his official capacity, in which the Director was adjudged liable on the basis that personal benefit was improperly received by the Director.

Indemnification permitted under this section in connection with a proceeding by or in the right of the corporation is limited to expenses incurred in connection with the proceeding.

Subject: By-Laws of Alternatives Inc.

The corporation shall indemnify a Director who was wholly successful, on the merits or otherwise, in the defense of any legal proceeding to which the Director was a party because he is or was a Director of the corporation, against expenses actually incurred by the Director in connection with the proceeding.

The corporation may pay for or reimburse the reasonable expenses incurred by a Director who is a party to a legal proceeding in advance of final disposition of the proceeding if: (a) the Director furnishes the corporation a written affirmation of his good faith belief that he has met the standard of conduct described above; (b) the Director furnishes the corporation a written undertaking, executed personally or on the Director's behalf, to repay the advance if it is ultimately determined that the Director did not meet with standard of conduct or is convicted of a crime; and (c) a determination is made that the facts when known to those making the determination would not preclude indemnification under the statute.

The undertaking required above shall be an unlimited general obligation of the Director who is the party to the legal proceeding but need not be secured and may be accepted without reference to financial ability to make repayment.

The corporation shall only indemnify and/or reimburse a Director after it is authorized in the specific case after a determination has been made by the Board of Directors that indemnification or reimbursement of the Director is permissible in the circumstances because the Director has met the standard of conduct set forth above. Such a determination shall be set forth in the minutes of the Corporation.

The determination of whether to provide indemnification or reimbursement must be made by the Board of Directors by majority vote of a quorum of Directors.

An officer of the corporation who is not a Director is entitled to indemnification to the same extent as a Director.

The corporation may indemnify and advance expenses to an officer, employee, or agent of the corporation who is not a Director to the same extent as to a Director.

The corporation may also purchase and maintain insurance on behalf of an individual who is or was a director, officer, employee, or agent of the corporation or who, while a Director, officer, employee, or agent of the corporation, is or was serving at the request of the corporation as a Director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise, against liability asserted against or incurred by him/her in the capacity or arising from his status as a Director, officer, employee, or agent.

## ARTICLE VI Officers

Section 1.1 Officers: The Officers of the Corporation shall consist of a President, First Vice President, a Second Vice President, a Secretary/Treasurer, and the Past President.

Subject: By-Laws of Alternatives Inc.

Section 1.2 Selection of Officers: At the annual meeting of the Board of Directors in September of each year, officers shall be elected by ballot. However if there is only one nominee for any office, a Board member may move with a second that the Secretary/Treasurer cast a single ballot electing the nominee.

Section 1.3 Assumption of Duties/Term of Service: Officers shall assume their official duties on October 1, of each year and shall serve for a term of one year.

Section 1.4 Consecutive Terms: There shall be no limit on the number of consecutive terms that may be served by an officer except the President. The President may serve only two consecutive terms and must then wait one term before being eligible to serve in that position again.

Section 1.5 Vacancy: In the event of a vacancy in any of the Board of Directors offices with the exception of the President, such vacancy shall be filled by a majority vote of the Board at the next Board Meeting at which there is a quorum present. Should the office of President become vacant, the Vice President shall succeed to the office of the President.

## ARTICLE VII Officers Duties

The various officers shall have the powers and duties which customarily appertain to, or are incident to, their respective offices under Montana law, including those hereinafter provided, and, in addition, such powers and duties as the Board of Directors may from time to time designate and confer.

Section 1.1 President of the Board: The President shall preside at all meetings of the Corporation, the Board of Directors, and the Executive Committee of the Board of Directors at which he/she may be present.

Section 1.2 The President in cooperation with the Chief Executive Officer shall prepare the agenda for Board Meetings.

Section 1.3 The President may assign items of business to standing or ad hoc committees for study and recommendations. However, the Board of Directors may decide to take action on the matter without waiting for the committee report, provided that it is included on the agenda and no objection is made thereto.

Section 1.4 The President shall designate the membership of standing and ad hoc committees not determined by direct Board of Directors action or by these By-Laws.

Section 1.5 The President shall be an ex-officio member of all standing committees, excepting the Nominations Committee, but has a vote only to break a deadlocked vote at the meeting of such committees.

Subject: By-Laws of Alternatives Inc.

Section 1.6 The President shall sign such instruments and documents as called for signatures by an Officer of the Board except as noted in Article X, Section 1.1.

Section 1.7 The President shall be responsible for ascertaining regularly whether the Chairpersons of committees are providing active and continuing leadership to their committees and for recommending to the Board changes in committee leadership. At the beginning of his/her term of office, the President of the Board of Directors shall recommend to the Board of Directors committees thought to be needed and their Chairpersons.

Section 2.1 The First Vice President in the event of the absence or illness of the President, shall serve in all duties assigned to the latter and shall become President for the remainder of the term when the office becomes vacant in mid-term.

Section 3.1 The Second Vice President in the event of the absence or illness of the President and First Vice President, shall serve in all duties assigned to the President.

Section 4.1 The Secretary/Treasurer, or designee, shall be responsible for the taking and distribution of minutes of Board Meetings and for the preservation of the official copy of the minutes as adopted. Distribution shall be accomplished by electronic mailing unless otherwise requested by a Board Member a week in advance of the subsequent meeting.

Section 4.2 The Secretary/Treasurer, or designee, shall be the custodian of the corporate charter and seal, and of the official copy of the By-Laws with the responsibility of keeping the latter updated.

Section 4.3 The Secretary/Treasurer, or designee, shall be responsible for the preservation of copies of annual reports, financial statements, and audits, and of other documents of like importance.

Section 4.4 The Secretary/Treasurer shall be responsible to provide that proper and timely notice is given to appropriate personnel of all Board of Director and Executive Committee meetings. Such notice shall normally entail the electronic mailing of an agenda including the time, date, and location of the meeting to each member one week in advance of the proposed meeting. In case of special circumstances or emergency, the President may approve notification by email and/or telephone with less than one week's notice.

Section 4.5 The Secretary/Treasurer, or designee shall be responsible for keeping an official roster of current Board members with the associated addresses, phone numbers, and terms of office.

Section 5.1 The Director of Finance (Chief Financial Officer), who is an employee of the corporation, shall be responsible for setting up and managing the financial books of the Corporation. The Secretary/Treasurer shall provide general oversight with the respect to the finances, funds and securities of the corporation with the understanding that it is the daily responsibility of the corporations accounting and financial employees and agents to accurately maintain the financial books and records of the corporation.

Subject: By-Laws of Alternatives Inc.

Section 5.2 The Secretary/Treasurer shall serve as a member of the Finance Committee of the Board of Directors and is not excluded from serving as chairperson of that committee.

Section 5.3 The Secretary/Treasurer shall work closely with the Chairperson of the Finance Committee and with the Chief Executive Officer in the general overseeing of the financial operations of the Corporation.

Section 5.4 The Secretary/Treasurer or designee shall present a financial statement at every meeting of the Board of Directors, and shall make a full report following completion of the annual independent audit.

#### ARTICLE VIII Committees and Their Duties

Section 1.1 Committees, both standing and ad hoc, may be set up by the Board of Directors to advise it on such matters as it determines desirable. The Board of Directors shall look to its committees for detailed consideration of issues and for carefully formulated proposals for Board of Directors action. No committee shall be established without the consent of a majority of the Board of Directors.

Section 1.2 Committees shall be Chaired by a voting member of the Board of Directors. Membership may include Board Members, Staff Persons, and members of the community at large.

Section 1.3 Any committee may function as an advisory body to the Chief Executive Officer on matters relating to administrative functions and actions.

Section 1.4 The following are the current standing committees:

- a. Executive
- b. Program
- c. Finance
- d. Personnel
- e. Housing and Food Service
- f. Community Development
- g. Nominations and Membership

Section 2.1 The Executive Committee shall be composed of the officers of the Board of Directors, Past President, and the Chairpersons of the standing committees.

Section 2.2 The quorum for a meeting of the Executive Committee shall be the majority of the members. Except in the event of an emergency, as determined by the President, all members of the committee will be notified of meetings for every case. In those cases where an emergency meeting is needed, effort shall be made to notify each officer and those committee Chairpersons

whose committee functions relate most to the business at hand by telephone and/or electronic mail.

Section 2.3 The Executive Committee shall advise the Board of Directors on matters not falling within the purview of other standing committees and on matters relating to the overall supervision of the administration of the corporation. The Executive Committee is responsible for the development and revision of long range goals for the Corporation which are then subject to approval by a quorum of the Board of Directors at a regular meeting or special meeting properly called and constituted under these bylaws.

Section 2.4 The Executive Committee shall serve as the most general advisory body for the Chief Executive Officer and shall determine the Chief Executive Officer's compensation with advice from the Personnel and Finance Committees.

Section 3.1 The Program Committee shall be responsible for the strategic development of the programs of the agency and the revision of the programs manual and shall advise the Board of Directors on such matters.

Section 3.2 The Program Committee shall receive periodic reports from the Chief Executive Officer or designee on how programs are working and recommend amendments to keep program policy abreast of, and relevant to, practice.

Section 3.3 The Program Committee shall participate actively in the ongoing evaluation of programs and shall perform a formal written evaluation of the program on an annual basis. The evaluation will be presented to the Board by October of each year and copies of the evaluation made available to Board Members upon request.

Section 4.1 The Finance Committee shall have general responsibility for overseeing the financial operations of the corporation and specific responsibility for the development of financial policy as such.

Section 4.2 The Director of Finance (Chief Financial Officer), under the direction of the Chief Executive Officer and the Finance Committee, shall be responsible for the preparation of the budget and for recommending the same to the Board of Directors. In this preparation, recommendations shall be received from Board committees on needed expenditures and the Finance Committee shall develop its own recommendation on a feasible budget. All budget revisions must be approved by a quorum of the Board of Directors.

Section 4.3 The Finance Committee shall receive periodic reports from the Chief Executive Officer on the financial operations of the agency and shall forward such reports with recommendations to the Board of Directors.

Section 5.1 The Personnel Committee shall be responsible for the development and revision of the Personnel Handbook and shall advise the Board of Directors on such matters.

Subject: By-Laws of Alternatives Inc.

Section 5.2 The Personnel Committee shall receive periodic reports from the Chief Executive Officer or designee on the effectiveness of the personnel policy.

Section 5.3 The Personnel Committee shall be responsible for the annual evaluation of the Chief Executive Officer and for presenting the results to each Director of the Board and to the Executive Committee for action per Section 2.4.

Section 5.4 The Personnel Committee shall be responsible for reviewing all Corporation job descriptions, including that of the program Chief Executive Officer, on an annual basis.

Section 6.1 The Housing and Food Service Committee shall be responsible for the development of policy relating to the Housing and Food Service facilities of the Corporation.

Section 6.2 The Housing and Food Service Committee shall receive periodic reports from the Chief Executive Officer on the functioning of Corporation facilities and shall develop recommendations for improvements.

Section 6.3 The Food Service Committee shall solicit community in-kind contributions for the food service program.

Section 7.1 The Community Development Committee shall be responsible for developing a continuing program of information on Corporation activities, accomplishments, and needs for both the general public and specific entities.

Section 8.1 The Nomination and Membership Committee shall nominate candidates for membership on the Board.

Section 8.2 The Nomination and Membership Committee shall be responsible for presenting a list of nominees for the offices of the Board at the annual meeting. Whenever an office other than that of the President becomes vacant during the course of a year, the committee shall provide nomination for this position at the next regular meeting of the Board.

Section 8.3 The Nominations and Membership Committee shall have primary responsibility for the recruitment of Board Members and shall prepare lists of potential members with indications of their skills and interests.

Section 8.4 The Nominations and Membership Committee may recommend to the Board on the removal of any member of the Board.

## ARTICLE IX Administration of the Corporation

Section 1.1 The Executive Committee of the Board in consultation with the membership, shall select and employ a single Chief Executive Officer who shall be solely responsible for managing all operations of the corporation, but shall do so within the limits of corporate policy.

Subject: By-Laws of Alternatives Inc.

Section 1.2 The Chief Executive Officer shall be primarily responsible for the implementation of the policies and for carrying out the goals and mission of the Board. For this purpose the Chief Executive Officer is responsible to oversee the development of a comprehensive set of written operating procedures and to review this annually. These standards in total shall be known as the Operations Manual and shall be made available to the Board of Directors, all personnel and others who may request it on a need to know basis.

Section 1.3 The specific duties of the Chief Executive Officer shall be outlined in the job description for that position.

Section 1.4 The Chief Executive Officer shall be an ex-officio non-voting member of the Board of Directors and of all other standing and ad hoc Board Committees.

Section 1.5 The Chief Executive Officer is authorized to make expenditures for the agency within the limits of the official corporation budget.

Section 1.6 The Chief Executive Officer shall be authorized to make an expenditure not to exceed \$10,000 on any one item for fixed assets or investment items. Items over \$5,000 and not exceeding \$25,000 must have the approval of the Finance Committee. Items over \$10,000 in cost must have the approval of a majority of a quorum of the Board of Directors at a properly convened meeting of the Board. Interim (between Board meetings) approval of expenditures over \$10,000 may be obtained telephonically or electronically (including email) but requires a majority vote by the entire Board membership. The results of such votes must be presented at the next Board meeting and ratified by the membership. In the case of an emergency expenditure as a result of damage to a facility or necessary to maintain program integrity the Chief Executive Officer has authority to commit funds as needed and without restriction to address the situation. The Chief Executive Officer is responsible for notifying the Board of such action by contacting an elected officer within 24 hours of the emergency, and the emergency expenditure will be considered for ratification by the Board of Directors at the next regular meeting or special meeting of the Board.

Section 1.7 Those representatives of the legal profession serving as Board Members may serve as legal counsel for the Corporation and will be remunerated for the same. The corporation's Chief Executive Officer shall be responsible for selecting legal counsel in any litigation, legislative or administrative hearing and contract negotiations concerning agency operations, subject to being overridden by majority of a quorum of the Board of Directors.

## ARTICLE X Miscellaneous

Section 1.1 Execution of Instruments: All checks, drafts, and other instruments for payments of money and all instruments of transfer of securities shall be signed in the name and behalf of the Corporation by those persons as designated by the Board of Directors on the Corporate Resolution which shall be considered at the time of the annual meeting each year and shall, if necessary be renewed. All instruments of conveyance of real property and all contracts and

Subject: By-Laws of Alternatives Inc.

agreements shall be signed by such officers or agents as a majority of a quorum of the Board of Directors may direct.

Section 1.2 Waiver of Notice: Any notice which is required to be given by law or these By-Laws to any Director or member of the Corporation may be waived in writing or electronically by the person or facility to whom such notice is required to be given. A Director's attendance at or participation in a meeting waives any required notice of the meeting unless the Director, upon arriving at the meeting or prior to the vote on a matter not noticed in conformity with the statute, the Articles, or By-Laws, objects to lack of notice and does not vote for or assent to that action.

Section 1.3 Investments: The property, assets and funds of the Corporation may be invested in shares of stock, whether common or preferred, bonds, notes, mortgages, or other securities in other personal property or real estate as a quorum of the Board of Directors may from time to time authorize or approve without restriction or limitation by reason of any statute, rule or law.

Section 1.4 The fiscal year of the corporation shall begin on July 1, of a calendar year and end on June 30<sup>th</sup> of the following year.

Section 1.5 At the conclusion of each fiscal year the Board of Directors will select an independent auditor to conduct a certified audit of financial records. This audit shall be reviewed by the Finance Committee and be presented to the Board of Directors by representatives of the independent auditors no later than the annual meeting in November.

## ARTICLE XI Amendment of By-Laws

Section 1.1 General: These By-Laws may be adopted, amended, repealed or added to by an affirmative vote of two-thirds of a quorum at an official meeting of the Board of Directors if notice of the proposed adoption, amendment, repeal or addition is contained in the notice of the meeting.

Section 1.2 Notwithstanding the foregoing, the voting members of the Board of Directors shall have no power to alter, amend, repeal or add to these by-laws in such manner as to permit any Director, member, officer, agent of employee ever to receive compensation or pecuniary benefit from the operations, except reasonable compensation for authorized services actually rendered to the Corporation in effecting one or more of its purposes, or to receive any part of the property or assets of the Corporation during its continuance or upon its dissolution or termination of its corporate existence except through bona fide purchase at fair value determined by a neutral third party.

Section 1.3 In any deadlock situation arising out of these By-Laws or application of the provisions contained herein an arbitrator shall resolve the matter and his or her decision shall be binding. The Chief Executive Officer, subject to ratification by a quorum of the Board, shall appoint a representative. The other side of the dispute shall appoint a representative, and those two representatives, shall select the arbitrator. The arbitrator shall proceed under the Montana Uniform Arbitration Act and, according to the Rules of Civil Procedure for the State of Montana,

render a decision as quickly as practicable. In the event that one or another party to the dispute unnecessarily delays or refuses to cooperate in the process, the other party may petition the Yellowstone County District Court for appropriate relief

Passed and Accepted:

SIGNED: \_\_\_\_\_  
PRESIDENT DATE

*Modification as approved at the August 2020 Board of Director's meeting.*

**Alternatives, Inc.**  
**Balance Sheet by Month**  
**As of August 31, 2023**

Aug 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

10000 · Cash 6,286,983.41

**Total Checking/Savings** 6,286,983.41

**Accounts Receivable**

11000 · Accounts Receivables 1,272,443.93

**Total Accounts Receivable** 1,272,443.93

**Other Current Assets**

12000 · Undeposited Funds 9,848.53

12010 · Unbilled Revenue (11,349.50)

129.00 · Other Receivables 13,150.09

130.00 · Prepaid Expense 319,140.31

14000 · Bond Funds 539,236.71

**Total Other Current Assets** 870,026.14

**Total Current Assets** 8,429,453.48

**Fixed Assets**

18000 · Fixed Assets 9,728,138.16

**Total Fixed Assets** 9,728,138.16

**TOTAL ASSETS** 18,157,591.64

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts Payables 156,148.30

**Total Accounts Payable** 156,148.30

**Credit Cards**

200.10 · FIB Mastercard 36,072.38

200.90 · Lowe's 391.54

200.99 · RMB Resident CC Clearing 264,982.37

**Total Credit Cards** 301,446.29

**Other Current Liabilities**

20100 · Short-Term Liabilities 1,072,355.83

209.97 · Miscellaneous Clearing (30.97)

209.99 · Payroll Clearing Account 1,265,233.35

**Total Other Current Liabilities** 2,337,558.21

**Total Current Liabilities** 2,795,152.80

**Long Term Liabilities**

22000 · Long-Term Liabilities 2,659,863.68

**Total Long Term Liabilities** 2,659,863.68

**Total Liabilities** 5,455,016.48

**Equity**

299.99 · Net Assets 11,999,014.53

Net Income 703,560.63

**Total Equity** 12,702,575.16

**TOTAL LIABILITIES & EQUITY** 18,157,591.64

**Alternatives, Inc.**  
**Profit & Loss by Month**  
**August 2023**

|                                               | <u>Aug 23</u>       | <u>TOTAL</u>        |
|-----------------------------------------------|---------------------|---------------------|
| <b>Ordinary Income/Expense</b>                |                     |                     |
| <b>Income</b>                                 |                     |                     |
| <b>40000 · Revenue</b>                        |                     |                     |
| 400.00 · DOC Revenue                          | 888,710.01          | 888,710.01          |
| 405.00 · FBOP Revenue                         | 104,815.65          | 104,815.65          |
| 410.00 · USPO Revenue                         | 12,302.10           | 12,302.10           |
| 415.00 · UA Revenue                           | 2,111.00            | 2,111.00            |
| 430.00 · ETSS Revenue                         | 45,643.07           | 45,643.07           |
| 440.00 · Resident Revenue                     | 124,604.00          | 124,604.00          |
| 441.00 · Misdemeanor Revenue                  | 109,973.51          | 109,973.51          |
| 445.00 · Education/Treatment Revenue          | 38,819.03           | 38,819.03           |
| 450.01 · Grant Income                         | 1,968.37            | 1,968.37            |
| 460.00 · Interest Income                      | 2.23                | 2.23                |
| 480.00 · Miscellaneous Revenue                | 3,148.74            | 3,148.74            |
| 481.00 · Rental Income                        | 3,428.50            | 3,428.50            |
| <b>Total 40000 · Revenue</b>                  | <u>1,335,526.21</u> | <u>1,335,526.21</u> |
| <b>Total Income</b>                           | <u>1,335,526.21</u> | <u>1,335,526.21</u> |
| <b>Gross Profit</b>                           | 1,335,526.21        | 1,335,526.21        |
| <b>Expense</b>                                |                     |                     |
| <b>50000 · Personnel Expenses</b>             |                     |                     |
| 500.00 · Regular Wages                        | 587,400.81          | 587,400.81          |
| 501.00 · Overtime Wages                       | 42,618.15           | 42,618.15           |
| 510.00 · Taxes and Benefits                   | 132,180.36          | 132,180.36          |
| 540.00 · Outside Services                     | 7,509.75            | 7,509.75            |
| <b>Total 50000 · Personnel Expenses</b>       | <u>769,709.07</u>   | <u>769,709.07</u>   |
| <b>60000 · Program Expenses</b>               |                     |                     |
| 600.00 · Resident/Client Expense              | 125,643.99          | 125,643.99          |
| 630.00 · Food                                 | 94,882.27           | 94,882.27           |
| 635.00 · Communications                       | 5,355.64            | 5,355.64            |
| 640.00 · Supplies                             | 20,086.16           | 20,086.16           |
| 645.00 · Equipment Lease                      | 560.58              | 560.58              |
| 648.00 · Travel                               | 702.28              | 702.28              |
| 650.00 · Repairs and Maintenance              | 65,139.31           | 65,139.31           |
| 660.00 · Bad Debt (Net of Recovery)           | 43,135.87           | 43,135.87           |
| 665.00 · Property Taxes                       | 182.21              | 182.21              |
| 670.00 · Utilities                            | 37,305.61           | 37,305.61           |
| 672.00 · Fleet                                | 1,160.87            | 1,160.87            |
| 675.00 · Employee                             | 22,219.21           | 22,219.21           |
| 695.00 · Other Services/Fees                  | 4,361.09            | 4,361.09            |
| <b>Total 60000 · Program Expenses</b>         | <u>420,735.09</u>   | <u>420,735.09</u>   |
| <b>70000 · General and Administrative Exp</b> |                     |                     |
| 705.00 · Insurance                            | 631.61              | 631.61              |
| 706.00 · Management Fees                      | 245.57              | 245.57              |
| 715.00 · Bonding Costs                        | 542.20              | 542.20              |
| 720.00 · Interest                             | 9,235.58            | 9,235.58            |

**Alternatives, Inc.**  
**Profit & Loss by Month**  
**August 2023**

|                                              | <u>Aug 23</u>           | <u>TOTAL</u>            |
|----------------------------------------------|-------------------------|-------------------------|
| 725.00 · Legal/Consulting                    | 4,518.57                | 4,518.57                |
| 730.00 · Computer Support                    | 34,914.11               | 34,914.11               |
| 740.00 · Public Relations                    | 1,332.02                | 1,332.02                |
| 745.00 · Admin Services/Fees                 | 677.01                  | 677.01                  |
| Total 70000 · General and Administrative Exp | <u>52,096.67</u>        | <u>52,096.67</u>        |
| Total Expense                                | <u>1,242,540.83</u>     | <u>1,242,540.83</u>     |
| Net Ordinary Income                          | <u>92,985.38</u>        | <u>92,985.38</u>        |
| Net Income                                   | <u><u>92,985.38</u></u> | <u><u>92,985.38</u></u> |



**Alpha House Men's Program**  
 3109 1st Avenue North  
 Billings, MT 59101  
 259-9695 (After Hrs: 248-5851)

**Passages Women's Program**  
 1001 South 27<sup>th</sup> Street  
 Billings, MT 59101  
 294-9609 (After Hrs: 294-9608)

**Beta/Compass 256-3501**  
**Stillwater 322-4121**  
**Carbon 446-1675**

**Board of Directors List: February 2023**

**OFFICERS:**

|                                                |    |                   |    |                                      |    |
|------------------------------------------------|----|-------------------|----|--------------------------------------|----|
| Verne Petermann, President                     | 23 | Tyrel Hamilton    | 25 | Judy Towlerton                       | 25 |
| Blade Stiller, 1 <sup>st</sup> Vice President  | 25 | Tom Hanel         | 23 | Lisa Wallace                         | 23 |
| Josh Billstein, 2 <sup>nd</sup> Vice President | 25 | Don Jones         | 25 | Katie Weston                         | 25 |
| Meri McGlone, Secretary/<br>Treasurer          | 25 | Katie Michunovich | 23 |                                      |    |
| Lisa Skriner, President                        | 25 | Dianne Parker     | 26 |                                      |    |
| Beverly Bilyeu-Carkeek                         | 25 | Jenn Phalen       | 24 | <b>ADVISORY:</b><br>Dr. Paul Cimmino |    |
| Sam Bofto                                      | 24 | Pam Purinton      | 25 | Alex Nixon                           |    |
| Bill Bullock                                   | 23 | Melanie Schwarz   | 24 |                                      |    |
| Kathleen Candelaria                            | 25 | Jay Thompson      | 23 | <b>LEGAL ADVISOR:</b>                |    |

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date: April 30, 2001**

**Person to Contact:**  
Sheena Wallace 31-04021  
Customer Service Representative  
**Toll Free Telephone Number:**

Alternatives Inc.  
P. O. Box 657  
Billings, MT 59103-0657

8:00 a.m. to 9:30 p.m. EST  
**877-829-5500**

**Fax Number:**  
513-263-3756

**Federal Identification Number:**  
81-0382745

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1979 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Alternatives Inc.  
81-0382745

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

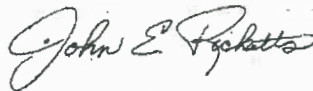
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services



# **ALTERNATIVES**

CORRECTIONS TO COMMUNITY

## **FINANCIAL REPORT**

**June 30, 2022 and 2021**



**ANDERSON  
ZURMUEHLEN**

## C O N T E N T S

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Alternatives, Inc.  
Billings, Montana

### **Opinion**

We have audited the accompanying financial statements of Alternatives, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Alternatives, Inc. as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Alternatives, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Alternatives, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Alternatives, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Alternatives, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*Anderson Zurmuehlen + Co, P.C.*

Billings, Montana  
December 15, 2022

FINANCIAL STATEMENTS

ALTERNATIVES, INC.  
STATEMENTS OF FINANCIAL POSITION  
June 30, 2022 and 2021

|                                            | <u>2022</u>         | <u>2021</u>         |
|--------------------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                              |                     |                     |
| <b>CURRENT ASSETS</b>                      |                     |                     |
| Cash                                       | \$ 4,865,309        | \$ 5,030,383        |
| Accounts receivable, net                   | 1,384,737           | 964,844             |
| Prepaid expenses                           | 72,699              | 50,708              |
| Bond reserve funds, current portion        | <u>522,898</u>      | <u>520,000</u>      |
| Total current assets                       | <u>6,845,643</u>    | <u>6,565,935</u>    |
| <b>PROPERTY AND EQUIPMENT</b>              |                     |                     |
| Land                                       | 1,626,165           | 1,626,165           |
| Buildings and improvements                 | 13,160,409          | 13,092,567          |
| Furniture and equipment                    | 1,692,989           | 1,641,419           |
| Software                                   | 457,231             | 457,231             |
| Construction in progress                   | <u>6,942</u>        | <u>2,845</u>        |
|                                            | 16,943,736          | 16,820,227          |
| Less - accumulated depreciation            | <u>(6,902,336)</u>  | <u>(6,244,415)</u>  |
| Total property and equipment, net          | <u>10,041,400</u>   | <u>10,575,812</u>   |
| <b>OTHER ASSETS</b>                        |                     |                     |
| Bond reserve funds, net of current portion | <u>-</u>            | <u>4,825</u>        |
| Total other assets                         | <u>-</u>            | <u>4,825</u>        |
| Total assets                               | <u>\$16,887,043</u> | <u>\$17,146,572</u> |

The Notes to Financial Statements are an integral part of these statements.

ALTERNATIVES, INC.  
STATEMENTS OF FINANCIAL POSITION (CONTINUED)  
June 30, 2022 and 2021

|                                                                                  | <u>2022</u>         | <u>2021</u>         |
|----------------------------------------------------------------------------------|---------------------|---------------------|
| LIABILITIES AND NET ASSETS                                                       |                     |                     |
| CURRENT LIABILITIES                                                              |                     |                     |
| Current maturities of long-term debt                                             | \$ 645,450          | \$ 628,103          |
| Accounts payable                                                                 | 178,443             | 304,439             |
| Resident account liability                                                       | 750,087             | 602,282             |
| Payroll taxes and benefits                                                       | 340,804             | 399,747             |
| Accrued wages                                                                    | 392,007             | 348,219             |
| Pension contribution payable                                                     | 234,296             | 213,077             |
| Bond fund advance                                                                | 2,800               | 2,800               |
| Accrued interest payable                                                         | <u>18,577</u>       | <u>22,445</u>       |
| Total current liabilities                                                        | 2,562,464           | 2,521,112           |
| LONG-TERM LIABILITIES                                                            |                     |                     |
| Long-term debt, net of current maturities and<br>unamortized bond issuance costs | <u>3,287,347</u>    | <u>3,926,298</u>    |
| Total liabilities                                                                | 5,849,811           | 6,447,410           |
| NET ASSETS                                                                       |                     |                     |
| Without donor restrictions                                                       | <u>11,037,232</u>   | <u>10,699,162</u>   |
| Total liabilities and net assets                                                 | <u>\$16,887,043</u> | <u>\$17,146,572</u> |

The Notes to Financial Statements are an integral part of these statements.

**ALTERNATIVES, INC.**  
**STATEMENTS OF ACTIVITIES**  
Years Ended June 30, 2022 and 2021

|                                                              | <u>2022</u>         | <u>2021</u>         |
|--------------------------------------------------------------|---------------------|---------------------|
| <b>SUPPORT AND REVENUE WITHOUT DONOR RESTRICTIONS</b>        |                     |                     |
| Federal contracts                                            | \$ 1,333,294        | \$ 1,359,097        |
| State contracts                                              | 8,988,365           | 9,449,526           |
| County contracts                                             | 314,312             | 367,292             |
| City contracts                                               | 2,000               | 2,000               |
| Grants                                                       | 151,618             | 114,444             |
| Miscellaneous grants                                         | 105,147             | 388,489             |
| Program fees                                                 | 3,157,301           | 3,030,701           |
| Interest income                                              | 858                 | 283                 |
| TOM Software revenue                                         | 21,600              | 21,600              |
| CAP income                                                   | 800                 | 350                 |
| Other income                                                 | <u>142,302</u>      | <u>1,758,730</u>    |
| Total support and revenue without donor restrictions         | <u>14,217,597</u>   | <u>16,492,512</u>   |
| <br><b>EXPENSES</b>                                          |                     |                     |
| Program services:                                            |                     |                     |
| Alpha House - Men's pre-release                              | 3,846,845           | 3,969,609           |
| Jail Alternatives (Beta) - Yellowstone County                | 1,454,402           | 1,464,566           |
| Stillwater County                                            | 96,019              | 97,606              |
| Carbon County                                                | 105,941             | 107,523             |
| Misdemeanor County                                           | -                   | 92,632              |
| Misdemeanor City                                             | -                   | 168,084             |
| Passages - Women's Pre-release                               | 5,443,307           | 5,070,379           |
| Compass                                                      | 1,050,521           | 883,043             |
| ETSS                                                         | <u>235,591</u>      | <u>-</u>            |
| Total program services                                       | <u>12,232,626</u>   | <u>11,853,442</u>   |
| <br>Supporting services:                                     |                     |                     |
| TOM Software                                                 | 46,535              | 46,535              |
| General and administrative                                   | <u>1,600,366</u>    | <u>1,795,372</u>    |
| Total supporting services                                    | <u>1,646,901</u>    | <u>1,841,907</u>    |
| <br>Total expenses                                           | <u>13,879,527</u>   | <u>13,695,349</u>   |
| <br>Change in net assets without donor restrictions          | 338,070             | 2,797,163           |
| <br>Net assets without donor restrictions, beginning of year | <u>10,699,162</u>   | <u>7,901,999</u>    |
| <br>Net assets without donor restrictions, end of year       | <u>\$11,037,232</u> | <u>\$10,699,162</u> |

The Notes to Financial Statements are an integral part of these statements.

**ALTERNATIVES, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended June 30, 2022

|                             | Alpha House         | Beta Yellowstone County | Stillwater County | Carbon County     | Passages            | Compass             | ETSS              | Total Program        | TOM Software     | General & Administrative | Total Support       | Total                |
|-----------------------------|---------------------|-------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|----------------------|------------------|--------------------------|---------------------|----------------------|
| Salaries and wages          | \$ 1,967,727        | \$ 540,650              | \$ 51,087         | \$ 50,142         | \$ 2,973,958        | \$ 702,274          | \$ 96,372         | \$ 6,382,210         | \$ -             | \$ 866,337               | \$ 866,337          | \$ 7,248,547         |
| Benefits                    | 370,275             | 103,547                 | 9,743             | 10,529            | 511,115             | 117,060             | 14,620            | 1,136,889            | -                | 151,254                  | 151,254             | 1,288,143            |
| Outside services            | 5,965               | 3,580                   | -                 | -                 | 5,965               | 3,580               | -                 | 19,090               | -                | -                        | -                   | 19,090               |
| Resident/client services    | 170,856             | 588,901                 | 26,934            | 32,301            | 210,672             | 21,339              | 123,642           | 1,174,645            | -                | -                        | -                   | 1,174,645            |
| Intercompany transfers      | 6,914               | (11,473)                | -                 | -                 | 4,560               | -                   | -                 | 1                    | -                | -                        | -                   | 1                    |
| Food                        | 474,146             | (108)                   | -                 | -                 | 476,502             | (136)               | (13)              | 950,391              | -                | 2,733                    | 2,733               | 953,124              |
| Communications              | 27,953              | 14,446                  | 3,104             | 3,922             | 19,195              | 7,894               | 1,203             | 77,717               | -                | 5,417                    | 5,417               | 83,134               |
| Office supplies             | 86,765              | 9,824                   | 1,231             | 586               | 125,562             | 10,910              | 1,160             | 236,038              | -                | 7,899                    | 7,899               | 243,937              |
| Equipment lease             | 7,327               | 4,360                   | -                 | -                 | 12,626              | 2,716               | -                 | 27,029               | -                | 1,093                    | 1,093               | 28,122               |
| Travel                      | 3,103               | 2,274                   | 1,000             | 1,658             | 4,428               | 648                 | -                 | 13,111               | -                | 4,899                    | 4,899               | 18,010               |
| Repairs and maintenance     | 187,154             | 14,780                  | -                 | 159               | 272,466             | 14,928              | 127               | 489,614              | -                | 11,481                   | 11,481              | 501,095              |
| Bad debt                    | 8,187               | 91,507                  | 2,183             | 4,176             | 61,092              | 81,336              | (2,662)           | 245,819              | -                | -                        | -                   | 245,819              |
| Property taxes              | 7,512               | 1,210                   | -                 | -                 | 19,856              | 1,210               | -                 | 29,788               | -                | 1,483                    | 1,483               | 31,271               |
| Utilities                   | 117,222             | 10,269                  | -                 | -                 | 165,698             | 10,269              | -                 | 303,458              | -                | 34,778                   | 34,778              | 338,236              |
| Fleet                       | 5,512               | 1,021                   | -                 | -                 | 5,513               | 533                 | -                 | 12,579               | -                | 662                      | 662                 | 13,241               |
| Employee                    | 46,633              | 12,913                  | 218               | 1,304             | 63,608              | 12,495              | 389               | 137,560              | -                | 2,145                    | 2,145               | 139,705              |
| Other services              | 6,167               | 15,876                  | 519               | 1,164             | 10,222              | 10,332              | 2                 | 44,282               | -                | 978                      | 978                 | 45,260               |
| Insurance                   | -                   | -                       | -                 | -                 | 996                 | -                   | 166               | 1,162                | -                | 316,444                  | 316,444             | 317,606              |
| Management                  | -                   | -                       | -                 | -                 | -                   | -                   | -                 | -                    | -                | 3,873                    | 3,873               | 3,873                |
| Bonding costs               | -                   | -                       | -                 | -                 | -                   | -                   | -                 | -                    | -                | 3,923                    | 3,923               | 3,923                |
| Interest                    | 2,503               | -                       | -                 | -                 | 68,938              | 23,038              | -                 | 94,479               | -                | 35,393                   | 35,393              | 129,872              |
| Legal/consulting            | -                   | -                       | -                 | -                 | 125                 | -                   | 500               | 625                  | -                | 26,611                   | 26,611              | 27,236               |
| Computer support            | 105,608             | 11,420                  | -                 | -                 | 101,846             | 11,403              | -                 | 230,277              | 16,800           | 11,686                   | 28,486              | 258,763              |
| Audit/tax                   | -                   | -                       | -                 | -                 | 6,750               | -                   | -                 | 6,750                | -                | 26,878                   | 26,878              | 33,628               |
| Public relations            | -                   | -                       | -                 | -                 | -                   | -                   | 85                | 85                   | -                | 4,576                    | 4,576               | 4,661                |
| Administrative services     | 8,695               | -                       | -                 | -                 | 2,441               | 26                  | -                 | 11,162               | -                | 52,996                   | 52,996              | 64,158               |
| Miscellaneous grant expense | -                   | -                       | -                 | -                 | -                   | -                   | -                 | -                    | -                | -                        | -                   | -                    |
|                             | <u>3,616,224</u>    | <u>1,414,997</u>        | <u>96,019</u>     | <u>105,941</u>    | <u>5,124,134</u>    | <u>1,031,855</u>    | <u>235,591</u>    | <u>11,624,761</u>    | <u>16,800</u>    | <u>1,573,539</u>         | <u>1,590,339</u>    | <u>13,215,100</u>    |
| Depreciation                | 230,621             | 39,405                  | -                 | -                 | 319,173             | 18,666              | -                 | 607,865              | 29,735           | 20,321                   | 50,056              | 657,921              |
| Amortization                | -                   | -                       | -                 | -                 | -                   | -                   | -                 | -                    | -                | 6,506                    | 6,506               | 6,506                |
| Total                       | <u>\$ 3,846,845</u> | <u>\$ 1,454,402</u>     | <u>\$ 96,019</u>  | <u>\$ 105,941</u> | <u>\$ 5,443,307</u> | <u>\$ 1,050,521</u> | <u>\$ 235,591</u> | <u>\$ 12,232,626</u> | <u>\$ 46,535</u> | <u>\$ 1,600,366</u>      | <u>\$ 1,646,901</u> | <u>\$ 13,879,527</u> |

The Notes to Financial Statements are an integral part of this statement.

**ALTERNATIVES, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended June 30, 2021

|                             | Alpha House         | Beta Yellowstone County | Stillwater County | Carbon County     | Misdemeanor County | Misdemeanor City  | Passages            | Compass           | Total Program        | TOM Software     | General & Administrative | Total Support       | Total                |
|-----------------------------|---------------------|-------------------------|-------------------|-------------------|--------------------|-------------------|---------------------|-------------------|----------------------|------------------|--------------------------|---------------------|----------------------|
| Salaries and wages          | \$ 2,007,036        | \$ 445,076              | \$ 50,714         | \$ 47,905         | \$ 71,147          | \$ 116,478        | \$ 2,646,104        | \$ 597,196        | \$ 5,981,656         | \$ -             | \$ 980,133               | \$ 980,133          | \$ 6,961,789         |
| Benefits                    | 395,823             | 92,349                  | 12,876            | 10,909            | 13,789             | 32,742            | 507,708             | 113,893           | 1,180,089            | -                | 182,766                  | 182,766             | 1,362,855            |
| Outside services            | 7,589               | 746                     | 18                | 17                | 4                  | 4                 | 12,238              | 843               | 21,459               | -                | 11,730                   | 11,730              | 33,189               |
| Resident/client services    | 143,662             | 609,129                 | 21,636            | 33,297            | -                  | -                 | 210,657             | 20,523            | 1,038,904            | -                | 848                      | 848                 | 1,039,752            |
| Intercompany transfers      | 4,745               | (8,453)                 | 5,468             | 4,760             | -                  | -                 | 3,707               | (10,227)          | -                    | -                | -                        | -                   | -                    |
| Food                        | 390,683             | (7)                     | -                 | -                 | -                  | -                 | 380,270             | (9)               | 770,937              | -                | 246                      | 246                 | 771,183              |
| Communications              | 29,935              | 13,643                  | 3,130             | 3,947             | -                  | 40                | 31,997              | 7,340             | 90,032               | -                | 3,485                    | 3,485               | 93,517               |
| Office supplies             | 69,196              | 33,311                  | 1,081             | 330               | -                  | -                 | 75,986              | 11,849            | 191,753              | -                | 3,894                    | 3,894               | 195,647              |
| Equipment lease             | 7,120               | 5,908                   | -                 | -                 | -                  | -                 | 10,538              | 2,613             | 26,179               | -                | 1,026                    | 1,026               | 27,205               |
| Travel                      | 892                 | (2,274)                 | 1,127             | 1,410             | -                  | -                 | 980                 | 171               | 2,306                | -                | 1,734                    | 1,734               | 4,040                |
| Repairs and maintenance     | 189,354             | 19,439                  | -                 | -                 | -                  | -                 | 211,464             | 16,370            | 436,627              | -                | 7,625                    | 7,625               | 444,252              |
| Bad debt                    | 6,728               | 204,081                 | 75                | 3,241             | 5,443              | 17,302            | 18,431              | 11,599            | 266,900              | -                | 12,967                   | 12,967              | 279,867              |
| Property taxes              | 7,664               | 1,160                   | -                 | -                 | -                  | -                 | 12,825              | 1,160             | 22,809               | -                | 1,099                    | 1,099               | 23,908               |
| Utilities                   | 115,466             | 9,207                   | -                 | -                 | -                  | -                 | 166,378             | 9,207             | 300,258              | -                | 24,978                   | 24,978              | 325,236              |
| Fleet                       | 4,152               | 525                     | -                 | -                 | -                  | 553               | 4,098               | 525               | 9,853                | -                | 489                      | 489                 | 10,342               |
| Employee                    | 57,774              | 28,624                  | 552               | 272               | -                  | -                 | 62,594              | 11,201            | 161,017              | -                | 2,644                    | 2,644               | 163,661              |
| Other services              | (21,672)            | 12,090                  | 282               | 1,024             | 249                | 965               | (18,205)            | 10,945            | (14,322)             | -                | 1,253                    | 1,253               | (13,069)             |
| Insurance                   | -                   | 12                      | -                 | -                 | -                  | -                 | 74                  | -                 | 86                   | -                | 300,172                  | 300,172             | 300,258              |
| Management                  | -                   | -                       | -                 | -                 | -                  | -                 | 4,705               | -                 | 4,705                | -                | -                        | -                   | 4,705                |
| Bonding costs               | -                   | -                       | -                 | -                 | -                  | -                 | -                   | -                 | -                    | -                | 4,775                    | 4,775               | 4,775                |
| Interest                    | 10,565              | -                       | -                 | -                 | -                  | -                 | 91,481              | 24,797            | 126,843              | -                | 46,133                   | 46,133              | 172,976              |
| Legal/consulting            | -                   | -                       | -                 | -                 | -                  | -                 | 50                  | -                 | 50                   | -                | 24,595                   | 24,595              | 24,645               |
| Computer support            | 86,319              | -                       | -                 | -                 | -                  | -                 | 83,437              | 9,682             | 179,438              | 16,800           | 18,537                   | 35,337              | 214,775              |
| Audit/tax                   | -                   | -                       | -                 | -                 | -                  | -                 | -                   | -                 | -                    | -                | 30,020                   | 30,020              | 30,020               |
| Public relations            | -                   | -                       | -                 | -                 | -                  | -                 | -                   | -                 | -                    | -                | 10,429                   | 10,429              | 10,429               |
| Administrative services     | 8,522               | -                       | -                 | -                 | -                  | -                 | 2,208               | -                 | 10,730               | -                | 53,884                   | 53,884              | 64,614               |
| Miscellaneous grant expense | 209,012             | -                       | -                 | -                 | -                  | -                 | 218,570             | 24,286            | 451,868              | -                | 24,286                   | 24,286              | 476,154              |
|                             | 3,730,565           | 1,464,566               | 96,959            | 107,112           | 90,632             | 168,084           | 4,738,295           | 863,964           | 11,260,177           | 16,800           | 1,749,748                | 1,766,548           | 13,026,725           |
| Depreciation                | 239,044             | -                       | 647               | 411               | 2,000              | -                 | 332,084             | 19,079            | 593,265              | 29,735           | 45,624                   | 75,359              | 668,624              |
| Total                       | <u>\$ 3,969,609</u> | <u>\$ 1,464,566</u>     | <u>\$ 97,606</u>  | <u>\$ 107,523</u> | <u>\$ 92,632</u>   | <u>\$ 168,084</u> | <u>\$ 5,070,379</u> | <u>\$ 883,043</u> | <u>\$ 11,853,442</u> | <u>\$ 46,535</u> | <u>\$ 1,795,372</u>      | <u>\$ 1,841,907</u> | <u>\$ 13,695,349</u> |

The Notes to Financial Statements are an integral part of this statement.

ALTERNATIVES, INC.  
STATEMENTS OF CASH FLOWS  
Years Ended June 30, 2022 and 2021

|                                                                                            | <u>2022</u>      | <u>2021</u>      |
|--------------------------------------------------------------------------------------------|------------------|------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                |                  |                  |
| Change in net assets                                                                       | \$ 338,070       | \$ 2,797,163     |
| Adjustments to reconcile change in net assets to net cash flows from operating activities: |                  |                  |
| Depreciation                                                                               | 657,921          | 668,624          |
| Amortization of bond issuance costs to interest expense                                    | 6,506            | 6,506            |
| Gain on disposal of assets                                                                 | -                | (115,986)        |
| Forgiveness of PPP loan                                                                    | -                | (1,546,480)      |
| Changes in operating assets and liabilities:                                               |                  |                  |
| Accounts receivable, net                                                                   | (419,893)        | 264,159          |
| Prepaid expenses                                                                           | (21,991)         | 17,422           |
| Accounts payable                                                                           | (125,996)        | 26,005           |
| Resident account liability                                                                 | 147,805          | 106,014          |
| Payroll taxes and benefits                                                                 | (58,943)         | (4,561)          |
| Accrued wages                                                                              | 43,788           | 469              |
| Pension contribution payable                                                               | 21,219           | (16,754)         |
| Bond fund advance                                                                          | -                | 2,800            |
| Accrued interest payable                                                                   | (3,868)          | (7,244)          |
| Deferred revenue                                                                           | -                | (10,000)         |
| Net cash flows from operating activities                                                   | <u>584,618</u>   | <u>2,188,137</u> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                                |                  |                  |
| Purchase of property and equipment                                                         | (123,509)        | (275,290)        |
| Proceeds from sale of assets                                                               | -                | 340,300          |
| Decrease in bond reserve fund                                                              | <u>1,927</u>     | <u>(1,875)</u>   |
| Net cash flows from investing activities                                                   | <u>(121,582)</u> | <u>63,135</u>    |

The Notes to Financial Statements are an integral part of these statements.

ALTERNATIVES, INC.  
 STATEMENTS OF CASH FLOWS (CONTINUED)  
 Years Ended June 30, 2022 and 2021

|                                                         | <u>2022</u>         | <u>2021</u>         |
|---------------------------------------------------------|---------------------|---------------------|
| CASH FLOWS FROM FINANCING ACTIVITIES                    |                     |                     |
| Principal payments on long-term debt                    | (628,110)           | (923,684)           |
| Proceeds from long-term debt                            | <u>-</u>            | <u>169,991</u>      |
| Net cash flows from financing activities                | <u>(628,110)</u>    | <u>(753,693)</u>    |
| Net change in cash                                      | (165,074)           | 1,497,579           |
| Cash and restricted cash, beginning of year             | <u>5,030,383</u>    | <u>3,532,804</u>    |
| Cash and restricted cash, end of year                   | <u>\$ 4,865,309</u> | <u>\$ 5,030,383</u> |
| SUPPLEMENTAL CASH FLOW INFORMATION                      |                     |                     |
| Cash paid during the year for interest                  | <u>\$ 133,740</u>   | <u>\$ 180,220</u>   |
| Purchase of property through issuance of long-term debt | <u>\$ -</u>         | <u>\$ 18,922</u>    |

The Notes to Financial Statements are an integral part of these statements.

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2022 and 2021

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

Alternatives, Inc. (the Organization) is authorized to provide rehabilitative and other services to public offenders.

The Alpha House and Passages are pre-release and treatment centers for offenders from the Montana Department of Corrections and the Federal Bureau of Prisons. The programs provide rehabilitation services for men and women to assist in integrating the offenders into society.

Jail Alternatives (Beta) and Misdemeanor programs provide rehabilitative and supervision services to Yellowstone, Stillwater, and Carbon counties for local and community offenders.

The Compass program provides short-term residential treatment, outpatient drug and alcohol counseling, and other educational programs for residents of Alpha House and Passages, local courts in Yellowstone, Stillwater, and Carbon County, the Department of Health and Human Services Child and Family Services, the United States Probation Office, Billings Probation and Parole, and self-admitted referrals.

**Basis of Accounting**

The accompanying statements are presented in accordance with accounting principles generally accepted in the United States of America (GAAP), as codified by the Financial Accounting Standards Board (FASB).

**Classification of Net Assets**

The Organization reports information regarding its financial position and activities according to two classes of net assets (net assets without donor restrictions and net assets with donor restrictions) based upon the existence or absence of donor-imposed restrictions. As of June 30, 2022 and 2021, the Organization had only net assets without donor restrictions.

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law.

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash Equivalents**

For purposes of preparing the statements of financial position and cash flows, the Organization considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. As of June 30, 2022 and 2021, there are no cash equivalents.

**Property and Equipment**

Property and equipment acquisitions in excess of \$2,500 are capitalized and recorded at cost or, if donated, at fair value at the date of receipt. Depreciation is provided over the estimated useful life of each depreciable asset, which ranges from 5 to 40 years, and is calculated using the straight-line depreciation method.

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**Concentration of Credit Risk**

The Organization's financial instruments subject to credit risk are primarily receivables and cash and cash equivalents. At June 30, 2022 and 2021, receivables were due from federal, state, and local governmental authorities for fees for services rendered. Receivables generally are due in 30 to 60 days.

The Organization's cash is deposited in various checking accounts in which FDIC coverage is limited to \$250,000 per account holder. At June 30, 2022 and 2021, the balance of these deposits was in excess of federally insured limits by approximately \$4,460,191 and \$4,391,858, respectively.

**Receivables and Credit Policies**

Contract services receivables are uncollateralized third-party obligations due under contract terms requiring payment within 30 days from the invoice date. Client and other receivables are uncollateralized obligations due from program residents, program clients, and other third parties. These receivables are due within 30 to 60 days from the date of service or invoice date. Management records client and other receivables at the amount expected to be collected. An estimated allowance for doubtful accounts is provided based on historical experience and management's evaluation of outstanding receivables.

Payments of receivables are allocated to the specific invoices identified on the remittance advice or, if unspecified, are applied to the earliest unpaid invoices.

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Revenue Recognition**

Most of the Organization's revenues are recognized primarily under fee-for-service contracts with county, state, and federal agencies. The Organization charges these agencies agreed upon fees for various services rendered, and revenue is recognized as the services are provided to clients who are placed in the Organization's programs and facilities by various agencies. The transaction price for a contract represents the amount of consideration the Organization expects to be entitled in exchange for the promised services in the contract. The consideration in the contract may be fixed, variable, or both, in nature.

The Organization also recognizes revenue from various programs utilized by the clients such as room and board, supervision and monitoring, detention services, classes, and assessments. Revenues from program fees are recognized when incurred.

Grant revenue is recognized in the period the award is received.

**Bond Reserve Funds**

Bond Reserve Funds consist of cash and U.S. Treasury obligations held in trust under the terms of an indenture agreement and are recorded at fair value, which approximates cost.

**Advertising**

Advertising costs are expensed as incurred. Advertising costs charged to the statements of activities for the years ended June 30, 2022 and 2021, were \$2,670 and \$3,346, respectively.

**Functional Allocation of Expenses**

The costs of program and supporting services have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the program and supporting services using an appropriate basis that is consistently applied. Indirect expenses have been allocated to program and supporting services based on relative utilization in the statements of functional expenses. Such allocations are determined by management.

**Income Taxes**

The Organization is a Montana based, non-profit organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, the Organization is not required to pay income taxes.

**Subsequent Events**

Subsequent events have been evaluated through December 15, 2022, the date which the financial statements were available for issue.

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 2. LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditures include only those without donor or other restrictions limiting their use within one year of the statement of financial position date. The following reflects the Organization's financial assets as of June 30, 2022 and 2021, net of amounts not available for general use within one year of the statement of financial position date due to contractual or donor-imposed restrictions.

|                                                                                        | <u>2022</u>         | <u>2021</u>         |
|----------------------------------------------------------------------------------------|---------------------|---------------------|
| Financial assets:                                                                      |                     |                     |
| Cash                                                                                   | \$ 4,865,309        | \$ 5,030,383        |
| Accounts receivable, net                                                               | <u>1,384,737</u>    | <u>964,844</u>      |
| Total financial assets                                                                 | <u>6,250,046</u>    | <u>5,995,227</u>    |
| Less - financial assets unavailable for general expenditures:                          |                     |                     |
| Resident accounts                                                                      | <u>(750,087)</u>    | <u>(602,282)</u>    |
| Financial assets available to meet cash needs for general expenditures within one year | <u>\$ 5,499,959</u> | <u>\$ 5,392,945</u> |

The Organization monitors cash available to fund general expenditures throughout the year. The Organization manages its liquidity and reserves with the following guiding principles: operating within a prudent range of financial soundness and stability, documenting when authorized payments become due, and maintaining adequate liquid assets and reserves to fund operating needs. The Organization's goal is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, the Organization has a \$600,000 line of credit available to meet cash flow needs.

**NOTE 3. CASH**

Cash balances for the years ended June 30, 2022 and 2021, were as follows:

|            | <u>2022</u>         | <u>2021</u>         |
|------------|---------------------|---------------------|
| Petty cash | \$ 5,652            | \$ 9,515            |
| Checking   | <u>4,859,657</u>    | <u>5,020,868</u>    |
|            | <u>\$ 4,865,309</u> | <u>\$ 5,030,383</u> |

Included in the checking cash balance above are amounts held by the Organization as custodian for the residents, which is offset with the resident account liability. These funds totaled \$750,087 and \$602,282 at June 30, 2022 and 2021, respectively.

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 4. ACCOUNTS RECEIVABLE**

At June 30, 2022 and 2021, accounts receivable consisted of the following:

|                                        | <u>2022</u>         | <u>2021</u>       |
|----------------------------------------|---------------------|-------------------|
| Contract services                      | \$ 1,183,573        | \$ 741,960        |
| Client and other                       | <u>205,885</u>      | <u>228,166</u>    |
|                                        | 1,389,458           | 970,126           |
| Less - allowance for doubtful accounts | <u>(4,721)</u>      | <u>(5,282)</u>    |
|                                        | <u>\$ 1,384,737</u> | <u>\$ 964,844</u> |

**NOTE 5. PROPERTY AND EQUIPMENT**

At June 30, 2022 and 2021, property and equipment consisted of the following:

|                                 | <u>2022</u>        | <u>2021</u>        |
|---------------------------------|--------------------|--------------------|
| Alpha House:                    |                    |                    |
| Land                            | \$ 256,165         | \$ 256,165         |
| Building and improvements       | 4,801,925          | 4,797,434          |
| Furniture and equipment         | 441,007            | 421,983            |
| Vehicles                        | <u>113,392</u>     | <u>113,391</u>     |
|                                 | 5,612,489          | 5,588,973          |
| Less - accumulated depreciation | <u>(2,765,201)</u> | <u>(2,538,974)</u> |
|                                 | <u>2,847,288</u>   | <u>3,049,999</u>   |
| Passages:                       |                    |                    |
| Land                            | 1,370,000          | 1,370,000          |
| Building and improvements       | 7,682,362          | 7,619,009          |
| Furniture and equipment         | 617,694            | 586,711            |
| Vehicles                        | <u>113,392</u>     | <u>113,392</u>     |
|                                 | 9,783,448          | 9,689,112          |
| Less - accumulated depreciation | <u>(3,272,716)</u> | <u>(2,943,825)</u> |
|                                 | <u>6,510,732</u>   | <u>6,745,287</u>   |

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 5. PROPERTY AND EQUIPMENT (CONTINUED)**

|                                 | <u>2022</u>         | <u>2021</u>         |
|---------------------------------|---------------------|---------------------|
| Jail Alternatives:              |                     |                     |
| Building and improvements       | 259,750             | 259,750             |
| Furniture and equipment         | 345,554             | 344,775             |
| Vehicles                        | <u>26,680</u>       | <u>26,680</u>       |
|                                 | 631,984             | 631,205             |
| Less - accumulated depreciation | <u>(349,417)</u>    | <u>(310,499)</u>    |
|                                 | <u>282,567</u>      | <u>320,706</u>      |
| <br>                            |                     |                     |
| Compass:                        |                     |                     |
| Building and improvements       | 259,750             | 259,750             |
| Furniture and equipment         | 21,929              | 21,148              |
| Vehicles                        | <u>13,340</u>       | <u>13,340</u>       |
|                                 | 295,019             | 294,238             |
| Less - accumulated depreciation | <u>(52,694)</u>     | <u>(34,516)</u>     |
|                                 | <u>242,325</u>      | <u>259,722</u>      |
| <br>                            |                     |                     |
| Old Beta Building:              |                     |                     |
| Building and improvements       | 156,623             | 156,623             |
| Less - accumulated depreciation | <u>(81,403)</u>     | <u>(75,195)</u>     |
|                                 | <u>75,220</u>       | <u>81,428</u>       |
| <br>                            |                     |                     |
| Software:                       |                     |                     |
| TOM Software                    | 457,231             | 457,231             |
| Less - accumulated depreciation | <u>(380,905)</u>    | <u>(341,406)</u>    |
|                                 | <u>76,326</u>       | <u>115,825</u>      |
| <br>                            |                     |                     |
| Construction in progress        | <u>6,942</u>        | <u>2,845</u>        |
| <br>                            |                     |                     |
| Total fixed assets              | 16,943,736          | 16,820,227          |
| Less - accumulated depreciation | <u>(6,902,336)</u>  | <u>(6,244,415)</u>  |
| Total fixed assets, net         | <u>\$10,041,400</u> | <u>\$10,575,812</u> |

Included in fixed assets are the costs incurred in the production of custom software for the Total Offender Management (TOM) program. Costs totaled \$457,231 and \$457,231 as of June 30, 2022 and 2021, respectively. The amount amortized and included in depreciation expense for the years ended June 30, 2022 and 2021, was \$39,499 and \$44,581, respectively.

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 6. OTHER ASSETS – BOND RESERVE FUNDS**

The bond reserve funds consist of funds held by a bond trustee under the terms of an indenture agreement for partial future payments of principal and interest. These assets consist of the following as of June 30, 2022 and 2021:

|                        | <u>2022</u>      | <u>2021</u>      |
|------------------------|------------------|------------------|
| Cash                   | \$ 522,898       | \$ 524,825       |
| Less - current portion | <u>(522,898)</u> | <u>(520,000)</u> |
|                        | <u>\$ -</u>      | <u>\$ 4,825</u>  |

Withdrawals may be made at any time, provided the withdrawal is permitted by the terms of the trust indenture agreement.

**NOTE 7. LINE OF CREDIT**

The Organization has a \$600,000 variable rate revolving line of credit with a current interest rate of 4.50% expiring April 1, 2023. As of June 30, 2022 and 2021, the Organization had no borrowings against the line of credit.

**NOTE 8. LONG-TERM DEBT**

At June 30, 2022 and 2021, long-term debt consisted of the following:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>2022</u>  | <u>2021</u>  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|
| \$5,145,000 Montana Facility Finance Authority loan supporting Montana Facility Finance Authority Pre-release Center Revenue Refunding Bonds (Alternatives, Inc. Project) Series 2015 due in annual principal installments October 1, 2016 through October 1, 2025; increasing installments of principal amounts of \$450,000 to \$585,000; interest due in semi-annual installments at interest rate of 2.875%; secured by substantially all assets. | \$ 2,245,000 | \$ 2,765,000 |
| Note payable due in monthly installments of \$1,627 at 2.35% interest, maturing May 15, 2026; secured by apartment buildings. Note includes covenants which have been met.                                                                                                                                                                                                                                                                            | 72,963       | 90,542       |

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 8. LONG-TERM DEBT (CONTINUED)**

|                                                                                                                                                                      | <u>2022</u>         | <u>2021</u>         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Note payable due in monthly installments of \$1,944 at 4.78% interest, maturing September 15, 2027; secured by house. Note includes covenants which have been met.   | 252,195             | 263,179             |
| Note payable due in monthly installments of \$352 at 1.12% interest, maturing August 3, 2023; secured by tractor.                                                    | 4,898               | 9,045               |
| Note payable due in monthly installments of \$311 at 5.99% interest, maturing August 28, 2021; secured by vehicle.                                                   | -                   | 618                 |
| Note payable due in monthly installments of \$197 at 5.99% interest, maturing August 28, 2021; secured by vehicle.                                                   | -                   | 391                 |
| Note payable due in monthly installments of \$327 at 5.99% interest, maturing August 28, 2021; secured by vehicle.                                                   | -                   | 648                 |
| Note payable due in monthly installments of \$424 at 5.99% interest, maturing July 26, 2022; secured by vehicle.                                                     | 424                 | 5,330               |
| Note payable due in monthly installments of \$557 at 5.74% interest, maturing August 27, 2023; secured by vehicle.                                                   | 7,534               | 13,600              |
| Note payable due in monthly installments of \$332 at 3.59% interest, maturing November, 2023; secured by vehicle.                                                    | 5,501               | 9,220               |
| Note payable due in monthly installments of \$224 at 3.59% interest, maturing November, 2023; secured by vehicle.                                                    | 3,702               | 6,204               |
| Note payable due in monthly installments of \$8,553 at 3.31% interest, maturing December 15, 2039; secured by building. Note includes covenants which have been met. | <u>1,361,726</u>    | <u>1,418,276</u>    |
|                                                                                                                                                                      | 3,953,943           | 4,582,053           |
| Less - current maturities                                                                                                                                            | (645,450)           | (628,103)           |
| Less - unamortized bond issuance costs                                                                                                                               | <u>(21,146)</u>     | <u>(27,652)</u>     |
| Total long-term debt, less current maturities and unamortized bond issuance costs                                                                                    | <u>\$ 3,287,347</u> | <u>\$ 3,926,298</u> |

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 8. LONG-TERM DEBT (CONTINUED)**

Future maturities of long-term debt are as follows:

| <u>Year Ended June 30,</u> |                     |
|----------------------------|---------------------|
| 2023                       | \$ 645,450          |
| 2024                       | 645,339             |
| 2025                       | 663,971             |
| 2026                       | 680,512             |
| 2027                       | 80,645              |
| Thereafter                 | <u>1,238,026</u>    |
|                            | <u>\$ 3,953,943</u> |

Amortization of the bond issuance costs charged to interest expense was \$6,506 and \$6,506, for the years ended June 30, 2022 and 2021, respectively.

The loan agreement with the Montana Health Facility Authority related to the Pre-release Center Revenue Bonds (Alternatives, Inc. Project) Series 1997 was refinanced under a new agreement in September 2015. Under the terms of the new loan agreement related to the Pre-release Center Revenue Refunding Bond (Alternatives, Inc. Project) Series 2015, the Organization is required to maintain certain deposits with a trustee. Such deposits are included in assets limited as to use as discussed in Note 6 to the financial statements. The loan agreement requires the Organization to satisfy certain measures of operations and financial performance, including a covenant that Passages net revenue and funds available for debt service must equal at least 115% of the debt service requirement in any fiscal year. The contract states that any shortfall of this calculation will be covered by the Montana Department of Corrections.

**NOTE 9. RETIREMENT PLAN**

The Organization has a 401(k) defined contribution profit sharing plan, which covers substantially all qualifying employees who have completed a year of service and are age 18 or older. Eligible employees may contribute a portion of their compensation to the plan on a pre-tax basis as an elective deferral up to the maximum dollar amount as determined by the Internal Revenue Service.

The Organization may make a discretionary, non-elective employer contribution to the plan each year. In order to receive an allocation of the employer's annual contribution, employees must be employed on the last day of the plan year and be credited with 1,000 hours of service during the plan year.

ALTERNATIVES, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 9. RETIREMENT PLAN (CONTINUED)**

The amount of annual employer contribution to the plan is designated at the amount management deems advisable for any given year. The amount charged to retirement expense for the years ended June 30, 2022 and 2021, was \$234,001 and \$213,077, respectively.

**NOTE 10. MAJOR SOURCES OF REVENUE AND SUPPORT**

The Organization has contracts for the Alpha House and Passages clients who are placed in the facilities by the State Department of Corrections, the Federal Bureau of Prisons, and the U.S. Probation Office. The Organization charged these agencies for services rendered as follows:

|                                | <u>2022</u>         | <u>2021</u>         |
|--------------------------------|---------------------|---------------------|
| Federal contracts:             |                     |                     |
| Federal Bureau of Prisons      | \$ 1,087,333        | \$ 1,086,016        |
| United States Probation Office | <u>245,961</u>      | <u>273,081</u>      |
| Total federal contracts        | <u>\$ 1,333,294</u> | <u>\$ 1,359,097</u> |
| State contracts:               |                     |                     |
| Department of Corrections      | <u>\$ 8,988,365</u> | <u>\$ 9,449,526</u> |
| County contracts:              |                     |                     |
| Yellowstone                    | \$ 233,572          | \$ 289,588          |
| Stillwater                     | 44,740              | 41,704              |
| Carbon                         | <u>36,000</u>       | <u>36,000</u>       |
| Total county contracts         | <u>\$ 314,312</u>   | <u>\$ 367,292</u>   |

**NOTE 11. LEASES**

The Organization leases certain office equipment. Total operating lease expense for the years ended June 30, 2022 and 2021, was \$28,121 and \$27,206, respectively. The future minimum operating lease payments are as follows:

| <u>Year Ended June 30,</u> |                  |
|----------------------------|------------------|
| 2023                       | \$ 16,720        |
| 2024                       | 1,986            |
| 2025                       | <u>990</u>       |
|                            | <u>\$ 19,696</u> |

ALTERNATIVES, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 12. GAIN ON EXTINGUISHMENT OF DEBT**

In fiscal year 2020, Alternatives, Inc. received a Paycheck Protection Program (PPP) loan in the amount of \$1,546,480 granted by the Small Business Administration under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Alternatives, Inc. applied for forgiveness, with inclusion of compliance substantiation and certification therein, and was notified on April 7, 2021 that \$1,546,480 in eligible expenditures for payroll and other expenses described in the CARES Act and accrued interest had been forgiven. Loan forgiveness is reflected in *Other Income* within the accompanying statements of activities.

**NOTE 13. RISKS AND UNCERTAINTIES**

The COVID-19 outbreak in the United States has caused business disruption to the Organization. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the disruption. Therefore, the Organization expects this matter could negatively impact its operating results. However, the related financial impact and duration cannot be reasonably estimated at this time. Management is carefully monitoring the situation as it continues to evolve.



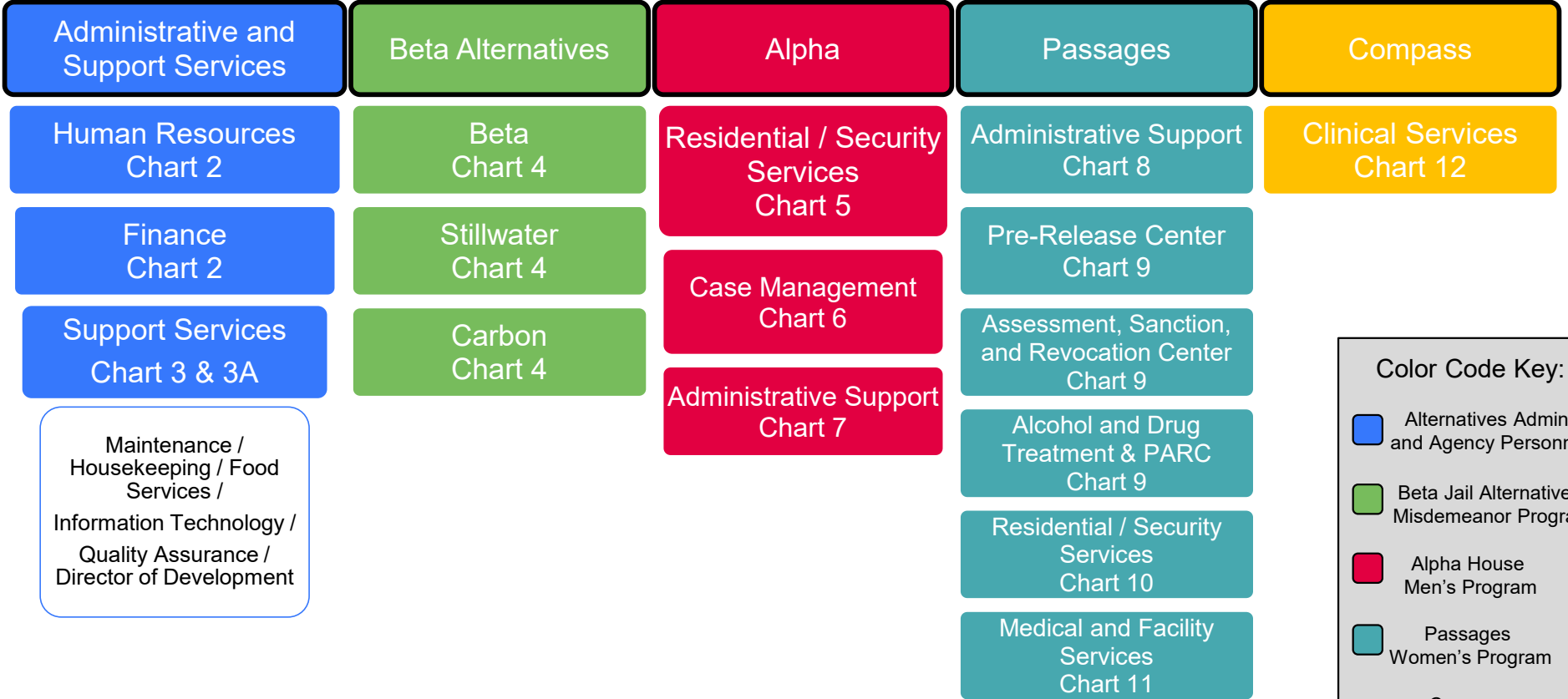
**[azworld.com](http://azworld.com)**

MEMBER: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

# Alternatives, Inc. Organizational Chart

Board of Directors

Officers of the Corporation  
Chart 2



**Color Code Key:**

- Alternatives Admin and Agency Personnel
- Beta Jail Alternatives Misdemeanor Program
- Alpha House Men's Program
- Passages Women's Program
- Compass Treatment Program

**Chart 1: Programs & Departments**  
May 2023

# Alternatives, Inc. Organizational Chart

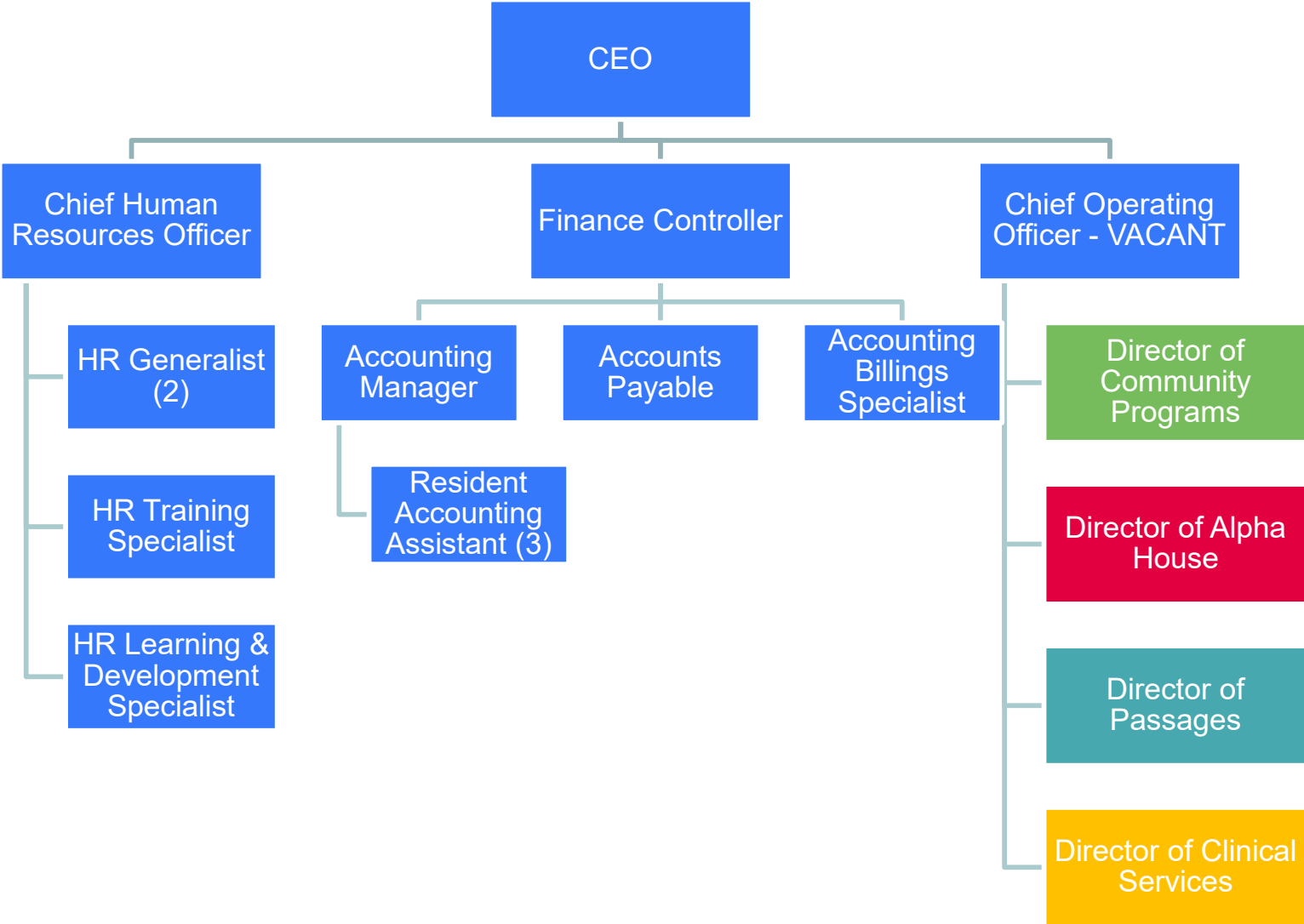
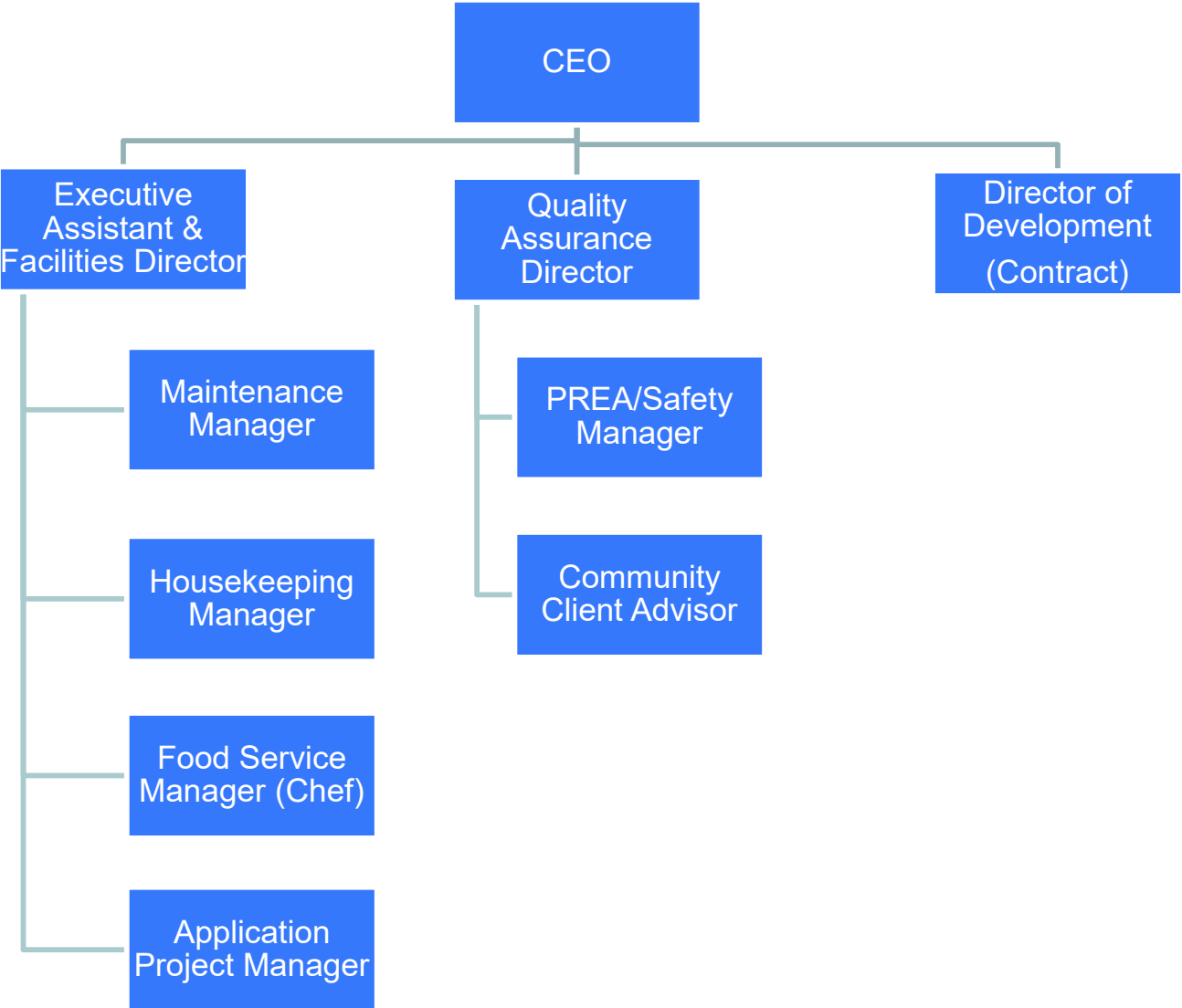


Chart 2: Officers of Corporation

May 2023

# Alternatives, Inc. Organizational Chart



**Chart 3: Support Services**

May 2023

# Alternatives, Inc. Organizational Chart

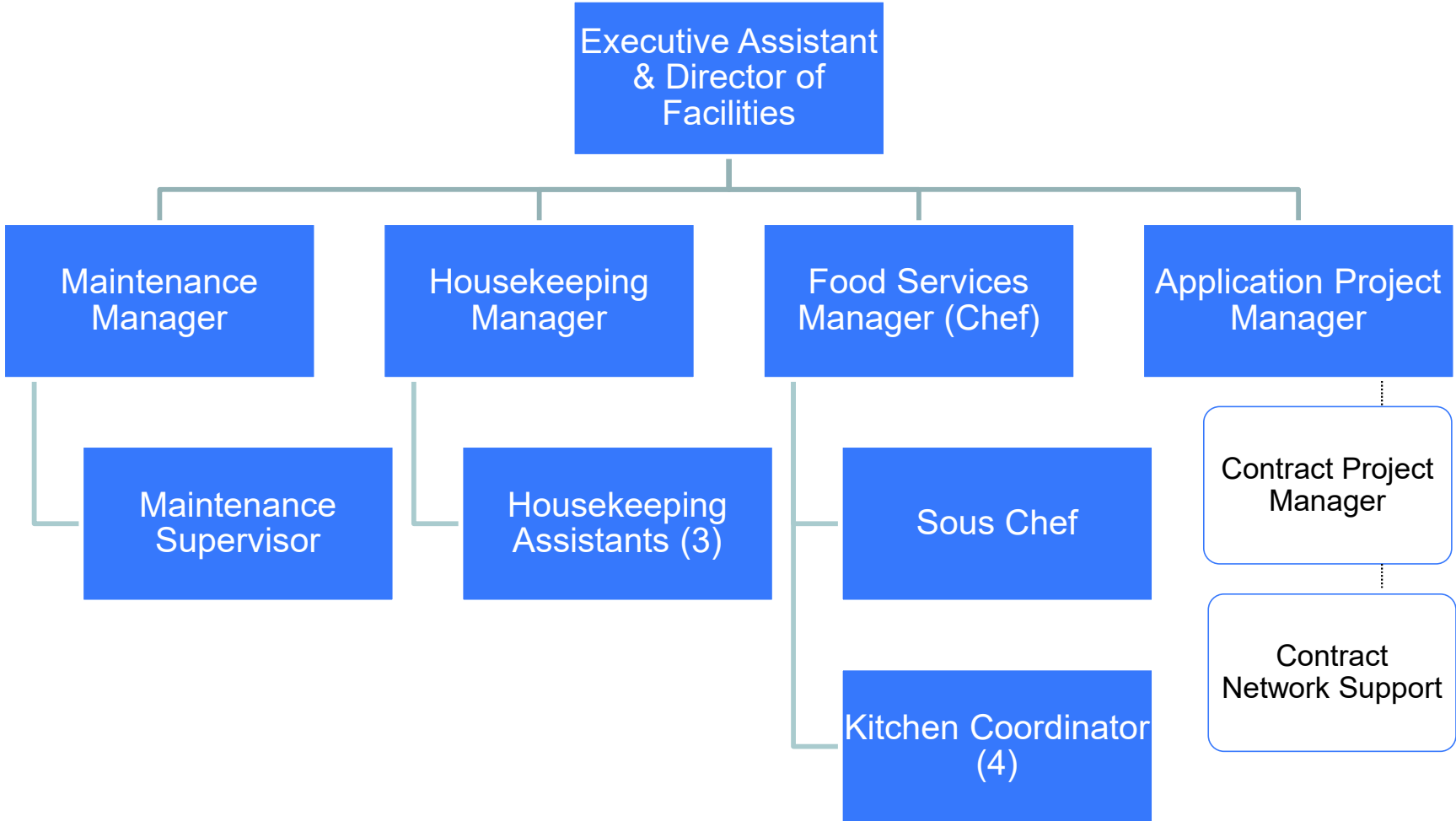
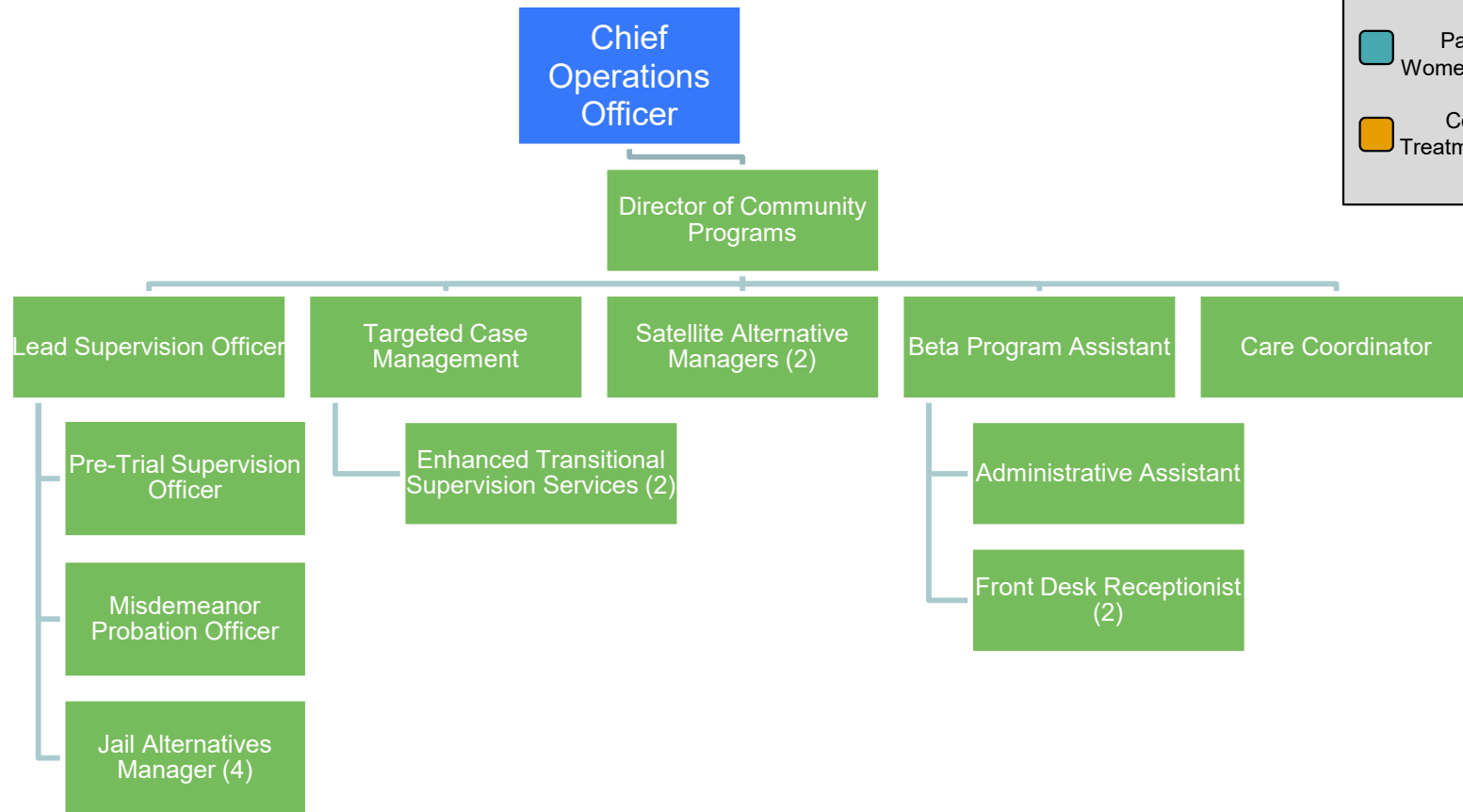


Chart 3A: Maintenance, Housekeeping, Food Services and Information Technology

May 2023

# Beta Alternatives Organizational Chart



**Color Code Key:**

- Alternatives Admin and Agency Personnel
- Beta Jail Alternatives Misdemeanor Program
- Alpha House Men's Program
- Passages Women's Program
- Compass Treatment Program

Chart 4: Beta Alternatives (Jail Alternatives)

May 2023

# Alpha Organizational Chart

Color Code Key:

- Alternatives Admin and Agency Personnel
- Beta Jail Alternatives Misdemeanor Program
- Alpha House Men's Program
- Passages Women's Program
- Compass Treatment Program

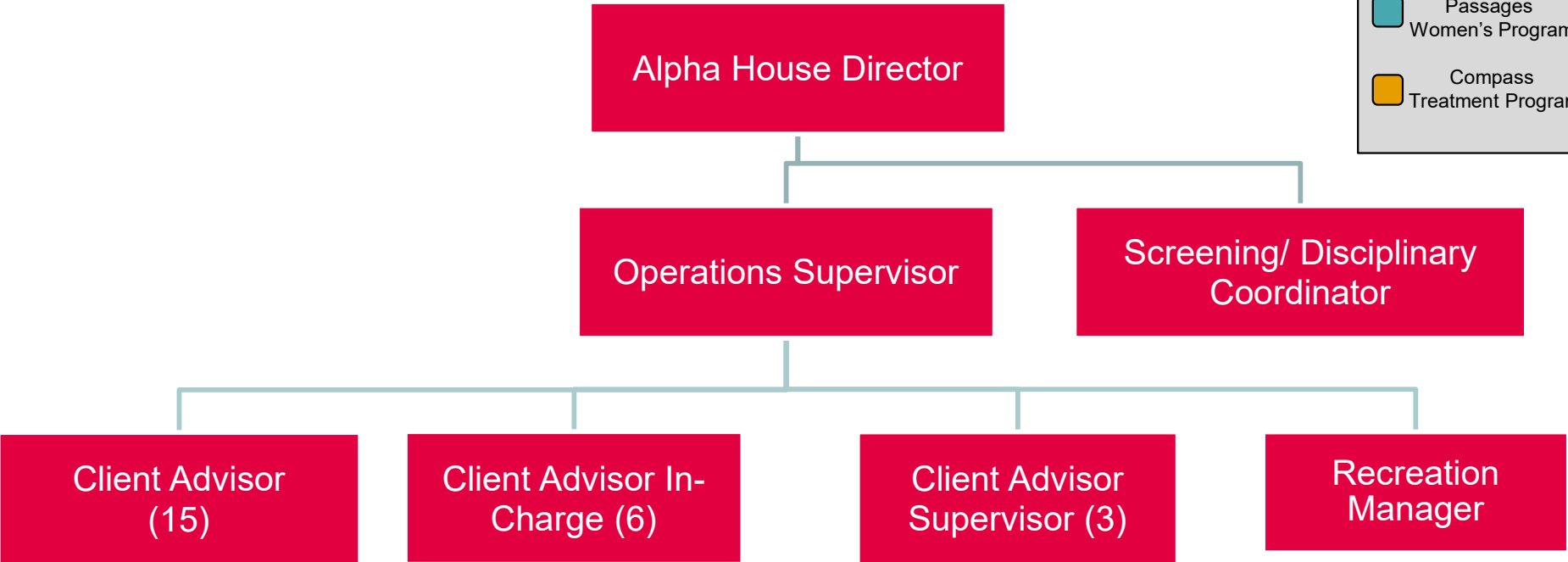


Chart 5: Residential / Security Services

# Alpha Organizational Chart

Color Code Key:

|               |                                            |
|---------------|--------------------------------------------|
| Blue square   | Alternatives Admin and Agency Personnel    |
| Green square  | Beta Jail Alternatives Misdemeanor Program |
| Red square    | Alpha House Men's Program                  |
| Teal square   | Passages Women's Program                   |
| Yellow square | Compass Treatment Program                  |

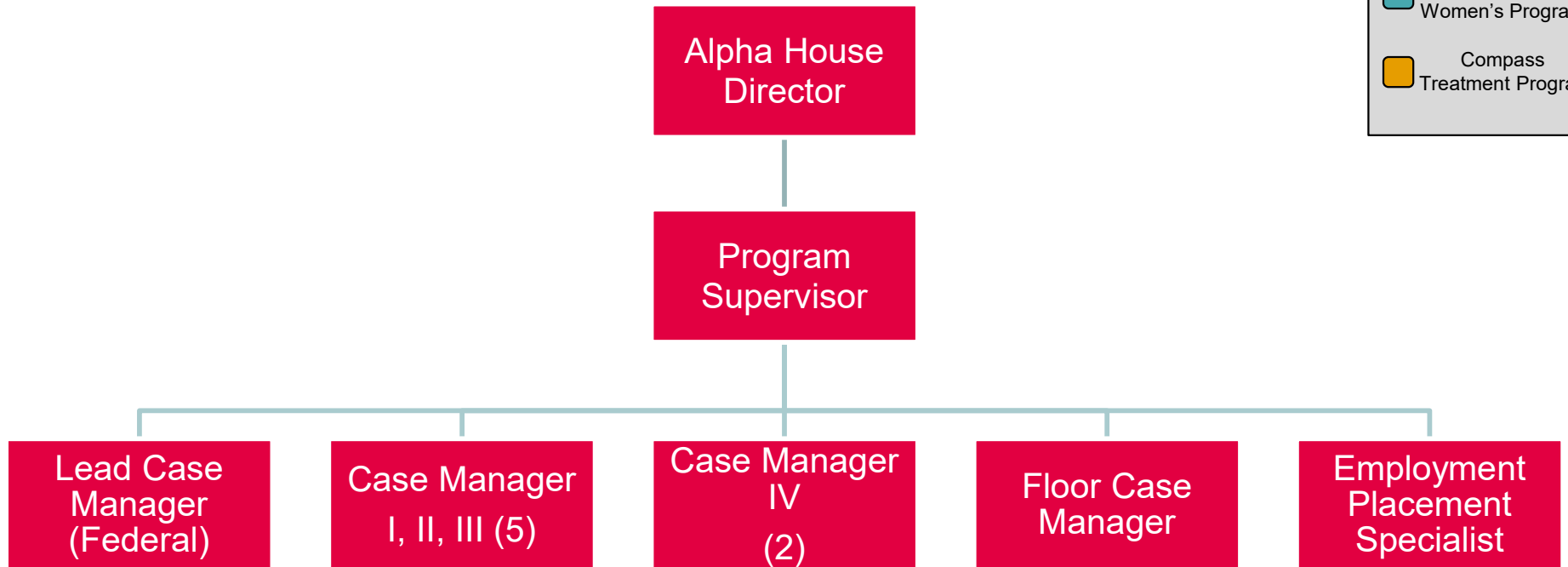
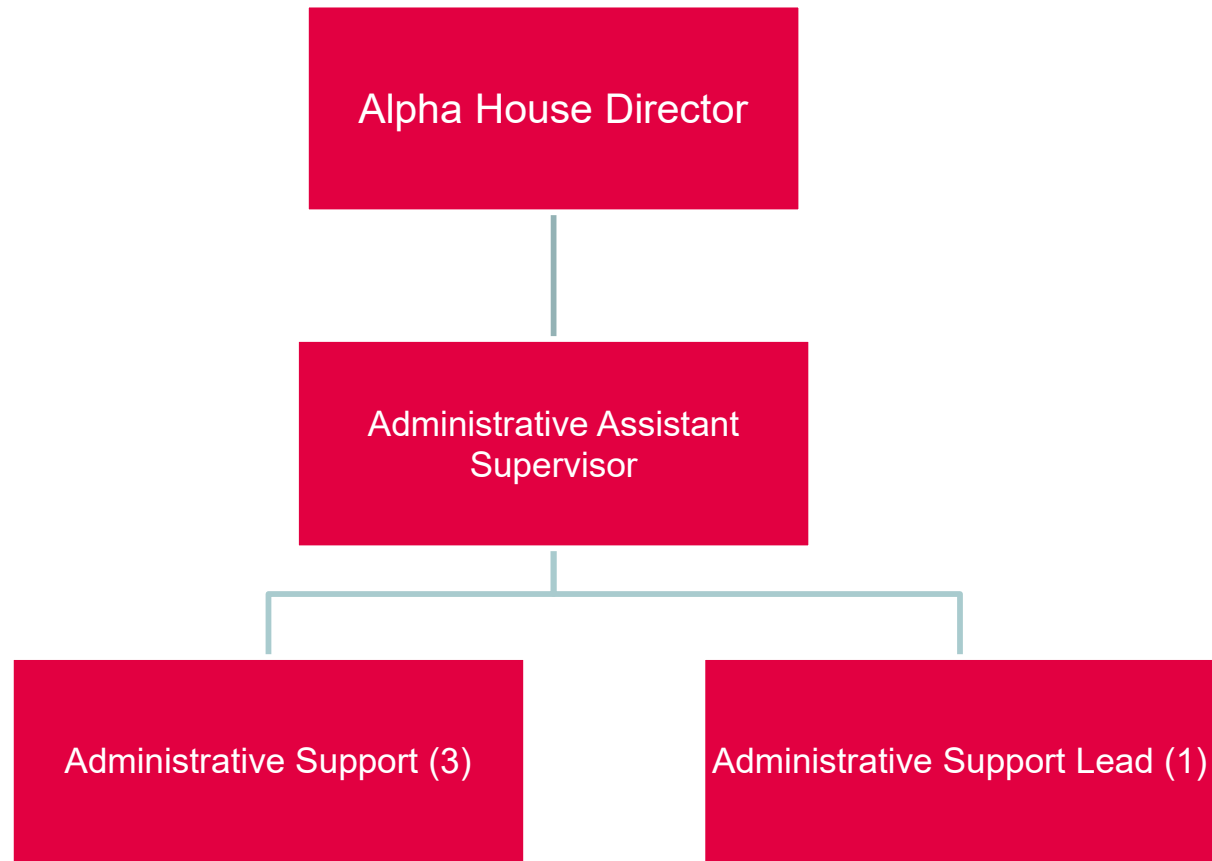







Chart 6: Case Management

May 2023

# Alpha Organizational Chart

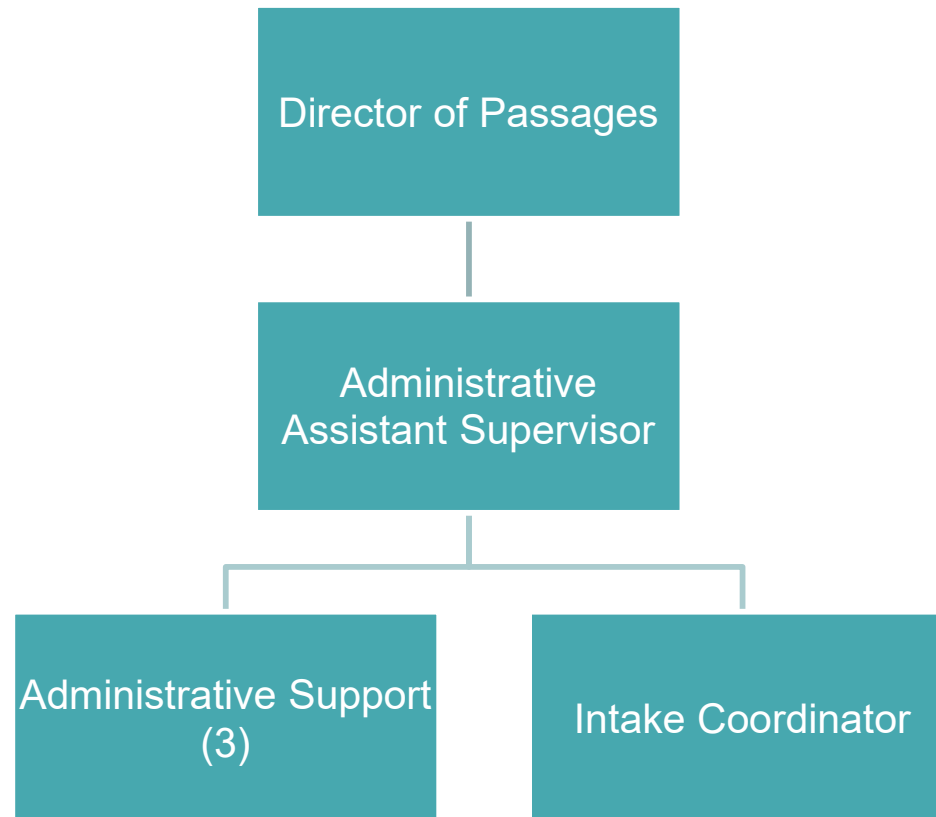


| Color Code Key:                                                                     |                                            |
|-------------------------------------------------------------------------------------|--------------------------------------------|
|  | Alternatives Admin and Agency Personnel    |
|  | Beta Jail Alternatives Misdemeanor Program |
|  | Alpha House Men's Program                  |
|  | Passages Women's Program                   |
|  | Compass Treatment Program                  |

## Chart 7: Administrative Support

May 2023

# Passages Organizational Chart



| Color Code Key:                       |                                            |
|---------------------------------------|--------------------------------------------|
| <span style="color: blue;">■</span>   | Alternatives Admin and Agency Personnel    |
| <span style="color: green;">■</span>  | Beta Jail Alternatives Misdemeanor Program |
| <span style="color: red;">■</span>    | Alpha House Men's Program                  |
| <span style="color: teal;">■</span>   | Passages Women's Program                   |
| <span style="color: orange;">■</span> | Compass Treatment Program                  |

Chart 8: Administrative Support

May 2023

# Passages Organizational Chart

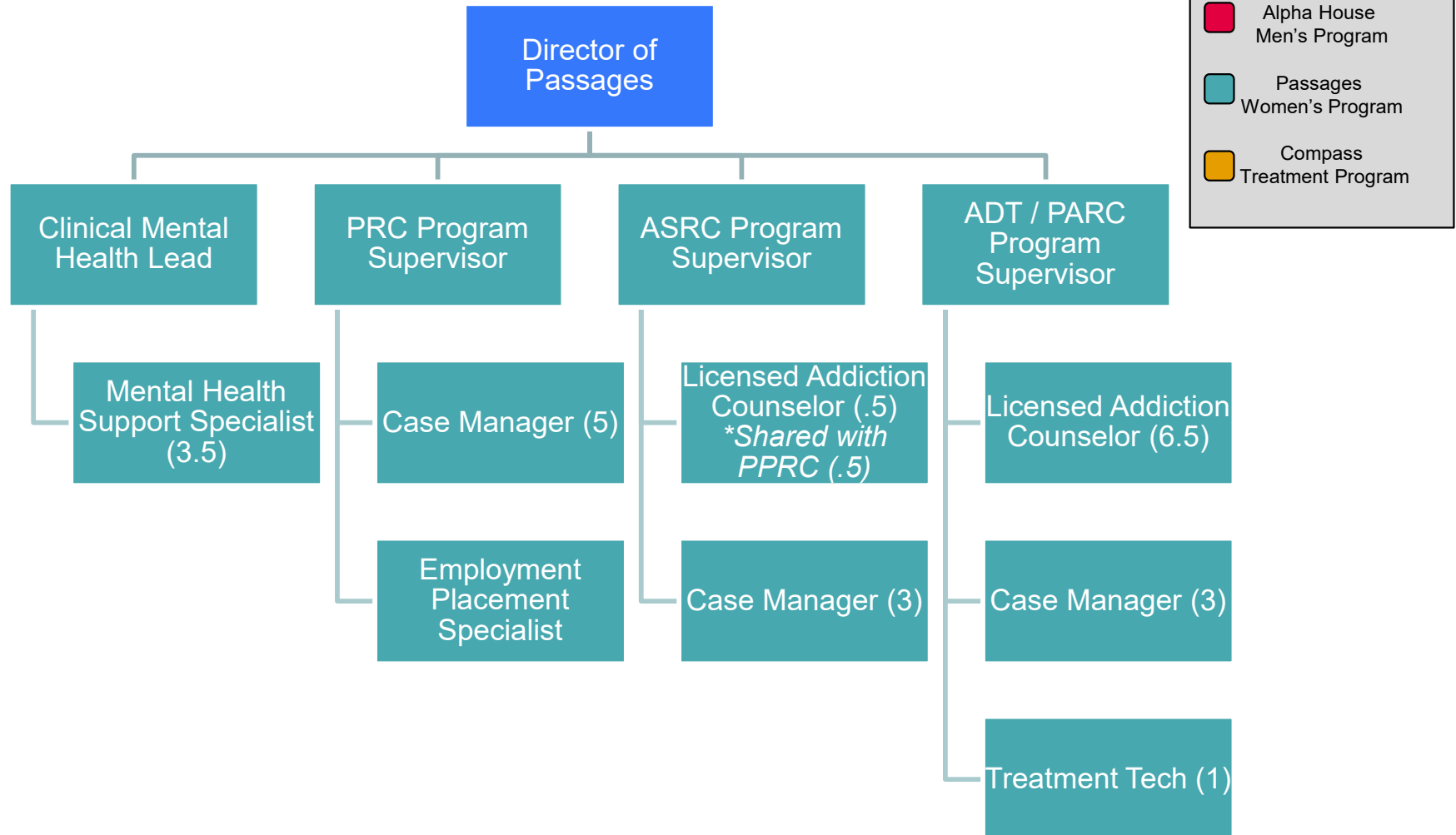


Chart 9: Passages Programs  
(Pre-release, Assessment etc., Drug & Alcohol Treatment)

June 2022

# Passages Organizational Chart

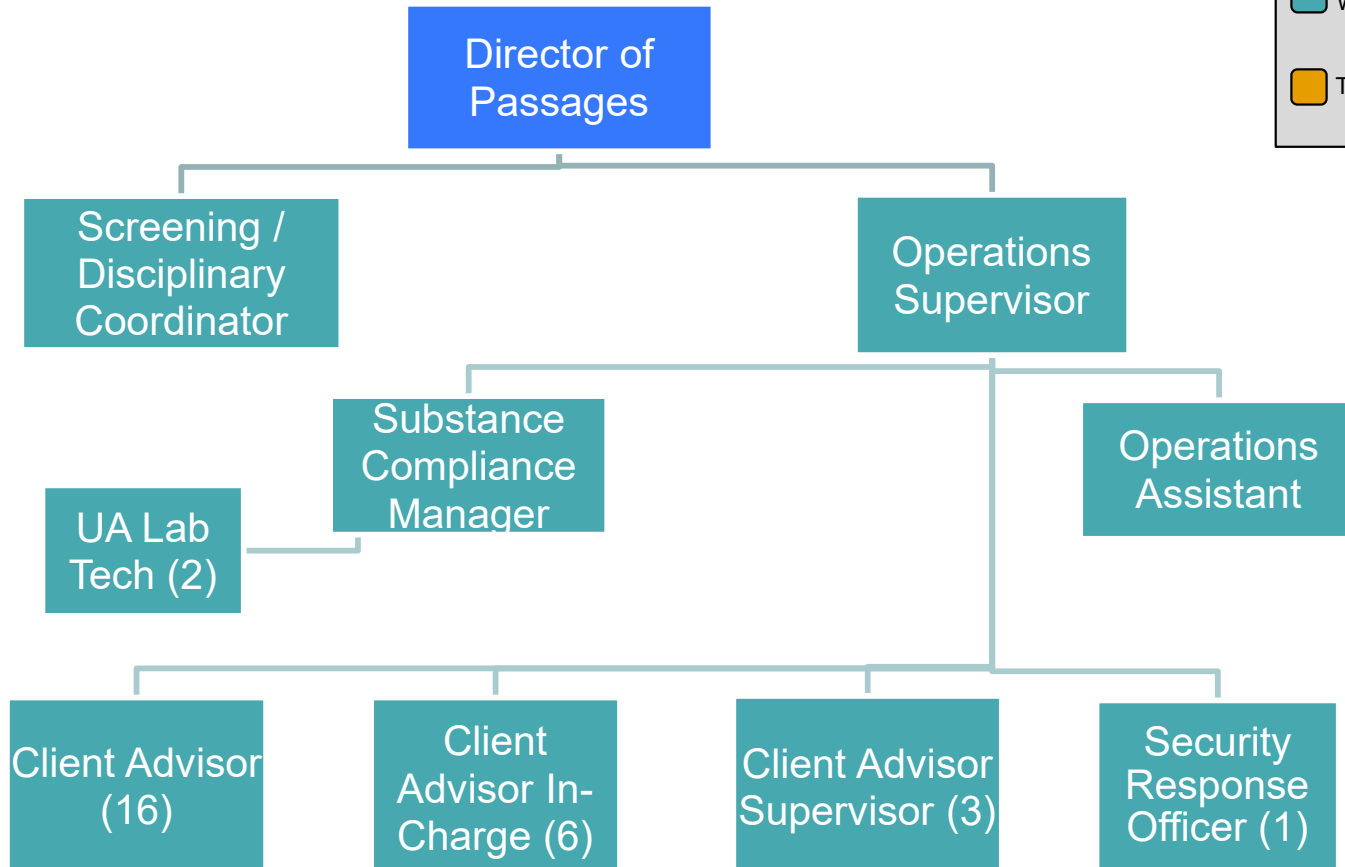
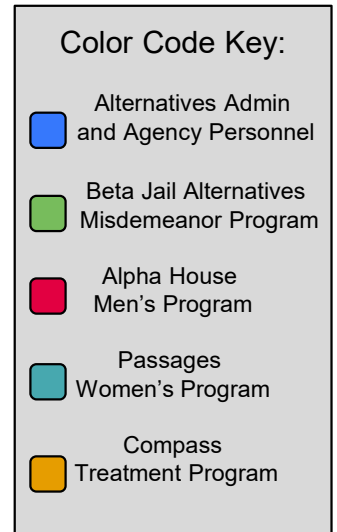
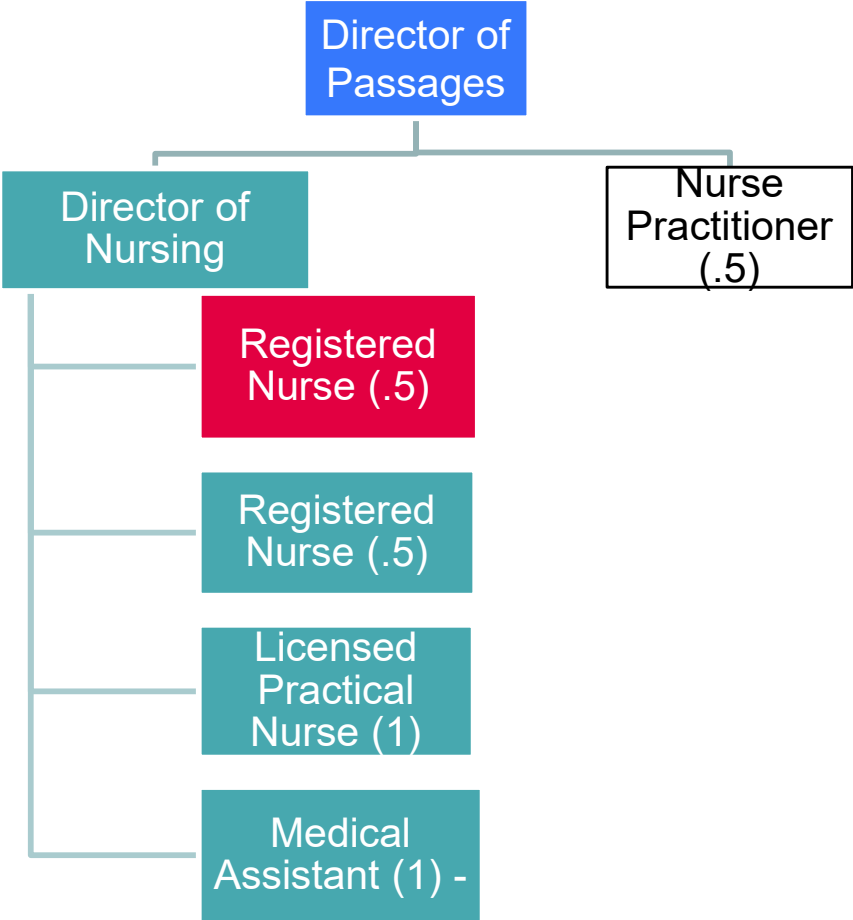


Chart 10: Residential / Security Services

# Alternatives Organizational Chart



Color Code Key:

- Alternatives Admin and Agency Personnel
- Beta Jail Alternatives Misdemeanor Program
- Alpha House Men's Program
- Passages Women's Program
- Compass Treatment Program

## Chart 11: Medical

May 2023

# Compass Organizational Chart

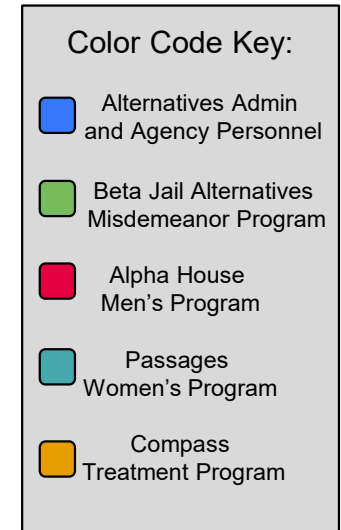
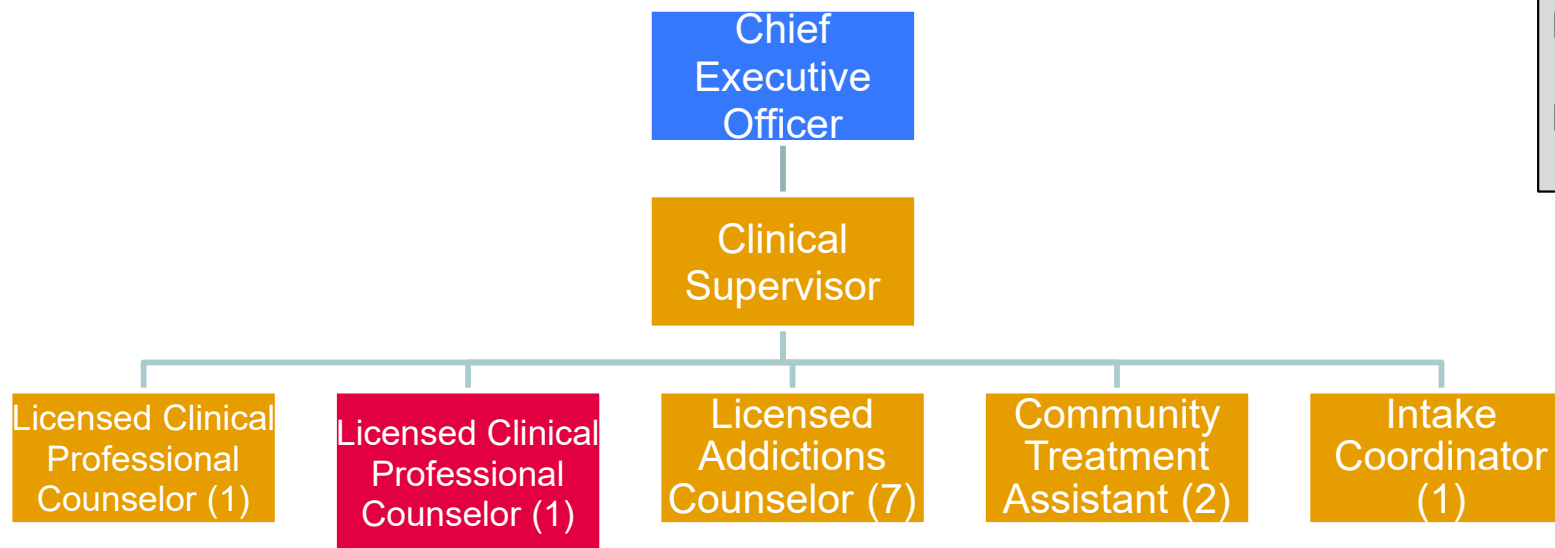


Chart 12: Compass

May 2023

## HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project

Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                                                                                                                                                                          |                                                                        |                                                             |                                                             |                                                             |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------|
| <b>Organization Name:</b>                                                                                                                                                                                                                | <i>Alternatives, Inc.</i>                                              |                                                             |                                                             |                                                             |                              |
| <b>Revenue Sources</b>                                                                                                                                                                                                                   | <b>Source:</b>                                                         | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Total Project Revenue</b> |
|                                                                                                                                                                                                                                          | <i>HOME-ARP</i>                                                        | <i>Replace Text</i>                                         | <i>Replace Text</i>                                         | <i>Replace Text</i>                                         |                              |
| <i>Enter amount for each revenue source:</i>                                                                                                                                                                                             | <i>\$25,000</i>                                                        | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$25,000</i>              |
| <i>Is this source confirmed and committed to the Project? (click the box next to your answer)</i>                                                                                                                                        | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                              |
| <b>PROJECT STAFFING</b>                                                                                                                                                                                                                  |                                                                        |                                                             |                                                             |                                                             |                              |
| Job Title: <i>Replace Text</i>                                                                                                                                                                                                           | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Job Title: <i>Replace Text</i>                                                                                                                                                                                                           | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Job Title: <i>Replace Text</i>                                                                                                                                                                                                           | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| <b>OPERATING COSTS</b>                                                                                                                                                                                                                   |                                                                        |                                                             |                                                             |                                                             |                              |
| Outside Provider Payments                                                                                                                                                                                                                | <i>\$25,000</i>                                                        | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$25,000</i>              |
| Supplies                                                                                                                                                                                                                                 | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Insurance                                                                                                                                                                                                                                | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Printing                                                                                                                                                                                                                                 | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Information Technology                                                                                                                                                                                                                   | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Travel                                                                                                                                                                                                                                   | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Contract Services                                                                                                                                                                                                                        | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Other (identify): <i>Replace Text</i>                                                                                                                                                                                                    | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Other (identify): <i>Replace Text</i>                                                                                                                                                                                                    | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Other (identify): <i>Replace Text</i>                                                                                                                                                                                                    | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| <b>Grand Total</b>                                                                                                                                                                                                                       | <b><i>\$25,000</i></b>                                                 | <b><i>\$0</i></b>                                           | <b><i>\$0</i></b>                                           | <b><i>\$0</i></b>                                           | <b><i>\$25,000</i></b>       |
| % of Budget Costs Considered Administration                                                                                                                                                                                              |                                                                        |                                                             |                                                             |                                                             | <i>0.00%</i>                 |
| <i>Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.</i>                                                                                          |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Outside Provider Payments:</b>                                                                                                                                                                                                        |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>Up to \$500 in re-entry support will be paid directly to landlords for rent, deposits, housing application, sober living fees, or other housing specific needs. This will afford at least 50 participants from receiving funding,</i> |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Supplies:</b>                                                                                                                                                                                                                         |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Insurance:</b>                                                                                                                                                                                                                        |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Printing:</b>                                                                                                                                                                                                                         |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Travel:</b>                                                                                                                                                                                                                           |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Contract Services:</b>                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Other (identify):</b>                                                                                                                                                                                                                 |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Other (identify):</b>                                                                                                                                                                                                                 |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |

## FOR ALL HOME-ARP APPLICANTS / ORGANIZATIONS

1. Organizations providing supportive services must ensure services are delivered equitably. A chronological waiting list, including the usage of date / time stamps, must be maintained for **every** service offered under HOME-ARP. This may differ from your organization's current waiting list policies and procedures. ***Please describe your organization's ability to maintain and manage multiple waiting lists.***

Alternatives, Inc. has been in operation for over 44 years. As a result, it has been accustomed to managing significant waiting list for services. Alternatives has built and maintained a proprietary software database called TOM which allows the agency to document referral dates, times, source, programs, and services rendered. Each program of TOM allows customizable services, service codes, pay sources, and tracking systems to allow specialty reports to be run at any time. Alternatives intends to utilize this system and report as appropriately. Alternatives will be able to detail the length of time between referral and service, how often a service was rendered, and all appropriate documentation necessary. Currently, Alternatives does not expect the need to hold a waitlist for the service offerings it is proposed. However, should a waitlist be needed, Alternatives has policies and procedures on file with DPHHS for Behavioral Health programming and can be rendered to the City as needed. These policies follow standard Critical Care (CC) populations that allow for waitlists to be jumped given the standard CC population status. In these situations, an intake is completed within 48 hours.

For housing support payments, each client referred will complete an intake with a designated Case Manager or Care Coordinator for the next available opening. Since Alternatives has a community program staff of 13 and the targeted population for this program is mainly offenders transitioning out of or diverting from the jail, it is expected that clients will receive an intake within 3 business days of the referral being received. Case Managers/Care Coordinators are alerted via a detailed task report each day and scheduling is completed by administrative support staff to ensure timely intake and execution of services.

2. Procedures for managing waiting lists may include information on handling referrals internally within an organization. If multiple services or programs are offered at your organization, ***please describe your policies and procedures for internal program referrals for participants within the organization.***

Referrals internally to other programs are services are done on an individual case by case basis in consultation with the client. The client is given all available options for services both internal and external and given an option to select appropriate services based on timelines and availability. Given the nature of the clientele served by Alternatives, clients are predominantly referred to the program from a court, probation/parole, DPHHS, or other government/community organization. If the client chooses an external program, Case Managers/Care Coordinators will document and assist the client with getting an intake appointment in that service. If the referral is for an internal service, a referral form is completed and must be acknowledged and accepted by the client. The client must complete an intake for that individual service with the appropriate program staff. For example a client receiving re-entry/housing supports who also needs a substance use disorder assessment will be given public, private, and internal options for the service. If the client chooses Alternatives for that program, an appointment would be made with a treatment team member to review those specific program guidelines. The client will sign the referral and follow up. If the client chooses an external program, Alternatives asks the client to complete necessary HIPPA release of information forms so that the Case Manager/Care Coordinator can speak to that agency about programming in order to provide continuity of care.

3. ***Please describe your organization's understanding of housing discrimination and [The Fair Housing Act](#).***

Alternatives has a basic understand of housing discrimination issues and adheres to the Fair Housing Act. We're committed to promoting equal housing opportunities and preventing any form of discrimination. As a recipient of other Federal, State, and Local funding alternatives has Standard Operating Procedures that prevent discrimination based on race, color, religion, sex, disability, familial status, or national origin. All staff are trained on harassment, disability, and discrimination policies and procedures at least once a year. As a result, Alternatives ensures that it will follow all federal guidelines of The Fair Housing Act when implementing housing/re-entry supports while also ensuring landlords are also adhering to these principles. Any concerns will be immediately reported to administrative staff.

4. ***Has your staff participated in any Fair Housing training in the last three years? If yes, please list training type(s) and date(s) of training:***

Alternatives, has not participated in Fair Housing Training, but would be willing to do so as long as it was appropriate and affordable for staff.

5. Demonstrating long-term outcomes and participant success following a HOME-ARP funding allocation is crucial. ***What procedures will your organization implement in order to collect follow-up data from participants?***

Alternatives already has a system in place to collect follow-up data for participants, especially those who receive Substance Abuse Disorder Treatment Services. Alternatives has a quality assurance and control policy and procedure that collects information about clients at intake, after treatment is completed, at 6 months post treatment, and at the 1-year mark to review client outcomes. Alternatives incentivizes these surveys as a way to get clients to respond for data. Additionally, given the specialty population, Alternatives is able to collaborate with local law enforcement, State Probation and Parole, and other treatment centers in Montana on recidivism data to review its impacts on programming on participants. This model can be used in this scenario should it be required. As the leading diversion and supervision program in the area, Alternatives is well equipped with implementing procedures to track long term outcomes.

6. ***How will you continue to serve clients after HOME-ARP funding is fully expended? i.e. describe how your organization will provide aftercare services for program participants.***

Depending on the type of service, Alternatives may have other funding sources that will be able to continue services. Additionally, Alternatives offers services for fees if no other funding source is available. Furthermore, Alternatives has a designated indigent fund for clients who are in financial need. This has been in place for over 15 years. Alternatives is committed to obtaining a diversification of funding and finding ways to continue services after grant funding expires. In many cases, a participant may require a different service other than what is provided as part of this grant. Should that be the case, Alternatives will make internal or external referrals. It is the intent that each participant receives an individualized plan that is regularly evaluated for ongoing supports. Often times, Alternatives is the first step in a client's recovery process. Alternatives hopes to provide necessary services, make referrals for those that it does not offer, and collaborate with community partners to ensure a client has well-rounded services that meet his/her needs. Typically these aftercare services occur outside of Alternatives program, but is dependent on individual need due to the specialized criminal justice population we service.

7. Organizations will be required to use HMIS (Homeless Management Information System) to coordinate services and check for duplication of benefits. ***Does your organization currently use HMIS? If not, is your organization willing to implement HMIS to meet program requirements?***

Alternatives does not currently participate in HIMIS, but is willing and able to implement this to ensure that it meets program requirements. As indicated above, Alternatives is dedicated to providing detailed and comprehensive data reporting.

8. ***After reviewing the additional questions / requirements / clarifications attached, would your organization like to adjust any of the supportive service activities that were proposed in your original application?***

Alternatives does not have any questions regarding the requirements. We would like to request additional funding for Substance Use Disorder Services in addition to the rental assistance. An updated sources and uses sheet is attached to reflect this additional service.

## Alternatives

- The agency proposed that it would carry out Outreach Services, Landlord / Tenant Liaison Services, and / or Services for Special Populations; however, the agency did not propose needing staffing costs to deliver these services. ***Please review the attached table for the definitions of Outreach Services, Landlord / Tenant Liaison services, and Services for Special Populations. Are there specific activities that the agency would like to provide that will meet the requirements of these definitions? If yes, please describe the activities. The agency may also need to add staff costs to their Sources & Uses sheet and resubmit.***

Alternatives currently staffs case managers and care coordinators who are funded out of grants or other funds. Alternatives is not requesting reimbursement for the salaries or benefits of this staff time; however, will be performing outreach, landlord/tenant services, and services for special populations, namely offenders who are often excluded from other programs, especially violent and sex offenders. Currently Alternatives meets with clients at the office, at referral sources, or at the jail. No mileage or supplies will be reimbursed though staff often meet with landlords, sober living homes, and other referral sources to assess individual needs or assist with transitional housing services.

- ***If the organization is not hiring staff to carry out HOME-ARP supportive services, how are the positions funded today and why is HOME-ARP needed?***

As mentioned above, the staff are currently staff of Alternatives and are paid out of grants and other funding sources. Those sourced do not currently offer re-entry rental assistance. Alternatives did have funding from a COAP grant through the MBCC for this, but that grant ended in 2023. Alternatives expects to find an alternative funding source for this in the future and would like to use the HOME-ARP funds to fill that temporary gap.

As far as the use of HOME-ARP funds for Substance Abuse Treatment, Alternatives is expecting this to be a temporary need while individuals get their Medicaid redetermination status resolved. Over 104,000 individuals had their Medicaid canceled since April of last year that is leaving service providers and clients without reimbursement options. With the delay in Medicaid approvals, clients are not receiving the services these they need. Again, this is just a temporary stop gap fill while other funding is secured and while state reimbursement is leveled out.

- ***What are the “other housing specific needs” (Sources & Uses doc) that the agency plans to provide?***

Other housing specific needs would be furnishings for a home such as couches, beds, bedding, towels, kitchen items. These would be purchased on a case-by-case basis with attempts to utilize second hand stores and other vouchers as appropriate. This has been updated on the Sources and Uses.

## HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project  
Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                        |                                                             |                                                             |                                                             |                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------|
| <b>Organization Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Alternatives, Inc.</i>                                              |                                                             |                                                             |                                                             |                              |
| <b>Revenue Sources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Source:</b>                                                         | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Total Project Revenue</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <i>HOME-ARP</i>                                                        | <i>Replace Text</i>                                         | <i>Replace Text</i>                                         | <i>Replace Text</i>                                         |                              |
| <i>Enter amount for each revenue source:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$60,050                                                               | \$0                                                         | \$0                                                         | \$0                                                         | \$60,050                     |
| <i>Is this source confirmed and committed to the Project? (click the box next to your answer)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                              |
| <b>PROJECT STAFFING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                        |                                                             |                                                             |                                                             |                              |
| Job Title: <i>Replace Text</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Job Title: <i>Replace Text</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Job Title: <i>Replace Text</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| <b>OPERATING COSTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| Outside Provider Payments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$25,000                                                               | \$0                                                         | \$0                                                         | \$0                                                         | \$25,000                     |
| Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Printing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Travel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Contract Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Other (identify): <i>Substance Abuse Treatment Services</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$35,050                                                               | \$0                                                         | \$0                                                         | \$0                                                         | \$35,050                     |
| Other (identify): <i>Replace Text</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| Other (identify): <i>Replace Text</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$0                                                                    | \$0                                                         | \$0                                                         | \$0                                                         | \$0                          |
| <b>Grand Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>\$60,050</b>                                                        | <b>\$0</b>                                                  | <b>\$0</b>                                                  | <b>\$0</b>                                                  | <b>\$60,050</b>              |
| % of Budget Costs Considered Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                        |                                                             |                                                             |                                                             | 0.00%                        |
| <i>Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Outside Provider Payments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>Up to \$500 in re-entry support will be paid directly to landlords for rent, deposits, housing application, sober living fees, or other housing furnishings such as a bed or dishes. This will afford at least 51 participants to receive funding.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Supplies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Insurance:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Printing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Travel:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Contract Services:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Other (identify):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>Alternatives is willing and able to provide substance abuse treatment services to those needing appropriate level of care and are homeless or at risk of being homeless. Based on submitted and approved usual and Customary rates on file with MT DPHHS, Alternatives is willing and able to provide up to 30 Substance Abuse Disorder Assessments from a Licensed Addictions Counselor (LAC). Each assessment is \$350 and includes a recommendation and treatment plan. Of those 30, Alternatives is able to offer 17 individuals a complete level 1 outpatient treatment program which includes 3 individual 1:1 counseling sessions and 12 weekly groups. Each group is \$75/pp, and a total of 204 groups for \$15,300 will be available. The 1:1s range from 15-60 minutes and 15 15-37 minute sessions are \$100 (1,500), 20 38-52 minute sessions for \$200 (\$4,000), and 15 53+ minute sessions for \$250/session \$3,750) will cover that entire program for those 17 individuals.</i> |                                                                        |                                                             |                                                             |                                                             |                              |
| <b>Other (identify):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                        |                                                             |                                                             |                                                             |                              |
| <i>NA</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |                                                             |                                                             |                                                             |                              |

#4

**COMPLETE**

**Collector:** Copy of Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 5:53:24 AM  
**Last Modified:** Friday, November 17, 2023 6:21:04 AM  
**Time Spent:** 00:27:40  
**IP Address:** 69.145.46.242

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Page 1: Qualifications, Experience, &amp; Capacity

**Q1** Yes

Is organization staff familiar with the HOME-ARP Request for Qualifications Guidebook?

---

**Q2**

Contact Person Information:

|                 |                               |
|-----------------|-------------------------------|
| Full Name       | <b>Patti Webster</b>          |
| Position Title  | <b>CEO</b>                    |
| Email           | <b>Pattiw@homefrontmt.org</b> |
| Phone Number(s) |                               |

---

**Q3**

Organization Information:

|                     |                               |
|---------------------|-------------------------------|
| Organization Name   | <b>HomeFront Partners</b>     |
| Street Address      | <b>2415 1st Ave North</b>     |
| City                | <b>Billings</b>               |
| State               | <b>MT</b>                     |
| ZIP + 4             | <b>59101</b>                  |
| Email Address       | <b>pattiw@homefrontmt.org</b> |
| Phone & FAX Numbers | <b>406-254-6391</b>           |

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**Q4**

Organization website: Please enter complete URL.

www.homefrontpartners.org

Page 2: Organization Type

**Q5**

**Nonprofit - 501(c)3 Charitable Nonprofit Corporation**

Organization Type: Please select one of the following.

---

Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter Acceptable formats PDF, JPG, JPEG

**LG%20PROPERTY%20TAX%20EXEMPTION%20APP%20AND%20LETTER.pdf (1.5MB)**

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**Q7**

Current Bylaws Acceptable formats PDF, JPG, JPEG

**1173%20%20Resolution%20-%20Authorizing%20Revision%20to%20Board%20By-Laws%20SIGNED.pdf (728.4KB)**

---

**Q8**

Articles of Incorporation Acceptable formats PDF, JPG, JPEG

**Articles%20of%20Incorp.pdf (245.8KB)**

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**Q9**

Governing body list: A list of the current Board of Directors or other governing body of the organization. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. (Acceptable formats PDF, DOC, DOCX, JPG, JPEG)

**Board%20Members%209272023.docx (17.4KB)**

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Page 4: Organizational Details / Financial Information

**Q10**

Organizational chart: The chart must illustrate the organization's administrative framework and staff positions. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**Org%20Chart.pdf (263.6KB)**

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**Q11**

Most recent organizational audit or IRS Form 990. Acceptable formats PDF, JPG, JPEG

**2022%20Final%20Financial%20Statements.pdf (1.1MB)**

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**Q12**

Treasurer / Financial Report through December 31. Acceptable formats PDF, JPG, JPEG

**BANK%20BALANCES%20AS%20OF%20102023%20PROVIDED%20TO%20THE%20BOARD.pdf (698.9KB)**

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**Q13**

Unique Entity Identification (UEI) Number: A UEI is a number issued by the federal government's System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI replaces the DUNS number. If your entity is already registered in SAM.gov, it has already been assigned a UEI number. Simply log into SAM.gov to access it. Entities intending to bid on contracts or grants directly from the federal government should visit SAM.gov and choose "Register Entity" to receive a UEI. Those who would like a UEI for sub-award reporting should choose "Get Unique Entity ID." There is no cost to register for a UEI and it can usually be created within one business day. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org. Enter your UEI number below.

DMTBCJFPNJK3

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**Q14**

System for Award Management (SAM) Registration: SAM is an official website of the U.S. federal government. All entities that receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register; Register Online. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org.

Please click or enter the organization's SAM registration date:

**01/04/2023**

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**Q15**

Commercial and Government Entity (CAGE) Code. A CAGE code is a unique identifier assigned to government agency suppliers, to government agencies themselves, and to organizations funded by federal grants.

CAGE Code:

**38kk6**

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**Q16**

Authorized Responsible Party Signature: This is the person with organizational legal authority to bind the organization in grant administration matters.

Full Name:

**Patti Webster**

Position / Job Title:

**CEO**

Phone Number

Email Address:

**pattiw@homtfrontmt.org**

---

**Q17**

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

Founded in 1973, HomeFront Partners (HFP) is dedicated to affordable housing and community enrichment in Billings, fostering safe living environments and inclusive growth through enduring partnerships and comprehensive programs. HFP is committed to enhancing housing affordability in Billings, offering safe homes and fostering community well-being.

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**Q18**

Describe the types of supportive services currently being provided by the organization. (2,000 characters maximum)

HomeFront Partners (HFP) is dedicated to promoting housing stability and improving life quality for families and individuals. Our array of supportive services includes: Housing Assistance: We administer various HUD-funded programs like the Housing Choice Voucher (HCV), Moderate Rehabilitation (Mod Rehab), providing rental aid across 763 Section 8 (HCV) units, 651 Department of Commerce units, and 216 units in Public Housing, and 284 Affordable Market, Tax Credit, or Home units. An additional 103 units are in development. Self-Sufficiency Programs: Our Family Self-Sufficiency (FSS) program empowers residents with education, job training, and employment opportunities, promoting economic independence. Specialized Housing Programs: We cater to veterans via the Veterans Affairs Supportive Housing (VASH) and support individuals with disabilities with the Mainstream Voucher program. Quality Assurance: We ensure the quality and safety of housing through more than 400 annual Field Inspections and Quality Assurance Controls. Homeownership Support: We assist eligible individuals on the path to homeownership, providing necessary education and resources. Community Partnerships: We work with local entities to address homelessness, mental health, and domestic violence, adopting a comprehensive approach to community health. Training and Education: Continuous staff training in areas like Fair Housing and Cyber Security is crucial to our operation, ensuring adherence to federal standards. Financial Empowerment: We offer financial counseling and management training to enhance our residents' resource management skills with our Family Self-Sufficiency (FSS) participants. These services are carefully crafted to address the varied needs within our community, underscoring our dedication to inclusivity and equal housing opportunities. HFP is committed to fostering a stable and thriving community in Billings and the broader Montana area.

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**Q19**

How many people has the organization served over the past 12 months? (whole numbers only; no ranges, no percentages)

2740

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**Q20**

What percentage of those served meet criteria for at least one of the qualifying populations as defined in the HOME-ARP Notice: CPD-21-10? (decimal format to show the percentage [e.g., .25 for 25%; .5 for 50%; etc.])

1.0

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**Q21**

Describe the organization's experience and compliance with federally funded programs. (1,000 characters maximum)

HomeFront Partners boasts over 52 years of expertise in federally funded housing and adherence to fair housing laws. Our consistent passing of federal and state reviews showcases our compliance with HUD standards. With a comprehensive Internal Control Plan and regular audits, we prioritize accountability. Monthly Board meetings ensure we meet federal requirements, serving nearly 3,000 individuals with integrity. Our track record includes managing HCV, Mod Rehab, VASH, with 400+ annual inspections and extensive federal regulation training for staff. Our financial health and commitment to equitable housing reflect our strict compliance, with no discrepancies throughout our history, and proactive measures to maintain this record.

---

**Q22**

Describe the agency's policy for maintaining confidentiality of individuals and families served. (1,000 characters maximum)

HFP maintains strict confidentiality for those we serve, with all staff adhering to HIPAA and HUD privacy standards, including no retention of medical records. We access criminal records solely with individual consent, in compliance with 24 CFR 5.903. Personal data is managed with the utmost care, stored for at least three years to accommodate disability access needs. Our records management, following robust policies for nondiscriminatory recruitment, is reinforced by our Internal Control Plan and continual training on confidentiality and PII. We follow stringent data handling protocols, employ secure systems, and conduct regular cybersecurity training. Sensitive information access is limited to authorized personnel, and we have secure storage for physical files, ensuring preparedness for any data breaches.

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**Q23**

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

**HomeFront Partners maintains stringent financial management and accountability protocols. Our comprehensive Internal Control Plan ensures meticulous tracking of expenditures and revenues, aligning with GAAP and HUD financial standards. Regular internal and external audits validate our fiscal practices, and a three-year financial record demonstrates our stability and transparency. Monthly financial reports are scrutinized by our Board, ensuring that all public and private funds are managed with the highest degree of integrity.**

Personnel Management

**Our personnel management is rooted in equity and professionalism. We adhere to rigorous hiring practices, providing fair housing, cyber security, and sensitivity training to all staff. Performance evaluations are systematic, fostering professional growth and aligning with organizational goals. Our commitment to staff development is evidenced by our low turnover rate and the high level of certifications maintained by our team, ensuring that we have skilled personnel dedicated to our mission. We also seek to offer competitive wages and benefits to attract team members who are high-achieving individuals. HFP provides a competitive benefits package to its employees, including medical, dental, vision, accident, short- and long-term disability, life insurance, paid time off and holidays. HFP employees also receive retirement benefits as members of the Montana Public Employee Retirement System. HFP is an equal opportunity employer and maintains a drug-free workplace. To provide equal employment and advancement opportunities to every applicant and employee, HFP bases employment decisions on merit, qualifications, experience, and abilities. Interested individuals can apply through our website where we post all available jobs.**

Procurement & Purchasing

HomeFront Partners follows strict procurement and purchasing policies compliant with federal regulations at 2 CFR §200.317 through §200.326, Procurement Standards, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws to ensure transparency and competitiveness. We conduct thorough market research, issue RFPs for major contracts, and maintain a vendor list that meets our ethical and performance criteria. Our process includes rigorous evaluation and approval mechanisms to guarantee that every purchase delivers the best value while adhering to our commitment to economic inclusion and community development. The most recent Procurement Policy was adopted by the Board of Directors through Resolution No. 1178 on 6/29/2022.

Recordkeeping & Reporting

Recordkeeping and reporting at HomeFront Partners are conducted with precision and in compliance with HUD's regulatory framework. We maintain all records for at least three years, ensuring that data on program funding, participant demographics, and financial transactions are accurate and readily available. Our reporting system is robust, facilitating timely and accurate reports to stakeholders and regulatory bodies, reflecting our dedication to transparency and continuous improvement in service delivery.

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## Q24

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

HomeFront Partners employs a detailed time-tracking system for staff working on grant-specific tasks. This includes electronic timesheets where employees log hours spent on grant-related activities, ensuring accurate allocation of time to respective grants. This system is periodically audited for compliance with grant requirements, facilitating transparency and accountability in our grant management process.

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**Q25**

Describe the standards the organization uses for code-of-conduct covering conflicts of interest and governing the actions of its officers, Board of Directors, and employees. (2,000 characters maximum)

HomeFront Partners enforces a rigorous code-of-conduct to prevent conflicts of interest and guide the behavior of our officers, Board of Directors, and employees. This code demands full disclosure of any potential conflicts, prohibiting personal gain from organizational resources or decisions. Our officers and board members must recuse themselves from decisions where a conflict may exist. The policy states: "No employee, officer, Board Member, or agent of the HAB shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved." Employees are trained to recognize and report conflicts, with annual reviews to reinforce understanding. Ethical conduct is monitored by an independent compliance officer, ensuring decisions are made solely in the organization's best interest. Violations are met with disciplinary actions, up to termination or removal from the board. Financial transparency is paramount, with strict rules against accepting gifts that could influence decision-making. We also limit political activities to prevent any appearance of organizational bias or favoritism. Regular audits and board oversight further maintain the integrity of our operations. This code is not only a set of rules but also a culture that promotes honesty, respect, accountability, and the public trust. Our commitment to ethical conduct ensures we operate transparently and effectively, serving our community's housing needs without compromise.

---

**Q26**

**Yes**

Does the organization carry fidelity bond coverage for responsible officials?

---

**Q27**

**CERTIFICATIONS:** Please certify compliance with each of the following by checking the box next to each:

**Funded activities must exclusively benefit individuals and families in qualifying populations in the City of Billings.**

,

**Subrecipients must prevent the duplication of funds to prevent fraud, waste, and abuse by verifying a qualifying household is not already receiving the same eligible supportive service or has been approved to receive the same service through another program or service provider. Subrecipients must immediately repay the City of Billings for assistance that is determined to be duplicative.**

,

**Subrecipients must maintain procedures to prohibit employees, board members, and officers from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.**

,

**Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.**

,

**Subrecipients shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and/or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.**

,

**Subrecipients hiring personnel to carry out HOME-ARP activities, follow all Equal Employment Opportunity (EEO) policies. These may include the documentation of advertising methodology, demographics for interviewees, and reasons for the hiring decision; to the greatest extent feasible, direct all employment, contract, and training opportunities to low- and very-low-income persons and businesses, including seasonal and temporary employment opportunities; and recruit potential employees residing in lower-income areas and those residing in public or federally assisted housing. Required documentation includes: a summary of the**

number of applicants for each position; the number that are minorities, women, and/or disabled; reasons for the hiring decision; personnel policies; and employee training, promotion, and salary levels.

,

Subrecipients must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

Subrecipients are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles that require costs be necessary and reasonable, and Audit requirements set forth in 2 CFR Part 200.

,

Funds, materials, property, or services, provided directly or indirectly through HOME-ARP, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

,

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing a maximum degree of open and free competition.

,

Organizations that are directly funded under the HOME-ARP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through HOME-ARP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HOME-ARP, and participation must be voluntary for the beneficiaries of the HOME-ARP programs or services.

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**Q28**

**Yes**

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

---

**Q29**

**Yes**

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

---

**Q30**

**Yes**

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

---

**Q31**

Signature of Authorized Responsible Party Entering your full name in the box below will convey the same meaning as a wet signature.

Patti Webster

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**Q32**

Please enter or click today's **11/17/2023** date below:

Request for Qualification - Part 1 Submittal Date

---

#5

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 6:21:25 AM  
**Last Modified:** Friday, November 17, 2023 7:00:27 AM  
**Time Spent:** 00:39:01  
**IP Address:** 69.145.46.242

---

Page 1: Supportive Service Program & Activities

**Q1** **Yes**

Have you completed and submitted the HOME-ARP Request for Qualifications - Part 1 online form?

---

---

Page 2: Supportive Service Program & Activities

**Q2**  
Organization Name. Must be the same as entered in the Part 1 - Qualifications online form.  
HomeFront Partners

---

**Q3**  
Please provide the proposed supportive service program location: (please be specific)

|                |                       |
|----------------|-----------------------|
| Street Address | <b>2415 1st Ave N</b> |
| City           | <b>Billings</b>       |
| State          | <b>MT</b>             |
| Zip Code + 4   | <b>59101</b>          |

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**Q4** **Yes**

Is the program location within the Billings city limits?

---

**Q5**

Which qualifying populations does your agency propose to serve with HOME-ARP funds? (choose one or more)

**Homeless, as defined in 24 CFR 91.5,**

**At Risk of Homelessness, as defined in 24 CFR 91.5, Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**

,

**Other Populations including: Other families requiring housing assistance services to prevent homelessness, or those at greatest risk of housing instability**

,

**Veterans and Families that include a Veteran Family Member that meets the criteria for one or more of the qualifying populations**

**Q6**

Which eligible supportive service categories does your agency propose to carry out? (choose one or more)

**McKinney-Vento Supportive Services (see McKinney-Vento Homeless Assistance Act)**

,

**Homeless Prevention Services**

**Q7**

Which eligible activities associated with the above service categories does your agency propose to implement? Full descriptions of activities can be found in HOME-ARP Supportive Services: Eligible Costs & Services (Please choose at least one of the following)

**Housing Search and Counseling Services,**

**Transportation,**

**Landlord / Tenant Liaison,**

**Services for Special Populations,**

**Financial Assistance Costs (e.g., rental application fees, security deposits, utility payments, rental arrears, first, and last month's rent, etc.)**

,

**Short-term and Medium-term Financial Assistance for Rent**

**Q8**

Describe the need for the proposed supportive services at your organization in relation to homeless prevention and increasing housing stability. (1,000 character maximum)

Our proposed supportive services address critical barriers to housing stability, essential in preventing homelessness. We provide case management and re-entry support, crucial for individuals transitioning to stable living environments. Financial assistance, covering rental applications and deposits, minimizes economic obstacles to housing access. Our guidance through complex aid programs and provision of often-overlooked essentials like hygiene products supports clients' dignity and readiness for housing. Stable housing is fundamental to life goal attainment, and our role in preparing clients for tenancy is key. With a 9-year track record in MERA and CoC programs, we're a trusted entity, deeply understanding street-level needs. Our established management, coupled with strong landlord relationships and specialized training in fair housing, domestic violence, de-escalation, and sexual harassment, positions us to offer holistic, impactful services.

**Q9**

**Yes**

Is the above-stated need identified within the City of Billings' HOME-ARP Allocation Plan?

---

**Q10**

Please estimate the number of qualifying HOUSEHOLDS your agency expects to serve with HOME-ARP supportive services in one year. (Whole numbers only; no ranges, no percentages; a single individual = one household; one family = one household)

1000

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**Q11**

What is the organization's timeframe in MONTHS for carrying out the proposed activity? Please enter a whole number (no comma, decimal point, etc.)

36

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Page 3: Organizational Experience and Capacity

**Q12**

Provide a detailed description of the organization's ability to serve the identified qualifying population(s). Describe similar projects or activities that have been / are being successfully carried out at the organization, as well as sources of funding for the programs or activities. (2,000 character maximum)

HomeFront Partners (HFP) stands out for its capacity to serve diverse qualifying populations, backed by a track record of administering HUD programs and operating as a Public Housing Authority in Billings. We manage programs like HCV and Mod Rehab, addressing the needs of veterans, individuals with disabilities, and the homeless, seamlessly integrated through the Continuum of Care's Coordinated Entry System and partnering with other organizations in case staffing, collaborating with sober living homes for rapid rehousing, and leading way to addressing homeless challenges. Our long-standing management of the Mod Rehab program has made significant strides in housing those emerging from homelessness, particularly those facing mental health or substance abuse challenges. Our swift action through the EHV and MERA programs showcases our responsiveness to homelessness risks. Uniquely, we also provide critical assistance to sex offenders seeking suitable housing whom are traditionally underserved. Our projects are funded through federal and state grants from HUD and the MT Department of Commerce, complemented by public/private partnerships that enhance our funding pool and service outreach. Our staff's expertise in Fair Housing laws and a suite of professional certifications ensure exemplary program administration. Our partnership with entities like the Continuum of Care and Montana NAHRO further amplifies our service efficacy. HFP's strategic planning and policy review are continual, reflecting our adaptive services to meet community needs. The December 2022 update of our Internal Control Plan solidifies our pledge to operational and service excellence. With robust operational structures, skilled staff, and reliable funding, plus a collaborative and improvement-focused culture, HFP is well-equipped to deliver effective services to our designated populations.

---

**Q13**

Please explain any identified obstacles to carrying out this activity prior to the expenditure deadline of September 30, 2030. (1,000 character maximum)

The only obstacle in reaching our goal is the hiring of a second Tenancy Support Specialist to fill the role. HFP will actively recruit for a second Tenancy Support Specialist in addition to the one current staff member in this role. this position once awarded in hopes of filling almost immediately upon program award. A job description and resume are attached to this application.

---

**Q14**

Describe how the organization plans to market the program to participants to ensure people know how to access services or resources. (1,000 character maximum)

HFP employs a dynamic marketing strategy to ensure wide awareness of our services. We use Constant Contact to promptly inform nonprofits and agencies in our network about our offerings, enabling regular updates. Our active social media presence on Facebook, Twitter, Instagram, and our website extends our reach, engaging the community and directing those in need to our resources. Moreover, we capitalize on physical marketing tools like sandwich boards to capture local foot traffic. The utilization of the TSS position enables direct outreach, collaborating with property managers, healthcare facilities, and social services like Family Services. This role also involves advocating for our programs through presentations at community hubs like libraries and participating in the Continuum of Care, enhancing partnerships and referrals. This multi-channel approach ensures that individuals and families in need of housing assistance are aware of and can easily access the resources we provide.

---

**Q15**

The City has not implemented a preference for any qualifying populations or subpopulations. Describe how the agency will maintain a waiting list of any program participants and/or a waiting list for services. (1,000 character maximum)

HFP maintains a comprehensive & equitable waiting list for participants, ensuring fair access to services. Our process will involve a systematic application intake, assessment of eligibility, and time-stamped recording of applicants to uphold transparency and orderliness. The waiting list will be regularly updated & managed through our secure database, allowing for real-time tracking of applicant status & needs. We notify applicants of their list status. When vacancies arise, the waiting list are consulted to fill spots based on the application date, ensuring those who have waited longest are prioritized. For services, applicants will be triaged based on urgency and program criteria. This waiting list system will be auditable, with clear documentation practices to ensure compliance with HUD guidelines & to withstand external reviews. HFP's approach is designed to be adaptable, allowing for the inclusion of preferences should the City implement them in the future.

---

**Q16**

Describe how the agency will verify a program participant meets at least one of the qualifying populations prior to service approval. (1,000 character maximum)

HFP implements a rigorous verification process to ensure that all program participants meet the qualifying criteria before service approval. Applicants are required to submit documentation that evidences their eligibility, such as income statements, housing status, and any other relevant information pertaining to the qualifying populations criteria. Our staff is trained in the detailed assessment of such documentation, ensuring due diligence in the verification process. Interviews or attestations from community organizations, are conducted for those claiming homelessness. Our staff's careful documentation assessment maintains service integrity and participant confidentiality.

---

**Q17**

How will the organization verify the income of the individuals / households served? Check all that apply.

- Federal Tax Forms,**
- Pay Stubs,**
- Client Self-Report,**
- Verified through other assistance (TANF, Medicaid, etc.),**
- Third Party Verification**

**Q18**

Describe how the agency will assess duplication of benefits, including a process for verifying that a program participant is not currently receiving and/or been approved to receive the same service through another funding source. (1,000 characters maximum)

HomeFront Partners diligently assesses duplication of benefits with a multi-step verification process. Participants declare any concurrent services upon application, which we verify against other funding sources, aided by our active participation in the Continuum of Care Coalition. This network facilitates data sharing and prevents overlap of services. Additionally, unique cases are staffed individually, providing another layer of scrutiny. Regular cross-references with local agencies' databases are conducted, and we obtain consents to review participants' records from other programs, ensuring no duplication occurs. Our coordinated approach and robust communication channels with other service providers ensure the integrity of resource allocation.

**Q19**

Has any program participant been required to repay due to an overpayment and / or duplication of funds at your agency? If yes, how were repaid funds reinvested into another program participant and / or activity?

**Yes,**  
Other (please specify):  
While HomeFront typically does not encounter overpayments or duplications of services, on rare occasions they have occurred. In such instances, HFP has worked with clients to establish a repayment agreement, when feasible. 50% of the overpayment collected must be paid back to HUD while the remaining funds are reinvested directly back into the same program to benefit other participants.

**Q20**

Describe the methods or programs the agency will use to document and verify a program participant's eligibility. (1,000 characters maximum)

HomeFront Partners establishes program participant eligibility through rigorous documentation and verification protocols. Applicants are required to submit essential documents such as proof of income and residency. Our team carefully assesses these documents, cross-checking with the "by name list" from the Continuum of Care Coalition to prevent duplications and ensure accurate eligibility. For verification, we employ robust software systems that create an auditable trail of eligibility determinations. Special attention is given to unique cases, with direct verification from other agencies as necessary. This thorough documentation and verification process upholds the integrity of our programs and ensures that services are provided to eligible participants in compliance with program requirements.

**Q21**

What is the total HOME-ARP funding requested for supportive service activities? (Please enter whole numbers in each field (no dollar sign, comma, decimal point, etc.)

For supportive services activities: **261660**

For the direct provision of services: **381383**

---

**Q22**

**Yes**

If included in the project budget, will the cost of labor or supplies and materials be incurred in directly providing supportive services to program participants? (i.e., direct provision of services)

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**Q23**

If the direct provision of services will be funded, please describe the employee positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum)

HFP seeks 2 Tenancy Support Specialists, 100% funded, for full housing process facilitation, landlord outreach, client advocacy, and record maintenance. They'll coordinate with crisis services and the Eligibility Department, ensuring clients' housing needs are met and analyzing market trends. Qualifications include a Bachelor's or equivalent experience, 1-year mental health and substance disorder work, knowledge of housing programs, a valid driver's license, and a clean NCIC background check.

---

**Q24**

Upload job descriptions and resumes of any staff that will directly carry out supportive service activities for program participants.

**job%20description%20and%20resume.pdf (205.6KB)**

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**Q25**

Identify the organization's key staff members that will be responsible for HOME-ARP activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1,000 characters maximum for each)

Activity Oversight:

The TSS will engage daily in the activities outlined, under the supervision of the Director of Operations. Current TSS, Pam Aning, boasts 9 years at HomeFront, with 3 years on the MERA Program. A community partner for the COC Initiative in Yellowstone County, Pam was recently honored with the Montana Housing Partners Front Line Staff award for her dedication during COVID. The Director of Operations position is currently vacant and we are actively recruiting this position.

Implementation:

The TSS will diligently collaborate with clients to achieve their objectives, meticulously documenting all interactions including meetings, needs, outcomes, and progress to ensure goals are met and for documentation purposes. This includes tracking additional agency involvement to maximize resource utilization. As part of our commitment to quality assurance and control, outcomes and objectives will be reviewed regularly. This data will then be reported to the CEO for comprehensive analysis. The CEO will present these findings to the Board at least semi-annually to maintain transparency and inform strategic decision-making, ensuring continuous improvement in service delivery.

Financial Management:

Financial oversight at HomeFront is managed by CEO Patti Webster, who brings over 35 years of experience. Helen's precise attention to detail ensures adherence to budget guidelines. Her expertise in financial reporting, accounting, auditing, and planning is crucial for preparing accurate quarterly budgets. All financials undergo external audits by an independent auditor, and state and federal agencies also review them for contract compliance. The financials and audits are meticulously reviewed by the Board of Directors' Executive Committee and subsequently reported to the full board, guaranteeing financial transparency and accountability.

Quarterly Reporting:

Reporting will be jointly managed by the Tenancy Support Specialist and Director of Operations, who currently handle similar tasks for other programs. Their collaboration ensures the delivery of precise and current information. Working as a duo allows them to effectively monitor deadlines, ensuring all reports are completed within the stipulated timeframes.

**Q26**

Yes

If awarded HOME-ARP funding, will the organization hire new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting low- and very-low-income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

---

Page 5: New Staff Positions

**Q27**

Please upload job descriptions for each new position. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**HomeFront%20Tenancy%20Support%20Specialist%20Position%20Description%202022-23.docx (32.5KB)**

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Page 6: Sources & Uses

**Q28**

Please upload your completed Sources & Uses spreadsheet. Acceptable formats PDF, JPG, JPEG

**Sources%20and%20Uses.pdf (761.2KB)**

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Page 7: Authorization / Certification / Signature

**Q29**

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity. Acceptable formats PDF, JPG, JPEG

**1154%20Reslution%20-%20Authorizing%20CEO\_ED%20To%20Conduct%20All%20Business%20of%20HAB.pdf (283.6KB)**

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**Q30**

Signature: Typing your full name in the box below will be considered signing.

Patti Webster

---

**Q31**

HOME-ARP Request for Qualifications - Part 2 Submittal Date

Please click or enter the date **11/17/2023** below:

COPY

ARTICLES OF INCORPORATION

OF

HAB DEVELOPMENT CORPORATION

Executed by the undersigned person for the purpose of forming a Montana non-profit corporation under the "Montana Nonprofit Corporation Act," Title 35, Chapter 2 of the Montana Code Annotated.

ARTICLE I

Name. The name of the non-profit corporation is HAB DEVELOPMENT CORPORATION.

ARTICLE II

Designation of Status. The non-profit corporation is designated as a public benefit corporation.

ARTICLE III

Duration. The duration of the non-profit corporation is perpetual.

ARTICLE IV

Purposes. The general purposes and objectives for which the non-profit corporation is organized are:

- (a) To own, manage, develop, construct, lease and operate housing units or housing facilities for persons of low or moderate income, including elderly persons, veterans, disabled and/or handicapped persons of low or moderate income.
- (b) To do each and every thing necessary, suitable or proper for the accomplishment of any of the purposes for the attainment of any one or more of the subjects herein enumerated, or which may at any time appear conducive to or expedient for protection or benefit of the non-profit corporation, and to do said acts as fully and to the same extent as natural persons might, or could do, in any part of the world as principals, agents, partners, trustees,

or otherwise, either alone or in conjunction with any other person, association or corporation.

#### ARTICLE V

Registered Office and Registered Agent. The registered office of the non-profit corporation shall be 2415 1st Avenue North, Billings, Montana 59101, and the registered agent of the non-profit corporation at that address is LUCY BROWN.

#### ARTICLE VI

Incorporators. The name and address of each incorporator is:

| <u>Name</u> | <u>Address</u>                                   |
|-------------|--------------------------------------------------|
| Lucy Brown  | 2415 1st Avenue North<br>Billings, Montana 59101 |

#### ARTICLE VII

Members. The non-profit corporation shall have no members and shall not authorize or issue shares of stock.

#### ARTICLE VIII

Dissolution. Upon the dissolution or winding up of the non-profit corporation, its assets remaining after payments, or provision for payment, of all debts and liabilities of this non-profit corporation shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IX

Directors. The number of directors constitute the initial Board of Directors of this non-profit corporation is three (3), and the names and address of the persons who are to serve as directors until the first annual meeting of the Board of Directors, or until successors are elected and shall qualify are:

| <u>Name</u>     | <u>Address</u>                                       |
|-----------------|------------------------------------------------------|
| Lucy Brown      | 2415 1st Avenue North<br>Billings, Montana 59101     |
| John Gerharz    | Suite 820 First Bank Bldg<br>Billings, Montana 59101 |
| Gloria Neuhardt | 1010 Grand Avenue<br>Billings, Montana 59101         |

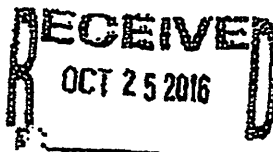
DATED this 18 day of May, 1994.

  
\_\_\_\_\_  
LUCY BROWN

  
\_\_\_\_\_  
JOHN GERHARZ

  
\_\_\_\_\_  
GLORIA NEUHARDT

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201



Department of the Treasury

Date: October 20, 2016

HAB DEVELOPMENT CORPORATION  
2415 1ST AVE N  
BILLINGS, MT 59101

Person to Contact: #0198814  
Ms. Benjamin  
Toll-Free Telephone Number:  
877-829-5500  
Employer Identification Number:  
81-0495288  
Form 990 Required:  
No

Dear Sir or Madam:

This is in response to your request dated September 14, 2016 regarding your tax-exempt status.

We confirmed you were erroneously placed on the Auto-Revocation List. You can disregard the CP120A notice we previously sent. We'll remove you from the Auto-Revocation List and relist you in the Exempt Organizations Select Check (Pub 78 data) on our website, [www.irs.gov/charities](http://www.irs.gov/charities), during the next monthly update.

We issued you a determination letter in January 1996, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(f) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is fluid and cursive, written over a white background.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 11 1996

HAB DEVELOPMENT CORPORATION  
2415 1ST AVENUE NORTH  
BILLINGS, MT 59101-2318

Employer Identification Number:  
81-0495266  
DLN:  
17053275759009  
Contact Person: ELLIOT R CHO ID# 31372  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
January 1996  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller

Steven T. Miller  
Director, Exempt Organizations

Letter 1050 (DO/CG)

**RESOLUTION NUMBER 1154**

**AUTHORIZING CEO/EXECUTIVE DIRECTOR TO CONDUCT ALL BUSINESS OF THE HOUSING AUTHORITY OF BILLINGS, ITS INSTRUMENTALITIES, ENTITIES, ETC.**

WHEREAS, the Housing Authority of Billings in accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings' own policies,

NOW THEREFORE BE IT RESOLVED that the Board Members of the Housing Authority of Billings hereby resolve to authorize the CEO/Executive Director to conduct all activities of the Housing Authority and all instrumentalities/entities. Such activities will include, but are not limited to:

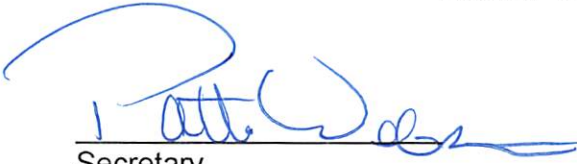
- 1) Contracting;
- 2) Conducting the Day-to-Day operations of the businesses;
- 3) Financial, to include all business operations such as account signature designation, opening/closing accounts, purchase of CDs and other investments and loan authorizations;
- 4) Sale and purchase of real and personal property;
- 5) Legal
- 6) All other activities as needed

AYES: 4  
 NDES: 1  
 ABSENT: 0  
 ABSTAIN: 0

Effective: December 1, 2021

ACCEPTED BY:

DocuSigned by:  
 Carol Burton  
 Carol Burton, Interim - Chairperson

  
 Secretary

November 24, 2021  
 Date



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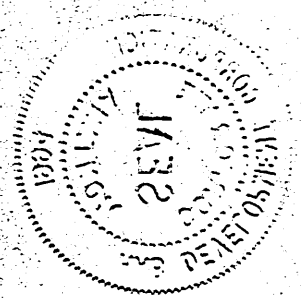
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**RESOLUTION NUMBER 1173**

**BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF BILLINGS**

**RESOLUTION AUTHORIZING CHANGE TO BOARD BY-LAWS**

WHEREAS, the Housing Authority of Billings periodically updates its By-Laws in accordance with Housing and Urban Development Department regulations and the State of Montana Code Annotated,

NOW THEREFORE BE IT RESOLVED that the Members of the Housing Authority of Billings Board of Commissioners hereby resolve to adopt a revision to the By-Laws containing the attached information:

Effective: July 1, 2022.

AYES: 6

NOES: 0

ABSENT: 1

ABSTAIN: 0



SEAL



Tom Boos, Board Chairperson



Patti Webster, Secretary of the Board of Commissioners

Date: 6-30-2022

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**RESTATED BY-LAWS  
THE HOUSING AUTHORITY BILLINGS**

Effective July 1, 2022

REVISED BY RESOLUTION # 1173

**ARTICLE I - THE AUTHORITY**

- Section 1. **Name of Authority.** The name of the Authority shall be HomeFront with the legal entity, the Housing Authority of Billings.
- Section 2. **Seal of Authority.** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority, the year of its organization, the word "Seal", and the words "Billings, Montana".
- Section 3. **Office of Authority.** The office of the Authority shall be at the administrative office of the Authority, located at 2415 1<sup>st</sup> Avenue North, in the City of Billings, State of Montana. The Authority may hold its meetings at such other places as it may designate, at the discretion of the majority of the Board of Commissioners.
- Section 4. **Board of Commissioners.** The powers of the Authority shall be vested in the Board of Commissioners thereof in office from time to time duly appointed or elected.

**ARTICLE II - OFFICERS**

- Section 1. **Officers.** The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary. In addition to the above officers, the Board of Directors may elect or appoint such other officers, assistant officers, and agents as it deems necessary at such times, in such manner, and upon such terms, as it shall prescribe.
- Section 2. **Chair.** The Chair shall preside at all meetings of the Board. At each meeting, the Chair may submit such recommendations and information as the Chair may consider proper concerning the business, affairs, and policies of the Authority.
- Section 3. **Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Should the Vice-Chair be unavailable to preside at regular or special meetings of the Board, then the remaining Commissioner with the greatest length of service shall preside.

Section 4. **Secretary.** The CEO/Executive Director of the Authority shall be the Secretary. The Secretary shall be responsible for the maintenance of the records of the Board, shall be responsible for providing a record of all votes, and shall provide for the keeping of a record of the proceedings of the Board in a journal of proceedings and shall keep in safe custody at the Housing Authority offices the journal of proceedings and the seal of the Authority, and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority. The Secretary shall perform all duties incident to the office.  
The Secretary shall not be a voting Board member.

Except as otherwise authorized by resolution of the Board, the Secretary, or those HomeFront staff designated as signers, shall sign all checks for the payment of money and shall pay out and disburse such money under the direction of the Board. The Secretary shall provide for the keeping of regular books of accounts showing receipts and expenditures, in summary, and shall cause to be rendered to the Board, at each regular meeting (or more frequently when requested), an account of transactions and also of the financial condition of the Authority. The details of this information are held with the Chief Financial Officer and will be made available upon request.

Section 5. **CEO/Executive Director.** The CEO/Executive Director shall manage and supervise the business, affairs, and property of the Authority, subject, however, to the control of the Board; and shall perform such other duties as are incident to the office of a chief executive officer or are properly required of or by the Board. Included in these general powers but not by means of limiting them, the CEO/Executive Director may from time to time employ such personnel as he or she deems necessary to exercise the Authority's powers, duties, and functions as prescribed by the Housing Authorities Law, as amended, of Montana and all other laws of the State of Montana applicable thereto. The selection and compensation of such personnel shall be determined by the CEO/Executive Director subject to the laws of the State of Montana. The CEO/Executive Director shall be an employee of the Board. No Commissioner of the Authority shall be eligible to hold this office during his or her term as Commissioner or for a period of three years after his or her departure from the Board.

Section 6. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and procedures of the Board.

Section 7. **Election of Officers.** The Chair and Vice-Chair shall be elected at the annual meeting of the Board from among the Commissioners of the Board, and shall hold office for one year or until their successors are elected and qualified; except that the first Chair shall hold office until the expiration of their term as Commissioner. Officers shall take office at the next regular meeting of the Board after the election.

Section 8. **Vacancies.** Should the office of Chair become vacant, the Vice-Chair shall assume the position for the unexpired term of said office or until the next election for Chair, whichever occurs first. If the office of Vice-Chair becomes vacant, the Board shall elect a successor from its membership at the next regular meeting.

Section 9. **Removal.** The Board may remove a commissioner from the position as an officer. An officer shall not be involuntarily removed from office except after being given no less than one (1) week notice of a hearing held by the Board. Said notice shall state the grounds for the proposed removal. At that hearing, the officer proposed for removal from that position shall have the opportunity to be represented and address the reason for the proposed removal. An officer can be removed only through a resolution adopted by a majority of the full Board. The Board cannot remove a commissioner from the position of a commissioner and the Secretary shall be removed in accordance with law or if the CEO/Executive Director has been appointed through an employment contract, according to the provisions of that contract. All other officers can be removed either for cause or without cause.

### **ARTICLE III - MEETINGS**

Section 1. **Annual Meeting.** The Annual Meeting of the Board shall be held on the last Wednesday in the month of February. In the event such a date shall fall on a legal holiday, the meeting shall be held on the date to which such a regular meeting would be postponed.

Section 2. **Regular Meeting.** Regular meetings shall be held at such time and place as may from time to time be determined by the Board. In the event a day of the regular meeting shall be a legal holiday, the meeting shall be held on the same day of the following week or such other date as determined by the Board.

Section 3. **Special Meeting.** The Chair of the Board may, when the Chair deems it expedient, call a special meeting of the Board for the purpose of transacting any business designated in the call. The Chair of the Board shall, upon the written request of two Commissioners of the Board, call a special meeting. At such a special meeting no business shall be considered other than as designated in the call, but if all Commissioners are present at a special meeting, any and all business may be transacted at such a special meeting.

The call for a special meeting shall be mailed, e-mailed, or hand-delivered to each Commissioner of the Board at their business or home address at least forty-eight (48) hours prior to the date of such special meeting. Any Commissioner who claims not to have received notice of the call and who does not attend the special meeting may at the next regular meeting move for reconsideration of any and all items of business that were voted upon at the special meeting. Any Commissioner may waive the notice requirement by attending the Special Meeting.

Section 4. **Closure of Meetings.** All of the meetings of the Board shall be open to the public whether regular or special except in the following cases:

(1) When the discussion relates to a matter of individual privacy, the Chair or other presiding officer, with the advice of legal counsel shall make a determination as to whether the demands of individual privacy clearly exceed the merits of public disclosure. If the presiding officer does determine that the demands of individual privacy clearly exceed the merits of public disclosure, the Chair may close the meeting for the discussion of the matter unless the individual or individuals who are the subject of the discussion waive their right of privacy. In the latter event, the meeting shall remain open; (2) any other matter that meetings are allowed to be closed by law.

Section 5. **Electronic Meetings.** The Board may determine to hold meetings electronically, instead of in-person meetings, to ensure the health, safety, and security of the Board, staff, and the public. Electronic meetings will be held when legal notice of such meetings is adequate for the Board, Staff and the Public to participate.

Section 6. **Quorum.** A majority of sitting Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance action may be taken by the Board upon a vote of a majority of the Commissioners present. Telephonic and Electronic attendance may count for all purposes in establishing a quorum.

Section 7. **Order of Business.** The order of business shall be as set from time to time by the Board.

Section 8. **Resolutions.** All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board.

Section 9. **Manner of Voting.** The voting on all questions coming before the Authority may be by voice vote except that upon request of one member the vote may be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting. The election of officers may be by ballot.

#### **ARTICLE IV. Committees**

Section 1. **Ad Hoc Committees.** The Chair may appoint such Ad Hoc committees for such purposes as are consistent with these By-Laws and the purposes, jurisdiction, and authority of the Authority. The membership of an Ad Hoc committee shall have Commissioners as the majority of its membership except in instances when the committee's charge concerns Commissioner conduct when there shall be no requirement for Commissioner membership on the Ad Hoc committee. Any such Ad Hoc committee's term shall be until the Board's next annual meeting, a new Chair succeeds the appointing Chair, or by the action of the Chair, whichever occurs first. Committees may be continued in whole or in part by any new Chair. Committees shall have no authority to act on any matter that requires Board action and shall have only that

jurisdiction is specifically authorized by the charge given to the committee by the Chair. The quorum for a committee shall be no less than 33% of its members provided that number shall not be less than 2 persons. Any action by an Ad Hoc committee can be nullified by the Board at the Board's next meeting.

Section 2. **Standing Committees.** Standing committees shall exist by virtue of these By-Laws without any further action by the Chair.

Section 2.1 **Executive Committee.** The Chair, Vice-Chair, and Secretary shall constitute an Executive Committee. The designating of such committee and the delegation thereto of authority shall not operate to relieve the Board, or any member thereof, of any responsibility imposed by law. The Secretary shall not be a voting member of the Executive Committee. The Executive Committee's jurisdiction shall be limited to those routine administrative matters that do not require Board action, to provide an annual evaluation of the CEO/Executive Director and provide advice to the CEO/Executive Director, or to act upon such matters as specifically authorized by the full Board. Any action by the Executive Committee can be nullified by the Board at the Board's next meeting. Meetings of the Executive Committee may be held without notice at such times and places as the Chair may fix from time to time. Any action required or permitted to be taken by the Executive Committee at a meeting may be taken without a meeting if all of the members of the Executive Committee sign a consent in writing, setting forth the action so taken. All other actions must be ratified by the full Board.

Section 2.2 **Finance Committee** – The Chief Financial Officer and two commissioners shall constitute a Finance Committee. The designation of such committee and the delegation thereto of authority shall not operate to relieve the Board, or any member thereof, of any responsibility imposed by law. The Finance Committee's jurisdiction shall be limited to those routine financial matters that do not require Board action, to provide advice to the CEO/Executive Director, or to act upon such matters as specifically authorized by the full Board. Any action by the Finance Committee can be nullified by the Board at the Board's next meeting. Meetings of the Finance Committee may be held without notice at such times and places as the Chair may fix from time to time. All committee actions must be ratified by the full Board.

Section 2.3 **Development Committee** – The CEO, CFO, and two commissioners shall constitute a Development Committee. The designation of such committee and the delegation thereto of authority shall not operate to relieve the Board, or any member thereof, of any responsibility imposed by law. The Development Committee's jurisdiction shall be limited to those routine development matters that do not require Board action, to provide advice to the CEO/Executive Director, or to act upon such matters as specifically authorized by the full Board. Any action by the Development Committee can be nullified by the Board at the Board's next meeting. Meetings of the Development Committee may be held without notice at such times and places as the Chair may fix from time to time. All committee actions must be ratified by the full Board.

ARTICLE V - CONFLICTS OF INTEREST


Section 1. The Conflict of Interest Policy adopted by the Board of Commissioners as a Resolution is incorporated herein by reference.

ARTICLE VI - AMENDMENTS

Section 1. Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least five of the Commissioners of the Authority at a regular or a special meeting but no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to all of the Commissioners of the Authority.



Accepted By:   
Tom Boos, Chair

  
Patti Webster, Secretary

  
Date

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*[Handwritten signature]*

*[Handwritten signature]*

## Housing Authority of Billings - Current Balances

| Customer Name                          | Additional Name              | Additional Name #2   |
|----------------------------------------|------------------------------|----------------------|
| HAB DEVELOPMENT CORPORATION            | SPRING GARDENS TRUST ACCOUNT |                      |
| HAB DEVELOPMENT CORPORATION            | OLD TOWN SQUARE              |                      |
| HAB DEVELOPMENT CORPORATION            | WESTCHESTER SQUARE           |                      |
| HAB DEVELOPMENT CORPORATION            | PHEASANT HOME                |                      |
| HAB DEVELOPMENT CORPORATION            | SVG PHEASANT HOME RESERVE    |                      |
| HAB DEVELOPMENT CORPORATION            | FALCON RUN TRUST ACCOUNT     |                      |
| HAB DEVELOPMENT CORPORATION            | LAUREL GARDENS ACCOUNT       |                      |
| HAB DEVELOPMENT CORPORATION            | ENTERPRISE COCC              |                      |
| HAB DEVELOPMENT CORPORATION            | OLD TOWN SQUARE ACCOUNT      |                      |
| <b>HCB6102 - Total</b>                 |                              |                      |
| <b>HCB6102 - Count</b>                 |                              |                      |
| HAB EDUCATION AND WELLNESS CORPORATION |                              |                      |
| <b>HCB6116 - Total</b>                 |                              |                      |
| <b>HCB6116 - Count</b>                 |                              |                      |
| HOUSING AUTHORITY OF BILLINGS          | HOMEFRONT                    | PLEASANTVIEW         |
| HOUSING AUTHORITY OF BILLINGS          | HOMEFRONT                    | AMP1-PUBLIC HOUSING  |
| HOUSING AUTHORITY OF BILLINGS          | HOMEFRONT                    | COCC FUND            |
| HOUSING AUTHORITY OF BILLINGS          | HOMEFRONT                    | NFF-DEVELOPMENT FUND |
| HOUSING AUTHORITY                      | HOMEFRONT                    | SECTION 8            |

| Current Balance       | CD Acct # | CD Term | CD Int. Rate | Maturity Date | Current Balance    |
|-----------------------|-----------|---------|--------------|---------------|--------------------|
| \$304,888.70          |           |         |              |               |                    |
| \$139,445.42          |           |         |              |               |                    |
| \$8,484.30            |           |         |              |               |                    |
| \$66,368.35           |           |         |              |               |                    |
| \$94,096.02           |           |         |              |               |                    |
| \$75,251.47           |           |         |              |               |                    |
| \$925,355.25          |           |         |              |               |                    |
| \$175,318.28          |           |         |              |               |                    |
|                       |           |         |              |               | \$76,682.24        |
| <b>\$1,789,207.79</b> |           |         |              |               | <b>\$76,682.24</b> |
| <b>8</b>              |           |         |              |               | <b>1</b>           |
| \$10,403.73           |           |         |              |               |                    |
| <b>\$10,403.73</b>    |           |         |              |               |                    |
| <b>1</b>              |           |         |              |               | <b>0</b>           |
| \$233,543.38          |           |         |              |               |                    |
| \$985,659.44          |           |         |              |               |                    |
| \$458,059.67          |           |         |              |               |                    |
| \$332,018.59          |           |         |              |               |                    |
| \$729,978.55          |           |         |              |               |                    |

## Housing Authority of Billings - Current Balances

| Customer Name                 | Additional Name | Additional Name #2          |
|-------------------------------|-----------------|-----------------------------|
| OF BILLINGS                   |                 | VOUCHERS                    |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | SVG NFF-DEVELOPMENT FUND    |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | SVG SECTION 8 FSS           |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | HAB PROPERTY MANAGEMENT     |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | SVG PHA FSS                 |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | MDOC ACCOUNT                |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | MAINSTREAM 5                |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | DISPOSITION PROCEEDS        |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | FSS FORFEITURE              |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | AMP1 PUBLIC HOUSING ACCOUNT |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | AMP1 HAIL PROCEEDS          |
| HOUSING AUTHORITY OF BILLINGS | HOMEFRONT       | ESCO RESERVES               |
| <b>HCH2401 - Total</b>        |                 |                             |
| <b>HCH2401 - Count</b>        |                 |                             |
| RED FOX APARTMENTS LLLP       |                 |                             |
| <b>RCB1505 - Total</b>        |                 |                             |
| <b>RCB1505 - Count</b>        |                 |                             |
| WHITETAIL RUN APARTMENTS LLP  |                 |                             |
| WHITETAIL RUN APARTMENTS LLP  | SVG RESERVE     |                             |

| Current Balance        | CD Acct # | CD Term | CD Int. Rate | Maturity Date | Current Balance     |
|------------------------|-----------|---------|--------------|---------------|---------------------|
| \$7,198.34             |           |         |              |               |                     |
| \$87,656.97            |           |         |              |               |                     |
| \$79,167.04            |           |         |              |               |                     |
| \$2,325.10             |           |         |              |               |                     |
| \$79,034.41            |           |         |              |               |                     |
| \$34,019.93            |           |         |              |               |                     |
| \$9,310,332.78         |           |         |              |               |                     |
| \$31,412.72            |           |         |              |               |                     |
|                        |           |         |              |               | \$161,482.48        |
|                        |           |         |              |               | \$378,136.43        |
|                        |           |         |              |               | \$129,791.73        |
| <b>\$12,370,406.92</b> |           |         |              |               | <b>\$669,410.64</b> |
| <b>13</b>              |           |         |              |               | <b>3</b>            |
| \$342,461.45           |           |         |              |               |                     |
| <b>\$342,461.45</b>    |           |         |              |               |                     |
| <b>1</b>               |           |         |              |               | <b>0</b>            |
| \$222,481.70           |           |         |              |               |                     |
| \$205,442.87           |           |         |              |               |                     |

## Housing Authority of Billings - Current Balances

| Customer Name          | Additional Name | Additional Name #2 | CIF # | DDA Acct # | DDA Int. Rate | Current Balance        | CD Acct # | CD Term | CD Int. Rate | Maturity Date | Current Balance     |
|------------------------|-----------------|--------------------|-------|------------|---------------|------------------------|-----------|---------|--------------|---------------|---------------------|
| <b>WCB5443 - Total</b> |                 |                    |       |            |               | <b>\$427,924.57</b>    |           |         |              |               |                     |
| <b>WCB5443 - Count</b> |                 |                    |       |            |               | <b>2</b>               |           |         |              |               | <b>0</b>            |
| WHITETAIL SQUARE       |                 |                    |       |            |               | \$89,995.43            |           |         |              |               |                     |
| <b>WCB5446 - Total</b> |                 |                    |       |            |               | <b>\$89,995.43</b>     |           |         |              |               |                     |
| <b>WCB5446 - Count</b> |                 |                    |       |            |               | <b>1</b>               |           |         |              |               | <b>0</b>            |
| <b>Overall - Total</b> |                 |                    |       |            |               | <b>\$15,030,399.89</b> |           |         |              |               | <b>\$746,092.88</b> |
| <b>Overall - Count</b> |                 |                    |       |            |               | <b>26</b>              |           |         |              |               | <b>4</b>            |

**HomeFront (Housing Authority of Billings)**  
**BOARD MEMBERS**  
**9/27/2023**

**Name & Address**

**Term of Office**

**Tom Boos – NAHRO Certified**

**01/01/2021 – 12/31/2025**

**Phyllis Crawford - Resident Commissioner**

**12/12/2022 – 12/31/2024**

**Edward R. Hammer - NAHRO Certified**

**2/14/2022 – 12/31/2026**

**Hannah Reno - NAHRO Certified**  
**Board Vice Chair**

**9/13/2021 – 12/31/2023**

**M. Gale Stott - Resident Commissioner**

**6/26/2023 – 12/31/2023**

**Tafuna Tusi**

**12/13/2021 – 12/31/2024**

**Vacant**

**Patti Webster, CEO – serves as Secretary for all  
Boards.**

**05/13/2019 – 12/31/2023**



RECEIVED

NOV 30 2020

Governor Steve Bullock

Director Gene Walborn

November 20, 2020

HAB Development Corporation  
2415 1st Ave N  
Billings MT

Property Tax Exemption  
Application Number: 0300521  
Property ID: 03-0821-16-2-18-06-0000

County: Yellowstone

Property Legal Description: Lots 11 – 15, Block 5 & Lots 11 – 20, Block 14 Yellowstone  
Subdivision together with adjacent abandoned 3rd st

Dear Applicant:

Property tax exemption applications must be submitted to the department by March 1 for property that is owned as of January 1 of the year in which the exemption is requested, unless the applicant receives a Removal of Property Tax Exemption Notice or the applicant was unable to apply by the March 1 deadline due to hospitalization, physical illness, infirmity, or mental illness. (Admin. Rule 42.20.102).

This letter is to inform you that the department received your application for a property tax exemption on June 18, 2020, with an ownership date of April 15, 2020. Therefore, your application will be considered for tax year 2021 unless you provide additional documentation pertaining to one of the above exceptions for which you would like the department to consider.

In processing your application, the department will contact you if additional documentation is needed. Otherwise, a determination letter will be mailed to the name and address on the application. Please notify the department if your contact information changes.

If you have any questions, please feel free to contact me at 406-444-5698 or 406-444-6900 and ask for extension 5698.

Sincerely,

Linda Sather  
Management Analyst  
DOR – Property Assessment Division  
PO Box 8018  
Helena MT 59604  
406-444-5698 Phone  
406-444-9383 Fax  
[lsather@mt.gov](mailto:lsather@mt.gov)

12-1-2020  
emailed Teddi Ratti  
6

Documentation need to qualify under 15-6-221, MCA

## GUIDELINES FOR LOW INCOME HOUSING UNDER 15-6-221 UPDATED 8/15/2019

RECEIVED  
NOV 30 2020  
HOUSING AUTHORITY  
OF BILLINGS  
NOV 30 2020  
VED

sent already

sent already

- \* 1. Dedicated to providing affordable housing to low income families/individuals
- \* 2. Limited Partnership-General Partner is a non-profit corporation with a 501(c)3 exemption from the Internal Revenue.
  - a. Non-Profit General Partner can be an LLC that is wholly owned and controlled by the 501(c)3 corporation
  - b. The LLC does not have to be a disregarded entity – can be a taxed entity under IRS rules
  - c. Can find this information on the non-profit corporation's IRS Form 990

N/A

3. Montana Board of Housing has allocated federal low-income housing tax credits

- \* 4. Will meet either:
  - a. At least 20% of the residential units are rent-restricted and rented to tenants whose household income do not exceed 50% of the median family income for the county **OR**
  - b. At least 40% of the residential units are rent-restricted to persons whose household income do not exceed 60% of the median income for the county

- \* 5. A deed restriction or other legally binding instrument that restricts the property's usage

- \* 6. Property meets a public purpose in providing housing to an underserved population and provides a minimum of 50% of the units in the property to tenants at 50% of the median family income for the area, with rents restricted to a maximum of 30% of 50% of the median family income

7. The owner's partnership or operating agreement or accompanying document provides that at the end of the compliance period, the ownership of the property may be transferred to the non-profit corporation or housing authority general partner

8. Local government must have a public meeting

board minutes

Already  
Housing  
Authority



### Property Tax Exemption Application 15-6-201, MCA

Any person, firm, corporation, partnership, association, or other group who wants property qualified as tax exempt must submit an application to the Department of Revenue. **A completed application and all required supporting documentation must be submitted by March 1 to be considered for the current tax year.**

#### Required Information

|                                               |                                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Applicant Name<br>HAB Development Corporation | Property Address<br>313 S 8th Ave                                                                                     |
| Mailing Address<br>2415 1st Avenue North      | City <u>Laurel</u>                                                                                                    |
| City <u>Billings</u>                          | State <u>MT</u> ZIP <u>59044</u>                                                                                      |
| State <u>MT</u> ZIP <u>59101</u>              | County <u>Yellowstone</u>                                                                                             |
| Email <u>pattiw@billingsha.org</u>            | Geocode (This can be found on the classification and appraisal notice.)<br><u>03 - 0821 - 16 - 2 - 18 - 06 - 0000</u> |
| Contact Phone <u>406-237-1916</u>             | Assessment Code<br><u>000B011980</u>                                                                                  |
| FEIN <u>81-0495266</u>                        |                                                                                                                       |

#### Property Type

- Real Property  
Provide legal description of real property.
- Personal Property  
Provide description of personal property  
(e.g., vehicle make and model, furniture and fixtures, etc.)

YELLOWSTONE SUBD (LAUREL), S16, T02 S, R24 E, BLOCK 5, LOT 11-15, & LT 11-20 BLK 14 & ADJ ABANDON 60 FT S 3RD ST

#### Required Documentation

The following documentation is required with your application unless otherwise specified. Please note some exemptions require additional documentation as noted in the Property Exemption Types table below. Do not send original documents. Photocopies are acceptable.

- ✓ • Signed copy of articles of incorporation (if incorporated) or constitution and bylaws (if not incorporated).
- ✓ • Deed, contract for deed, or notice of purchaser's interest that evidences ownership.  
(Omit if applying for business equipment exemption.)
- ✓ • If property is a mobile home, title of mobile home or letter of explanation evidencing ownership if there is no title. (Omit if applying for a business equipment exemption.)
- ✓ • Photograph of the property. (Omit if property is furniture and fixtures for personal property exemption.)
- ✓ • Federal Internal Revenue Service Tax Exempt Status letter, such as a copy of 501(c)(3) letter.  
If you do not have the letter, include a separate sheet explaining the reason why.
- ✓ • Letter explaining how the organization is specifically using the property.
  - Real property example – offices for organization, housing for low income, church, parsonage, etc.
  - Personal property examples – making copies of student records (copier), transporting clients (vehicles), dispensing patient medication, etc.

## Property Exemption Types

Check the property exemption type(s) that you are applying for. Make sure to include the additional documentation specified in the table below with the completed application.

|                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Religious</b> – For clergy residence, submit proof occupant is a member of the clergy (e.g., certificate of ordination, license, etc.). | <input type="checkbox"/> <b>Museum/Zoo/Art Gallery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> <b>Public charity</b>                                                                                                                      | <input type="checkbox"/> <b>Retired, aged or chronically ill facilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> <b>Agencies (entities) working with the developmentally disabled</b>                                                                       | <input type="checkbox"/> <b>Tribal property</b> – Provide the type of essential governmental service or tribal resolution on the lines provided below. Choose from the following: <i>tribal government administration, fire, police, public health, education, recreation, sewer, water, cemetery, religious, pollution control, public transit and public parks and recreational facilities.</i><br><br>_____                                                                                                                                           |
| <input checked="" type="checkbox"/> <b>Low-income housing</b> – Refer to <u>15-6-221, MCA</u> for additional documentation needed.                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>Educational</b> – Submit copy of attendance policy and proof of a definable curriculum with systematic instruction.                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>Healthcare facility</b> – Submit license from the Department of Public Health and Human Services.                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>Government</b> – Provide department/agency on the line provided below.<br>_____                                                         | <input type="checkbox"/> <b>Personal property</b> – The March 1 deadline is waived if application is made within 30 days of acquisition. The following documentation is required:<br><br><ul style="list-style-type: none"> <li>• Description of property such as vehicle make and model or type of furniture and fixtures.</li> <li>• Copy of title, registration slip, application for title or bill of sale for motor vehicles which evidences ownership.</li> <li>• Copy of signed leased agreement if personal property is being leased.</li> </ul> |
| <input type="checkbox"/> <b>Nonprofit mental health center</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>Veteran's clubhouse</b> – Refer to <u>15-6-203, MCA</u> for additional documentation needed.                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>Cemetery</b> – Submit proof of permanent care and improvement fund.                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>Community service building/Fraternal organization</b> – Refer to <u>15-6-209, MCA</u> for additional information.                       | <input type="checkbox"/> <b>Other</b> – Refer to <u>Title 15, Chapter 6, Part 2, MCA</u> , for list of exemption types.<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Affirmation and Signature

Under penalty of law, I/we affirm that I/we are the owners/lessees of the property or an agent/representative for the owners/lessees of the property. I/we affirm that the use of the property is for a nonprofit mission and the information provided is true and correct.

**X Applicant Signature**  Date 6/10/2020

Printed Name Patti Webster Title CEO/Executive Director

**Important!** Make sure your application is signed and all required supporting documentation is enclosed. Incomplete applications will not be processed and your application will be returned to you.

Mail the application and supporting documentation to:

Department of Revenue  
PO Box 8018  
Helena MT 59604-8018

Keep a copy of this application and all supporting documentation for your records. After the department reviews your application, we will send you a letter stating approval or denial of the tax exemption.

**Questions?** Go to [revenue.mt.gov](http://revenue.mt.gov) or call us in Helena at (406) 444-5698 to speak to the exemption management analyst, or our call center at (406) 444-6900, Montana Relay at 711 for hearing impaired.

COPY

ARTICLES OF INCORPORATION  
OF  
HAB DEVELOPMENT CORPORATION

Executed by the undersigned person for the purpose of forming a Montana non-profit corporation under the "Montana Nonprofit Corporation Act," Title 35, Chapter 2 of the Montana Code Annotated.

ARTICLE I

Name. The name of the non-profit corporation is HAB DEVELOPMENT CORPORATION.

ARTICLE II

Designation of Status. The non-profit corporation is designated as a public benefit corporation.

ARTICLE III

Duration. The duration of the non-profit corporation is perpetual.

ARTICLE IV

Purposes. The general purposes and objectives for which the non-profit corporation is organized are:

- (a) To own, manage, develop, construct, lease and operate housing units or housing facilities for persons of low or moderate income, including elderly persons, veterans, disabled and/or handicapped persons of low or moderate income.
- (b) To do each and every thing necessary, suitable or proper for the accomplishment of any of the purposes for the attainment of any one or more of the subjects herein enumerated, or which may at any time appear conducive to or expedient for protection or benefit of the non-profit corporation, and to do said acts as fully and to the same extent as natural persons might, or could do, in any part of the world as principals, agents, partners, trustees,

or otherwise, either alone or in conjunction with any other person, association or corporation.

#### ARTICLE V

Registered Office and Registered Agent. The registered office of the non-profit corporation shall be 2415 1st Avenue North, Billings, Montana 59101, and the registered agent of the non-profit corporation at that address is LUCY BROWN.

#### ARTICLE VI

Incorporators. The name and address of each incorporator is:

| <u>Name</u> | <u>Address</u>                                   |
|-------------|--------------------------------------------------|
| Lucy Brown  | 2415 1st Avenue North<br>Billings, Montana 59101 |

#### ARTICLE VII

Members. The non-profit corporation shall have no members and shall not authorize or issue shares of stock.

#### ARTICLE VIII

Dissolution. Upon the dissolution or winding up of the non-profit corporation, its assets remaining after payments, or provision for payment, of all debts and liabilities of this non-profit corporation shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IX

Directors. The number of directors constitute the initial Board of Directors of this non-profit corporation is three (3), and the names and address of the persons who are to serve as directors until the first annual meeting of the Board of Directors, or until successors are elected and shall qualify are:

| <u>Name</u>     | <u>Address</u>                                       |
|-----------------|------------------------------------------------------|
| Lucy Brown      | 2415 1st Avenue North<br>Billings, Montana 59101     |
| John Gerharz    | Suite 820 First Bank Bldg<br>Billings, Montana 59101 |
| Gloria Neuhardt | 1010 Grand Avenue<br>Billings, Montana 59101         |

DATED this 18 day of May, 1994.

  
\_\_\_\_\_  
LUCY BROWN

  
\_\_\_\_\_  
JOHN GERHARZ

  
\_\_\_\_\_  
GLORIA NEUHARDT

RECEIVED

APR 21 2020

NOTARY PUBLIC  
STATE OF MONTANA

Return to:  
Bruce O. Bekkedahl  
Patten, Peterman, Bekkedahl & Green, PLLC  
2817 2<sup>nd</sup> Avenue North, Suite 300  
Billings, MT 59101

851412

E-RECORDED simplifile

ID: 3917157

County: Yellowstone

Date: 4/15/20 Time: 3:32

WARRANTY DEED

FOR VALUABLE CONSIDERATION, Laurel Gardens, Inc., a Montana Corporation, hereinafter referred to as Grantor, does hereby grant and convey unto the HAB Development Corporation, of 2415 1<sup>st</sup> Avenue North, Billings, MT 59101, hereinafter referred to as Grantee, the following described real property in Yellowstone County, Montana, to-wit:

Block 5: Lots 11, 12, 13, 14, and 15  
Block 14: Lots 11, 12, 13, 14, 15, 16, 17, 18, 19 and 20  
of Yellowstone Subdivision, Laurel, Montana, in the City of Laurel, Yellowstone County, Montana, according to the official plat on file in the office of the Clerk and Recorder of said County, under Document # 8982.  
TOGETHER with that part of vacated South Third Street adjoining, which attached to said Land by operation of law upon vacation.

To have and to hold unto the Grantee and to the heirs, successors and assigns thereof forever.

SUBJECT TO current taxes and other assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions, restrictions, obligations and liabilities apparent and as may appear of record, the Grantor warrants the title against all persons whomsoever, and gives to Grantee the usual covenants set forth in Montana Code Annotated Section 30-11-110.

DATED: April 15, 2020.

LAUREL GARDENS, INC., GRANTOR

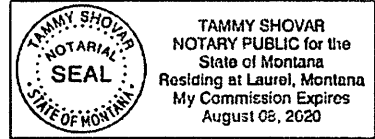
By: Mark J. Hedini  
Mark J. Hedini, Its President

STATE OF MONTANA )  
                                  ) : ss.  
County of Yellowstone )

On this 15<sup>th</sup> day of April, 2020, before me, a Notary Public for the State of Montana, personally appeared, Mark J. Hedini, as President of Laurel Gardens, Inc., and acknowledged to me that he executed the above instrument for the purpose and consideration therein expressed.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the day and year hereinabove first written.

Tammy Shovar  
Notary Public for the State of Montana





PREMIER HOME INSPECTION LLC

premierinspec@gmail.com

<https://montanahomeinspections.net>



## RESIDENTIAL REPORT

313 S 8th Ave  
Laurel MT 59044

Patti Webster  
APRIL 15, 2019



Inspector

**Douglas Corbridge**

Certified Inspection Expert; InterNACHI;  
FHA Fee Inspector; Certified Professional  
Inspector

406-698-2875

premierinspec@gmail.com



Agent

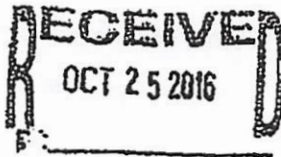
**Travis Dimond**

Berkshire Hathaway

4069278724

travis@floborg.com

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201



Department of the Treasury

Date: October 20, 2016

HAB DEVELOPMENT CORPORATION  
2415 1ST AVE N  
BILLINGS, MT 59101

Person to Contact: #0198814  
Ms. Benjamin  
Toll-Free Telephone Number:  
877-829-5500  
Employer Identification Number:  
81-0495266  
Form 990 Required:  
No

Dear Sir or Madam:

This is in response to your request dated September 14, 2016 regarding your tax-exempt status.

We confirmed you were erroneously placed on the Auto-Revocation List. You can disregard the CP120A notice we previously sent. We'll remove you from the Auto-Revocation List and relist you in the Exempt Organizations Select Check (Pub 78 data) on our website, [www.irs.gov/charities](http://www.irs.gov/charities), during the next monthly update.

We issued you a determination letter in January 1996, recognizing you as **tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3)**.

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is fluid and cursive.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 11 1996

HAB DEVELOPMENT CORPORATION  
2415. 1ST AVENUE NORTH  
BILLINGS, MT 59101-2318

Employer Identification Number:  
81-0495266  
DLN:  
17053275759009  
Contact Person:  
ELLIOT R CEO ID# 31372  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
January 1996  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller

Steven T. Miller  
Director, Exempt Organizations

Letter 1050 (DO/CG)

### **Motivation for Acquiring Laurel Gardens**

HAB Development is an instrumentality of the Housing Authority of Billings. As such – our mission is to help families and individuals with low incomes to achieve greater stability and self-reliance by providing safe, affordable, quality housing.

HAB Development owns and operates several affordable housing properties. We are motivated to maintain our properties in a superior condition well after the contracts and affordability periods have ended.

Laurel Gardens is in severe distress. The comprehensive inspection that was conducted shows approximately \$500,000.00 of repairs are needed to bring the property up to our standards.

HAB Development will provide a copy of the inspection to you in lieu of the CNA as one does not exist.

In fact, we submitted a copy of this inspection to the PBCA and the property still received a superior rating.

Our motivation is to bring Laurel Gardens back to a place that the residents can live in with pride and we as owners can be proud of the quality housing provided to the elderly/disabled that live there.

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a horizontal line that tapers to the right.

**HOMEFRONT**  
PARTNERS FOR A BETTER BILLINGS



| <b>Department:</b>                                                 | <b>Job Description</b>                                                   |
|--------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Job Title:</b> Tenancy Support Specialist                       | <b>FLSA Status:</b> Non-Exempt                                           |
| <b>Reports To (Title):</b> Chief Occupancy Director, Teddi Shorten | <b>Position Status:</b> Full-time ( <i>grant dependent</i> )             |
| <b>Prepared By:</b> CEO                                            | <b>Schedule:</b> Work hours will vary to meet participant/landlord needs |
| <b>Rate:</b> \$17.73/hr. - \$24.11/hr.                             | <b>Revision Date:</b> February 2022                                      |

**Job Summary:**

Under the direct supervision of the Chief Occupancy Director, the Tenant Support Specialist addresses the housing needs of adults who are disabled, chronically homeless, and seeking permanent housing. Services include the assessment, identification, arrangement and provision of pre-tenancy, housing stabilization, tenancy sustaining, and housing-focused service coordination.

**Essential Duties and Responsibilities and Expectations:**

1. Tenancy Support Services

**Tenancy Support Services Duties:**

100% of time

- Conduct outreach to housing-insecure individuals with the goal of connecting them to a more comprehensive, integrated healthcare system.
- Actively participate in and coordinate with community housing providers and initiatives, such as Housing First, Coordinated Entry Systems, Frequent User System Engagement (FUSE), Human Resource Councils, and homeless shelters.
- Facilitate the entire housing process, including assistance with housing search, housing applications, housing voucher applications, housing orientations, inspections, lease renewals, the move-in process, the move-out process, and housing relocation (when applicable).
- Reviews VI-SPDAT scores and matches clients to housing type via Coordinated Entry System protocols.
- Serve as a liaison between landlords, property owners, clients, and agencies providing ongoing supportive services to mitigate conflict and support retention of tenancy.
- Provide advocacy from a client's perspective in program decision making and planning as it relates to housing.
- Prepares materials for making presentations to realtor, property managers and property owners or groups thereof.
- Networks and collaborates with area Housing Resources and maintains a presence at all meetings.
- Familiarity with current housing market information, housing trends and available resources.
- Coordinate with other crisis continuum navigators and coordinators.
- Collaborate with HomeFront Eligibility Department to ensure most appropriate housing needs are met.
- Maintain Client Records – a) Maintains accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County and guidelines, b) Maintains client related data systems, including case notes and HMIS entries; c) Maintains a Property Manager/Owner Contact Log to meet set expectations, d) Prepares related reports including but not limited to: outcomes, and successes.
- Other duties and projects as assigned.

**Minimum Qualifications (Experience/Education):**

- Bachelor's degree in social-service related field required. Relevant experience may substitute for education.
- At least one year experience interacting with individuals who have mental health or co-occurring mental health and substance use disorders required.
- Familiarity with Federal and local housing programs.
- Knowledge of housing resources, subsidy programs, and the Continuum of Care for homeless persons
- Valid Driver's License and must be able to obtain MT Driver's License within 6 months of hire.
- Meet HomeFront background check standards with a history and driving record acceptable to agency insurance carrier.

**Competencies or Knowledge, Skills and Abilities (KSA's):**

- Communication and Teamwork: ability to establish and maintain cooperative working relationships with all those contacted in the course of the position. Communicate effectively to produce clear, concise, and accurate correspondence, presentations, and reports. Strong verbal, written, and interpersonal communication skills, strong facilitation and conflict resolution skills.
- Self-development: Continued education in new methods, materials, and personnel practices to learn and apply federal and state laws and rules regarding business practice.
- Efficiency and Effectiveness: plan, organize, prioritize, and coordinate work flow; work independently and meet multiple deadlines; attention to detail with accuracy. Ability to set priorities and work independently.
- Adaptability to changes and problem-solving skills: to define problems, collect data, analyze and establish facts and draw valid conclusions, deal with abstract and concrete variables. High ethical standards and values, and demonstrated good judgement.
- Commitment to service: expectation to achieve the highest standards of personal and professional work performance in commitment to serving the Billings' community. Ability to work in a team, be transparent, show respect and care for diversity on daily basis.
- Strong leadership capabilities.
- Software skills: Microsoft Office Suite including Word, Excel, Access, and Power Point; Window based applications; database management.

**Physical Demands & Working Conditions:**

(Work environment, lifting carrying, use of hand, arms, repetitive motion, etc.)

| Constant (67%-100%)                                                                                                                                                | Frequent (34%-66%)              | Occasional (1%-33%)            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| Manual dexterity (Right, Left, Both)<br>Sitting<br>Talking<br>Listening<br>Close & distant vision<br>Depth perception<br>Ability to adjust focus<br>Moderate noise | Walking<br>Standing<br>Reaching | Stoop, kneel, crouch, or crawl |

**HomeFront** is an Equal Opportunity Employer. **HomeFront** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HomeFront** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_/Date: \_\_\_\_\_

**HOMEFRONT**  
PARTNERS FOR A BETTER BILLINGS



| <b>Department:</b>                                                 | <b>Job Description</b>                                                   |
|--------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Job Title:</b> Tenancy Support Specialist                       | <b>FLSA Status:</b> Non-Exempt                                           |
| <b>Reports To (Title):</b> Chief Occupancy Director, Teddi Shorten | <b>Position Status:</b> Full-time ( <i>grant dependent</i> )             |
| <b>Prepared By:</b> CEO                                            | <b>Schedule:</b> Work hours will vary to meet participant/landlord needs |
| <b>Rate:</b> \$17.73/hr. - \$24.11/hr.                             | <b>Revision Date:</b> February 2022                                      |

**Job Summary:**

Under the direct supervision of the Chief Occupancy Director, the Tenant Support Specialist addresses the housing needs of adults who are disabled, chronically homeless, and seeking permanent housing. Services include the assessment, identification, arrangement and provision of pre-tenancy, housing stabilization, tenancy sustaining, and housing-focused service coordination.

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100% of time

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- Facilitate the entire housing process, including assistance with housing search, housing applications, housing voucher applications, housing orientations, inspections, lease renewals, the move-in process, the move-out process, and housing relocation (when applicable).
- Reviews VI-SPDAT scores and matches clients to housing type via Coordinated Entry System protocols.
- Serve as a liaison between landlords, property owners, clients, and agencies providing ongoing supportive services to mitigate conflict and support retention of tenancy.
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- Prepares materials for making presentations to realtor, property managers and property owners or groups thereof.
- Networks and collaborates with area Housing Resources and maintains a presence at all meetings.
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- Familiarity with Federal and local housing programs.
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- Efficiency and Effectiveness: plan, organize, prioritize, and coordinate work flow; work independently and meet multiple deadlines; attention to detail with accuracy. Ability to set priorities and work independently.
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- Software skills: Microsoft Office Suite including Word, Excel, Access, and Power Point; Window based applications; database management.

**Physical Demands & Working Conditions:**

(Work environment, lifting carrying, use of hand, arms, repetitive motion, etc.)

| Constant (67%-100%)                                                                                                                                                | Frequent (34%-66%)              | Occasional (1%-33%)            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
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*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

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*I understand that **HomeFront** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_/Date: \_\_\_\_\_

## PAMELA ANING

### Work Experience:

Home Front/Housing Authority of Billings, Billings, MT

#### Tenancy Support Specialist

August 2014-Present

#### Housing Resource Support Specialist

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Create, maintain, and enter information into databases for work orders.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, or other material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Schedule and confirm appointments for clients, hearing officer, and or supervisors for hearings.
- Complete forms in accordance with company procedures.
- Locate and attach appropriate files to incoming correspondence requiring replies from web site.
- Conduct searches to find needed information, using such sources as the Internet to help clients.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Make copies of correspondence or other printed material.
- Learn to operate new office technologies as they are developed and implemented.
- Train and assist staff with computer usage and front desk knowledge.
- Dispense supplies as directed by supervisor.
- Maintaining timekeeping information and processing and submitting payroll for Emergency Housing Program.
- Manage projects or contribute to committee or team work.
- Mail newsletters, promotional material, or other information.

PPL Montana Billings, MT

March 2014 –August 2014

#### Administrative Assistant

- Data entry, translating graphs into system, coordination and planning the dissolution of plant plan for transition.
- Analyzing, troubleshooting and evaluating plant data
- Tracking graphs data on speed sheet
- Planed and organized events for company
- Scheduled meetings and helped with fund raising
- Acted as liaison for employee and management communications during transition
- Handled invoices and tracking expenses for projects

Tamarack Property Management Billings, MT  
**Property Manager**

September 2012 -February 2014

- Manage and oversee operations, maintenance, administration, and improvement of commercial, industrial, or residential properties.
- Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties.
- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Act as liaisons between on-site managers or tenants and owners.
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Market vacant space to prospective tenants through leasing agents, advertising, or other methods.
- Prepare detailed budgets and financial reports for properties.

**Education, Certifications and Training:**

Highland Park High School, Highland Park, IL  
Sun Rise University

Diploma  
Med Tech Certification

**Core Competencies:**

- Accounts Payable
- Assessments
- Human Resource Support
- Intuit QuickBooks
- Microsoft Office Suite
- Sage
- Peach Tree
- Social Services
- Fund Raising



Financial Statements  
June 30, 2022

# Housing Authority of Billings, Montana

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Section I – Financial Section  
June 30, 2022

# Housing Authority of Billings, Montana



## Independent Auditor's Report

Board of Commissioners  
Housing Authority of Billings, Montana  
Billings, Montana

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the business-type activities of the Housing Authority of Billings, Montana (the Authority) as of and for the year ended June 30, 2022, and the discretely presented component unit of the Authority as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority as of June 30, 2022 and the discretely presented component unit as of December 31, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the years ended June 30, 2022 and December 31, 2021 then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. The financial statements of Red Fox Apartments, LLLP were not audited in accordance with *Government Auditing Standards*.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the schedules of employer's share of the net pension liability and the employer's contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of Billings, Montana's basic financial statements. The Schedule of Financial Position by Program and the Schedule of Revenue, Expenses and Changes in Net Position by Program are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards as required by *Title 2 U.S. Code of Federal Regulations Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Financial Data Schedules (FDS) are presented for purposes of additional analysis as required by Housing and Urban Development Real Estate Assessment Center (REAC) and are also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Financial Position by Program, the Schedule of Revenue, Expenses and Changes in Net Position by Program, the schedule of expenditures of federal awards, and the Financial Data Schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2022 on our consideration of Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Example's internal control over financial reporting and compliance.

*Eide Bailly LLP*

Bismarck, North Dakota  
December 15, 2022

This discussion and analysis of the Housing Authority of Billings provides a narrative overview and analysis of the financial activity of the Authority for the year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the Authority's basic financial statements.

### **Financial Highlights**

- Net Position of the Authority increased \$10,002,655 in the fiscal year ending June 30, 2022.
- Operating revenue of the Authority decreased \$810,932 from the prior year. Major revenue decreases were \$818,456 in housing assistance in the HUD Section 8 Housing Choice Voucher Program and \$201,704 in administration and management fees.
- The Authority had intergovernmental revenues consisting of HUD Low Rent Public Housing Operating Funds of \$987,543, HUD Section 8 Housing Choice Voucher Program Grants of \$4,245,552, HUD FSS Coordinator Program Grants of \$57,443, Montana State Department of Commerce Section 8 Program administrative fees of \$240,253, HUD Section 8 New Construction Grants for Pleasantview Apartments of \$527,465, and HUD Section 8 New Construction Grants for Laurel Gardens of \$62,548.

### **Overview of the Financial Statements**

The financial statements consist of three parts-management's discussion and analysis (this section), the basic financial statements, and supplementary information. The basic financial statements include a balance sheet, statements of revenues, expenses and changes in net position, and statements of cash flows. Since the Authority has only enterprise funds, the entity-wide and the fund presentation information is the same.

- The basic financial statements consist of fund financial statements of the Authority's enterprise funds, which operate similar to business activities and for which the Authority follows an accrual basis of accounting.
- The basic financial statements also include a "Notes to the Financial Statements" section that explains some of the information in the fund financial statements and provides more detailed data.
- The Notes to the Financial Statements are followed by a "Supplementary Information" section, which presents the financial data schedule of the Authority required by the U.S. Dept. of Housing and Urban Development (HUD).

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of these statements.

### Basic Financial Statements

The basic financial statements provide detailed information about the Authority's most significant funds. The Authority has one kind of fund:

- Enterprise fund-The Authority's activities are in its enterprise fund, activities that are accounted for in a manner similar to businesses operating in the public sector. Funding has primarily come from HUD grant income. The net position of these fund represents accumulated earnings since their inception and is generally restricted for program purposes.

### Condensed Financial Information

|                                                              | <u>2022</u>                 | <u>2021</u>                 | <u>Change</u>              |
|--------------------------------------------------------------|-----------------------------|-----------------------------|----------------------------|
| <b>Assets</b>                                                |                             |                             |                            |
| Cash                                                         | \$ 17,186,424               | \$ 4,661,512                | \$ 12,524,912              |
| Investments - certificates of deposit                        | 744,662                     | 365,164                     | 379,498                    |
| Accounts receivable (net)                                    | 155,312                     | 208,218                     | (52,906)                   |
| Prepaid expenses                                             | 1,669                       | 31,949                      | (30,280)                   |
|                                                              | <u>18,088,067</u>           | <u>5,266,843</u>            | <u>12,821,224</u>          |
| Other Assets                                                 | 2,052,536                   | 2,034,371                   | 18,165                     |
| Capital Assets (net of depreciation)                         | <u>19,341,822</u>           | <u>23,031,763</u>           | <u>(3,689,941)</u>         |
| Total non-current assets                                     | <u>21,394,358</u>           | <u>25,066,134</u>           | <u>(3,671,776)</u>         |
| <b>Total Assets</b>                                          | <b>39,482,425</b>           | <b>30,332,977</b>           | <b>9,149,448</b>           |
| Deferred outflows of resources                               | <u>332,416</u>              | <u>501,554</u>              | <u>(169,138)</u>           |
| <b>Total Assets and Deferred Outflows</b>                    | <b><u>\$ 39,814,841</u></b> | <b><u>\$ 30,834,531</u></b> | <b><u>\$ 8,980,310</u></b> |
| <b>Liabilities and Net Position</b>                          |                             |                             |                            |
| <b>Liabilities</b>                                           |                             |                             |                            |
| Accounts payable                                             | \$ 134,326                  | \$ 132,561                  | \$ 1,765                   |
| Other liabilities                                            | 475,141                     | 505,140                     | (29,999)                   |
| <b>Total current liabilities</b>                             | <u>609,467</u>              | <u>637,701</u>              | <u>(28,234)</u>            |
| Non-current Liabilities                                      | <u>2,647,722</u>            | <u>4,178,609</u>            | <u>(1,530,887)</u>         |
| <b>Total Liabilities</b>                                     | <u>3,257,189</u>            | <u>4,816,310</u>            | <u>(1,559,121)</u>         |
| Deferred inflow of resources                                 | <u>597,530</u>              | <u>60,754</u>               | <u>536,776</u>             |
| <b>Net Position</b>                                          |                             |                             |                            |
| Invested in capital assets                                   | 18,105,378                  | 21,002,967                  | (2,897,589)                |
| Restricted                                                   | 11,177,745                  | 219,255                     | 10,958,490                 |
| Unrestricted                                                 | 6,676,999                   | 4,735,245                   | 1,941,754                  |
| <b>Total net position</b>                                    | <u>35,960,122</u>           | <u>25,957,467</u>           | <u>10,002,655</u>          |
| <b>Total Liabilities, Deferred Inflows, and Net Position</b> | <b><u>\$ 39,814,841</u></b> | <b><u>\$ 30,834,531</u></b> | <b><u>\$ 8,980,310</u></b> |

**Major factors affecting the condensed Statement of Net Position**

During 2022, there was a significant increase to cash of approximately \$12,525,000 and certificates of deposit of approximately \$380,000 for the Authority as a result of the sale of 57 single family homes. In addition, there was a decrease in the Capital Assets balance of approximately \$3,690,000 also as a result of the single family home sale.

Liabilities decreased \$1,559,121 primarily due to the decrease in Net Pension Liability noted below, along with the decrease in notes payable due to the WSB Mortgage being paid off during 2022.

In 2015, the Authority was required to implement GASB 68 to account for its retirement plan. This resulted in recording a Net Pension Liability of \$1,363,298 in 2022, a decrease of \$761,619 from 2021. The Net Pension Liability represents the unfunded portion of anticipated future retirement payments. Deferred inflows and outflows represent amounts that will be factored into future computations of the net pension liability.

Restricted Net Position represents funds restricted for use as housing assistance payments under the Housing Choice Voucher and Mainstream programs. A corresponding amount of restricted cash is included in the cash balance.

Housing Authority of Billings, Montana  
Management's Discussion and Analysis  
For the Year Ended June 30, 2022

**Significant Changes in the Statement of Revenue, Expenses, and Changes in Net Position**

|                                       | <u>2022</u>          | <u>2021</u>        | <u>Change</u>        |
|---------------------------------------|----------------------|--------------------|----------------------|
| <b>Operating Revenue</b>              |                      |                    |                      |
| Housing assistance program            | \$ 4,968,346         | \$ 5,786,802       | \$ (818,456)         |
| Dwelling rental                       | 2,039,945            | 2,071,791          | (31,846)             |
| Operating subsidy                     | 987,543              | 1,048,911          | (61,368)             |
| Other government grant                | 287,158              | -                  | 287,158              |
| Administration and management fees    | 123,651              | 325,355            | (201,704)            |
| Other income                          | 408,978              | 393,694            | 15,284               |
|                                       | <u>8,815,621</u>     | <u>9,626,553</u>   | <u>(810,932)</u>     |
| <b>Operating Expenses</b>             |                      |                    |                      |
| Occupancy and payments to:            |                      |                    |                      |
| Landlords                             | 5,276,025            | 5,339,228          | (63,203)             |
| Maintenance                           | 1,163,838            | 1,361,909          | (198,071)            |
| Administration                        | 2,209,977            | 2,499,702          | (289,725)            |
| Utilities                             | 403,607              | 345,783            | 57,824               |
| Tenant services                       | 229,532              | 191,616            | 37,916               |
| Other operating expenses              | 153,634              | 413,350            | (259,716)            |
|                                       | <u>9,436,613</u>     | <u>10,151,588</u>  | <u>(714,975)</u>     |
| Operating Loss                        | <u>(620,992)</u>     | <u>(525,035)</u>   | <u>(95,957)</u>      |
| <b>Non-Operating Revenue</b>          |                      |                    |                      |
| Investment income                     | 24,110               | 25,165             | (1,055)              |
| Capital grant income                  | -                    | 403,315            | (403,315)            |
| Corporate grant income                | -                    | 102,300            | (102,300)            |
| Gain on insurance recovery            | 64,860               | -                  | 64,860               |
| Loss on disposition of capital assets | 10,615,355           | (1,212)            | 10,616,567           |
| Interest expense                      | (80,678)             | (90,919)           | 10,241               |
|                                       | <u>10,623,647</u>    | <u>438,649</u>     | <u>10,184,998</u>    |
| Change in net position                | <u>\$ 10,002,655</u> | <u>\$ (86,386)</u> | <u>\$ 10,089,041</u> |

A discussion of the change between revenues and expenses for fiscal year 2022 compared to fiscal year 2021 is as follows:

- Operating revenue decreased \$810,932 for the reasons noted in the financial highlights above.
- Operating expenses decreased by \$714,975 in 2022. Much of this decrease was due to a decrease in administration costs of \$289,725, which is due to the sale of the single family homes during 2022. Maintenance costs decreased by \$198,071, which is also due to the sale of the single family homes during 2022. The Authority also had a decrease in housing assistance payments under the HUD Section 8 Housing Choice Voucher program of approximately \$208,000. Utility costs increased by \$57,824.

- Investment income was \$24,110 in 2022 as interest rates continued to be low.
- Grant revenue to the Public Housing Capital Fund decreased \$403,315 in 2022.

**Capital Asset Activity**

The following table summarizes the changes in capital assets between June 30, 2022 and 2021:

|                          | <u>2022</u>          | <u>2021</u>          | <u>Change</u>         |
|--------------------------|----------------------|----------------------|-----------------------|
| Land                     | \$ 2,171,673         | \$ 3,070,335         | \$ (898,662)          |
| Buildings                | 22,490,240           | 26,057,409           | (3,567,169)           |
| Building improvements    | 12,405,233           | 13,890,707           | (1,485,474)           |
| Infrastructure           | 1,403,964            | 1,403,964            | -                     |
| Equipment                | 706,768              | 866,768              | (160,000)             |
| Construction in progress | 14,998               | 225,217              | (210,219)             |
|                          | <u>39,192,876</u>    | <u>45,514,400</u>    | <u>(6,321,524)</u>    |
| Accumulated depreciation | <u>(19,851,054)</u>  | <u>(22,482,637)</u>  | <u>2,631,583</u>      |
| Total Capital Assets     | <u>\$ 19,341,822</u> | <u>\$ 23,031,763</u> | <u>\$ (3,689,941)</u> |

The Authority spent \$445,770 for capital assets in 2022 of which \$430,772 was expended for improvements in the Low Rent Public Housing program. During 2022 the Authority disposed of \$6,767,294 of capital assets after the sale of the 57 single family homes.

See Note 5 of the financial statements for additional information related to capital assets.

**Significant Debt Summary**

During 2022, the Authority made principal payments of \$792,352 on long-term debt. No additional proceeds were obtained in the current year.

See Note 6 of the financial statements for additional information related to long-term debt.

**Currently known fact and expectations and/or Conditions/Expectations**

Changes and Proposed changes

Staff:

- Conducted some in-house reorganization.
- Hired a controller to increase the staff size of finance department to 3 FTE.
- Establish Agency wide COVID-19 Protocols and Protections for staff and tenants.
- Conducted Additional Cross Training Opportunities to expand the agency knowledge base.
- Hosted In House Capital Fund Training
- All staff participated in Human Trafficking training

Agency:

- Continued meeting goals and objectives of strategic plan.
- Reorganized Organizational Structure – increasing employee position by six new positions.
- Completed the process of restructuring the Public Housing Program with a Section 18 application to, and approval from, HUD.
- HOMEFRONT developed partnerships to create additional affordable housing.
- HOMEFRONT continued to apply for any additional vouchers available that fit the capacity and need of our community and that fulfill the mission of our agency.
- Completed Board Governance with a change to by-laws and adoption of Board Polices & Procedures, Board Job Descriptions, Board Oath.
- Conducted In House Board/Leadership Training with National NAHRO President, Sunny Shaw.
- 3 Board Members became certified Board of Commissioners by completing national NAHRO Certification
- Applied for a County/Tribal matching grant position through the Crisis Leader group that was funded to hire a Tenant Support Specialists in line with agency goals and leasing assistance.
- HOMEFRONT emphasized the procurement compliance by having a dedicated employee to this and for the continued procurement training with leadership and Board.

Community:

- HOMEFRONT Development sold the Western Inn Hotel which was purchased as a direct response to the COVID 19 pandemic emergency in our community to assist the community in serving those needing a low barrier shelter and Quarantine & Isolation rooms.
- HOMEFRONT expanded its collaboration with community partners serving on a variety of housing workgroups and being named, by City Council Initiative, to lead the community Housing Strategy.
- Led the effort for the community application to participate in Local Housing Solutions workgroup,
- HOMEFRONT worked with community partners on the Substance Abuse Executive Committee and Crisis Leader's Group to make important decisions on how tax payer dollars are used regarding mental health, substance abuse and homeless services.

Program:

- The HCV program continued a review and re-write of the Administrative Plan.
- HCV furthered partnerships with CoC and local providers for the Foster Youth Initiative.
- HOMEFRONT continued as a front door agency for the CoC and will engage clients through Service Point, a community wide HMIS system.

Technology:

- Hired a Full-Time IT staff position which is also an income generating path.
- Upgraded agency server

**Contacting the Authority's Management Center**

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. If you have any questions concerning any of the information provided in this report or would like to request additional information, contact the Executive Director, 2415 1<sup>st</sup> Ave. North, Billings, MT 59101.

Housing Authority of Billings, Montana  
Statements of Net Position  
June 30, 2022

|                                                       | <u>Primary<br/>Government</u> | <u>Discretely<br/>Presented<br/>Component<br/>Unit as of<br/>12/31/2021</u> |
|-------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------|
| <b>Assets and Deferred Outflows</b>                   |                               |                                                                             |
| <b>Current Assets</b>                                 |                               |                                                                             |
| Cash and cash equivalents                             | \$ 5,575,252                  | \$ 264,935                                                                  |
| Restricted cash                                       | 11,611,172                    | 163,652                                                                     |
| Receivables                                           |                               |                                                                             |
| Due from HUD                                          | 10,877                        | -                                                                           |
| Due from related party                                | 88,094                        | -                                                                           |
| Tenant and other, net                                 | 56,341                        | 1,513                                                                       |
| Certificates of deposits                              | 744,662                       | -                                                                           |
| Prepaid expenses                                      | 1,669                         | -                                                                           |
|                                                       | <u>18,088,067</u>             | <u>430,100</u>                                                              |
| <b>Capital Assets</b>                                 |                               |                                                                             |
| Capital assets, not being depreciated                 | 2,186,671                     | 572,000                                                                     |
| Capital assets, net of accumulated depreciation       | 17,155,151                    | 4,297,232                                                                   |
| Total capital assets, net of accumulated depreciation | <u>19,341,822</u>             | <u>4,869,232</u>                                                            |
| <b>Other Assets</b>                                   |                               |                                                                             |
| Other assets                                          | 25                            | 24,582                                                                      |
| Notes receivable                                      | 1,855,798                     | -                                                                           |
| Developer fees receivable                             | 126,265                       | -                                                                           |
| Interest receivable                                   | 70,448                        | -                                                                           |
| Total other assets                                    | <u>2,052,536</u>              | <u>24,582</u>                                                               |
| Total Assets                                          | 39,482,425                    | 5,323,914                                                                   |
| Deferred Outflow of Resources                         | <u>332,416</u>                | -                                                                           |
|                                                       | <u>\$ 39,814,841</u>          | <u>\$ 5,323,914</u>                                                         |

Housing Authority of Billings, Montana  
 Statements of Net Position  
 June 30, 2022

|                                                 | Primary<br>Primary<br>Government | Discretely<br>Presented<br>Component<br>Unit as of<br>12/31/2021 |
|-------------------------------------------------|----------------------------------|------------------------------------------------------------------|
| Liabilities, Deferred Inflows and Net Position  |                                  |                                                                  |
| Current Liabilities                             |                                  |                                                                  |
| Accounts payable                                | \$ 134,326                       | \$ 16,986                                                        |
| Due to related party                            | -                                | 88,094                                                           |
| Prepaid rent                                    | 27,667                           | -                                                                |
| Accrued liabilities                             | 78,180                           | 17,323                                                           |
| Current portion of accrued compensated absences | 64,864                           | -                                                                |
| Accrued interest payable                        | 2,433                            | 58,294                                                           |
| Tenant security deposits payable                | 165,979                          | 18,772                                                           |
| FSS escrow obligations                          | 70,147                           | -                                                                |
| Current portion of long-term debt               | 65,871                           | 9,386                                                            |
| Total Current Liabilities                       | 609,467                          | 208,855                                                          |
| Long-Term Liabilities                           |                                  |                                                                  |
| Long-term debt - net of current portion         | 1,170,573                        | 2,287,770                                                        |
| Accrued compensated absences                    | 113,851                          | -                                                                |
| Developer fee payable                           | -                                | 126,265                                                          |
| Net pension liability                           | 1,363,298                        | -                                                                |
| Total Long-Term Liabilities                     | 2,647,722                        | 2,414,035                                                        |
| Total Liabilities                               | 3,257,189                        | 2,622,890                                                        |
| Deferred Inflow of Resources                    | 597,530                          | -                                                                |
| Net Position                                    |                                  |                                                                  |
| Net investment in capital assets                | 18,105,378                       | 2,572,076                                                        |
| Restricted                                      | 11,177,745                       | -                                                                |
| Unrestricted                                    | 6,676,999                        | 128,948                                                          |
| Total net position                              | 35,960,122                       | 2,701,024                                                        |
|                                                 | \$ 39,814,841                    | \$ 5,323,914                                                     |

Housing Authority of Billings, Montana  
Statements of Revenues, Expenses and Changes in Net Position  
Year Ended June 30, 2022

|                                                      | <u>Primary<br/>Government</u> | <u>Discretely<br/>Presented<br/>Component Unit<br/>Year Ended<br/>12/31/2021</u> |
|------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------|
| Operating Revenue                                    |                               |                                                                                  |
| Housing assistance program receipts                  | \$ 4,968,346                  | \$ -                                                                             |
| Dwelling rental                                      | 2,039,945                     | 229,420                                                                          |
| Operating subsidy                                    | 987,543                       | -                                                                                |
| Other government grant                               | 287,158                       | -                                                                                |
| Administration and management fees                   | 123,651                       | -                                                                                |
| Other income                                         | 408,978                       | -                                                                                |
|                                                      | <u>8,815,621</u>              | <u>229,420</u>                                                                   |
| Operating Expenses                                   |                               |                                                                                  |
| Occupancy and payments to landlords                  | 5,276,025                     | 243,249                                                                          |
| Maintenance                                          | 1,163,838                     | 27,726                                                                           |
| Administration                                       | 2,209,977                     | 81,007                                                                           |
| Utilities                                            | 403,607                       | 11,049                                                                           |
| Tenant services                                      | 229,532                       | 6,426                                                                            |
| Other                                                | 153,634                       | 28,622                                                                           |
|                                                      | <u>9,436,613</u>              | <u>398,079</u>                                                                   |
| Operating Loss                                       | <u>(620,992)</u>              | <u>(168,659)</u>                                                                 |
| Nonoperating Revenue (Expense)                       |                               |                                                                                  |
| Interest and investment income                       | 24,110                        | 118                                                                              |
| Other income                                         | -                             | 4,122                                                                            |
| Gain on insurance recovery                           | 64,860                        | -                                                                                |
| Gain on sale of capital assets                       | 10,615,355                    | -                                                                                |
| Interest expense                                     | (80,678)                      | (30,937)                                                                         |
|                                                      | <u>10,623,647</u>             | <u>(26,697)</u>                                                                  |
| Income (Loss) Before Capital and Other Contributions | 10,002,655                    | (195,356)                                                                        |
| Capital and Other Contributions                      |                               |                                                                                  |
| HUD capital grants                                   | <u>-</u>                      | <u>-</u>                                                                         |
| Change in Net Position                               | 10,002,655                    | (195,356)                                                                        |
| Net Position, Beginning of Year                      | <u>25,957,467</u>             | <u>2,896,380</u>                                                                 |
| Net Position, End of Year                            | <u>\$ 35,960,122</u>          | <u>\$ 2,701,024</u>                                                              |

Housing Authority of Billings, Montana  
 Statements of Cash Flows  
 Year Ended June 30, 2022

|                                                                         | <u>Primary<br/>Government</u> | <u>Discretely<br/>Presented<br/>Component Unit<br/>Year Ended<br/>12/31/2021</u> |
|-------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------|
| Operating Activities                                                    |                               |                                                                                  |
| Cash received from tenants                                              | \$ 2,039,891                  | \$ 228,606                                                                       |
| Cash received from U. S. Department<br>of Housing and Urban Development | 6,016,788                     | -                                                                                |
| Cash received from others                                               | 819,807                       | -                                                                                |
| Cash payments to landlords                                              | (4,060,016)                   | -                                                                                |
| Cash payments to employees                                              | (2,177,554)                   | -                                                                                |
| Cash payments to suppliers                                              | (2,021,548)                   | (133,925)                                                                        |
| Net Cash from Operating Activities                                      | <u>617,368</u>                | <u>94,681</u>                                                                    |
| Capital and Related Financing Activities                                |                               |                                                                                  |
| Receipt of insurance proceeds                                           | 64,860                        | -                                                                                |
| Proceeds from the sale of capital assets                                | 13,535,057                    | -                                                                                |
| Purchases of capital assets                                             | (445,770)                     | -                                                                                |
| Principal payments on long-term debt                                    | (792,352)                     | (8,701)                                                                          |
| Interest paid on long-term debt                                         | (80,678)                      | (19,354)                                                                         |
| Net Cash from (used for) Capital and Related Financing Activities       | <u>12,281,117</u>             | <u>(28,055)</u>                                                                  |
| Investing Activities                                                    |                               |                                                                                  |
| Interest income and realized gains                                      | 5,925                         | 118                                                                              |
| Certificates of deposit redeemed                                        | (379,498)                     | -                                                                                |
| Net Cash (used for) from Investing Activities                           | <u>(373,573)</u>              | <u>118</u>                                                                       |
| Net Change in Cash and Cash Equivalents                                 | 12,524,912                    | 66,744                                                                           |
| Cash and Cash Equivalents, Beginning of Year                            | <u>4,661,512</u>              | <u>361,843</u>                                                                   |
| Cash and Cash Equivalents, End of Year                                  | <u>\$ 17,186,424</u>          | <u>\$ 428,587</u>                                                                |

Housing Authority of Billings, Montana  
 Statements of Cash Flows  
 Year Ended June 30, 2022

|                                                                                  | <u>Primary<br/>Government</u> | <u>Discretely<br/>Presented<br/>Component<br/>Year Ended<br/>12/31/2021</u> |
|----------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------|
| Reconciliation of Cash and Cash Equivalents                                      |                               |                                                                             |
| Cash                                                                             | \$ 5,575,252                  | \$ 264,935                                                                  |
| Restricted cash                                                                  | 11,611,172                    | 163,652                                                                     |
| Total Cash and Cash Equivalents                                                  | <u>\$ 17,186,424</u>          | <u>\$ 428,587</u>                                                           |
| Reconciliation of Operating Loss<br>to Net Cash from Operating Activities        |                               |                                                                             |
| Operating loss                                                                   | \$ (620,992)                  | \$ (168,659)                                                                |
| Adjustments to reconcile operating loss<br>to net cash from operating activities |                               |                                                                             |
| Depreciation expense                                                             | 1,216,009                     | 241,115                                                                     |
| Amortization expense                                                             | -                             | 2,137                                                                       |
| Non cash portion of pension expense from-<br>State of Montana                    | 112,512                       | -                                                                           |
| Changes in assets and liabilities                                                |                               |                                                                             |
| Receivables, net                                                                 | 52,926                        | (1,513)                                                                     |
| Prepaid expenses                                                                 | 30,280                        | -                                                                           |
| Deferred outflows of resources                                                   | 56,626                        | -                                                                           |
| Accounts payable                                                                 | 1,765                         | 15,902                                                                      |
| Accrued liabilities                                                              | (13,783)                      | 5,000                                                                       |
| Security deposits                                                                | (19,728)                      | 699                                                                         |
| Prepaid rents                                                                    | 27,667                        | -                                                                           |
| FSS escrow obligations                                                           | (1,071)                       | -                                                                           |
| Net pension liability                                                            | (761,619)                     | -                                                                           |
| Deferred inflow of resources                                                     | 536,776                       | -                                                                           |
| Net Cash from Operating Activities                                               | <u>\$ 617,368</u>             | <u>\$ 94,681</u>                                                            |

**Note 1 - Nature of Operations and Significant Accounting Policies****Nature of Operations**

The Housing Authority of Billings, Montana (Housing Authority), a related organization of the City of Billings, Montana, is a public housing agency formed to provide financial assistance for low income public housing pursuant to the United States Housing Act of 1937, as amended, 42 United States Code Section 1437 et seq. The City of Billings appoints the members of the Authority's Board of Commissioners, however, the Authority is not financially accountable to the City of Billings.

The Authority operates 216 public housing units subsidized by the Department of Housing and Urban Development under an Annual Contributions Contract; Section 8 Programs consisting of 669 Housing Authority of Billings, Montana housing choice vouchers, 90 veterans affairs supportive housing, 40 Mainstream vouchers, 25 Foster Youth Independence vouchers and administrative income to administer a portion (460 vouchers) of the Montana State Section 8 voucher Program; a project based Section 8 housing complex consisting of 100 subsidized and 2 unsubsidized units; 75 HAB Development units (30 of the units are for Laurel Gardens which is an elderly project based Section 8 project), and 32 LIHTC units owned by Whitetail Run Apartments, LLP of which the Authority is the general partner.

**Reporting Entity**

The Authority's financial statements include the accounts of all Housing Authority operations. The criteria for including organizations as component units within the Authority reporting entity, as set forth in Section 2100 of the Governmental Accounting Standards Board's (GASB) Codification of Government Accounting and Financial Reporting Standards, include whether:

- the organization is legally separated (can sue and be sued in their own name)
- the Authority holds the corporate powers of the organization
- the Authority appoints a voting majority of the organization's board
- the Authority is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the Authority
- there is fiscal dependency by the organization on the Authority

The Authority is not includable as a component unit within another reporting entity.

**Blended Component Units**

Included within the financial reporting entity of the Authority as blended component units are HAB Development Corporation, HAB Education and Wellness Corporation, Whitetail Run Apartments Development, LLC, Whitetail Run Apartments, LLP, and Red Fox Development, LLC.

The Authority is the sole shareholder of HAB Development Corporation and has the day to day management responsibilities of the Corporation. The Corporation owns and operates 75 units of low income housing in Billings, Montana.

The Authority is the sole shareholder of HAB Education and Wellness Corporation and has the day to day management responsibilities of the Corporation. The Corporation offers education and wellness activities to the youth, ages 4-12, of the residents served by the Authority.

The Authority is the sole member of Whitetail Run Apartments Development, LLC and the managing general partner in Whitetail Run Apartments, LLP. Whitetail Run Apartments, LLP is a 32-unit low income housing tax credit project located in Billings, Montana. As the general partner, the Authority has the day to day management responsibilities of the LLP. Whitetail Run Apartments Development, LLC is the limited partner in Whitetail Run Apartments, LLP.

The Authority is the sole member of Red Fox Development, LLC, which is the general partner and .01% owner of Red Fox Apartments, LLLP, a discretely presented component unit which operates 30 units of low income housing.

Accordingly, the balances and transactions of these component units are reported within the proprietary fund of the Authority.

#### Discretely Presented Component Unit

As mentioned above, the discretely presented component unit in the accompanying financial statements is Red Fox Apartments, LLLP (Red Fox). Red Fox was organized in fiscal year 2017 to construct a 30-unit low income housing tax credit project in Billings, Montana. Construction of the project was completed in the fall of 2018. As the general partner in Red Fox, the Authority has the day to day management responsibilities. The financial statements of Red Fox are presented in a separate column to emphasize that it is legally separate from the Authority. The LLLP's fiscal year end is December 31 so the financial statements presented are as of and for the period ended December 31, 2021.

#### **Basis of Accounting**

The Department of Housing and Urban Development Real Estate Assessment Center (REAC) assesses the financial condition of Public Housing Authorities (PHA's). To uniformly and consistently assess the PHA's, REAC requires that PHA's financial statements conform to Generally Accepted Accounting Principles (GAAP).

The Authority considers all revenues and expenses (including HUD intergovernmental revenues and expenses) as operating items with the exception of interest expense, interest income, development and construction grants, and HUD capital grants, which are considered non-operating for financial reporting purposes.

The Authority prepares its financial statements on the accrual basis of accounting which is generally accepted. Under this method revenues are recognized in the accounting period in which they are earned and expenses when the liability for them is initially incurred.

**Accounting Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Concentrations of Credit Risk**

Accounts receivable are comprised principally of amounts due from HUD for reimbursement of modernization costs and for annual contributions due under grants.

**Cash and Cash Equivalents**

The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

**Accounts Receivable**

Revenues are recorded when earned and are reported as accounts receivable until collected. Accounts receivable are expensed as bad debts at the time they are determined to be uncollectible. Management has established an allowance for doubtful accounts for amounts that may not be collectible in the future. Receivables are reported net of the related allowance of \$348 at June 30, 2022.

**Notes and Interest Receivable**

Notes and interest receivable are carried at amounts advanced, net of reserve for uncollectable accounts, if any. As of June 30, 2022, all notes and interest are considered to be fully collectible.

**Certificates of Deposit**

Certificates of deposit are recorded at cost.

**Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are stated at historical or estimated historical cost. Depreciation is computed using the straight-line method and is provided over the following estimated useful lives:

|                       |             |
|-----------------------|-------------|
| Buildings             | 30-40 years |
| Building improvements | 20 years    |
| Infrastructure        | 40 years    |
| Equipment             | 3-10 years  |

Long-lived assets held and used by an entity are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. No impairment loss has been recognized for the year ended June 30, 2022.

### **Deferred Outflows and Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will *not* be recognized as an outflow of resources (expenses/ expenditure) until then. The Authority has two items that qualify for reporting in this category. They are the contributions made to pension plans after the measurement date and prior to the fiscal year-end, and changes in the net pension liability (asset) not included in pension expense (revenue) reported in the statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will *not* be recognized as an inflow of resources (revenue) until that time. The Authority has one type of item that qualifies for reporting in this category. The Authority reports changes in the net pension liability (asset) not included in pension expense (revenue) reported in the statement of net position.

### **Fraud Recovery**

HUD requires the Authority to account for monies recovered from tenants who committed fraud or misrepresentation in the application process for rent calculations and now owe additional rent for prior periods or retroactive rent as fraud recovery. The monies recovered are shared by HUD and the local Housing Authority.

### **Family Self-Sufficiency**

The Family Self-Sufficiency program (FSS) is an incentive program for low-income persons receiving subsidies to help them find ways to increase their income through schooling, technical training, etc. The Authority sets aside in an escrow account the difference between the participants' starting subsidy and their declining subsidy as their wages increase. When the participants achieve an income level at which they no longer receive subsidies in accordance with program guidelines, they will receive the escrow balance in cash. If the participants fail to comply with the program requirements, their escrow balance is forfeited. The total balance of the escrow accounts at June 30, 2022 was \$70,147. The liability and the corresponding restricted cash are shown on the Authority's financial statements.

**Compensated Absences**

*Vacation*

Employees of the Authority, that qualify, begin earning vacation days on the first day of their employment. However, they may not use vacation days until they have been continuously employed for six months. Non-exempt employees accrue vacation leave each pay period proportionate to the below schedule based upon the hours worked each pay period:

| <u>Years of Service</u>   | <u>Rate Earned Per Hours Worked</u> | <u>Maximum Hours Accrual</u> |
|---------------------------|-------------------------------------|------------------------------|
| 1 day through 9 years     | 0.06123                             | 240                          |
| 10 years through 15 years | 0.07439                             | 288                          |
| 15 years through 20 years | 0.08787                             | 336                          |
| Over 20 years             | 0.10170                             | 384                          |

Full-time non-exempt employees earn paid vacation time based upon the number of hours worked. Part-time, temporary, and seasonal employees are not eligible for paid vacation leave.

Non-exempt employees may not accumulate more than two times the annual maximum accrual designated for their years of employment. The accrual cap may be extended if an employee is unable to take leave due to a legitimate business reason. Non-exempt employees are not allowed to cash out vacation leave without the Board of Commissioner authorization. Upon employment termination, all earned and unused vacation time will be paid.

Exempt employees accrue vacation leave per pay period according to the following schedule:

| <u>Years of Service</u>   | <u>Hours</u> | <u>Maximum Hours Accrual</u> |
|---------------------------|--------------|------------------------------|
| 1 day through 9 years     | 6            | 390                          |
| 10 years through 15 years | 7            | 455                          |
| 15 years through 20 years | 8            | 520                          |
| Over 20 years             | 9            | 585                          |

*Sick Leave*

Full-time employees earn sick leave based upon the regular hours worked each pay period. Part-time, temporary, and seasonal employees are not eligible for sick leave. Employees may not use sick leave days until they have been continuously employed for 3 months. Employees accrue sick leave at .04898 hours per actual hours worked. Accrued sick time will be capped at 480 hours (12 weeks).

Upon termination of employment, employees will not be paid out sick leave. Current employees, as of July 1, 2020, will receive sick leave payout at .25 of their sick leave accrued hours.

### Components of Net Position

Components of net position include the following:

- Net Investment in Capital Assets—Consists of capital assets, net of accumulated depreciation and reduced by outstanding balances of debt issued to finance the acquisition, improvement, or construction of those assets.
- Restricted Net Position—Consists of assets and deferred outflows less related liabilities and deferred inflows reported in the statement of net position that are subject to restraints on their use by HUD.
- Unrestricted Net Position—Consists of assets and deferred outflows less related liabilities and deferred inflows reported in the statement of net position that are not subject to restraints on their use.

### Restricted Net Position

Unspent Section 18 disposition proceeds in the Public Housing program are considered restricted. As of June 30, 2022, restricted net position for the Public Housing program was \$11,177,745.

Excess HAP funds provided by HUD for the Housing Choice Voucher (HCV) and Mainstream programs are considered restricted. All restricted funds must be used solely for the purpose of the HCV and Mainstream programs HAP expenses with the exception of over-leased units. As of June 30, 2022, there was no restricted net position for the Housing Choice Voucher (HCV) and Mainstream programs.

It is the Authority's policy to first use restricted net position, prior to the use of unrestricted net position, when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

### Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense (revenue), information about the fiduciary net position of the Montana Public Employee Retirement Administration (MPERA) and additions to/ deletions from MPERA's fiduciary net position have been determined on the same basis as they are reported by MPERA. Authority contributions and net pension liability (asset) are recognized on an accrual basis of accounting. Investments are reported at fair value.

**Note 2 - Deposits and Certificates of Deposit****Deposit and Investment Policy**

The Authority's funds are required to be deposited and invested under the terms of a general depository agreement pursuant to PIH 95-27 "Required HA Cash Management and Investment Policies and Procedures." The depository bank deposits for safekeeping and trust with the Authority's agent approved pledged securities in an amount sufficient to protect Authority funds on a day-to-day basis during the period of the agreement. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation insurance. Under the general depository agreement, the Authority, at its own discretion, invests funds in demand and savings deposits and certificates of deposit provided by the depository bank at interest rates approximating United States Treasury Bill rates.

The agreement authorizes the Authority to invest in the following approved investment instruments:

- A. Direct obligations of the Federal Government backed by the full faith and credit of the United States including U.S. Treasury Bills; U.S. Treasury Notes; and U.S. Treasury Bonds
- B. Obligations of Federal Government Agencies including Federal Financing Bank; Government National Mortgage Association (GNMA), Mortgage-Backed Securities (GNMA I and GNMA II); GNMA Participation Certificates; Maritime Administration Merchant Marine Bonds, Notes and Obligations; Small Business Administration (SBA), Small Business Investments Corporation (SBIC) Debentures; and Tennessee Valley Authority (TVA) Power Bonds and Notes
- C. Securities of Government-Sponsored Agencies including Farm Credit Consolidated System-Wide Discount Notes; Federal Farm Credit Banks Consolidated System-Wide Bonds; Federal Home Loan Banks Consolidated Bonds, Notes and Discount Notes; FHLMC Mortgage Participation Certificates (PC) (Guaranteed); FHLMC Collateralized Mortgage Obligations (CMOs); Federal National Mortgage Association (FNMA) Debentures; FNMA Notes; FNMA Short-Term Discount Notes; FNMA Capital Debentures; and Student Loan Marketing Associations (SLMA) Obligations
- D. Demand and Savings Deposits
- E. Money-Market Deposit Accounts
- F. Municipal Depository Fund
- G. Super NOW Accounts
- H. Certificates of Deposit
- I. Repurchase Agreements
- J. Sweep Accounts
- K. Separate Trading of Registered Interest and Principal of Securities
- L. Mutual Funds

**Primary Government****Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. Beyond what is stated in the Century Code, the Authority does not have a formal policy to further limit exposure to custodial credit risk.

The carrying amounts of the Authority's deposits (cash and certificates of deposit) with financial institutions as of June 30, 2022 totaled \$17,931,086 and the cash bank balances totaled \$18,108,298.

For the bank balances as of June 30, 2022, \$500,000 was covered by Federal Depository Insurance and the remaining balance was collateralized with securities held by a pledging financial institution's agent in the government's name.

#### **Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The Authority does not have a formal policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

#### **Credit Risk**

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Beyond what is stated in the Century Code, the Authority does not have a formal policy to further limit exposure to credit risk. All certificates of deposit held by the Authority as of June 30, 2022 mature within 1 year.

#### **Concentration of Credit Risk**

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investments in a single issuer. The Authority places no limit on the amount which may be invested with a single issuer.

#### **Discretely Presented Component Unit**

##### **Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, Red Fox Apartments, LLLP deposits may not be returned to it.

The carrying amount with financial institutions of Red Fox Apartments, LLLP's deposits with financial institutions as of December 31, 2021 were \$428,587.

For the bank balances as of December 31, 2021, the full balances were covered by FDIC insurance and there is no significant level of risk.

**Note 3 - Restricted Cash and Investments**

**Primary Government**

Restricted cash relates to tenant security deposits held (\$165,979); the family self-sufficiency program (\$70,147); operating and replacement reserves required by Montana Board of Housing on the Whitetail Run project (\$194,621); unspent Section 18 disposition proceeds in the Public Housing program (\$11,177,745); and for accounts payable to HUD in the HCV program (\$2,680).

**Discretely Presented Component Unit**

Restricted cash relates to tenant security deposits held and operating and replacement reserves required by the partnership agreement.

**Note 4 - Notes Receivable**

The following are the notes receivable of the Authority at June 30, 2022:

Notes Receivable from Discretely Presented Component Unit

|                                                                                                                                                                                                                                                                                                                   |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 2.07% note receivable from Red Fox Apartments LLLP, annual payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by a subordinate deed of trust                                                                               | \$ 472,500          |
| 1.00% note receivable from Red Fox Apartments LLLP, annual payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by a subordinate deed of trust                                                                               | 45,000              |
| 1.00% note receivable from Red Fox Apartments LLLP, annual payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by a subordinate deed of trust                                                                               | 90,122              |
| Non interest bearing note receivable from Red Fox Apartments LLLP, drawn on maximum available construction loan proceeds of \$1,248,176, payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by a subordinate deed of trust | <u>1,248,176</u>    |
|                                                                                                                                                                                                                                                                                                                   | <u>\$ 1,855,798</u> |

During 2022, the Authority earned approximately \$17,836 in interest income on the above notes with Red Fox. As of June 30, 2022, the Authority was owed accrued interest of \$70,448 from Red Fox.

**Note 5 - Capital Assets**

**Primary Government**

Capital asset activity for the primary government for the year ended June 30, 2022 is as follows:

|                                             | 07/01/21<br>Balances | Increases           | Decreases             | Transfers        | 06/30/22<br>Balances |
|---------------------------------------------|----------------------|---------------------|-----------------------|------------------|----------------------|
| Capital assets not being depreciated        |                      |                     |                       |                  |                      |
| Land                                        | \$ 3,070,335         | \$ -                | \$ (898,662)          | \$ -             | \$ 2,171,673         |
| Construction in progress                    | 225,217              | 445,770             | (29,702)              | (626,287)        | 14,998               |
| Total capital assets not being depreciated  | <u>3,295,552</u>     | <u>445,770</u>      | <u>(928,364)</u>      | <u>(626,287)</u> | <u>2,186,671</u>     |
| Capital assets being depreciated            |                      |                     |                       |                  |                      |
| Buildings                                   | 26,057,409           | -                   | (4,193,456)           | 626,287          | 22,490,240           |
| Building improvements                       | 13,890,707           | -                   | (1,485,474)           | -                | 12,405,233           |
| Infrastructure                              | 1,403,964            | -                   | -                     | -                | 1,403,964            |
| Equipment                                   | 866,768              | -                   | (160,000)             | -                | 706,768              |
| Total capital assets being depreciated      | <u>42,218,848</u>    | <u>-</u>            | <u>(5,838,930)</u>    | <u>626,287</u>   | <u>37,006,205</u>    |
| Less accumulated depreciation for:          |                      |                     |                       |                  |                      |
| Buildings                                   | 15,306,596           | 490,272             | (2,872,654)           | -                | 12,924,214           |
| Building improvements                       | 6,536,672            | 608,918             | (946,938)             | -                | 6,198,652            |
| Infrastructure                              | 270,585              | 39,618              | -                     | -                | 310,203              |
| Equipment                                   | 368,784              | 77,201              | (28,000)              | -                | 417,985              |
| Total accumulated depreciation              | <u>22,482,637</u>    | <u>1,216,009</u>    | <u>(3,847,592)</u>    | <u>-</u>         | <u>19,851,054</u>    |
| Total capital assets being depreciated, net | <u>19,736,211</u>    | <u>(1,216,009)</u>  | <u>(1,991,338)</u>    | <u>626,287</u>   | <u>17,155,151</u>    |
| Total capital assets, net                   | <u>\$ 23,031,763</u> | <u>\$ (770,239)</u> | <u>\$ (2,919,702)</u> | <u>\$ -</u>      | <u>\$ 19,341,822</u> |

As of June 30, 2022, the Authority has no outstanding contracts for work to be completed.

**Discretely Presented Component Unit**

Capital asset activity for the discretely presented component unit for the year ended December 31, 2021 is as follows:

|                                           | 01/01/21<br>Balances | Increases    | Decreases | Transfers | 12/31/21<br>Balances |
|-------------------------------------------|----------------------|--------------|-----------|-----------|----------------------|
| Capital assets not being depreciated      |                      |              |           |           |                      |
| Land                                      | \$ 572,000           | \$ -         | \$ -      | \$ -      | \$ 572,000           |
| Capital assets being depreciated          |                      |              |           |           |                      |
| Land Improvements                         | 1,358,460            | -            | -         | -         | 1,358,460            |
| Buildings                                 | 3,570,867            | -            | -         | -         | 3,570,867            |
| Equipment                                 | 200,634              | -            | -         | -         | 200,634              |
| Total Being Depreciated                   | 5,129,961            | -            | -         | -         | 5,129,961            |
| Accumulated Depreciation                  | 591,614              | 241,115      | -         | -         | 832,729              |
| Total capital assets<br>being depreciated | 4,538,347            | (241,115)    | -         | -         | 4,297,232            |
| Total capital assets, net                 | \$ 5,110,347         | \$ (241,115) | \$ -      | \$ -      | \$ 4,869,232         |

**Note 6 - Long-Term Debt**

**Primary Government**

Long-term debt activity for the primary government for the year ended June 30, 2022 is as follows:

|               | 07/01/21     | Increases | Decreases    | 06/30/22     |
|---------------|--------------|-----------|--------------|--------------|
| Notes Payable | \$ 2,028,796 | \$ -      | \$ (792,352) | \$ 1,236,444 |

Housing Authority of Billings, Montana  
Notes to Financial Statements  
June 30, 2022

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Long-term debt for the primary government as of June 30, 2022, consisted of the following:

|                                                                                                                                                                                                               |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| \$1,900,000 note payable to Western Security Bank, interest at 3.9%, due in varying monthly installments ranging from \$9,085 to \$14,940, including interest, from November 2016 to November 2036, unsecured | \$ 1,236,444        |
| Less: current maturities                                                                                                                                                                                      | <u>(65,871)</u>     |
|                                                                                                                                                                                                               | <u>\$ 1,170,573</u> |

Long-term debt maturities for the primary government are as follows:

| <u>Years Ending June 30,</u> | <u>Principal</u>    | <u>Interest</u>   |
|------------------------------|---------------------|-------------------|
| 2023                         | \$ 65,871           | \$ 47,061         |
| 2024                         | 67,779              | 44,473            |
| 2025                         | 70,470              | 41,782            |
| 2026                         | 73,268              | 38,984            |
| 2027                         | 76,177              | 36,075            |
| 2028-2032                    | 428,729             | 132,529           |
| 2033-2037                    | <u>454,150</u>      | <u>1,427</u>      |
| Total                        | <u>\$ 1,236,444</u> | <u>\$ 342,331</u> |

**Discretely Presented Component Unit**

Long-term debt activity for Red Fox, the discretely presented component unit, for the year ended December 31, 2021 is as follows:

|               | <u>01/01/21</u>     | <u>Increases</u> | <u>Decreases</u>  | <u>12/31/21</u>     |
|---------------|---------------------|------------------|-------------------|---------------------|
| Notes Payable | <u>\$ 2,304,550</u> | <u>\$ -</u>      | <u>\$ (7,394)</u> | <u>\$ 2,297,156</u> |

Long-term debt for Red Fox as of December 31, 2021 consisted of the following:

|                                                                                                                                                                                                                                                                                                                        |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 4.12%, \$482,698 note payable to U.S. Bank National, due in monthly installments of \$2,338, due January 2034, secured by a security agreement, assignment of rent, and fixture financing statement                                                                                                                    | \$ 457,147          |
| Unamortized debt issuance costs, based on an effective interest rate of 4.63%                                                                                                                                                                                                                                          | <u>(15,789)</u>     |
|                                                                                                                                                                                                                                                                                                                        | <u>441,358</u>      |
| 2.07% note payable to HAB Development Corporation, annual payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by a subordinate deed of trust                                                                                     | 472,500             |
| 1.00% note payable to HAB Development Corporation, annual payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by subordinate deed of trust                                                                                       | 45,000              |
| 1.00% note payable to HAB Development Corporation, annual payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by subordinate deed of trust                                                                                       | 90,122              |
| Non interest bearing note payable to the Housing Authority of Billings, drawn on maximum available construction loan proceeds of \$1,248,176, payments to commence at completion of construction to the extent of available cash flow with entire balance due in November 2056, secured by a subordinate deed of trust | <u>1,248,176</u>    |
|                                                                                                                                                                                                                                                                                                                        | 2,297,156           |
| Less: current maturities                                                                                                                                                                                                                                                                                               | <u>(9,386)</u>      |
|                                                                                                                                                                                                                                                                                                                        | <u>\$ 2,287,770</u> |

Long-term debt maturities for Red Fox are as follows:

| <u>Years Ending December 31,</u> | <u>Principal</u>               |
|----------------------------------|--------------------------------|
| 2022                             | \$ 9,386                       |
| 2023                             | 9,780                          |
| 2024                             | 10,191                         |
| 2025                             | 10,619                         |
| 2026                             | 11,064                         |
| Thereafter                       | 2,261,905                      |
| Unamortized debt issuance costs  | <u>(15,789)</u>                |
| <br>Total                        | <br><u><u>\$ 2,297,156</u></u> |

## Note 7 - Pension and Retirement Plan

### Description of the Plans

The PERS-Defined Benefit Retirement Plan (DBRP), administered by the Montana Public Employee Retirement Administration (MPERA), is a multiple-employer, cost-sharing plan established July 1, 1945, and governed by Title 19, chapters 2 & 3, Montana Code Annotated (MCA). This plan provides retirement benefits to covered employees of the State, and local governments, and certain employees of the Montana University System, and school districts. Benefits are established by state law and can only be amended by the Legislature.

All new members are initially members of the PERS-DBRP and have a 12-month window during which they choose to remain in the PERS-DBRP or join the PERS-DCRP by filing an irrevocable election. Members may not be participants of both the defined benefit and defined contribution retirement plans. All new members from the universities also have a third option to join the university system's Montana University System Retirement Program (MUS-RP).

### Benefits Provided

The PERS-DBRP provides retirement, disability, and death benefits to plan members and their beneficiaries. Benefits are based on eligibility, years of service, and highest average compensation (HAC). Member rights are vested after five years of service.

#### Service retirement:

- Hired prior to July 1, 2011:
  - Age 60, 5 years of membership service;
  - Age 65, regardless of membership service; or
  - Any age, 30 years of membership service.
- Hired on or after July 1, 2011:
  - Age 65, 5 years of membership service;
  - Age 70, regardless of membership service.

**Early retirement, actuarially reduced:**

- Hired prior to July 1, 2011:
  - Age 50, 5 years of membership service; or
  - Any age, 25 years of membership service.
  
- Hired on or after July 1, 2011:
  - Age 55, 5 years of membership service;

**Second Retirement** (requires returning to PERS-covered employer or PERS service):

- Retired before January 1, 2016 and accumulate less than 2 years additional service credit or retire on or after January 1, 2016 and accumulate less than 5 years additional service credit:
  - A refund of member's contributions plus return interest (currently 2.02% effective July 1, 2018).
  - No service credit for second employment;
  - Start the same benefit amount the month following termination; and
  - Guaranteed Annual Benefit Adjustment (GABA) starts again in the January immediately following the second retirement.
- Retired before January 1, 2016 and accumulate at least 2 years of additional service credit:
  - A recalculated retirement benefit based on provisions in effect after the initial retirement; and
  - GABA starts on the recalculated benefit in the January after receiving the new benefit for 12 months.
- Retired on or after January 1, 2016 and accumulates 5 or more years of service credit:
  - The same retirement as prior to the return to service;
  - A second retirement benefit as prior to the second period of service based on laws in effect upon the rehire date; and
  - GABA starts on both benefits in the January after receiving the original and the new benefit for 12 months.

**Member's highest average compensation (HAC)**

- Hired prior to July 1, 2011 - highest average compensation during any consecutive 36 months;
- Hired on or after July 1, 2011 – highest average compensation during any consecutive 60 months;

**Compensation Cap**

- Hired on or after July 1, 2013 – 110% annual cap on compensation considered as a part of a member's highest average compensation.

**Monthly benefit formula**

- Members hired prior to July 1, 2011:
  - Less than 25 years of membership service: 1.785% of HAC per year of service credit;
  - 25 years of membership service or more: 2% of HAC per year of service credit.

- Members hired on or after July 1, 2011:
  - Less than 10 years of membership service: 1.5% of HAC per year of service credit;
  - 10 years or more, but less than 30 years of membership service: 1.785% of HAC per year of service credit;
  - 30 years or more of membership service: 2% of HAC per year of service credit.

**Guaranteed Annual Benefit Adjustment (GABA)**

After the member has completed 12 months of retirement, the member’s benefit increases by the applicable percentage (provided below) each January, inclusive of all other adjustments to the member’s benefit.

- 3.0% for members hired prior to July 1, 2007
- 1.5% for members hired between July 1, 2007 and June 30, 2013
- Members hired on or after July 1, 2013:
  - a. 1.5% for each PERS is funded at or above 90%
  - b. 1.5% reduced by 0.1% for each 2.0% PERS is funded below 90%; and
  - c. 0% whenever the amortization period for PERS is 40 years or more.

**Contributions**

The state Legislature has the authority to establish and amend contribution rates. Member and employer contribution rates are specified by state law and are a percentage of the member’s compensation. Contributions are deducted from each member’s salary and remitted by participating employers.

**Special Funding**

The state of Montana, as the non-employer contributing entity, paid to the Plan, additional contributions that qualify as special funding. Those employers who received special funding are all participating employers.

**Not Special Funding**

Per Montana law, state agencies and universities paid their own additional contributions. The employer paid contributions are not accounted for as special funding for state agencies and universities but are reported as employer contributions.

Member and employer contribution rates are shown in the table below.

| Fiscal Year | Member         |                | State and Universities | Local Government |        | School Districts |        |
|-------------|----------------|----------------|------------------------|------------------|--------|------------------|--------|
|             | Hired < 7/1/11 | Hired > 7/1/11 | Employer               | Employer         | State  | Employer         | Sate   |
| 2022        | 7.900%         | 7.900%         | 8.970%                 | 8.870%           | 0.100% | 8.600%           | 0.370% |
| 2021        | 7.900%         | 7.900%         | 8.870%                 | 8.770%           | 0.100% | 8.500%           | 0.370% |
| 2020        | 7.900%         | 7.900%         | 8.770%                 | 8.670%           | 0.100% | 8.400%           | 0.370% |
| 2019        | 7.900%         | 7.900%         | 8.670%                 | 8.570%           | 0.100% | 8.300%           | 0.370% |
| 2018        | 7.900%         | 7.900%         | 8.570%                 | 8.470%           | 0.100% | 8.200%           | 0.370% |
| 2017        | 7.900%         | 7.900%         | 8.470%                 | 8.370%           | 0.100% | 8.100%           | 0.370% |
| 2016        | 7.900%         | 7.900%         | 8.370%                 | 8.270%           | 0.100% | 8.000%           | 0.370% |
| 2015        | 7.900%         | 7.900%         | 8.270%                 | 8.170%           | 0.100% | 7.900%           | 0.370% |
| 2014        | 7.900%         | 7.900%         | 8.170%                 | 8.070%           | 0.100% | 7.800%           | 0.370% |
| 2012-2013   | 6.900%         | 7.900%         | 7.170%                 | 7.070%           | 0.100% | 6.800%           | 0.370% |
| 2010-2011   | 6.900%         |                | 7.170%                 | 7.070%           | 0.100% | 6.800%           | 0.370% |
| 2008-2009   | 6.900%         |                | 7.035%                 | 6.935%           | 0.100% | 6.800%           | 0.235% |
| 2000-2007   | 6.900%         |                | 6.900%                 | 6.800%           | 0.100% | 6.800%           | 0.100% |

1. Member contributions to the system of 7.9% are temporary and will be decreased to 6.9% on January 1, following actuary valuation results that show the amortization period has dropped below 25 years and would remain below 25 years following the reduction of both the additional employer and additional member contribution rates.
2. Employer contributions to the system:
  - a. Effective July 1, 2014, following the 2013 Legislative Session, PERS-employer contributions increase an additional 0.1% a year and will continue over 10 years through 2024. The additional employer contributions including the 0.27% added in 2007 and 2009, will terminate on January 1 following an actuary valuation that shows the amortization period of the PERS-DBRP has dropped below 25 years and remains below the 25 years following the reduction of both the additional employer and member contribution rates.
  - b. Effective July 1, 2013, employers are required to make contributions on working retirees' compensation. Member contributions for working retirees are not required.
  - c. The portion of employer contributions allocated to the PCR are included in the employers reporting. The PCR was paid off effective March 2016 and the contributions previously directed to the PCR are now directed to member accounts.
3. Non-Employer Contributions
  - a. Special Funding
    - i. The State contributes 0.1% of members' compensation on behalf of local government entities.
    - ii. The State contributes 0.37% of members' compensation on behalf of local government entities.
    - iii. The State contributed a Statutory Appropriation from the General Fund of \$34,290,660.

### **Stand Alone Statements**

The financial statements of the Montana Public Employees Retirement Board (PERB) *Comprehensive Annual Financial Report* (CAFR) and GASB 68 Report disclose the Plan's fiduciary net position. The reports are available from the PERB at PO Box 200131, Helena MT 59620-0131, (406) 444-3154 or the MPERA website at <http://mpera.mt.gov/>

### Actuarial Assumptions

The total pension liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions.

- |                                    |             |
|------------------------------------|-------------|
| • Investment Return                | 7.06%       |
| • Admin Expense as % of Payroll    | 0.28%       |
| • General Wage Growth*             | 3.50%       |
| *includes Inflation at             | 2.40%       |
| • Merit Increases                  | 0% to 4.80% |
| • Postretirement Benefit Increases |             |

#### **Guaranteed Annual Benefit Adjustment**

After the member has completed 12 full months of retirement, the member's benefit increases by the applicable percentage each January, inclusive of other adjustments to the member's benefit.

- 3.0% for members hired prior to July 1, 2007
- 1.5% for members hired between July 1, 2007 and June 30, 2013
- Members hired on or after July 1, 2013:
  - a. 1.5% for each year PERS is funded at or above 90%
  - b. 1.5% is reduced by 0.1% for each 2% PERS is funded below 90%
  - c. 0% whenever the amortization period for PERS is 40 years or more
- Mortality assumptions among contributing members, service retired members and beneficiaries based on RP 2000 Combined Employee and Annuitant Mortality Tables projected to 2020 with scale BB, set back one year for males.
- Mortality assumptions among Disabled Retirees are based on RP 2000 Combined Mortality Tables with no projections.

### Discount Rate

The discount rate used to measure the Total Pension Liability was 7.06%. The projection of cash flows used to determine the discount rate assumed that contributions from participating plan members, employers, and non-employer contributing entities will be made based on the Board's funding policy, which establishes the contractually required rates under Montana Code Annotated. The State contributes 0.1% of salaries for local governments and 0.37% for school districts. In addition, the State contributes a statutory appropriation from the general fund. Based on those assumptions, the Plan's fiduciary net position was projected to be adequate to make all the projected future benefit payments of current plan members through the year 2126. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability. A municipal bond rate was not incorporated in the discount rate.

**Target Allocations**

The long-term rate of return as of June 30, 2021, was calculated using the average long-term capital market assumptions published in the Survey of Capital Market Assumptions 2021 Edition by Horizon Actuarial Service, LLC, yielding a median real return of 4.66%. The assumed inflation is based on the intermediate inflation assumption of 2.40% in the 2021 OASDI Trustees Report used by the Chief Actuary for Social Security to produce 75-year cost projections. Combining these two results yields a nominal return of 7.06%. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2021, are summarized in the table on the top of the next page. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation (78c & 78f) as of June 30, 2021, are summarized in the table below.

| Asset Class           | Target Asset Allocation | Real Rate of Return Arithmetic Basis |
|-----------------------|-------------------------|--------------------------------------|
| Cash                  | 3.00%                   | -0.33%                               |
| Domestic equity       | 30.00%                  | 5.90%                                |
| International Equity  | 17.00%                  | 7.14%                                |
| Private Investments   | 15.00%                  | 9.13%                                |
| Real Assets           | 5.00%                   | 4.03%                                |
| Real Estate           | 9.00%                   | 5.41%                                |
| Core Fixed Income     | 15.00%                  | 1.14%                                |
| Non-Core Fixed Income | 6.00%                   | 3.02%                                |
| Total                 | 100.00%                 |                                      |

**Sensitivity Analysis**

The following presents the Authority's sensitivity of the NPL to the discount rate in the table below. A small change in the discount rate can create a significant change in the liability. The Net Pension Liability was calculated using the discount rate of 7.06%, as well as what the Net Pension Liability would be if it were calculated using a discount rate 1.00% lower or 1.00% higher than the current rate.

|                                  | 1.0% Decrease<br>(6.06%) | Current<br>Discount Rate | 1.0% Increase<br>(8.06%) |
|----------------------------------|--------------------------|--------------------------|--------------------------|
| Employer's Net Pension Liability | \$ 2,164,023             | \$ 1,363,298             | \$ 691,676               |

**Summary of Significant Accounting Policies**

MPERA prepared financial statements using the accrual basis of accounting. The same accrual basis was used by MPERA for the purposes of determining the Net Pension Liability (NPL); Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions; Pension Expense; the Fiduciary Net Position; and Additions to or Deductions from Fiduciary Net Position. Member contributions are recognized in the period in which contributions are due. Employer contributions are recognized when due and the Authority has made a formal commitment to provide the contributions. Revenues are recognized in the accounting period they are earned and become measurable. Benefit payments and refunds are recognized in the accounting period in which they are due and payable in accordance with the benefit terms. Expenses are recognized in the period incurred. Investments are reported at fair value. MPERA adhered to all accounting principles generally accepted by the United States of America. MPERA applied all applicable pronouncements of the Governmental Accounting Standards Board (GASB).

**Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflow of Resources**

GASB Statement 68 allows a measurement date of up to 12 months before the Authority’s fiscal year-end can be utilized to determine the Plan’s Total Pension Liability. The basis for the Total Pension Liability as of June 30, 2021, was determined by taking the results of the June 30, 2020, actuarial valuation and applying standard roll forward procedures. The roll forward procedure uses a calculation that adds the annual normal cost (also called the service cost), subtracts the actual benefit payments and refunds for the plan year, and then applies the expected investment rate of return for the year. The roll forward procedure will include the effects of any assumption changes and legislative changes. The update procedures are in conformity with Actuarial Standards of Practice issued by the Actuarial Standards Board.

The Total Pension Liability (TPL) minus the Fiduciary Net Position equals the Net Pension Liability (NPL). The proportionate shares of the Authority’s and the state of Montana’s NPL for June 30, 2021, are displayed below. The Authority’s proportionate share equals the ratio of the Authority’s contributions to the sum of all employer and non-employer contributions during the measurement period. The state’s proportionate share for a particular employer equals the ratio of the contributions for a particular employer to the total state contributions paid. The Authority recorded a liability of \$1,363,298 as of June 30, 2021. The Authority’s proportionate share was 0.075187 percent as of June 30, 2021, which was an decrease of 0.005357% from its proportion measured as of June 30, 2020.

|                                                                  | Net Pension<br>Liability as of<br>6/30/2022 | % of Collective<br>NPL as of<br>6/30/2022 |
|------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|
| Employer proportionate share                                     | \$ 1,363,298                                | 0.075187%                                 |
| State of Montana proportionate share<br>associated with employer | <u>402,251</u>                              | <u>0.022184%</u>                          |
|                                                                  | <u>\$ 1,765,549</u>                         | <u>0.097371%</u>                          |

**Changes in benefit terms:** There have been no changes in benefit terms since the previous measurement date.

**Changes in proportionate share:** There were no changes between the measurement date of the collective NPL and the Authority's reporting date that are expected to have a significant effect on the Authority's proportionate share of the collective NPL. However, each employer may have unique circumstances that will impact the Authority's proportionate share of the collective net pension. If there were changes that are expected to have an impact on the net pension liability, the Authority should disclose the amount of the expected resultant change in the Authority's proportionate share of the collective net pension liability, if known.

**Pension Expense**

|                                                   | Pension Expense<br>Year Ended<br>6/30/2022 |
|---------------------------------------------------|--------------------------------------------|
| Employer's proportionate share of PERS            | \$ 60,230                                  |
| State of Montana proportionate share for employer | <u>112,512</u>                             |
|                                                   | <u><u>\$ 172,742</u></u>                   |

For the year ended June 30, 2022, the Authority recognized a Pension Expense of \$60,230 for its proportionate share of the Plan's pension expense. The Authority recognized grant revenue of \$112,512 for the support provided by the State of Montana for its proportionate share of the pension expense associated with the Authority.

**Recognition of Deferred Inflows and Outflows**

At June 30, 2022, the Authority reported its proportionate share of PERS' deferred outflows of resources and deferred inflows of resources from the following sources:

|                                                                                                                     | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|
| Actual vs. expected experience                                                                                      | \$ 14,549                         | \$ 9,870                         |
| Changes in assumptions                                                                                              | 201,930                           | -                                |
| Actual vs. expected investment earnings                                                                             | -                                 | 552,286                          |
| Changes in proportion share and differences between employer contributions and proportionate share of contributions | -                                 | 35,374                           |
| Employer contributions subsequent to the measurement date                                                           | <u>115,937</u>                    | <u>-</u>                         |
|                                                                                                                     | <u><u>\$ 332,416</u></u>          | <u><u>\$ 597,530</u></u>         |

\$115,937 reported as deferred outflows of resources related to pensions, resulting from contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in Pension Expense as follows:

|            |           |
|------------|-----------|
| 2023       | \$ 11,386 |
| 2024       | (82,743)  |
| 2025       | (133,391) |
| 2026       | (176,303) |
| 2027       | -         |
| Thereafter | -         |

**Defined Contribution Plan**

The Authority contributes to the state of Montana Public Employee Retirement System Defined Contribution Retirement Plan (PERS-DCRP) for employees that have elected the DCRP. The PERS-DCRP is administered by the PERB and is reported as a multiple-employer plan established July 1, 2002, and governed by Title 19, chapters 2 & 3, MCA.

All new PERS members are initially members of the PERS-DBRP and have a 12-month window during which they may choose to remain in the PERS-DBRP or join the PERS-DCRP by filing an irrevocable election. Members may not be participants of both the *defined benefit* and *defined contribution* retirement plans.

Member and employer contribution rates are specified by state law and are a percentage of the member’s compensation. Contributions are deducted from each member’s salary and remitted by participating employers. The state Legislature has the authority to establish and amend contribution rates.

Benefits are dependent upon eligibility and individual account balances. Participants are vested immediately in their own contributions and attributable income. Participants are vested after 5 years of membership service for the Authority’s contributions to individual accounts and the attributable income. Non-vested contributions are forfeited upon termination of employment per 19-3-2117(5), MCA. Such forfeitures are used to cover the administrative expenses of the PERS-DCRP.

Employer contributions to the defined contribution plan were \$16,397 in 2022.

**Note 8 - Risk Management**

The Authority’s risk management activities include purchase of commercial insurance for employee health care, workers’ compensation, buildings, personal property, loss of income, auto, employee dishonesty, boiler and machinery and general liability. The Authority retains no risk of loss except losses exceeding insurance coverage amounts. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years. There have been no significant reductions in insurance coverage.

**Note 9 - TCAP Grant**

Whitetail Run Apartments, LLP received total TCAP funds of \$2,658,141 in 2010 and 2011 from the Montana Board of Housing in lieu of receiving tax credits under the Low-Income Housing Tax Credit Program. TCAP funds are subject to the same limitations, including rent, income, use restrictions and compliance monitoring, as are projects awarded low income housing tax credits under Section 42 of the Internal Revenue Code. The Partnership must comply with these provisions for fifteen years. A violation of the terms of the agreement may require the Partnership to repay all or a portion of the funds.

**Note 10 - HOME Funds**

The Authority received funding used for the Red Fox project through a grant under the HOME program. Grants provided under the terms of the HOME program are subject to a variety of requirements, including period of affordability provisions for twenty years. In the event a project is not in compliance with the HOME provisions within the period of affordability, the full amount of the HOME grant for that project may need to be repaid by the Authority.

**Note 11 - Related Party Transactions****Developer Fees**

The Authority earns developer fees for the development of affordable housing based on its agreement with Red Fox Apartments LLLP (Red Fox). Developer fees are earned and received in accordance with its development agreement. During 2022, the Authority earned developer fee income of \$0 from Red Fox. As of June 30, 2022, the Authority was owed \$126,265 for developer fees.

**Due from Related Party**

The Authority has advanced funds to Red Fox throughout construction. As of June 30, 2022, the Authority was owed \$88,094 from Red Fox. This amount is to be repaid from available cash flow of Red Fox.

**Management Contract**

The Authority has entered into a management agreement with Red Fox for services in management of the project. During 2022, the Authority earned \$45,598 in management fee income from Red Fox.

**Note 12 - Subsequent Event**

Subsequent to year-end, the Authority purchased several parcels of land totaling \$1,093,850. The land was purchased using existing cash.

**Note 13 - Condensed Component Unit Information**

Condensed component unit information for Whitetail Run Apartments, LLP, HAB Development Corporation, and HAB Education and Wellness Corporation, the Authority's blended component units, as of and for the year ended June 30, 2022 are summarized below. Blended component units Whitetail Run Apartments Development, LLC and Red Fox Developer, LLC had no significant balances or activity.

**Condensed Statement of Net Position**

|                                                          | Whitetail Run<br>Apartments, LLP | Elevate<br>Property<br>Management LLC | HAB<br>Development<br>Corporation | HAB Education<br>& Wellness<br>Corporation | Total                |
|----------------------------------------------------------|----------------------------------|---------------------------------------|-----------------------------------|--------------------------------------------|----------------------|
| <b>Assets</b>                                            |                                  |                                       |                                   |                                            |                      |
| Current Assets                                           | \$ 399,310                       | \$ 8,896                              | \$ 644,055                        | \$ 11,411                                  | \$ 1,063,672         |
| Capital Assets                                           | 3,148,996                        | -                                     | 6,466,475                         | -                                          | 9,615,471            |
| Other Assets                                             | -                                | -                                     | 582,509                           | -                                          | 582,509              |
| Total Assets                                             | <u>3,548,306</u>                 | <u>8,896</u>                          | <u>7,693,039</u>                  | <u>11,411</u>                              | <u>11,261,652</u>    |
| Deferred Outflows - Pension                              | <u>6,599</u>                     | <u>12</u>                             | <u>10,283</u>                     | <u>-</u>                                   | <u>16,894</u>        |
| Total Assets and Deferred Outflows                       | <u>\$ 3,554,905</u>              | <u>\$ 8,908</u>                       | <u>\$ 7,703,322</u>               | <u>\$ 11,411</u>                           | <u>\$ 11,278,546</u> |
| <b>Liabilities</b>                                       |                                  |                                       |                                   |                                            |                      |
| Current Liabilities                                      | \$ 105,259                       | \$ 2,298                              | \$ 153,943                        | \$ -                                       | \$ 261,500           |
| Noncurrent Liabilities                                   | 720,378                          | 47                                    | 615,800                           | -                                          | 1,336,225            |
| Total Liabilities                                        | <u>825,637</u>                   | <u>2,345</u>                          | <u>769,743</u>                    | <u>-</u>                                   | <u>1,597,725</u>     |
| Deferred Inflows - Pension                               | 11,862                           | 22                                    | 18,485                            | -                                          | 30,369               |
| Net Position                                             | <u>2,717,406</u>                 | <u>6,541</u>                          | <u>6,915,094</u>                  | <u>11,411</u>                              | <u>9,650,452</u>     |
| Total Liabilities, Deferred Inflows,<br>and Net Position | <u>\$ 3,554,905</u>              | <u>\$ 8,908</u>                       | <u>\$ 7,703,322</u>               | <u>\$ 11,411</u>                           | <u>\$ 11,278,546</u> |

### Condensed Statement of Revenues, Expenses and Changes in Net Position

|                                        | Whitetail Run<br>Apartments, LLP | Elevate<br>Property<br>Management LLC | HAB<br>Development<br>Corporation | HAB Education<br>& Wellness<br>Corporation | Total               |
|----------------------------------------|----------------------------------|---------------------------------------|-----------------------------------|--------------------------------------------|---------------------|
| <b>Operating Revenues</b>              |                                  |                                       |                                   |                                            |                     |
| Dwelling rental                        | \$ 304,533                       | \$ -                                  | \$ 536,719                        | \$ -                                       | \$ 841,252          |
| Housing assistance program             | -                                | -                                     | 62,548                            | -                                          | 62,548              |
| Total Operating Revenues               | <u>304,533</u>                   | <u>-</u>                              | <u>599,267</u>                    | <u>-</u>                                   | <u>903,800</u>      |
| <b>Operating Expenses</b>              |                                  |                                       |                                   |                                            |                     |
| Occupancy and payments<br>to landlords | 125,665                          | -                                     | 244,114                           | -                                          | 369,779             |
| Maintenance                            | 63,665                           | -                                     | 187,327                           | -                                          | 250,992             |
| Administrative                         | 99,348                           | -                                     | 209,541                           | 980                                        | 309,869             |
| Utilities                              | 14,979                           | -                                     | 62,713                            | -                                          | 77,692              |
| Tenant services                        | 546                              | -                                     | 12,210                            | -                                          | 12,756              |
| Other                                  | 20,174                           | -                                     | 18,537                            | -                                          | 38,711              |
| Total Operating Expenses               | <u>324,377</u>                   | <u>-</u>                              | <u>734,442</u>                    | <u>980</u>                                 | <u>1,059,799</u>    |
| Operating Income (Loss)                | <u>(19,844)</u>                  | <u>-</u>                              | <u>(135,175)</u>                  | <u>(980)</u>                               | <u>(155,999)</u>    |
| <b>Nonoperating Income (Expenses)</b>  |                                  |                                       |                                   |                                            |                     |
| Interest income                        | 279                              | -                                     | 17,464                            | 5                                          | 17,748              |
| Other income                           | 10,827                           | 5                                     | 31,930                            | -                                          | 42,762              |
| Loss (gain) on disposition of assets   | -                                | -                                     | (29,702)                          | -                                          | (29,702)            |
| Pension income (expense)               | 15,041                           | 121                                   | 12,971                            | -                                          | 28,133              |
| Interest expense                       | (47,476)                         | -                                     | (47,196)                          | -                                          | (94,672)            |
| Total Nonoperating Income (Expense)    | <u>(21,329)</u>                  | <u>126</u>                            | <u>(14,533)</u>                   | <u>5</u>                                   | <u>(35,731)</u>     |
| Transfers in                           | -                                | -                                     | 1,198,257                         | -                                          | 1,198,257           |
| Transfers out                          | -                                | -                                     | -                                 | -                                          | -                   |
| Change in Net Position                 | (41,173)                         | 126                                   | 1,048,549                         | (975)                                      | 1,006,527           |
| Net Position, Beginning of Year        | <u>2,758,579</u>                 | <u>6,415</u>                          | <u>5,866,545</u>                  | <u>12,386</u>                              | <u>8,643,925</u>    |
| Net Position, End of Year              | <u>\$ 2,717,406</u>              | <u>\$ 6,541</u>                       | <u>\$ 6,915,094</u>               | <u>\$ 11,411</u>                           | <u>\$ 9,650,452</u> |

### Condensed Statement of Cash Flows

|                                                         | Whitetail Run<br>Apartments, LLP | Elevate<br>Property<br>Management LLC | HAB<br>Development<br>Corporation | HAB Education<br>& Wellness<br>Corporation | Total             |
|---------------------------------------------------------|----------------------------------|---------------------------------------|-----------------------------------|--------------------------------------------|-------------------|
| <b>Net Cash Provided By (Used For)</b>                  |                                  |                                       |                                   |                                            |                   |
| Operating activities                                    | \$ 63,912                        | \$ (5)                                | \$ 1,279,168                      | \$ (980)                                   | \$ 1,342,095      |
| Non-capital financing activities                        | 10,827                           | 5                                     | 31,930                            | -                                          | 42,762            |
| Transfers to other entities                             | -                                | -                                     | 1,198,257                         | -                                          | 1,198,257         |
| Capital and related financing activities                | 81,638                           | -                                     | (2,438,820)                       | -                                          | (2,357,182)       |
| Investing activities                                    | 279                              | -                                     | 100,271                           | 5                                          | 100,555           |
| Net increase (decrease) in cash<br>and cash equivalents | 156,656                          | -                                     | 170,806                           | (975)                                      | 326,487           |
| Cash and Cash Equivalents,<br>Beginning of Year         | <u>242,173</u>                   | <u>8,896</u>                          | <u>383,286</u>                    | <u>12,386</u>                              | <u>646,741</u>    |
| Cash and Cash Equivalents, End of Year                  | <u>\$ 398,829</u>                | <u>\$ 8,896</u>                       | <u>\$ 554,092</u>                 | <u>\$ 11,411</u>                           | <u>\$ 973,228</u> |



Required Supplementary Information  
June 30, 2022

# Housing Authority of Billings, Montana

**Schedule of Employer's Share of Net Pension Liability**  
**MPERA**  
**Last 10 Fiscal Years\***

|                                                                                                            | 2022        | 2021        | 2020        | 2019        | 2018        | 2017        | 2016        |
|------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Employer's proportion of the net pension liability (asset)                                                 | 0.0752%     | 0.0805%     | 0.0737%     | 0.0788%     | 0.0889%     | 0.0965%     | 0.0877%     |
| Employer's proportionate share of the net pension liability (asset)                                        | \$1,363,298 | \$2,124,917 | \$1,539,703 | \$1,643,704 | \$1,732,068 | \$1,644,053 | \$1,225,931 |
| State of Montana's proportionate share of the Net Pension Liability associated with the Employer           | \$402,251   | \$669,436   | \$501,344   | \$549,241   | \$23,062    | \$20,088    | \$15,058    |
| Total                                                                                                      | \$1,765,549 | \$2,794,353 | \$2,041,047 | \$2,192,945 | \$1,755,130 | \$1,664,141 | \$1,240,989 |
| Employer's covered payroll                                                                                 | \$1,328,085 | \$1,351,393 | \$1,215,366 | \$1,295,151 | \$1,102,662 | \$1,156,129 | \$1,023,474 |
| Employer's proportionate share of the net pension liability (asset) as a percentage of its covered payroll | 102.65%     | 157.24%     | 126.69%     | 126.91%     | 157.08%     | 142.20%     | 119.78%     |
| Plan fiduciary net position as a percentage of the total pension liability                                 | 79.91%      | 68.90%      | 73.85%      | 73.47%      | 73.75%      | 74.71%      | 78.40%      |

\*The amounts presented above for each fiscal year were determined as of June 30<sup>th</sup>, the measurement date, which is one year prior to the Employer's fiscal year. Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**Schedule of Employer Contributions  
 MPERA  
 Last 10 Fiscal Years\***

|                                                                    | 2022        | 2021        | 2020        | 2019        | 2018        | 2017        | 2016        |
|--------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Statutorily required contribution                                  | \$115,937   | \$117,693   | \$118,400   | \$104,530   | \$109,699   | \$92,340    | \$96,636    |
| Plan Choice Rate Required Contributions                            | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$1,707     |
| Contributions in relation to the statutorily required contribution | \$115,937   | \$117,693   | \$118,400   | \$104,530   | \$109,699   | \$92,340    | \$98,342    |
| Contribution deficiency (excess)                                   | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      | \$0.00      |
| Employer's covered payroll                                         | \$1,307,066 | \$1,328,085 | \$1,351,393 | \$1,215,366 | \$1,295,151 | \$1,102,662 | \$1,156,129 |
| Contributions as a percentage of covered payroll                   | 8.87%       | 8.86%       | 8.76%       | 8.60%       | 8.47%       | 8.37%       | 8.51%       |

\* The amounts presented above for each fiscal year were determined as of June 30<sup>th</sup>. Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

## Note A - Changes of Benefit Terms

The following changes to the plan provisions were made as identified:

### 2017 Legislative Changes:

#### Working Retiree Limitations - for PERS

- Effective July 1, 2017, if a PERS retiree returns as an independent contractor to what would otherwise be PERS-covered employment, general contractor overhead costs are excluded from PERS working retiree limitations.

#### Refunds

- 1) Terminating members eligible to retire may, in lieu of receiving a monthly retirement benefit, refund their accumulated contributions in a lump sum.
- 2) Terminating members with accumulated contributions between \$200 and \$1,000 who wish to rollover their refund must do so within 90 days of termination of service.
- 3) Trusts, estates, and charitable organizations listed as beneficiaries are entitled to receive only a lump-sum payment.

**Interest credited to member accounts**-Effective July 1, 2017, the interest rate credited to member accounts increased from 0.25% to 0.77%.

#### Lump Sum Payouts

- Effective July 1, 2017, lump-sum payouts in all systems are limited to the member's accumulated contributions rate than the present value of the member's benefits.

#### Disabled PERS Defined Contribution (DC) Members

PERS members hired after July 1, 2011 have a normal retirement age of 65. PERS DC members hired after July 1, 2011 who become disabled were previously only eligible for a disability benefit until age 65. Effective July 1, 2017, these individuals will be eligible for a disability benefit until they reach 70, thus ensuring the same 5-year time period available to PERS DC disabled members hired prior to July 1, 2011 who have a normal retirement age of 60 and are eligible for a disability benefit until age 65.

**Note B - Changes in Actuarial Assumptions and Methods**

**Method and assumptions used in calculations of actuarially determined contributions**

The following Actuarial Assumptions were adopted from the June 2020 Experience Study:

|                              |                                                                                                                                        |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| General Wage Growth*         | 3.50%                                                                                                                                  |
| Investment Rate of Return*   | 7.65%                                                                                                                                  |
| *Includes inflation at       | 2.75%                                                                                                                                  |
| Merit salary increases       | 3.50% to 8.47%                                                                                                                         |
| Asset valuation method       | 4-year smooth market                                                                                                                   |
| Actuarial cost method        | Entry age Normal                                                                                                                       |
| Amortization method          | Level percentage of payroll, open                                                                                                      |
| Mortality (Healthy members)  | For Males and Females: RP 2000 Combined Employee and Annuitant Mortality Table projected to 2020 using Scale BB, males set back 1 year |
| Mortality (Disabled members) | For Males and Females: RP 2000 Combined Mortality Table                                                                                |
| Admin Expense                | 0.28%                                                                                                                                  |

Administrative expenses are recognized by an additional amount added to the normal cost contribution rate for the System. This amount varies from year to year based on the prior year's actual administrative expenses.



Supplementary Information  
June 30, 2022

**Housing Authority of Billings, Montana**

Housing Authority of Billings, Montana  
Schedule of Financial Position by Program  
June 30, 2022  
(Page 1 of 4)

|                                      | Public Housing Operating Fund | Housing Assistance Payments Program D-76-040 | Section 8 Contract Administrator |                     |                     |                 | Public Housing Capital Fund | HAB Development Corporation |                      |                      |                        |                        |                       |
|--------------------------------------|-------------------------------|----------------------------------------------|----------------------------------|---------------------|---------------------|-----------------|-----------------------------|-----------------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
|                                      |                               |                                              | State Vouchers                   | Local Vouchers      | Mainstream Vouchers | FSS Coordinator |                             | Spring Gardens              | Old Town Square      | Westchester Square   | Pheasant Home          | Falcon Run             | Laurel Gardens        |
| <b>Assets and Deferred Outflows</b>  |                               |                                              |                                  |                     |                     |                 |                             |                             |                      |                      |                        |                        |                       |
| <b>Current Assets</b>                |                               |                                              |                                  |                     |                     |                 |                             |                             |                      |                      |                        |                        |                       |
| Cash and cash equivalents            | \$ 919,601                    | \$ 911,095                                   | \$ 4,498                         | \$ 902,599          | \$ 24               | \$ -            | \$ -                        | \$ 210,499                  | \$ 111,176           | \$ 39                | \$ 128,910             | \$ 61,975              | \$ 23                 |
| Restricted cash                      | 11,178,621                    | -                                            | -                                | 71,951              | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Tenant security deposits             | 70,368                        | 31,308                                       | -                                | -                   | -                   | -               | -                           | 9,000                       | 6,075                | 1,650                | 11,442                 | 2,540                  | 10,763                |
| Receivables                          |                               |                                              |                                  |                     |                     |                 |                             |                             |                      |                      |                        |                        |                       |
| Due from HUD                         | 9,790                         | -                                            | -                                | -                   | 1,087               | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Notes receivable - current           | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Due from related party               | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Tenant and other                     | 4,831                         | 2,596                                        | -                                | 19,275              | -                   | -               | -                           | 2,230                       | 3,427                | 2,854                | -                      | 354                    | 2,004                 |
| Allowance for doubtful accounts      | (236)                         | -                                            | -                                | (112)               | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Certificates of deposit              | 668,082                       | -                                            | -                                | -                   | -                   | -               | -                           | -                           | 76,580               | -                    | -                      | -                      | -                     |
| Due from other programs              | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | 2,155                  | 359                    | -                     |
| Prepaid expenses                     | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| <b>Total current assets</b>          | <b>12,851,057</b>             | <b>944,999</b>                               | <b>4,498</b>                     | <b>993,713</b>      | <b>1,111</b>        | <b>-</b>        | <b>-</b>                    | <b>221,729</b>              | <b>197,258</b>       | <b>4,543</b>         | <b>142,507</b>         | <b>65,228</b>          | <b>12,790</b>         |
| <b>Net Property and Equipment</b>    |                               |                                              |                                  |                     |                     |                 |                             |                             |                      |                      |                        |                        |                       |
| Land                                 | 1,006,257                     | 200,000                                      | -                                | -                   | -                   | -               | -                           | 1                           | -                    | 32,016               | 34,051                 | -                      | 274,378               |
| Buildings                            | 8,581,391                     | 2,322,693                                    | -                                | -                   | -                   | -               | -                           | 832,699                     | 804,909              | 600,662              | 3,184,959              | 992,773                | 760,840               |
| Building improvements                | 8,774,988                     | 2,203,558                                    | -                                | -                   | -                   | -               | -                           | 387,319                     | 6,400                | 28,500               | -                      | -                      | 149,237               |
| Infrastructure                       | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | -                      | 382,003                | -                     |
| Equipment                            | 432,232                       | 82,619                                       | -                                | 27,636              | -                   | -               | -                           | 41,890                      | -                    | -                    | -                      | 87,677                 | -                     |
| Construction in progress             | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Accumulated depreciation             | 18,794,868<br>(12,892,040)    | 4,808,870<br>(2,791,523)                     | -                                | 27,636<br>(27,636)  | -                   | -               | -                           | 1,261,909<br>(785,266)      | 811,309<br>(391,819) | 661,178<br>(200,908) | 3,219,010<br>(550,266) | 1,462,453<br>(132,760) | 1,184,455<br>(72,820) |
| <b>Total Property</b>                | <b>5,902,828</b>              | <b>2,017,347</b>                             | <b>-</b>                         | <b>-</b>            | <b>-</b>            | <b>-</b>        | <b>-</b>                    | <b>476,643</b>              | <b>419,490</b>       | <b>460,270</b>       | <b>2,668,744</b>       | <b>1,329,693</b>       | <b>1,111,635</b>      |
| <b>Other Assets</b>                  |                               |                                              |                                  |                     |                     |                 |                             |                             |                      |                      |                        |                        |                       |
| Other assets                         | -                             | -                                            | -                                | -                   | -                   | -               | -                           | 25                          | -                    | -                    | -                      | -                      | -                     |
| Notes receivable-noncurrent          | -                             | -                                            | -                                | -                   | -                   | -               | -                           | 517,500                     | -                    | -                    | -                      | -                      | -                     |
| Developer fees receivable            | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                    | -                    | -                      | -                      | -                     |
| Interest receivable                  | -                             | -                                            | -                                | -                   | -                   | -               | -                           | 64,984                      | -                    | -                    | -                      | -                      | -                     |
| <b>Total other assets</b>            | <b>-</b>                      | <b>-</b>                                     | <b>-</b>                         | <b>-</b>            | <b>-</b>            | <b>-</b>        | <b>-</b>                    | <b>582,509</b>              | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>               | <b>-</b>              |
| <b>Deferred Outflow of Resources</b> | <b>71,616</b>                 | <b>29,910</b>                                | <b>26,074</b>                    | <b>56,631</b>       | <b>1,983</b>        | <b>-</b>        | <b>-</b>                    | <b>3,993</b>                | <b>1,764</b>         | <b>566</b>           | <b>1,731</b>           | <b>87</b>              | <b>2,142</b>          |
|                                      | <b>\$ 18,825,501</b>          | <b>\$ 2,992,256</b>                          | <b>\$ 30,572</b>                 | <b>\$ 1,050,344</b> | <b>\$ 3,094</b>     | <b>\$ -</b>     | <b>\$ -</b>                 | <b>\$ 1,284,874</b>         | <b>\$ 618,512</b>    | <b>\$ 465,379</b>    | <b>\$ 2,812,982</b>    | <b>\$ 1,395,008</b>    | <b>\$ 1,126,567</b>   |

Housing Authority of Billings, Montana  
Schedule of Financial Position by Program  
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| Assets and Deferred Outflows         | Whitetail<br>Square | HAB<br>Education &<br>Wellness<br>Corporation | Tax Credit<br>Project<br><u>Whitetail<br/>Run</u> | Elevate<br>Property<br>Management | HAB<br>Management | COCC                | Development<br>Fund | Elimination           | Total                |
|--------------------------------------|---------------------|-----------------------------------------------|---------------------------------------------------|-----------------------------------|-------------------|---------------------|---------------------|-----------------------|----------------------|
| <b>Current Assets</b>                |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Cash and cash equivalents            | \$ 107,746          | \$ 11,411                                     | \$ 181,375                                        | \$ 8,896                          | \$ 9,562          | \$ 746,197          | \$ 1,259,626        | \$ -                  | \$ 5,575,252         |
| Restricted cash                      | -                   | -                                             | 194,621                                           | -                                 | -                 | -                   | -                   | -                     | 11,445,193           |
| Tenant security deposits             | -                   | -                                             | 22,833                                            | -                                 | -                 | -                   | -                   | -                     | 165,979              |
| Receivables                          |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Due from HUD                         | -                   | -                                             | -                                                 | -                                 | -                 | -                   | -                   | -                     | 10,877               |
| Notes receivable - current           | -                   | -                                             | -                                                 | -                                 | -                 | -                   | 58,123              | (58,123)              | -                    |
| Due from related party               | -                   | -                                             | -                                                 | -                                 | -                 | -                   | 88,094              | -                     | 88,094               |
| Tenant                               | 6,318               | -                                             | 481                                               | -                                 | -                 | 1,961               | 10,358              | -                     | 56,689               |
| Allowance for doubtful<br>accounts   | -                   | -                                             | -                                                 | -                                 | -                 | -                   | -                   | -                     | (348)                |
| Certificates of deposit              | -                   | -                                             | -                                                 | -                                 | -                 | -                   | -                   | -                     | 744,662              |
| Due from other programs              | 793                 | -                                             | -                                                 | -                                 | 46,429            | 167,930             | 27,823              | (245,489)             | -                    |
| Prepaid expenses                     | -                   | -                                             | -                                                 | -                                 | -                 | 1,669               | -                   | -                     | 1,669                |
| <b>Total current assets</b>          | <b>114,857</b>      | <b>11,411</b>                                 | <b>399,310</b>                                    | <b>8,896</b>                      | <b>55,991</b>     | <b>917,757</b>      | <b>1,444,024</b>    | <b>(303,612)</b>      | <b>18,088,067</b>    |
| <b>Net Property and Equipment</b>    |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Land                                 | 161,537             | -                                             | 58,033                                            | -                                 | -                 | -                   | 405,400             | -                     | 2,171,673            |
| Buildings                            | -                   | -                                             | 3,724,859                                         | -                                 | -                 | -                   | 684,455             | -                     | 22,490,240           |
| Building improvements                | -                   | -                                             | 506,445                                           | -                                 | -                 | -                   | 848,626             | (499,840)             | 12,405,233           |
| Infrastructure                       | 860,791             | -                                             | -                                                 | -                                 | -                 | -                   | 161,170             | -                     | 1,403,964            |
| Equipment                            | -                   | -                                             | 13,849                                            | -                                 | -                 | -                   | 20,865              | -                     | 706,768              |
| Construction in progress             | -                   | -                                             | -                                                 | -                                 | -                 | 14,998              | -                   | -                     | 14,998               |
|                                      | 1,022,328           | -                                             | 4,303,186                                         | -                                 | -                 | 14,998              | 2,120,516           | (499,840)             | 39,192,876           |
| Accumulated depreciation             | (215,198)           | -                                             | (1,154,190)                                       | -                                 | -                 | -                   | (774,084)           | 137,456               | (19,851,054)         |
| <b>Total Property</b>                | <b>807,130</b>      | <b>-</b>                                      | <b>3,148,996</b>                                  | <b>-</b>                          | <b>-</b>          | <b>14,998</b>       | <b>1,346,432</b>    | <b>(362,384)</b>      | <b>19,341,822</b>    |
| <b>Other Assets</b>                  |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Other assets                         | -                   | -                                             | -                                                 | -                                 | -                 | -                   | -                   | -                     | 25                   |
| Notes receivable-noncurrent          | -                   | -                                             | -                                                 | -                                 | -                 | -                   | 2,595,280           | (1,256,982)           | 1,855,798            |
| Developer fees receivable            | -                   | -                                             | -                                                 | -                                 | -                 | -                   | 126,265             | -                     | 126,265              |
| Interest receivable                  | -                   | -                                             | -                                                 | -                                 | -                 | -                   | 13,190              | (7,726)               | 70,448               |
| <b>Total other assets</b>            | <b>-</b>            | <b>-</b>                                      | <b>-</b>                                          | <b>-</b>                          | <b>-</b>          | <b>-</b>            | <b>2,734,735</b>    | <b>(1,264,708)</b>    | <b>2,052,536</b>     |
| <b>Deferred Outflow of Resources</b> | <b>69</b>           | <b>-</b>                                      | <b>6,599</b>                                      | <b>12</b>                         | <b>8,031</b>      | <b>114,947</b>      | <b>6,261</b>        | <b>-</b>              | <b>332,416</b>       |
|                                      | <u>\$ 922,056</u>   | <u>\$ 11,411</u>                              | <u>\$ 3,554,905</u>                               | <u>\$ 8,908</u>                   | <u>\$ 64,022</u>  | <u>\$ 1,047,702</u> | <u>\$ 5,531,452</u> | <u>\$ (1,930,704)</u> | <u>\$ 39,814,841</u> |

Housing Authority of Billings, Montana  
Schedule of Financial Position by Program  
June 30, 2022  
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| Liabilities, Deferred Inflows, and Net Position | Public Housing Operating Fund | Housing Assistance Payments Program D-76-040 | Section 8 Contract Administrator |                     |                     |                 | Public Housing Capital Fund | HAB Development Corporation |                   |                    |                     |                     |                     |  |
|-------------------------------------------------|-------------------------------|----------------------------------------------|----------------------------------|---------------------|---------------------|-----------------|-----------------------------|-----------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|--|
|                                                 |                               |                                              | State Vouchers                   | Local Vouchers      | Mainstream Vouchers | FSS Coordinator |                             | Spring Gardens              | Old Town Square   | Westchester Square | Pheasant Home       | Falcon Run          | Laurel Gardens      |  |
| <b>Current Liabilities</b>                      |                               |                                              |                                  |                     |                     |                 |                             |                             |                   |                    |                     |                     |                     |  |
| Accounts payable                                | \$ 30,955                     | \$ 41,817                                    | \$ 592                           | \$ 5,962            | \$ 1,458            | \$ -            | \$ -                        | \$ 2,554                    | \$ 639            | \$ -               | \$ 4,767            | \$ 825              | \$ 5,432            |  |
| Due to other programs                           | 57,733                        | 15,523                                       | 14,386                           | 51,592              | 23,252              | -               | -                           | 2,155                       | 563               | 9,253              | -                   | -                   | 36,358              |  |
| Prepaid rent                                    | -                             | -                                            | -                                | -                   | -                   | -               | -                           | -                           | 635               | 2,493              | 6,371               | -                   | 1,500               |  |
| Accrued liabilities                             | 4,995                         | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |  |
| Accrued compensated absences, current           | 18,057                        | 4,604                                        | 4,029                            | 4,730               | 804                 | -               | -                           | 351                         | 191               | 398                | 405                 | 90                  | 1,375               |  |
| Accrued interest payable                        | 2,433                         | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |  |
| Tenant security deposits payable                | 70,368                        | 31,308                                       | -                                | -                   | -                   | -               | -                           | 9,000                       | 6,075             | 1,650              | 11,442              | 2,540               | 10,763              |  |
| FSS escrow obligations                          | 876                           | -                                            | -                                | 69,271              | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |  |
| Current portion of long-term debt               | 65,871                        | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                 | -                  | 36,118              | -                   | -                   |  |
| <b>Total current liabilities</b>                | <b>251,288</b>                | <b>93,252</b>                                | <b>19,007</b>                    | <b>131,555</b>      | <b>25,514</b>       | <b>-</b>        | <b>-</b>                    | <b>14,060</b>               | <b>8,103</b>      | <b>13,794</b>      | <b>59,103</b>       | <b>3,455</b>        | <b>55,428</b>       |  |
| <b>Long-Term Liabilities</b>                    |                               |                                              |                                  |                     |                     |                 |                             |                             |                   |                    |                     |                     |                     |  |
| Long-term debt - net of current portion         | 1,170,573                     | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                 | -                  | 565,810             | -                   | -                   |  |
| Accrued compensated absences                    | 43,133                        | 11,203                                       | -                                | -                   | 976                 | -               | -                           | 979                         | 624               | 677                | 1,059               | 190                 | 4,288               |  |
| Net pension liability                           | 293,708                       | 122,667                                      | 106,932                          | 232,255             | 8,132               | -               | -                           | 16,377                      | 7,234             | 2,320              | 7,097               | 358                 | 8,787               |  |
| <b>Total Long-Term Liabilities</b>              | <b>1,507,414</b>              | <b>133,870</b>                               | <b>106,932</b>                   | <b>232,255</b>      | <b>9,108</b>        | <b>-</b>        | <b>-</b>                    | <b>17,356</b>               | <b>7,858</b>      | <b>2,997</b>       | <b>573,966</b>      | <b>548</b>          | <b>13,075</b>       |  |
| <b>Total Liabilities</b>                        | <b>1,758,702</b>              | <b>227,122</b>                               | <b>125,939</b>                   | <b>363,810</b>      | <b>34,622</b>       | <b>-</b>        | <b>-</b>                    | <b>31,416</b>               | <b>15,961</b>     | <b>16,791</b>      | <b>633,069</b>      | <b>4,003</b>        | <b>68,503</b>       |  |
| <b>Deferred Inflow of Resources</b>             | <b>128,731</b>                | <b>53,764</b>                                | <b>46,868</b>                    | <b>101,797</b>      | <b>3,564</b>        | <b>-</b>        | <b>-</b>                    | <b>7,178</b>                | <b>3,171</b>      | <b>1,017</b>       | <b>3,111</b>        | <b>157</b>          | <b>3,851</b>        |  |
| <b>Net Position</b>                             |                               |                                              |                                  |                     |                     |                 |                             |                             |                   |                    |                     |                     |                     |  |
| Net investment in capital assets                | 4,666,384                     | 2,017,347                                    | -                                | -                   | -                   | -               | -                           | 476,643                     | 419,490           | 460,270            | 2,066,816           | 1,329,693           | 1,111,635           |  |
| Restricted                                      | 11,177,745                    | -                                            | -                                | -                   | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |  |
| Unrestricted                                    | 1,093,939                     | 694,023                                      | (142,235)                        | 584,737             | (35,092)            | -               | -                           | 769,637                     | 179,890           | (12,699)           | 109,986             | 61,155              | (57,422)            |  |
| <b>Total net position</b>                       | <b>16,938,068</b>             | <b>2,711,370</b>                             | <b>(142,235)</b>                 | <b>584,737</b>      | <b>(35,092)</b>     | <b>-</b>        | <b>-</b>                    | <b>1,246,280</b>            | <b>599,380</b>    | <b>447,571</b>     | <b>2,176,802</b>    | <b>1,390,848</b>    | <b>1,054,213</b>    |  |
|                                                 | <b>\$ 18,825,501</b>          | <b>\$ 2,992,256</b>                          | <b>\$ 30,572</b>                 | <b>\$ 1,050,344</b> | <b>\$ 3,094</b>     | <b>\$ -</b>     | <b>\$ -</b>                 | <b>\$ 1,284,874</b>         | <b>\$ 618,512</b> | <b>\$ 465,379</b>  | <b>\$ 2,812,982</b> | <b>\$ 1,395,008</b> | <b>\$ 1,126,567</b> |  |

Housing Authority of Billings, Montana  
Schedule of Financial Position by Program  
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| Liabilities, Deferred Inflows, and Net Position | Whitetail<br>Square | HAB<br>Education &<br>Wellness<br>Corporation | Tax Credit<br>Project<br><u>Whitetail<br/>Run</u> | Elevate<br>Property<br>Management | HAB<br>Management | COCC                | Development<br>Fund | Elimination           | Total                |
|-------------------------------------------------|---------------------|-----------------------------------------------|---------------------------------------------------|-----------------------------------|-------------------|---------------------|---------------------|-----------------------|----------------------|
| <b>Current Liabilities</b>                      |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Accounts payable                                | \$ 974              | \$ -                                          | \$ 2,832                                          | \$ -                              | \$ 6,318          | \$ 28,345           | \$ 856              | \$ -                  | \$ 134,326           |
| Due to other programs                           | -                   | -                                             | 32,376                                            | 2,298                             | -                 | -                   | -                   | (245,489)             | -                    |
| Prepaid rent                                    | -                   | -                                             | 16,668                                            | -                                 | -                 | -                   | -                   | -                     | 27,667               |
| Accrued liabilities                             | 207                 | -                                             | -                                                 | -                                 | -                 | 72,978              | -                   | -                     | 78,180               |
| Accrued compensated absences, current           | -                   | -                                             | 819                                               | -                                 | 767               | 26,932              | 1,312               | -                     | 64,864               |
| Accrued interest payable                        | -                   | -                                             | 7,726                                             | -                                 | -                 | -                   | -                   | (7,726)               | 2,433                |
| Tenant security deposits payable                | -                   | -                                             | 22,833                                            | -                                 | -                 | -                   | -                   | -                     | 165,979              |
| FSS escrow obligations                          | -                   | -                                             | -                                                 | -                                 | -                 | -                   | -                   | -                     | 70,147               |
| Current portion of long-term debt               | -                   | -                                             | 22,005                                            | -                                 | -                 | -                   | -                   | (58,123)              | 65,871               |
| <b>Total current liabilities</b>                | <u>1,181</u>        | <u>-</u>                                      | <u>105,259</u>                                    | <u>2,298</u>                      | <u>7,085</u>      | <u>128,255</u>      | <u>2,168</u>        | <u>(311,338)</u>      | <u>609,467</u>       |
| <b>Long-Term Liabilities</b>                    |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Long-term debt - net of current portion         | -                   | -                                             | 691,172                                           | -                                 | -                 | -                   | -                   | (1,256,982)           | 1,170,573            |
| Accrued compensated absences                    | -                   | -                                             | 2,142                                             | -                                 | 2,409             | 46,171              | -                   | -                     | 113,851              |
| Net pension liability                           | 283                 | -                                             | 27,064                                            | 47                                | 32,938            | 471,420             | 25,679              | -                     | 1,363,298            |
| <b>Total Long-Term Liabilities</b>              | <u>283</u>          | <u>-</u>                                      | <u>720,378</u>                                    | <u>47</u>                         | <u>35,347</u>     | <u>517,591</u>      | <u>25,679</u>       | <u>(1,256,982)</u>    | <u>2,647,722</u>     |
| <b>Total Liabilities</b>                        | <u>1,464</u>        | <u>-</u>                                      | <u>825,637</u>                                    | <u>2,345</u>                      | <u>42,432</u>     | <u>645,846</u>      | <u>27,847</u>       | <u>(1,568,320)</u>    | <u>3,257,189</u>     |
| Deferred Inflow of Resources                    | 124                 | -                                             | 11,862                                            | 22                                | 14,436            | 206,622             | 11,255              | -                     | 597,530              |
| <b>Net Position</b>                             |                     |                                               |                                                   |                                   |                   |                     |                     |                       |                      |
| Net investment in capital assets                | 807,130             | -                                             | 2,435,819                                         | -                                 | -                 | 14,998              | 1,346,432           | 952,721               | 18,105,378           |
| Restricted                                      | -                   | -                                             | -                                                 | -                                 | -                 | -                   | -                   | -                     | 11,177,745           |
| Unrestricted                                    | 113,338             | 11,411                                        | 281,587                                           | 6,541                             | 7,154             | 180,236             | 4,145,918           | (1,315,105)           | 6,676,999            |
| <b>Total net position</b>                       | <u>920,468</u>      | <u>11,411</u>                                 | <u>2,717,406</u>                                  | <u>6,541</u>                      | <u>7,154</u>      | <u>195,234</u>      | <u>5,492,350</u>    | <u>(362,384)</u>      | <u>35,960,122</u>    |
|                                                 | <u>\$ 922,056</u>   | <u>\$ 11,411</u>                              | <u>\$ 3,554,905</u>                               | <u>\$ 8,908</u>                   | <u>\$ 64,022</u>  | <u>\$ 1,047,702</u> | <u>\$ 5,531,452</u> | <u>\$ (1,930,704)</u> | <u>\$ 39,814,841</u> |

Housing Authority of Billings, Montana  
Schedule of Revenue, Expenses and Changes in Net Position by Program  
Year Ended June 30, 2022  
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|                                                         | Public Housing Operating Fund | Housing Assistance Payments Program D-76-040 | Section 8 Contract Administrator |                   |                     | FSS Coordinator | Public Housing Capital Fund | HAB Development Corporation |                   |                    |                     |                     |                     |
|---------------------------------------------------------|-------------------------------|----------------------------------------------|----------------------------------|-------------------|---------------------|-----------------|-----------------------------|-----------------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
|                                                         |                               |                                              | State Vouchers                   | Local Vouchers    | Mainstream Vouchers |                 |                             | Spring Gardens              | Old Town Square   | Westchester Square | Pheasant Home       | Falcon Run          | Laurel Gardens      |
| <b>Operating Revenue</b>                                |                               |                                              |                                  |                   |                     |                 |                             |                             |                   |                    |                     |                     |                     |
| Housing assistance program receipts                     | \$ -                          | \$ 527,465                                   | \$ -                             | \$ 4,245,552      | \$ 75,338           | \$ 57,443       | \$ -                        | \$ -                        | \$ -              | \$ -               | \$ -                | \$ -                | \$ 62,548           |
| Dwelling rental                                         | 786,930                       | 403,363                                      | -                                | -                 | -                   | -               | -                           | 141,782                     | 67,716            | 26,560             | 150,200             | 32,880              | 117,581             |
| Operating subsidy                                       | 977,753                       | -                                            | -                                | -                 | -                   | -               | 9,790                       | -                           | -                 | -                  | -                   | -                   | -                   |
| Other government grants                                 | -                             | -                                            | -                                | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |
| Administration and management fees                      | -                             | -                                            | 281,040                          | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |
| Other income                                            | 102,661                       | 12,785                                       | 8,825                            | 39,539            | 671                 | -               | -                           | 10,800                      | 4,706             | 1,321              | 7,445               | 765                 | 6,893               |
| <b>Total operating revenue</b>                          | <b>1,867,344</b>              | <b>943,613</b>                               | <b>289,865</b>                   | <b>4,285,091</b>  | <b>76,009</b>       | <b>57,443</b>   | <b>9,790</b>                | <b>152,582</b>              | <b>72,422</b>     | <b>27,881</b>      | <b>157,645</b>      | <b>33,645</b>       | <b>187,022</b>      |
| <b>Operating Expenses</b>                               |                               |                                              |                                  |                   |                     |                 |                             |                             |                   |                    |                     |                     |                     |
| Occupancy and payments to landlords                     | 722,299                       | 168,405                                      | 7,500                            | 3,955,049         | 133,596             | 44,517          | -                           | 47,349                      | 24,043            | 17,067             | 82,008              | 38,920              | 34,727              |
| Maintenance                                             | 635,452                       | 131,952                                      | 17,505                           | 22,308            | 328                 | -               | 9,790                       | 29,126                      | 20,480            | 26,059             | 33,289              | 8,325               | 70,048              |
| Administration                                          | 883,758                       | 255,735                                      | 232,640                          | 390,777           | 28,803              | -               | -                           | 44,268                      | 23,517            | 7,733              | 68,966              | 10,777              | 54,280              |
| Utilities                                               | 182,519                       | 114,364                                      | -                                | -                 | -                   | -               | -                           | 9,254                       | 6,259             | 2,855              | 2,744               | 8,092               | 33,509              |
| Tenant services                                         | 4,414                         | 69,276                                       | -                                | 39,695            | -                   | 12,926          | -                           | (32)                        | 32                | -                  | 48                  | 456                 | 11,706              |
| Other                                                   | 90,587                        | 5,406                                        | -                                | 9,795             | -                   | -               | -                           | 5,988                       | (822)             | 908                | 9,453               | 1,714               | 1,296               |
| <b>Total operating expense</b>                          | <b>2,519,029</b>              | <b>745,138</b>                               | <b>257,645</b>                   | <b>4,417,624</b>  | <b>162,727</b>      | <b>57,443</b>   | <b>9,790</b>                | <b>135,953</b>              | <b>73,509</b>     | <b>54,622</b>      | <b>196,508</b>      | <b>68,284</b>       | <b>205,566</b>      |
| <b>Operating Income (Loss)</b>                          | <b>(651,685)</b>              | <b>198,475</b>                               | <b>32,220</b>                    | <b>(132,533)</b>  | <b>(86,718)</b>     | <b>-</b>        | <b>-</b>                    | <b>16,629</b>               | <b>(1,087)</b>    | <b>(26,741)</b>    | <b>(38,863)</b>     | <b>(34,639)</b>     | <b>(18,544)</b>     |
| <b>Nonoperating Revenue (Expenses)</b>                  |                               |                                              |                                  |                   |                     |                 |                             |                             |                   |                    |                     |                     |                     |
| Interest and investment income                          | 4,139                         | 143                                          | 26                               | 388               | 10                  | -               | -                           | 16,873                      | 425               | 7                  | 126                 | 26                  | 7                   |
| Gain on insurance recovery                              | -                             | 64,860                                       | -                                | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |
| Gain (loss) on sale of property and equipment           | 11,002,016                    | -                                            | -                                | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | (29,702)            | -                   |
| Pension income (expense)                                | 58,588                        | 32,668                                       | (1,727)                          | 72,469            | (9,708)             | -               | -                           | 11,052                      | 3,878             | 1,346              | 3,535               | 84                  | (6,924)             |
| Interest expense                                        | (49,630)                      | -                                            | -                                | -                 | -                   | -               | -                           | -                           | -                 | -                  | (16,148)            | -                   | (31,048)            |
| <b>Total nonoperating revenue (expense)</b>             | <b>11,015,113</b>             | <b>97,671</b>                                | <b>(1,701)</b>                   | <b>72,857</b>     | <b>(9,698)</b>      | <b>-</b>        | <b>-</b>                    | <b>27,925</b>               | <b>4,303</b>      | <b>1,353</b>       | <b>(12,487)</b>     | <b>(29,592)</b>     | <b>(37,965)</b>     |
| <b>Income (Loss) Before Contributions and Transfers</b> | <b>10,363,428</b>             | <b>296,146</b>                               | <b>30,519</b>                    | <b>(59,676)</b>   | <b>(96,416)</b>     | <b>-</b>        | <b>-</b>                    | <b>44,554</b>               | <b>3,216</b>      | <b>(25,388)</b>    | <b>(51,350)</b>     | <b>(64,231)</b>     | <b>(56,509)</b>     |
| <b>Capital Contributions</b>                            |                               |                                              |                                  |                   |                     |                 |                             |                             |                   |                    |                     |                     |                     |
| HUD capital grants                                      | -                             | -                                            | -                                | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |
| <b>Income (Loss) Before Transfers</b>                   | <b>10,363,428</b>             | <b>296,146</b>                               | <b>30,519</b>                    | <b>(59,676)</b>   | <b>(96,416)</b>     | <b>-</b>        | <b>-</b>                    | <b>44,554</b>               | <b>3,216</b>      | <b>(25,388)</b>    | <b>(51,350)</b>     | <b>(64,231)</b>     | <b>(56,509)</b>     |
| Transfers in                                            | -                             | -                                            | -                                | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | 1,198,257           |
| Transfers out                                           | (1,198,257)                   | -                                            | (150,000)                        | -                 | -                   | -               | -                           | -                           | -                 | -                  | -                   | -                   | -                   |
| <b>Changes in Net Position</b>                          | <b>9,165,171</b>              | <b>296,146</b>                               | <b>(119,481)</b>                 | <b>(59,676)</b>   | <b>(96,416)</b>     | <b>-</b>        | <b>-</b>                    | <b>44,554</b>               | <b>3,216</b>      | <b>(25,388)</b>    | <b>(51,350)</b>     | <b>(64,231)</b>     | <b>1,141,748</b>    |
| <b>Net Position, Beginning Of Year</b>                  | <b>7,772,897</b>              | <b>2,415,224</b>                             | <b>(22,754)</b>                  | <b>644,413</b>    | <b>61,324</b>       | <b>-</b>        | <b>-</b>                    | <b>1,201,726</b>            | <b>596,164</b>    | <b>472,959</b>     | <b>2,228,152</b>    | <b>1,455,079</b>    | <b>(87,535)</b>     |
| <b>Net Position, End Of Year</b>                        | <b>\$ 16,938,068</b>          | <b>\$ 2,711,370</b>                          | <b>\$ (142,235)</b>              | <b>\$ 584,737</b> | <b>\$ (35,092)</b>  | <b>\$ -</b>     | <b>\$ -</b>                 | <b>\$ 1,246,280</b>         | <b>\$ 599,380</b> | <b>\$ 447,571</b>  | <b>\$ 2,176,802</b> | <b>\$ 1,390,848</b> | <b>\$ 1,054,213</b> |

Housing Authority of Billings, Montana  
Schedule of Revenue, Expenses and Changes in Net Position by Program  
Year Ended June 30, 2022  
(Page 2 of 2)

|                                                         | Whitetail Square  | HAB Education & Wellness Corporation | Tax Credit Project<br>Whitetail Run | Elevate Property Management | HAB Management  | COCC              | Development Fund    | Elimination         | Total                |
|---------------------------------------------------------|-------------------|--------------------------------------|-------------------------------------|-----------------------------|-----------------|-------------------|---------------------|---------------------|----------------------|
| <b>Operating Revenue</b>                                |                   |                                      |                                     |                             |                 |                   |                     |                     |                      |
| Housing assistance program receipts                     | \$ -              | \$ -                                 | \$ -                                | \$ -                        | \$ -            | \$ -              | \$ -                | \$ -                | \$ 4,968,346         |
| Dwelling rental                                         | -                 | -                                    | 304,533                             | -                           | -               | -                 | 8,400               | -                   | 2,039,945            |
| Operating subsidy                                       | -                 | -                                    | -                                   | -                           | -               | -                 | -                   | -                   | 987,543              |
| Other government grants                                 | -                 | -                                    | -                                   | -                           | -               | -                 | 287,158             | -                   | 287,158              |
| Administration fees                                     | -                 | -                                    | -                                   | -                           | 45,598          | 1,361,697         | -                   | (1,564,684)         | 123,651              |
| Other income                                            | 6,341             | -                                    | 10,827                              | 5                           | 2,718           | 40,956            | 158,038             | (6,318)             | 408,978              |
| <b>Total operating revenue</b>                          | <b>6,341</b>      | <b>-</b>                             | <b>315,360</b>                      | <b>5</b>                    | <b>48,316</b>   | <b>1,402,653</b>  | <b>453,596</b>      | <b>(1,571,002)</b>  | <b>8,815,621</b>     |
| <b>Operating Expenses</b>                               |                   |                                      |                                     |                             |                 |                   |                     |                     |                      |
| Occupancy and payments to landlords                     | 21,520            | -                                    | 125,665                             | -                           | -               | 108,000           | 115,231             | (369,871)           | 5,276,025            |
| Maintenance                                             | 8,680             | -                                    | 63,665                              | -                           | (1)             | 470,324           | 2,449               | (385,941)           | 1,163,838            |
| Administration                                          | 439               | 980                                  | 99,348                              | -                           | 47,517          | 834,229           | 53,896              | (827,686)           | 2,209,977            |
| Utilities                                               | 234               | -                                    | 14,979                              | -                           | -               | 19,435            | 9,363               | -                   | 403,607              |
| Tenant services                                         | -                 | -                                    | 546                                 | -                           | -               | 6,772             | 83,693              | -                   | 229,532              |
| Other                                                   | 4,326             | -                                    | 20,174                              | -                           | -               | 778               | 4,031               | -                   | 153,634              |
| <b>Total operating expense</b>                          | <b>35,199</b>     | <b>980</b>                           | <b>324,377</b>                      | <b>-</b>                    | <b>47,516</b>   | <b>1,439,538</b>  | <b>268,663</b>      | <b>(1,583,498)</b>  | <b>9,436,613</b>     |
| <b>Operating Income (Loss)</b>                          | <b>(28,858)</b>   | <b>(980)</b>                         | <b>(9,017)</b>                      | <b>5</b>                    | <b>800</b>      | <b>(36,885)</b>   | <b>184,933</b>      | <b>12,496</b>       | <b>(620,992)</b>     |
| <b>Nonoperating Revenue (Expenses)</b>                  |                   |                                      |                                     |                             |                 |                   |                     |                     |                      |
| Interest and investment income                          | 41                | 5                                    | 279                                 | -                           | 7               | 195               | 65,037              | (63,624)            | 24,110               |
| Gain on insurance recovery                              | -                 | -                                    | -                                   | -                           | -               | -                 | -                   | -                   | 64,860               |
| Gain (loss) on sale of property and equipment           | -                 | -                                    | -                                   | -                           | -               | -                 | (356,959)           | -                   | 10,615,355           |
| Pension income (expense)                                | 577               | -                                    | 15,041                              | 121                         | 11,503          | (153,179)         | (39,324)            | -                   | -                    |
| Interest expense                                        | -                 | -                                    | (47,476)                            | -                           | -               | -                 | -                   | 63,624              | (80,678)             |
| <b>Total nonoperating revenue (expense)</b>             | <b>618</b>        | <b>5</b>                             | <b>(32,156)</b>                     | <b>121</b>                  | <b>11,510</b>   | <b>(152,984)</b>  | <b>(331,246)</b>    | <b>-</b>            | <b>10,623,647</b>    |
| <b>Income (Loss) Before Contributions and Transfers</b> | <b>(28,240)</b>   | <b>(975)</b>                         | <b>(41,173)</b>                     | <b>126</b>                  | <b>12,310</b>   | <b>(189,869)</b>  | <b>(146,313)</b>    | <b>12,496</b>       | <b>10,002,655</b>    |
| <b>Capital Contributions</b>                            |                   |                                      |                                     |                             |                 |                   |                     |                     |                      |
| HUD capital grants                                      | -                 | -                                    | -                                   | -                           | -               | -                 | -                   | -                   | -                    |
| <b>Income (Loss) Before Transfers</b>                   | <b>(28,240)</b>   | <b>(975)</b>                         | <b>(41,173)</b>                     | <b>126</b>                  | <b>12,310</b>   | <b>(189,869)</b>  | <b>(146,313)</b>    | <b>12,496</b>       | <b>10,002,655</b>    |
| Transfers in                                            | -                 | -                                    | -                                   | -                           | -               | -                 | 150,000             | -                   | 1,348,257            |
| Transfers out                                           | -                 | -                                    | -                                   | -                           | -               | -                 | -                   | -                   | (1,348,257)          |
| <b>Changes in Net Position</b>                          | <b>(28,240)</b>   | <b>(975)</b>                         | <b>(41,173)</b>                     | <b>126</b>                  | <b>12,310</b>   | <b>(189,869)</b>  | <b>3,687</b>        | <b>12,496</b>       | <b>10,002,655</b>    |
| <b>Net Position, Beginning Of Year</b>                  | <b>948,708</b>    | <b>12,386</b>                        | <b>2,758,579</b>                    | <b>6,415</b>                | <b>(5,156)</b>  | <b>385,103</b>    | <b>5,488,663</b>    | <b>(374,880)</b>    | <b>25,957,467</b>    |
| <b>Net Position, End Of Year</b>                        | <b>\$ 920,468</b> | <b>\$ 11,411</b>                     | <b>\$ 2,717,406</b>                 | <b>\$ 6,541</b>             | <b>\$ 7,154</b> | <b>\$ 195,234</b> | <b>\$ 5,492,350</b> | <b>\$ (362,384)</b> | <b>\$ 35,960,122</b> |



Section II – Single Audit  
June 30, 2022

# Housing Authority of Billings, Montana

Housing Authority of Billings, Montana  
Schedule of Expenditures of Federal Awards  
Year Ended June 30, 2022

| Federal Grantor/Pass-Through<br>Grantor/Program or Cluster Title                                                     | Federal Financial<br>Assistance<br>Listing/Federal<br>CFDA Number | Pass-through<br>Entity<br>Identifying<br>Number | Expenditures               |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------|----------------------------|
| U.S. Department of Housing and Urban Development<br>Housing Voucher Cluster                                          |                                                                   |                                                 |                            |
| Section 8 Housing Choice Vouchers                                                                                    | 14.871                                                            | N/A                                             | \$ 4,245,552               |
| Mainstream Vouchers                                                                                                  | 14.879                                                            | N/A                                             | <u>75,338</u>              |
| Total Housing Voucher Cluster                                                                                        |                                                                   |                                                 | <u>4,320,890</u>           |
| U.S. Department of Housing and Urban Development/<br>Public and Indian Housing                                       | 14.850                                                            | N/A                                             | <u>977,753</u>             |
| Total Public and Indian Housing                                                                                      |                                                                   |                                                 | <u>977,753</u>             |
| U.S. Department of Housing and Urban Development/<br>Public Housing Capital Fund - 2021                              | 14.872                                                            | N/A                                             | <u>9,790</u>               |
| Total Public Housing Capital Fund                                                                                    |                                                                   |                                                 | <u>9,790</u>               |
| U.S. Department of Treasury<br>Passed through the State of Montana<br>COVID 19 - Emergency Rental Assistance Program | 21.023                                                            | N/A                                             | <u>5,739</u>               |
| Total Treasury                                                                                                       |                                                                   |                                                 | <u>5,739</u>               |
| U.S. Department of Housing and Urban Development/<br>Section 8 Project-Based Cluster                                 |                                                                   |                                                 |                            |
| Section 8 New Construction and Substantial Rehabilitation                                                            | 14.182                                                            | N/A                                             | 527,465                    |
| Section 8 New Construction and Substantial Rehabilitation                                                            | 14.182                                                            | N/A                                             | <u>62,548</u>              |
| Total Housing Voucher Cluster                                                                                        |                                                                   |                                                 | <u>590,013</u>             |
| U.S. Department of Housing and Urban Development/<br>FSS Coordinator Grant                                           | 14.896                                                            | N/A                                             | <u>57,443</u>              |
| Total Federal Financial Assistance                                                                                   |                                                                   |                                                 | <u><u>\$ 5,961,628</u></u> |

**Note A – Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal award activity of the Housing Authority of Billings, Montana (the Authority) under programs of the federal government for the year ended June 30, 2022. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

**Note B – Summary of Significant Accounting Policies**

Expenditures reported in the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance. No federal financial assistance has been provided to subrecipients.

**Note C – Indirect Cost Rate**

The Authority does not draw for indirect administrative expenses and has not elected to use the 10% de minimis cost rate.



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Board of Commissioners  
Housing Authority of Billings, Montana  
Billings, Montana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and discretely presented component unit of Housing Authority of Billings, Montana (the Authority), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Authority’s basic financial statements and have issued our report thereon dated December 15, 2022. The financial statements of Red Fox Apartments, LLC were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances or reportable noncompliance associated with the discretely presented component unit.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Housing Authority of Billings, Montana’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The image shows a handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, professional style.

Bismarck, North Dakota  
December 15, 2022



## **Independent Auditor’s Report on Compliance for the Major Federal Program; Report on Internal Control over Compliance Required by the Uniform Guidance**

Board of Commissioners  
Housing Authority of Billings, Montana  
Billings, Montana

### **Report on Compliance for the Major Federal Program**

#### ***Opinion on the Major Federal Program***

We have audited Housing Authority of Billings, Montana’s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the Housing Authority of Billings, Montana’s major federal program for the year ended June 30, 2022. Housing Authority of Billings, Montana’s major federal program is identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Housing Authority of Billings, Montana complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2022.

#### ***Basis for Opinion on the Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Housing Authority of Billings, Montana and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of Housing Authority of Billings, Montana’s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Housing Authority of Billings, Montana's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Housing Authority of Billings, Montana's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Housing Authority of Billings, Montana's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Housing Authority of Billings, Montana's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Housing Authority of Billings, Montana's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of Billings, Montana's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control over Compliance

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Eide Bailly LLP*

Bismarck, North Dakota  
December 15, 2022

**Section I – Summary of Auditor’s Results**

**FINANCIAL STATEMENTS**

|                                                       |               |
|-------------------------------------------------------|---------------|
| Type of auditor's report issued:                      | Unmodified    |
| Internal control over financial reporting:            |               |
| Material weakness(es) identified?                     | No            |
| Significant deficiency(ies) identified?               | None Reported |
| Noncompliance material to financial statements noted? | No            |

**FEDERAL AWARDS**

|                                                                                                                  |               |
|------------------------------------------------------------------------------------------------------------------|---------------|
| Internal control over major program:                                                                             |               |
| Material weakness(es) identified?                                                                                | No            |
| Significant deficiency(ies) identified?                                                                          | None Reported |
| Type of auditor's report issued on compliance for major programs:                                                | Unmodified    |
| Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516: | No            |

**Identification of major programs:**

| <u>Name of Federal Program</u>                                           | <u>Federal Financial Assistance Listing/CFDA Number</u> |
|--------------------------------------------------------------------------|---------------------------------------------------------|
| Housing Voucher Cluster                                                  | 14.871 / 14.879                                         |
| Dollar threshold used to distinguish between Type A and Type B programs: | \$750,000                                               |
| Auditee qualified as low-risk auditee?                                   | Yes                                                     |

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**Section II – Financial Statement Findings**

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**None Reported**

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**Section III – Federal Award Findings and Questioned Costs**

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**None Reported**



Financial Data Schedules (FDS)  
June 30, 2022

# Housing Authority of Billings, Montana

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|----------------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 111 Cash - Unrestricted                                        | \$919,601     | \$264,935                                    | \$714,304                       |                                                  | \$911,095                            |
| 112 Cash - Restricted - Modernization and Development          |               |                                              | \$194,621                       |                                                  |                                      |
| 113 Cash - Other Restricted                                    | \$11,177,745  | \$144,880                                    |                                 |                                                  |                                      |
| 114 Cash - Tenant Security Deposits                            | \$70,368      | \$18,772                                     | \$64,303                        |                                                  | \$31,308                             |
| 115 Cash - Restricted for Payment of Current Liabilities       | \$876         |                                              |                                 |                                                  |                                      |
| 100 Total Cash                                                 | \$12,168,590  | \$428,587                                    | \$973,228                       | \$0                                              | \$942,403                            |
| 121 Accounts Receivable - PHA Projects                         |               |                                              |                                 |                                                  |                                      |
| 122 Accounts Receivable - HUD Other Projects                   | \$9,790       |                                              |                                 |                                                  |                                      |
| 124 Accounts Receivable - Other Government                     |               |                                              |                                 |                                                  |                                      |
| 125 Accounts Receivable - Miscellaneous                        |               |                                              |                                 |                                                  |                                      |
| 126 Accounts Receivable - Tenants                              | \$4,831       | \$1,513                                      | \$12,234                        |                                                  | \$3,091                              |
| 126.1 Allowance for Doubtful Accounts -Tenants                 | -\$236        | \$0                                          | \$0                             |                                                  | -\$495                               |
| 126.2 Allowance for Doubtful Accounts - Other                  | \$0           | \$0                                          |                                 |                                                  |                                      |
| 127 Notes, Loans, & Mortgages Receivable - Current             |               |                                              |                                 |                                                  |                                      |
| 128 Fraud Recovery                                             |               |                                              |                                 |                                                  |                                      |
| 128.1 Allowance for Doubtful Accounts - Fraud                  |               |                                              |                                 |                                                  |                                      |
| 129 Accrued Interest Receivable                                |               |                                              | \$64,984                        |                                                  |                                      |
| 120 Total Receivables, Net of Allowances for Doubtful Accounts | \$14,385      | \$1,513                                      | \$77,218                        | \$0                                              | \$2,596                              |
| 131 Investments - Unrestricted                                 | \$668,082     |                                              | \$76,580                        |                                                  |                                      |
| 132 Investments - Restricted                                   |               |                                              |                                 |                                                  |                                      |
| 135 Investments - Restricted for Payment of Current Liability  |               |                                              |                                 |                                                  |                                      |
| 142 Prepaid Expenses and Other Assets                          |               |                                              |                                 |                                                  |                                      |
| 143 Inventories                                                |               |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                               | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|---------------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 143.1 Allowance for Obsolete Inventories                      |               |                                              |                                 |                                                  |                                      |
| 144 Inter Program Due From                                    |               |                                              | \$0                             |                                                  |                                      |
| 145 Assets Held for Sale                                      |               |                                              |                                 |                                                  |                                      |
| 150 Total Current Assets                                      | \$12,851,057  | \$430,100                                    | \$1,127,026                     | \$0                                              | \$944,999                            |
| 161 Land                                                      | \$1,006,257   | \$572,000                                    | \$398,479                       |                                                  | \$200,000                            |
| 162 Buildings                                                 | \$17,356,379  | \$4,929,327                                  | \$11,979,602                    |                                                  | \$4,526,251                          |
| 163 Furniture, Equipment & Machinery - Dwellings              | \$432,232     | \$200,634                                    | \$143,416                       |                                                  | \$82,619                             |
| 164 Furniture, Equipment & Machinery - Administration         |               |                                              |                                 |                                                  |                                      |
| 165 Leasehold Improvements                                    |               |                                              |                                 |                                                  |                                      |
| 166 Accumulated Depreciation                                  | -\$12,892,040 | -\$832,729                                   | -\$3,288,029                    |                                                  | -\$2,791,523                         |
| 167 Construction in Progress                                  |               |                                              |                                 |                                                  |                                      |
| 168 Infrastructure                                            |               |                                              | \$382,003                       |                                                  |                                      |
| 160 Total Capital Assets, Net of Accumulated Depreciation     | \$5,902,828   | \$4,869,232                                  | \$9,615,471                     | \$0                                              | \$2,017,347                          |
| 171 Notes, Loans and Mortgages Receivable - Non-Current       |               |                                              | \$517,500                       |                                                  |                                      |
| 172 Notes, Loans, & Mortgages Receivable - Non Current - Past |               |                                              | \$0                             |                                                  |                                      |
| 173 Grants Receivable - Non Current                           |               |                                              |                                 |                                                  |                                      |
| 174 Other Assets                                              | \$0           | \$24,582                                     | \$25                            |                                                  |                                      |
| 176 Investments in Joint Ventures                             |               |                                              |                                 |                                                  |                                      |
| 180 Total Non-Current Assets                                  | \$5,902,828   | \$4,893,814                                  | \$10,132,996                    | \$0                                              | \$2,017,347                          |
| 200 Deferred Outflow of Resources                             | \$71,616      |                                              | \$16,894                        |                                                  | \$29,910                             |
| 290 Total Assets and Deferred Outflow of Resources            | \$18,825,501  | \$5,323,914                                  | \$11,276,916                    | \$0                                              | \$2,992,256                          |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|----------------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 311 Bank Overdraft                                             |               |                                              |                                 |                                                  |                                      |
| 312 Accounts Payable <= 90 Days                                | \$35,950      | \$17,226                                     | \$45,600                        |                                                  | \$41,817                             |
| 313 Accounts Payable >90 Days Past Due                         |               |                                              |                                 |                                                  |                                      |
| 321 Accrued Wage/Payroll Taxes Payable                         |               |                                              |                                 |                                                  |                                      |
| 322 Accrued Compensated Absences - Current Portion             | \$18,057      |                                              | \$3,629                         |                                                  | \$4,604                              |
| 324 Accrued Contingency Liability                              |               |                                              |                                 |                                                  |                                      |
| 325 Accrued Interest Payable                                   | \$2,433       | \$58,294                                     | \$7,726                         |                                                  |                                      |
| 331 Accounts Payable - HUD PHA Programs                        |               |                                              |                                 |                                                  |                                      |
| 332 Account Payable - PHA Projects                             |               |                                              |                                 |                                                  |                                      |
| 333 Accounts Payable - Other Government                        |               |                                              |                                 |                                                  |                                      |
| 341 Tenant Security Deposits                                   | \$70,368      | \$18,772                                     | \$64,303                        |                                                  | \$31,308                             |
| 342 Unearned Revenue                                           |               |                                              |                                 |                                                  |                                      |
| 343 Current Portion of Long-term Debt - Capital                | \$65,871      | \$9,386                                      | \$58,123                        |                                                  |                                      |
| 344 Current Portion of Long-term Debt - Operating Borrowings   |               |                                              |                                 |                                                  |                                      |
| 345 Other Current Liabilities                                  |               | \$88,094                                     |                                 |                                                  |                                      |
| 346 Accrued Liabilities - Other                                | \$876         | \$17,083                                     |                                 |                                                  |                                      |
| 347 Inter Program - Due To                                     | \$57,733      |                                              | \$80,489                        |                                                  | \$15,523                             |
| 348 Loan Liability - Current                                   |               |                                              |                                 |                                                  |                                      |
| 310 Total Current Liabilities                                  | \$251,288     | \$208,855                                    | \$259,870                       | \$0                                              | \$93,252                             |
|                                                                |               |                                              |                                 |                                                  |                                      |
| 351 Long-term Debt, Net of Current - Capital Projects/Mortgage | \$1,170,573   | \$2,287,770                                  | \$1,256,982                     |                                                  |                                      |
| 352 Long-term Debt, Net of Current - Operating Borrowings      |               |                                              |                                 |                                                  |                                      |
| 353 Non-current Liabilities - Other                            |               | \$126,265                                    |                                 |                                                  |                                      |
| 354 Accrued Compensated Absences - Non Current                 | \$43,133      |                                              | \$9,959                         |                                                  | \$11,203                             |
| 355 Loan Liability - Non Current                               |               |                                              |                                 |                                                  |                                      |
| 356 FASB 5 Liabilities                                         |               |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                   | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|-------------------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 357 Accrued Pension and OPEB Liabilities                          | \$293,708     |                                              | \$69,284                        |                                                  | \$122,667                            |
| 350 Total Non-Current Liabilities                                 | \$1,507,414   | \$2,414,035                                  | \$1,336,225                     | \$0                                              | \$133,870                            |
|                                                                   |               |                                              |                                 |                                                  |                                      |
| 300 Total Liabilities                                             | \$1,758,702   | \$2,622,890                                  | \$1,596,095                     | \$0                                              | \$227,122                            |
|                                                                   |               |                                              |                                 |                                                  |                                      |
| 400 Deferred Inflow of Resources                                  | \$128,731     |                                              | \$30,369                        |                                                  | \$53,764                             |
|                                                                   |               |                                              |                                 |                                                  |                                      |
| 508.4 Net Investment in Capital Assets                            | \$4,666,384   | \$2,572,076                                  | \$8,300,366                     | \$0                                              | \$2,017,347                          |
| 511.4 Restricted Net Position                                     | \$11,177,745  |                                              |                                 | \$0                                              |                                      |
| 512.4 Unrestricted Net Position                                   | \$1,093,939   | \$128,948                                    | \$1,350,086                     | \$0                                              | \$694,023                            |
| 513 Total Equity - Net Assets / Position                          | \$16,938,068  | \$2,701,024                                  | \$9,650,452                     | \$0                                              | \$2,711,370                          |
|                                                                   |               |                                              |                                 |                                                  |                                      |
| 600 Total Liabilities, Deferred Inflows of Resources and Equity - | \$18,825,501  | \$5,323,914                                  | \$11,276,916                    | \$0                                              | \$2,992,256                          |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|----------------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 111 Cash - Unrestricted                                        | \$1,376,934           | \$4,498       | \$24                       | \$902,599                      |                                            |
| 112 Cash - Restricted - Modernization and Development          |                       |               |                            |                                |                                            |
| 113 Cash - Other Restricted                                    |                       |               |                            |                                |                                            |
| 114 Cash - Tenant Security Deposits                            |                       |               |                            |                                |                                            |
| 115 Cash - Restricted for Payment of Current Liabilities       |                       |               |                            | \$71,951                       |                                            |
| 100 Total Cash                                                 | \$1,376,934           | \$4,498       | \$24                       | \$974,550                      | \$0                                        |
| 121 Accounts Receivable - PHA Projects                         |                       |               |                            |                                |                                            |
| 122 Accounts Receivable - HUD Other Projects                   |                       |               | \$1,087                    | \$0                            |                                            |
| 124 Accounts Receivable - Other Government                     |                       |               |                            | \$13,078                       |                                            |
| 125 Accounts Receivable - Miscellaneous                        | \$98,452              |               |                            |                                |                                            |
| 126 Accounts Receivable - Tenants                              | \$6,318               |               | \$0                        | \$65                           | \$0                                        |
| 126.1 Allowance for Doubtful Accounts -Tenants                 | \$0                   |               | \$0                        | \$0                            | \$0                                        |
| 126.2 Allowance for Doubtful Accounts - Other                  | \$0                   |               | \$0                        | \$0                            |                                            |
| 127 Notes, Loans, & Mortgages Receivable - Current             | \$58,123              |               |                            |                                |                                            |
| 128 Fraud Recovery                                             |                       |               |                            | \$6,132                        |                                            |
| 128.1 Allowance for Doubtful Accounts - Fraud                  |                       |               |                            | -\$112                         |                                            |
| 129 Accrued Interest Receivable                                | \$13,190              |               |                            |                                |                                            |
| 120 Total Receivables, Net of Allowances for Doubtful Accounts | \$176,083             | \$0           | \$1,087                    | \$19,163                       | \$0                                        |
| 131 Investments - Unrestricted                                 |                       |               |                            |                                |                                            |
| 132 Investments - Restricted                                   |                       |               |                            |                                |                                            |
| 135 Investments - Restricted for Payment of Current Liability  |                       |               |                            |                                |                                            |
| 142 Prepaid Expenses and Other Assets                          |                       |               |                            |                                |                                            |
| 143 Inventories                                                |                       |               |                            |                                |                                            |
| 143.1 Allowance for Obsolete Inventories                       |                       |               |                            |                                |                                            |

HomeFront (MT001)  
 BILLINGS, MT  
 Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                               | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|---------------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 144 Inter Program Due From                                    | \$75,045              |               |                            |                                |                                            |
| 145 Assets Held for Sale                                      |                       |               |                            |                                |                                            |
| 150 Total Current Assets                                      | \$1,628,062           | \$4,498       | \$1,111                    | \$993,713                      | \$0                                        |
| 161 Land                                                      | \$566,937             |               |                            |                                |                                            |
| 162 Buildings                                                 | \$1,527,602           |               |                            |                                |                                            |
| 163 Furniture, Equipment & Machinery - Dwellings              | \$20,865              |               |                            |                                |                                            |
| 164 Furniture, Equipment & Machinery - Administration         |                       |               |                            | \$27,636                       |                                            |
| 165 Leasehold Improvements                                    |                       |               |                            |                                |                                            |
| 166 Accumulated Depreciation                                  | -\$989,282            |               |                            | -\$27,636                      |                                            |
| 167 Construction in Progress                                  | \$5,479               |               |                            |                                |                                            |
| 168 Infrastructure                                            | \$1,021,961           |               |                            |                                |                                            |
| 160 Total Capital Assets, Net of Accumulated Depreciation     | \$2,153,562           | \$0           | \$0                        | \$0                            | \$0                                        |
| 171 Notes, Loans and Mortgages Receivable - Non-Current       | \$2,595,280           |               |                            |                                |                                            |
| 172 Notes, Loans, & Mortgages Receivable - Non Current - Past | \$0                   |               |                            |                                |                                            |
| 173 Grants Receivable - Non Current                           |                       |               |                            |                                |                                            |
| 174 Other Assets                                              | \$126,265             |               |                            |                                |                                            |
| 176 Investments in Joint Ventures                             |                       |               |                            |                                |                                            |
| 180 Total Non-Current Assets                                  | \$4,875,107           | \$0           | \$0                        | \$0                            | \$0                                        |
| 200 Deferred Outflow of Resources                             | \$14,361              | \$26,074      | \$1,983                    | \$56,631                       |                                            |
| 290 Total Assets and Deferred Outflow of Resources            | \$6,517,530           | \$30,572      | \$3,094                    | \$1,050,344                    | \$0                                        |
| 311 Bank Overdraft                                            |                       |               |                            |                                |                                            |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|----------------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 312 Accounts Payable <= 90 Days                                | \$8,148               | \$592         | \$1,458                    | \$3,282                        |                                            |
| 313 Accounts Payable >90 Days Past Due                         |                       |               |                            |                                |                                            |
| 321 Accrued Wage/Payroll Taxes Payable                         |                       |               |                            |                                |                                            |
| 322 Accrued Compensated Absences - Current Portion             | \$2,286               | \$4,029       | \$804                      | \$4,730                        |                                            |
| 324 Accrued Contingency Liability                              |                       |               |                            |                                |                                            |
| 325 Accrued Interest Payable                                   |                       |               |                            |                                |                                            |
| 331 Accounts Payable - HUD PHA Programs                        |                       |               |                            | \$2,680                        |                                            |
| 332 Account Payable - PHA Projects                             |                       |               |                            |                                |                                            |
| 333 Accounts Payable - Other Government                        |                       |               |                            |                                |                                            |
| 341 Tenant Security Deposits                                   |                       |               |                            |                                |                                            |
| 342 Unearned Revenue                                           |                       |               |                            |                                |                                            |
| 343 Current Portion of Long-term Debt - Capital                |                       |               |                            |                                |                                            |
| 344 Current Portion of Long-term Debt - Operating Borrowings   |                       |               |                            |                                |                                            |
| 345 Other Current Liabilities                                  |                       |               |                            | \$69,271                       |                                            |
| 346 Accrued Liabilities - Other                                |                       |               |                            |                                |                                            |
| 347 Inter Program - Due To                                     |                       | \$14,386      | \$23,252                   | \$51,592                       |                                            |
| 348 Loan Liability - Current                                   |                       |               |                            |                                |                                            |
| 310 Total Current Liabilities                                  | \$10,434              | \$19,007      | \$25,514                   | \$131,555                      | \$0                                        |
| 351 Long-term Debt, Net of Current - Capital Projects/Mortgage |                       |               |                            |                                |                                            |
| 352 Long-term Debt, Net of Current - Operating Borrowings      |                       |               |                            |                                |                                            |
| 353 Non-current Liabilities - Other                            |                       |               |                            |                                |                                            |
| 354 Accrued Compensated Absences - Non Current                 | \$2,409               |               | \$976                      |                                |                                            |
| 355 Loan Liability - Non Current                               |                       |               |                            |                                |                                            |
| 356 FASB 5 Liabilities                                         |                       |               |                            |                                |                                            |
| 357 Accrued Pension and OPEB Liabilities                       | \$58,900              | \$106,932     | \$8,132                    | \$232,255                      |                                            |

HomeFront (MT001)  
 BILLINGS, MT  
 Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                   | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|-------------------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 350 Total Non-Current Liabilities                                 | \$61,309              | \$106,932     | \$9,108                    | \$232,255                      | \$0                                        |
| 300 Total Liabilities                                             | \$71,743              | \$125,939     | \$34,622                   | \$363,810                      | \$0                                        |
| 400 Deferred Inflow of Resources                                  | \$25,815              | \$46,868      | \$3,564                    | \$101,797                      |                                            |
| 508.4 Net Investment in Capital Assets                            | \$2,153,562           |               |                            |                                | \$0                                        |
| 511.4 Restricted Net Position                                     |                       |               |                            |                                | \$0                                        |
| 512.4 Unrestricted Net Position                                   | \$4,266,410           | -\$142,235    | -\$35,092                  | \$584,737                      | \$0                                        |
| 513 Total Equity - Net Assets / Position                          | \$6,419,972           | -\$142,235    | -\$35,092                  | \$584,737                      | \$0                                        |
| 600 Total Liabilities, Deferred Inflows of Resources and Equity - | \$6,517,530           | \$30,572      | \$3,094                    | \$1,050,344                    | \$0                                        |

## HomeFront (MT001)

## BILLINGS, MT

## Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                | COCC      | Subtotal     | ELIM      | Total        |
|----------------------------------------------------------------|-----------|--------------|-----------|--------------|
| 111 Cash - Unrestricted                                        | \$746,197 | \$5,840,187  |           | \$5,840,187  |
| 112 Cash - Restricted - Modernization and Development          |           | \$194,621    |           | \$194,621    |
| 113 Cash - Other Restricted                                    |           | \$11,322,625 |           | \$11,322,625 |
| 114 Cash - Tenant Security Deposits                            |           | \$184,751    |           | \$184,751    |
| 115 Cash - Restricted for Payment of Current Liabilities       |           | \$72,827     |           | \$72,827     |
| 100 Total Cash                                                 | \$746,197 | \$17,615,011 | \$0       | \$17,615,011 |
| 121 Accounts Receivable - PHA Projects                         |           |              |           |              |
| 122 Accounts Receivable - HUD Other Projects                   |           | \$10,877     |           | \$10,877     |
| 124 Accounts Receivable - Other Government                     |           | \$13,078     |           | \$13,078     |
| 125 Accounts Receivable - Miscellaneous                        | \$1,961   | \$100,413    |           | \$100,413    |
| 126 Accounts Receivable - Tenants                              |           | \$28,052     |           | \$28,052     |
| 126.1 Allowance for Doubtful Accounts -Tenants                 |           | -\$731       |           | -\$731       |
| 126.2 Allowance for Doubtful Accounts - Other                  | \$0       | \$0          |           | \$0          |
| 127 Notes, Loans, & Mortgages Receivable - Current             |           | \$58,123     | -\$58,123 | \$0          |
| 128 Fraud Recovery                                             |           | \$6,132      |           | \$6,132      |
| 128.1 Allowance for Doubtful Accounts - Fraud                  |           | -\$112       |           | -\$112       |
| 129 Accrued Interest Receivable                                |           | \$78,174     | -\$7,726  | \$70,448     |
| 120 Total Receivables, Net of Allowances for Doubtful Accounts | \$1,961   | \$294,006    | -\$65,849 | \$228,157    |
| 131 Investments - Unrestricted                                 |           | \$744,662    |           | \$744,662    |
| 132 Investments - Restricted                                   |           |              |           |              |
| 135 Investments - Restricted for Payment of Current Liability  |           |              |           |              |
| 142 Prepaid Expenses and Other Assets                          | \$1,669   | \$1,669      |           | \$1,669      |
| 143 Inventories                                                |           |              |           |              |
| 143.1 Allowance for Obsolete Inventories                       |           |              |           |              |

HomeFront (MT001)  
 BILLINGS, MT  
 Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                               | COCC        | Subtotal      | ELIM         | Total         |
|---------------------------------------------------------------|-------------|---------------|--------------|---------------|
| 144 Inter Program Due From                                    | \$167,930   | \$242,975     | -\$242,975   | \$0           |
| 145 Assets Held for Sale                                      |             |               |              |               |
| 150 Total Current Assets                                      | \$917,757   | \$18,898,323  | -\$308,824   | \$18,589,499  |
| 161 Land                                                      |             | \$2,743,673   |              | \$2,743,673   |
| 162 Buildings                                                 |             | \$40,319,161  | -\$499,840   | \$39,819,321  |
| 163 Furniture, Equipment & Machinery - Dwellings              |             | \$879,766     |              | \$879,766     |
| 164 Furniture, Equipment & Machinery - Administration         |             | \$27,636      |              | \$27,636      |
| 165 Leasehold Improvements                                    |             |               |              |               |
| 166 Accumulated Depreciation                                  |             | -\$20,821,239 | \$137,456    | -\$20,683,783 |
| 167 Construction in Progress                                  | \$14,998    | \$20,477      |              | \$20,477      |
| 168 Infrastructure                                            |             | \$1,403,964   |              | \$1,403,964   |
| 160 Total Capital Assets, Net of Accumulated Depreciation     | \$14,998    | \$24,573,438  | -\$362,384   | \$24,211,054  |
| 171 Notes, Loans and Mortgages Receivable - Non-Current       |             | \$3,112,780   | -\$1,256,982 | \$1,855,798   |
| 172 Notes, Loans, & Mortgages Receivable - Non Current - Past |             | \$0           |              | \$0           |
| 173 Grants Receivable - Non Current                           |             |               |              |               |
| 174 Other Assets                                              |             | \$150,872     |              | \$150,872     |
| 176 Investments in Joint Ventures                             |             |               |              |               |
| 180 Total Non-Current Assets                                  | \$14,998    | \$27,837,090  | -\$1,619,366 | \$26,217,724  |
| 200 Deferred Outflow of Resources                             | \$114,947   | \$332,416     |              | \$332,416     |
| 290 Total Assets and Deferred Outflow of Resources            | \$1,047,702 | \$47,067,829  | -\$1,928,190 | \$45,139,639  |
| 311 Bank Overdraft                                            |             |               |              |               |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 6/3 /2022

|                                                                | COCC      | Subtotal    | ELIM         | Total       |
|----------------------------------------------------------------|-----------|-------------|--------------|-------------|
| 312 Accounts Payable <= 90 Days                                | \$28,345  | \$182,418   |              | \$182,418   |
| 313 Accounts Payable >90 Days Past Due                         |           |             |              |             |
| 321 Accrued Wage/Payroll Taxes Payable                         | \$72,978  | \$72,978    |              | \$72,978    |
| 322 Accrued Compensated Absences - Current Portion             | \$26,932  | \$65,071    |              | \$65,071    |
| 324 Accrued Contingency Liability                              |           |             |              |             |
| 325 Accrued Interest Payable                                   |           | \$68,453    | -\$7,726     | \$60,727    |
| 331 Accounts Payable - HUD PHA Programs                        |           | \$2,680     |              | \$2,680     |
| 332 Account Payable - PHA Projects                             |           |             |              |             |
| 333 Accounts Payable - Other Government                        |           |             |              |             |
| 341 Tenant Security Deposits                                   |           | \$184,751   |              | \$184,751   |
| 342 Unearned Revenue                                           |           |             |              |             |
| 343 Current Portion of Long-term Debt - Capital                |           | \$133,380   | -\$58,123    | \$75,257    |
| 344 Current Portion of Long-term Debt - Operating Borrowings   |           |             |              |             |
| 345 Other Current Liabilities                                  |           | \$157,365   |              | \$157,365   |
| 346 Accrued Liabilities - Other                                |           | \$17,959    |              | \$17,959    |
| 347 Inter Program - Due To                                     |           | \$242,975   | -\$242,975   | \$0         |
| 348 Loan Liability - Current                                   |           |             |              |             |
| 310 Total Current Liabilities                                  | \$128,255 | \$1,128,030 | -\$308,824   | \$819,206   |
|                                                                |           |             |              |             |
| 351 Long-term Debt, Net of Current - Capital Projects/Mortgage |           | \$4,715,325 | -\$1,256,982 | \$3,458,343 |
| 352 Long-term Debt, Net of Current - Operating Borrowings      |           |             |              |             |
| 353 Non-current Liabilities - Other                            |           | \$126,265   |              | \$126,265   |
| 354 Accrued Compensated Absences - Non Current                 | \$46,171  | \$113,851   |              | \$113,851   |
| 355 Loan Liability - Non Current                               |           |             |              |             |
| 356 FASB 5 Liabilities                                         |           |             |              |             |
| 357 Accrued Pension and OPEB Liabilities                       | \$471,420 | \$1,363,298 |              | \$1,363,298 |

HomeFront (MT001)  
 BILLINGS, MT  
**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                                   | COCC        | Subtotal     | ELIM         | Total        |
|-------------------------------------------------------------------|-------------|--------------|--------------|--------------|
| 350 Total Non-Current Liabilities                                 | \$517,591   | \$6,318,739  | -\$1,256,982 | \$5,061,757  |
|                                                                   |             |              |              |              |
| 300 Total Liabilities                                             | \$645,846   | \$7,446,769  | -\$1,565,806 | \$5,880,963  |
|                                                                   |             |              |              |              |
| 400 Deferred Inflow of Resources                                  | \$206,622   | \$597,530    |              | \$597,530    |
|                                                                   |             |              |              |              |
| 508.4 Net Investment in Capital Assets                            | \$14,998    | \$19,724,733 | \$952,721    | \$20,677,454 |
| 511.4 Restricted Net Position                                     |             | \$11,177,745 |              | \$11,177,745 |
| 512.4 Unrestricted Net Position                                   | \$180,236   | \$8,121,052  | -\$1,315,105 | \$6,805,947  |
| 513 Total Equity - Net Assets / Position                          | \$195,234   | \$39,023,530 | -\$362,384   | \$38,661,146 |
|                                                                   |             |              |              |              |
| 600 Total Liabilities, Deferred Inflows of Resources and Equity - | \$1,047,702 | \$47,067,829 | -\$1,928,190 | \$45,139,639 |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                         | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|---------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 70300 Net Tenant Rental Revenue                         | \$786,930     | \$229,420                                    | \$841,252                       |                                                  | \$403,363                            |
| 70400 Tenant Revenue - Other                            | \$6,617       |                                              | \$6,714                         |                                                  |                                      |
| 70500 Total Tenant Revenue                              | \$793,547     | \$229,420                                    | \$847,966                       | \$0                                              | \$403,363                            |
|                                                         |               |                                              |                                 |                                                  |                                      |
| 70600 HUD PHA Operating Grants                          | \$987,543     |                                              | \$62,548                        | \$57,443                                         | \$527,465                            |
| 70610 Capital Grants                                    |               |                                              |                                 |                                                  |                                      |
| 70710 Management Fee                                    |               |                                              |                                 |                                                  |                                      |
| 70720 Asset Management Fee                              |               |                                              |                                 |                                                  |                                      |
| 70730 Book Keeping Fee                                  |               |                                              |                                 |                                                  |                                      |
| 70740 Front Line Service Fee                            |               |                                              |                                 |                                                  |                                      |
| 70750 Other Fees                                        |               |                                              |                                 |                                                  |                                      |
| 70700 Total Fee Revenue                                 |               |                                              |                                 |                                                  |                                      |
|                                                         |               |                                              |                                 |                                                  |                                      |
| 70800 Other Government Grants                           |               |                                              |                                 |                                                  |                                      |
| 71100 Investment Income - Unrestricted                  | \$2,543       | \$118                                        | \$17,748                        |                                                  | \$143                                |
| 71200 Mortgage Interest Income                          |               |                                              |                                 |                                                  |                                      |
| 71300 Proceeds from Disposition of Assets Held for Sale |               |                                              |                                 |                                                  |                                      |
| 71310 Cost of Sale of Assets                            |               |                                              |                                 |                                                  |                                      |
| 71400 Fraud Recovery                                    |               |                                              |                                 |                                                  |                                      |
| 71500 Other Revenue                                     | \$154,632     | \$4,122                                      | \$67,554                        |                                                  | \$45,453                             |
| 71600 Gain or Loss on Sale of Capital Assets            | \$11,002,016  |                                              | -\$29,702                       |                                                  | \$64,860                             |
| 72000 Investment Income - Restricted                    | \$1,596       |                                              |                                 |                                                  |                                      |
| 70000 Total Revenue                                     | \$12,941,877  | \$233,660                                    | \$966,114                       | \$57,443                                         | \$1,041,284                          |
|                                                         |               |                                              |                                 |                                                  |                                      |
| 91100 Administrative Salaries                           | \$254,855     | \$23,367                                     | \$21,906                        |                                                  | \$37,236                             |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                        | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|--------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 91200 Auditing Fees                                    | \$10,000      | \$6,920                                      | \$9,434                         |                                                  | \$2,500                              |
| 91300 Management Fee                                   | \$165,418     | \$23,887                                     | \$67,232                        |                                                  | \$50,186                             |
| 91310 Book-keeping Fee                                 | \$20,985      | \$2,132                                      | \$9,226                         |                                                  | \$8,183                              |
| 91400 Advertising and Marketing                        |               |                                              |                                 |                                                  |                                      |
| 91500 Employee Benefit contributions - Administrative  | \$92,751      | \$5,496                                      | \$11,026                        |                                                  | \$17,837                             |
| 91600 Office Expenses                                  | \$125,714     | \$3,205                                      | \$37,019                        |                                                  | \$47,099                             |
| 91700 Legal Expense                                    | \$9,758       | \$20                                         |                                 |                                                  |                                      |
| 91800 Travel                                           |               |                                              |                                 |                                                  |                                      |
| 91810 Allocated Overhead                               |               |                                              |                                 |                                                  |                                      |
| 91900 Other                                            | \$18,032      | \$6,530                                      | \$7,938                         |                                                  | \$99                                 |
| 91000 Total Operating - Administrative                 | \$697,513     | \$71,557                                     | \$163,781                       | \$0                                              | \$163,140                            |
|                                                        |               |                                              |                                 |                                                  |                                      |
| 92000 Asset Management Fee                             | \$27,980      | \$2,083                                      | \$9,580                         |                                                  | \$12,240                             |
| 92100 Tenant Services - Salaries                       |               |                                              | \$8,516                         | \$35,517                                         | \$37,704                             |
| 92200 Relocation Costs                                 |               |                                              |                                 |                                                  |                                      |
| 92300 Employee Benefit Contributions - Tenant Services |               |                                              | \$2,722                         | \$16,149                                         | \$16,335                             |
| 92400 Tenant Services - Other                          | \$10,581      | \$6,426                                      | \$15,107                        |                                                  | \$32,350                             |
| 92500 Total Tenant Services                            | \$10,581      | \$6,426                                      | \$26,345                        | \$51,666                                         | \$86,389                             |
|                                                        |               |                                              |                                 |                                                  |                                      |
| 93100 Water                                            | \$127,942     | \$9,170                                      | \$36,158                        |                                                  | \$14,917                             |
| 93200 Electricity                                      | \$29,417      | \$1,628                                      | \$28,861                        |                                                  | \$88,716                             |
| 93300 Gas                                              | \$25,160      | \$251                                        | \$12,673                        |                                                  | \$10,731                             |
| 93400 Fuel                                             |               |                                              |                                 |                                                  |                                      |
| 93500 Labor                                            |               |                                              |                                 |                                                  |                                      |
| 93600 Sewer                                            |               |                                              |                                 |                                                  |                                      |
| 93700 Employee Benefit Contributions - Utilities       |               |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                             | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|-------------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 93800 Other Utilities Expense                               |               |                                              |                                 |                                                  |                                      |
| 93000 Total Utilities                                       | \$182,519     | \$11,049                                     | \$77,692                        | \$0                                              | \$114,364                            |
|                                                             |               |                                              |                                 |                                                  |                                      |
| 94100 Ordinary Maintenance and Operations - Labor           | \$25,713      | \$16,247                                     | \$16,259                        |                                                  | \$12,606                             |
| 94200 Ordinary Maintenance and Operations - Materials and   | \$83,411      | \$1,289                                      | \$21,124                        |                                                  | \$17,204                             |
| 94300 Ordinary Maintenance and Operations Contracts         | \$494,642     | \$13,181                                     | \$196,486                       |                                                  | \$96,507                             |
| 94500 Employee Benefit Contributions - Ordinary Maintenance | \$11,797      | \$2,457                                      | \$5,596                         |                                                  | \$5,320                              |
| 94000 Total Maintenance                                     | \$615,563     | \$33,174                                     | \$239,465                       | \$0                                              | \$131,637                            |
|                                                             |               |                                              |                                 |                                                  |                                      |
| 95100 Protective Services - Labor                           |               |                                              |                                 |                                                  |                                      |
| 95200 Protective Services - Other Contract Costs            | \$4,414       | \$512                                        | \$1,354                         |                                                  | \$1,958                              |
| 95300 Protective Services - Other                           |               |                                              |                                 |                                                  |                                      |
| 95500 Employee Benefit Contributions - Protective Services  |               |                                              |                                 |                                                  |                                      |
| 95000 Total Protective Services                             | \$4,414       | \$512                                        | \$1,354                         | \$0                                              | \$1,958                              |
|                                                             |               |                                              |                                 |                                                  |                                      |
| 96110 Property Insurance                                    | \$144,524     | \$15,616                                     | \$72,193                        |                                                  | \$34,960                             |
| 96120 Liability Insurance                                   | \$87,467      | \$6,353                                      | \$67,871                        |                                                  | \$45,508                             |
| 96130 Workmen's Compensation                                | \$5,644       | \$1,532                                      | \$1,164                         | \$887                                            | \$2,185                              |
| 96140 All Other Insurance                                   |               |                                              |                                 |                                                  |                                      |
| 96100 Total insurance Premiums                              | \$237,635     | \$23,501                                     | \$141,228                       | \$887                                            | \$82,653                             |
|                                                             |               |                                              |                                 |                                                  |                                      |
| 96200 Other General Expenses                                | \$10,015      | \$2,137                                      |                                 |                                                  |                                      |
| 96210 Compensated Absences                                  | \$32,810      |                                              | \$6,771                         | \$4,890                                          | \$12,696                             |
| 96300 Payments in Lieu of Taxes                             | \$67,788      | \$4,570                                      | \$16,333                        |                                                  | \$4,306                              |
| 96400 Bad debt - Tenant Rents                               | \$13,374      | \$1,959                                      | \$25,776                        |                                                  | \$1,100                              |
| 96500 Bad debt - Mortgages                                  |               |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                           | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|-----------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 96600 Bad debt - Other                                    |               |                                              |                                 |                                                  |                                      |
| 96800 Severance Expense                                   |               |                                              |                                 |                                                  |                                      |
| 96000 Total Other General Expenses                        | \$123,987     | \$8,666                                      | \$48,880                        | \$4,890                                          | \$18,102                             |
| 96710 Interest of Mortgage (or Bonds) Payable             |               | \$30,937                                     | \$94,672                        |                                                  |                                      |
| 96720 Interest on Notes Payable (Short and Long Term)     | \$49,630      |                                              |                                 |                                                  |                                      |
| 96730 Amortization of Bond Issue Costs                    |               |                                              |                                 |                                                  |                                      |
| 96700 Total Interest Expense and Amortization Cost        | \$49,630      | \$30,937                                     | \$94,672                        | \$0                                              | \$0                                  |
| 96900 Total Operating Expenses                            | \$1,949,822   | \$187,905                                    | \$802,997                       | \$57,443                                         | \$610,483                            |
| 97000 Excess of Operating Revenue over Operating Expenses | \$10,992,055  | \$45,755                                     | \$163,117                       | \$0                                              | \$430,801                            |
| 97100 Extraordinary Maintenance                           | \$16,332      |                                              | \$10,043                        |                                                  |                                      |
| 97200 Casualty Losses - Non-capitalized                   |               |                                              |                                 |                                                  |                                      |
| 97300 Housing Assistance Payments                         |               |                                              |                                 |                                                  |                                      |
| 97350 HAP Portability-In                                  |               |                                              |                                 |                                                  |                                      |
| 97400 Depreciation Expense                                | \$612,295     | \$241,111                                    | \$344,804                       |                                                  | \$134,655                            |
| 97500 Fraud Losses                                        |               |                                              |                                 |                                                  |                                      |
| 97600 Capital Outlays - Governmental Funds                |               |                                              |                                 |                                                  |                                      |
| 97700 Debt Principal Payment - Governmental Funds         |               |                                              |                                 |                                                  |                                      |
| 97800 Dwelling Units Rent Expense                         |               |                                              |                                 |                                                  |                                      |
| 90000 Total Expenses                                      | \$2,578,449   | \$429,016                                    | \$1,157,844                     | \$57,443                                         | \$745,138                            |
| 10010 Operating Transfer In                               |               |                                              |                                 |                                                  |                                      |
| 10020 Operating transfer Out                              |               |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                               | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|---------------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 10030 Operating Transfers from/to Primary Government          |               |                                              |                                 |                                                  |                                      |
| 10040 Operating Transfers from/to Component Unit              |               |                                              |                                 |                                                  |                                      |
| 10050 Proceeds from Notes, Loans and Bonds                    |               |                                              |                                 |                                                  |                                      |
| 10060 Proceeds from Property Sales                            |               |                                              |                                 |                                                  |                                      |
| 10070 Extraordinary Items, Net Gain/Loss                      |               |                                              |                                 |                                                  |                                      |
| 10080 Special Items (Net Gain/Loss)                           |               |                                              |                                 |                                                  |                                      |
| 10091 Inter Project Excess Cash Transfer In                   |               |                                              |                                 |                                                  |                                      |
| 10092 Inter Project Excess Cash Transfer Out                  |               |                                              |                                 |                                                  |                                      |
| 10093 Transfers between Program and Project - In              |               |                                              |                                 |                                                  |                                      |
| 10094 Transfers between Project and Program - Out             |               |                                              |                                 |                                                  |                                      |
| 10100 Total Other financing Sources (Uses)                    | \$0           | \$0                                          | \$0                             | \$0                                              | \$0                                  |
|                                                               |               |                                              |                                 |                                                  |                                      |
| 10000 Excess (Deficiency) of Total Revenue Over (Under) Total | \$10,363,428  | -\$195,356                                   | -\$191,730                      | \$0                                              | \$296,146                            |
|                                                               |               |                                              |                                 |                                                  |                                      |
| 11020 Required Annual Debt Principal Payments                 | \$65,871      | \$9,386                                      | \$58,123                        | \$0                                              | \$0                                  |
| 11030 Beginning Equity                                        | \$7,772,897   | \$2,896,380                                  | \$8,643,925                     | \$0                                              | \$2,415,224                          |
| 11040 Prior Period Adjustments, Equity Transfers and          | -\$1,198,257  |                                              | \$1,198,257                     |                                                  |                                      |
| 11050 Changes in Compensated Absence Balance                  |               |                                              |                                 |                                                  |                                      |
| 11060 Changes in Contingent Liability Balance                 |               |                                              |                                 |                                                  |                                      |
| 11070 Changes in Unrecognized Pension Transition Liability    |               |                                              |                                 |                                                  |                                      |
| 11080 Changes in Special Term/Severance Benefits Liability    |               |                                              |                                 |                                                  |                                      |
| 11090 Changes in Allowance for Doubtful Accounts - Dwelling   |               |                                              |                                 |                                                  |                                      |
| 11100 Changes in Allowance for Doubtful Accounts - Other      |               |                                              |                                 |                                                  |                                      |
| 11170 Administrative Fee Equity                               |               |                                              |                                 |                                                  |                                      |
|                                                               |               |                                              |                                 |                                                  |                                      |
| 11180 Housing Assistance Payments Equity                      |               |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                        | Project Total | 6.1 Component Unit -<br>Discretely Presented | 6.2 Component Unit -<br>Blended | 14.896 PIH Family<br>Self-Sufficiency<br>Program | 14.182 N/C S/R<br>Section 8 Programs |
|--------------------------------------------------------|---------------|----------------------------------------------|---------------------------------|--------------------------------------------------|--------------------------------------|
| 11190 Unit Months Available                            | 2895          | 360                                          | 1284                            |                                                  | 1224                                 |
| 11210 Number of Unit Months Leased                     | 2798          | 347                                          | 1222                            |                                                  | 1091                                 |
| 11270 Excess Cash                                      | \$1,260,272   |                                              |                                 |                                                  |                                      |
| 11610 Land Purchases                                   | \$0           |                                              |                                 |                                                  |                                      |
| 11620 Building Purchases                               | \$0           |                                              |                                 |                                                  |                                      |
| 11630 Furniture & Equipment - Dwelling Purchases       | \$0           |                                              |                                 |                                                  |                                      |
| 11640 Furniture & Equipment - Administrative Purchases | \$0           |                                              |                                 |                                                  |                                      |
| 11650 Leasehold Improvements Purchases                 | \$0           |                                              |                                 |                                                  |                                      |
| 11660 Infrastructure Purchases                         | \$0           |                                              |                                 |                                                  |                                      |
| 13510 CFFP Debt Service Payments                       | \$0           |                                              |                                 |                                                  |                                      |
| 13901 Replacement Housing Factor Funds                 | \$0           |                                              |                                 |                                                  |                                      |

HomeFront (MT001)

BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                         | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|---------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 70300 Net Tenant Rental Revenue                         | \$116,400             |               |                            |                                |                                            |
| 70400 Tenant Revenue - Other                            |                       |               |                            |                                |                                            |
| 70500 Total Tenant Revenue                              | \$116,400             | \$0           | \$0                        | \$0                            | \$0                                        |
| 70600 HUD PHA Operating Grants                          |                       |               | \$75,338                   | \$4,245,417                    | \$5,739                                    |
| 70610 Capital Grants                                    |                       |               |                            |                                |                                            |
| 70710 Management Fee                                    |                       |               |                            |                                |                                            |
| 70720 Asset Management Fee                              |                       |               |                            |                                |                                            |
| 70730 Book Keeping Fee                                  |                       |               |                            |                                |                                            |
| 70740 Front Line Service Fee                            |                       |               |                            |                                |                                            |
| 70750 Other Fees                                        |                       |               |                            |                                |                                            |
| 70700 Total Fee Revenue                                 |                       |               |                            |                                |                                            |
| 70800 Other Government Grants                           | \$287,158             |               |                            |                                |                                            |
| 71100 Investment Income - Unrestricted                  | \$65,085              | \$26          | \$10                       | \$388                          |                                            |
| 71200 Mortgage Interest Income                          |                       |               |                            |                                |                                            |
| 71300 Proceeds from Disposition of Assets Held for Sale |                       |               |                            |                                |                                            |
| 71310 Cost of Sale of Assets                            |                       |               |                            |                                |                                            |
| 71400 Fraud Recovery                                    |                       |               |                            | \$6,609                        |                                            |
| 71500 Other Revenue                                     | \$77,451              | \$288,138     | \$671                      | \$105,534                      |                                            |
| 71600 Gain or Loss on Sale of Capital Assets            | -\$356,959            |               |                            |                                |                                            |
| 72000 Investment Income - Restricted                    |                       |               |                            | \$0                            |                                            |
| 70000 Total Revenue                                     | \$189,135             | \$288,164     | \$76,019                   | \$4,357,948                    | \$5,739                                    |
| 91100 Administrative Salaries                           | \$46,896              | \$103,136     | \$15,856                   | \$105,988                      | \$4,310                                    |
| 91200 Auditing Fees                                     | \$1,500               | \$500         | \$250                      | \$10,000                       |                                            |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                        | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|--------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 91300 Management Fee                                   | \$20,810              | \$44,796      |                            | \$107,312                      |                                            |
| 91310 Book-keeping Fee                                 | \$2,820               | \$2,400       | \$1,515                    | \$51,480                       |                                            |
| 91400 Advertising and Marketing                        |                       |               |                            |                                |                                            |
| 91500 Employee Benefit contributions - Administrative  | \$9,550               | \$55,068      | \$5,969                    | \$58,066                       | \$1,429                                    |
| 91600 Office Expenses                                  | \$9,057               | \$11,556      | \$2,517                    | \$83,742                       |                                            |
| 91700 Legal Expense                                    |                       |               |                            |                                |                                            |
| 91800 Travel                                           |                       |               |                            |                                |                                            |
| 91810 Allocated Overhead                               |                       |               |                            |                                |                                            |
| 91900 Other                                            | \$3,876               | \$1,336       | \$10,207                   | \$6,624                        |                                            |
| 91000 Total Operating - Administrative                 | \$94,509              | \$218,792     | \$36,314                   | \$423,212                      | \$5,739                                    |
|                                                        |                       |               |                            |                                |                                            |
| 92000 Asset Management Fee                             | \$3,840               |               |                            |                                |                                            |
| 92100 Tenant Services - Salaries                       |                       |               |                            | \$0                            |                                            |
| 92200 Relocation Costs                                 | \$74,473              |               |                            |                                |                                            |
| 92300 Employee Benefit Contributions - Tenant Services |                       |               |                            |                                |                                            |
| 92400 Tenant Services - Other                          | \$61                  |               |                            | \$64,622                       |                                            |
| 92500 Total Tenant Services                            | \$74,534              | \$0           | \$0                        | \$64,622                       | \$0                                        |
|                                                        |                       |               |                            |                                |                                            |
| 93100 Water                                            | \$1,696               |               |                            |                                |                                            |
| 93200 Electricity                                      | \$1,981               |               |                            |                                |                                            |
| 93300 Gas                                              | \$5,920               |               |                            |                                |                                            |
| 93400 Fuel                                             |                       |               |                            |                                |                                            |
| 93500 Labor                                            |                       |               |                            |                                |                                            |
| 93600 Sewer                                            |                       |               |                            |                                |                                            |
| 93700 Employee Benefit Contributions - Utilities       |                       |               |                            |                                |                                            |
| 93800 Other Utilities Expense                          |                       |               |                            |                                |                                            |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                             | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|-------------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 93000 Total Utilities                                       | \$9,597               | \$0           | \$0                        | \$0                            | \$0                                        |
| 94100 Ordinary Maintenance and Operations - Labor           | \$507                 |               |                            |                                |                                            |
| 94200 Ordinary Maintenance and Operations - Materials and   | \$1,155               |               |                            |                                |                                            |
| 94300 Ordinary Maintenance and Operations Contracts         | \$9,255               | \$17,505      | \$328                      | \$22,308                       |                                            |
| 94500 Employee Benefit Contributions - Ordinary Maintenance | \$126                 |               |                            |                                |                                            |
| 94000 Total Maintenance                                     | \$11,043              | \$17,505      | \$328                      | \$22,308                       | \$0                                        |
| 95100 Protective Services - Labor                           |                       |               |                            |                                |                                            |
| 95200 Protective Services - Other Contract Costs            | \$1,159               |               |                            | \$3,000                        |                                            |
| 95300 Protective Services - Other                           |                       |               |                            |                                |                                            |
| 95500 Employee Benefit Contributions - Protective Services  |                       |               |                            |                                |                                            |
| 95000 Total Protective Services                             | \$1,159               | \$0           | \$0                        | \$3,000                        | \$0                                        |
| 96110 Property Insurance                                    | \$1,012               |               |                            |                                |                                            |
| 96120 Liability Insurance                                   | \$7,125               | \$3,817       |                            | \$3,817                        |                                            |
| 96130 Workmen's Compensation                                | \$507                 | \$2,573       | \$395                      | \$2,644                        |                                            |
| 96140 All Other Insurance                                   |                       |               |                            |                                |                                            |
| 96100 Total insurance Premiums                              | \$8,644               | \$6,390       | \$395                      | \$6,461                        | \$0                                        |
| 96200 Other General Expenses                                |                       |               |                            | \$945                          |                                            |
| 96210 Compensated Absences                                  | \$2,944               | \$14,958      | \$2,300                    | \$15,632                       |                                            |
| 96300 Payments in Lieu of Taxes                             | \$8,357               |               |                            |                                |                                            |
| 96400 Bad debt - Tenant Rents                               |                       |               |                            |                                |                                            |
| 96500 Bad debt - Mortgages                                  |                       |               |                            |                                |                                            |
| 96600 Bad debt - Other                                      |                       |               |                            |                                |                                            |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                           | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|-----------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 96800 Severance Expense                                   |                       |               |                            |                                |                                            |
| 96000 Total Other General Expenses                        | \$11,301              | \$14,958      | \$2,300                    | \$16,577                       | \$0                                        |
| 96710 Interest of Mortgage (or Bonds) Payable             |                       |               |                            |                                |                                            |
| 96720 Interest on Notes Payable (Short and Long Term)     |                       |               |                            |                                |                                            |
| 96730 Amortization of Bond Issue Costs                    |                       |               |                            |                                |                                            |
| 96700 Total Interest Expense and Amortization Cost        | \$0                   | \$0           | \$0                        | \$0                            | \$0                                        |
| 96900 Total Operating Expenses                            | \$214,627             | \$257,645     | \$39,337                   | \$536,180                      | \$5,739                                    |
| 97000 Excess of Operating Revenue over Operating Expenses | -\$25,492             | \$30,519      | \$36,682                   | \$3,821,768                    | \$0                                        |
| 97100 Extraordinary Maintenance                           |                       |               |                            |                                |                                            |
| 97200 Casualty Losses - Non-capitalized                   |                       |               |                            |                                |                                            |
| 97300 Housing Assistance Payments                         |                       |               | \$133,098                  | \$3,878,864                    |                                            |
| 97350 HAP Portability-In                                  |                       |               |                            | \$2,580                        |                                            |
| 97400 Depreciation Expense                                | \$136,751             |               |                            |                                |                                            |
| 97500 Fraud Losses                                        |                       |               |                            |                                |                                            |
| 97600 Capital Outlays - Governmental Funds                |                       |               |                            |                                |                                            |
| 97700 Debt Principal Payment - Governmental Funds         |                       |               |                            |                                |                                            |
| 97800 Dwelling Units Rent Expense                         |                       |               |                            |                                |                                            |
| 90000 Total Expenses                                      | \$351,378             | \$257,645     | \$172,435                  | \$4,417,624                    | \$5,739                                    |
| 10010 Operating Transfer In                               |                       |               |                            |                                |                                            |
| 10020 Operating transfer Out                              |                       |               |                            |                                |                                            |
| 10030 Operating Transfers from/to Primary Government      |                       |               |                            |                                |                                            |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                               | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|---------------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 10040 Operating Transfers from/to Component Unit              |                       |               |                            |                                |                                            |
| 10050 Proceeds from Notes, Loans and Bonds                    |                       |               |                            |                                |                                            |
| 10060 Proceeds from Property Sales                            |                       |               |                            |                                |                                            |
| 10070 Extraordinary Items, Net Gain/Loss                      |                       |               |                            |                                |                                            |
| 10080 Special Items (Net Gain/Loss)                           |                       |               |                            |                                |                                            |
| 10091 Inter Project Excess Cash Transfer In                   |                       |               |                            |                                |                                            |
| 10092 Inter Project Excess Cash Transfer Out                  |                       |               |                            |                                |                                            |
| 10093 Transfers between Program and Project - In              |                       |               |                            |                                |                                            |
| 10094 Transfers between Project and Program - Out             |                       |               |                            |                                |                                            |
| 10100 Total Other financing Sources (Uses)                    | \$0                   | \$0           | \$0                        | \$0                            | \$0                                        |
|                                                               |                       |               |                            |                                |                                            |
| 10000 Excess (Deficiency) of Total Revenue Over (Under) Total | -\$162,243            | \$30,519      | -\$96,416                  | -\$59,676                      | \$0                                        |
|                                                               |                       |               |                            |                                |                                            |
| 11020 Required Annual Debt Principal Payments                 | \$58,123              | \$0           | \$0                        | \$0                            | \$0                                        |
| 11030 Beginning Equity                                        | \$6,432,215           | -\$22,754     | \$61,324                   | \$644,413                      | \$0                                        |
| 11040 Prior Period Adjustments, Equity Transfers and          | \$150,000             | -\$150,000    |                            |                                |                                            |
| 11050 Changes in Compensated Absence Balance                  |                       |               |                            |                                |                                            |
| 11060 Changes in Contingent Liability Balance                 |                       |               |                            |                                |                                            |
| 11070 Changes in Unrecognized Pension Transition Liability    |                       |               |                            |                                |                                            |
| 11080 Changes in Special Term/Severance Benefits Liability    |                       |               |                            |                                |                                            |
| 11090 Changes in Allowance for Doubtful Accounts - Dwelling   |                       |               |                            |                                |                                            |
| 11100 Changes in Allowance for Doubtful Accounts - Other      |                       |               |                            |                                |                                            |
| 11170 Administrative Fee Equity                               |                       |               |                            | \$584,737                      |                                            |
|                                                               |                       |               |                            |                                |                                            |
| 11180 Housing Assistance Payments Equity                      |                       |               |                            | \$0                            |                                            |
| 11190 Unit Months Available                                   |                       |               | 480                        | 6919                           |                                            |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                        | 1 Business Activities | 2 State/Local | 14.879 Mainstream Vouchers | 14.871 Housing Choice Vouchers | 21.023 Emergency Rental Assistance Program |
|--------------------------------------------------------|-----------------------|---------------|----------------------------|--------------------------------|--------------------------------------------|
| 11210 Number of Unit Months Leased                     |                       |               | 254                        | 6877                           |                                            |
| 11270 Excess Cash                                      |                       |               |                            |                                |                                            |
| 11610 Land Purchases                                   |                       |               |                            |                                |                                            |
| 11620 Building Purchases                               |                       |               |                            |                                |                                            |
| 11630 Furniture & Equipment - Dwelling Purchases       |                       |               |                            |                                |                                            |
| 11640 Furniture & Equipment - Administrative Purchases |                       |               |                            |                                |                                            |
| 11650 Leasehold Improvements Purchases                 |                       |               |                            |                                |                                            |
| 11660 Infrastructure Purchases                         |                       |               |                            |                                |                                            |
| 13510 CFFP Debt Service Payments                       |                       |               |                            |                                |                                            |
| 13901 Replacement Housing Factor Funds                 |                       |               |                            |                                |                                            |

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## BILLINGS, MT

## Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                         | COCC        | Subtotal     | ELIM         | Total        |
|---------------------------------------------------------|-------------|--------------|--------------|--------------|
| 70300 Net Tenant Rental Revenue                         |             | \$2,377,365  | -\$108,000   | \$2,269,365  |
| 70400 Tenant Revenue - Other                            |             | \$13,331     |              | \$13,331     |
| 70500 Total Tenant Revenue                              | \$0         | \$2,390,696  | -\$108,000   | \$2,282,696  |
|                                                         |             |              |              |              |
| 70600 HUD PHA Operating Grants                          |             | \$5,961,493  |              | \$5,961,493  |
| 70610 Capital Grants                                    |             |              |              |              |
| 70710 Management Fee                                    | \$455,754   | \$455,754    | -\$455,754   | \$0          |
| 70720 Asset Management Fee                              | \$53,640    | \$53,640     | -\$53,640    | \$0          |
| 70730 Book Keeping Fee                                  | \$96,608    | \$96,608     | -\$96,608    | \$0          |
| 70740 Front Line Service Fee                            | \$393,765   | \$393,765    | -\$393,765   | \$0          |
| 70750 Other Fees                                        |             |              |              |              |
| 70700 Total Fee Revenue                                 | \$999,767   | \$999,767    | -\$999,767   | \$0          |
|                                                         |             |              |              |              |
| 70800 Other Government Grants                           |             | \$287,158    |              | \$287,158    |
| 71100 Investment Income - Unrestricted                  | \$195       | \$86,256     | -\$63,624    | \$22,632     |
| 71200 Mortgage Interest Income                          |             |              |              |              |
| 71300 Proceeds from Disposition of Assets Held for Sale |             |              |              |              |
| 71310 Cost of Sale of Assets                            |             |              |              |              |
| 71400 Fraud Recovery                                    |             | \$6,609      |              | \$6,609      |
| 71500 Other Revenue                                     | \$249,707   | \$993,262    | -\$365,715   | \$627,547    |
| 71600 Gain or Loss on Sale of Capital Assets            |             | \$10,680,215 |              | \$10,680,215 |
| 72000 Investment Income - Restricted                    |             | \$1,596      |              | \$1,596      |
| 70000 Total Revenue                                     | \$1,249,669 | \$21,407,052 | -\$1,537,106 | \$19,869,946 |
|                                                         |             |              |              |              |
| 91100 Administrative Salaries                           | \$393,055   | \$1,006,605  |              | \$1,006,605  |
| 91200 Auditing Fees                                     | \$9,815     | \$50,919     |              | \$50,919     |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                        | COCC      | Subtotal    | ELIM       | Total       |
|--------------------------------------------------------|-----------|-------------|------------|-------------|
| 91300 Management Fee                                   |           | \$479,641   | -\$455,754 | \$23,887    |
| 91310 Book-keeping Fee                                 |           | \$98,741    | -\$96,608  | \$2,133     |
| 91400 Advertising and Marketing                        |           |             |            |             |
| 91500 Employee Benefit contributions - Administrative  | \$109,328 | \$366,520   |            | \$366,520   |
| 91600 Office Expenses                                  | \$287,405 | \$607,314   | -\$377,267 | \$230,047   |
| 91700 Legal Expense                                    | \$7,270   | \$17,048    |            | \$17,048    |
| 91800 Travel                                           |           |             |            |             |
| 91810 Allocated Overhead                               |           |             |            |             |
| 91900 Other                                            | \$57,669  | \$112,311   |            | \$112,311   |
| 91000 Total Operating - Administrative                 | \$864,542 | \$2,739,099 | -\$929,629 | \$1,809,470 |
|                                                        |           |             |            |             |
| 92000 Asset Management Fee                             |           | \$55,723    | -\$53,640  | \$2,083     |
| 92100 Tenant Services - Salaries                       |           | \$81,737    |            | \$81,737    |
| 92200 Relocation Costs                                 |           | \$74,473    |            | \$74,473    |
| 92300 Employee Benefit Contributions - Tenant Services |           | \$35,206    |            | \$35,206    |
| 92400 Tenant Services - Other                          |           | \$129,147   | -\$96,448  | \$32,699    |
| 92500 Total Tenant Services                            | \$0       | \$320,563   | -\$96,448  | \$224,115   |
|                                                        |           |             |            |             |
| 93100 Water                                            | \$1,663   | \$191,546   |            | \$191,546   |
| 93200 Electricity                                      | \$10,544  | \$161,147   |            | \$161,147   |
| 93300 Gas                                              | \$7,230   | \$61,965    |            | \$61,965    |
| 93400 Fuel                                             |           |             |            |             |
| 93500 Labor                                            |           |             |            |             |
| 93600 Sewer                                            |           |             |            |             |
| 93700 Employee Benefit Contributions - Utilities       |           |             |            |             |
| 93800 Other Utilities Expense                          |           |             |            |             |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                             | COCC      | Subtotal    | ELIM       | Total       |
|-------------------------------------------------------------|-----------|-------------|------------|-------------|
| 93000 Total Utilities                                       | \$19,437  | \$414,658   | \$0        | \$414,658   |
|                                                             |           |             |            |             |
| 94100 Ordinary Maintenance and Operations - Labor           | \$251,348 | \$322,680   |            | \$322,680   |
| 94200 Ordinary Maintenance and Operations - Materials and   | \$31,090  | \$155,273   |            | \$155,273   |
| 94300 Ordinary Maintenance and Operations Contracts         | \$16,706  | \$866,918   | -\$393,765 | \$473,153   |
| 94500 Employee Benefit Contributions - Ordinary Maintenance | \$127,644 | \$152,940   |            | \$152,940   |
| 94000 Total Maintenance                                     | \$426,788 | \$1,497,811 | -\$393,765 | \$1,104,046 |
|                                                             |           |             |            |             |
| 95100 Protective Services - Labor                           |           |             |            |             |
| 95200 Protective Services - Other Contract Costs            | \$6,772   | \$19,169    |            | \$19,169    |
| 95300 Protective Services - Other                           |           |             |            |             |
| 95500 Employee Benefit Contributions - Protective Services  |           |             |            |             |
| 95000 Total Protective Services                             | \$6,772   | \$19,169    | \$0        | \$19,169    |
|                                                             |           |             |            |             |
| 96110 Property Insurance                                    | \$7,971   | \$276,276   |            | \$276,276   |
| 96120 Liability Insurance                                   | \$3,682   | \$225,640   |            | \$225,640   |
| 96130 Workmen's Compensation                                | \$16,197  | \$33,728    |            | \$33,728    |
| 96140 All Other Insurance                                   |           |             |            |             |
| 96100 Total insurance Premiums                              | \$27,850  | \$535,644   | \$0        | \$535,644   |
|                                                             |           |             |            |             |
| 96200 Other General Expenses                                |           | \$13,097    |            | \$13,097    |
| 96210 Compensated Absences                                  | \$94,149  | \$187,150   |            | \$187,150   |
| 96300 Payments in Lieu of Taxes                             |           | \$101,354   |            | \$101,354   |
| 96400 Bad debt - Tenant Rents                               |           | \$42,209    |            | \$42,209    |
| 96500 Bad debt - Mortgages                                  |           |             |            |             |
| 96600 Bad debt - Other                                      |           |             |            |             |

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## BILLINGS, MT

## Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                           | COCC        | Subtotal     | ELIM         | Total        |
|-----------------------------------------------------------|-------------|--------------|--------------|--------------|
| 96800 Severance Expense                                   |             |              |              |              |
| 96000 Total Other General Expenses                        | \$94,149    | \$343,810    | \$0          | \$343,810    |
|                                                           |             |              |              |              |
| 96710 Interest of Mortgage (or Bonds) Payable             |             | \$125,609    | -\$63,624    | \$61,985     |
| 96720 Interest on Notes Payable (Short and Long Term)     |             | \$49,630     |              | \$49,630     |
| 96730 Amortization of Bond Issue Costs                    |             |              |              |              |
| 96700 Total Interest Expense and Amortization Cost        | \$0         | \$175,239    | -\$63,624    | \$111,615    |
|                                                           |             |              |              |              |
| 96900 Total Operating Expenses                            | \$1,439,538 | \$6,101,716  | -\$1,537,106 | \$4,564,610  |
|                                                           |             |              |              |              |
| 97000 Excess of Operating Revenue over Operating Expenses | -\$189,869  | \$15,305,336 | \$0          | \$15,305,336 |
|                                                           |             |              |              |              |
| 97100 Extraordinary Maintenance                           |             | \$26,375     |              | \$26,375     |
| 97200 Casualty Losses - Non-capitalized                   |             |              |              |              |
| 97300 Housing Assistance Payments                         |             | \$4,011,962  |              | \$4,011,962  |
| 97350 HAP Portability-In                                  |             | \$2,580      |              | \$2,580      |
| 97400 Depreciation Expense                                |             | \$1,469,616  | -\$12,496    | \$1,457,120  |
| 97500 Fraud Losses                                        |             |              |              |              |
| 97600 Capital Outlays - Governmental Funds                |             |              |              |              |
| 97700 Debt Principal Payment - Governmental Funds         |             |              |              |              |
| 97800 Dwelling Units Rent Expense                         |             |              |              |              |
| 90000 Total Expenses                                      | \$1,439,538 | \$11,612,249 | -\$1,549,602 | \$10,062,647 |
|                                                           |             |              |              |              |
| 10010 Operating Transfer In                               |             |              |              |              |
| 10020 Operating transfer Out                              |             |              |              |              |
| 10030 Operating Transfers from/to Primary Government      |             |              |              |              |

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BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2 22

|                                                           | COCC       | Subtotal     | ELIM       | Total        |
|-----------------------------------------------------------|------------|--------------|------------|--------------|
| 40 Operating Transfers from/to Component Unit             |            |              |            |              |
| 50 Proceeds from Notes, Loans and Bonds                   |            |              |            |              |
| 60 Proceeds from Property Sales                           |            |              |            |              |
| 70 Extraordinary Items, Net Gain/Loss                     |            |              |            |              |
| 80 Special Items (Net Gain/Loss)                          |            |              |            |              |
| 91 Inter Project Excess Cash Transfer In                  |            |              |            |              |
| 92 Inter Project Excess Cash Transfer Out                 |            |              |            |              |
| 93 Transfers between Program and Project - In             |            |              |            |              |
| 94 Transfers between Project and Program - Out            |            |              |            |              |
| 0 Total Other financing Sources (Uses)                    | \$0        | \$0          | \$0        | \$           |
|                                                           |            |              |            |              |
| 0 Excess (Deficiency) of Total Revenue Over (Under) Total | -\$189,869 | \$9,794,803  | \$12,496   | \$9,807,299  |
|                                                           |            |              |            |              |
| 20 Required Annual Debt Principal Payments                | \$0        | \$191,503    |            | \$191,503    |
| 30 Beginning Equity                                       | \$385,103  | \$29,228,727 | -\$374,880 | \$28,853,847 |
| 40 Prior Period Adjustments, Equity Transfers and         |            | \$0          |            | \$0          |
| 50 Changes in Compensated Absence Balance                 |            |              |            |              |
| 60 Changes in Contingent Liability Balance                |            |              |            |              |
| 70 Changes in Unrecognized Pension Transition Liability   |            |              |            |              |
| 80 Changes in Special Term/Severance Benefits Liability   |            |              |            |              |
| 90 Changes in Allowance for Doubtful Accounts - Dwelling  |            |              |            |              |
| 0 Changes in Allowance for Doubtful Accounts - Other      |            |              |            |              |
| 70 Administrative Fee Equity                              |            | \$584,737    |            | \$584,737    |
|                                                           |            |              |            |              |
| 80 Housing Assistance Payments Equity                     |            | \$0          |            | \$0          |
| 90 Unit Months Available                                  |            | 13162        |            | 13162        |

HomeFront (MT001)

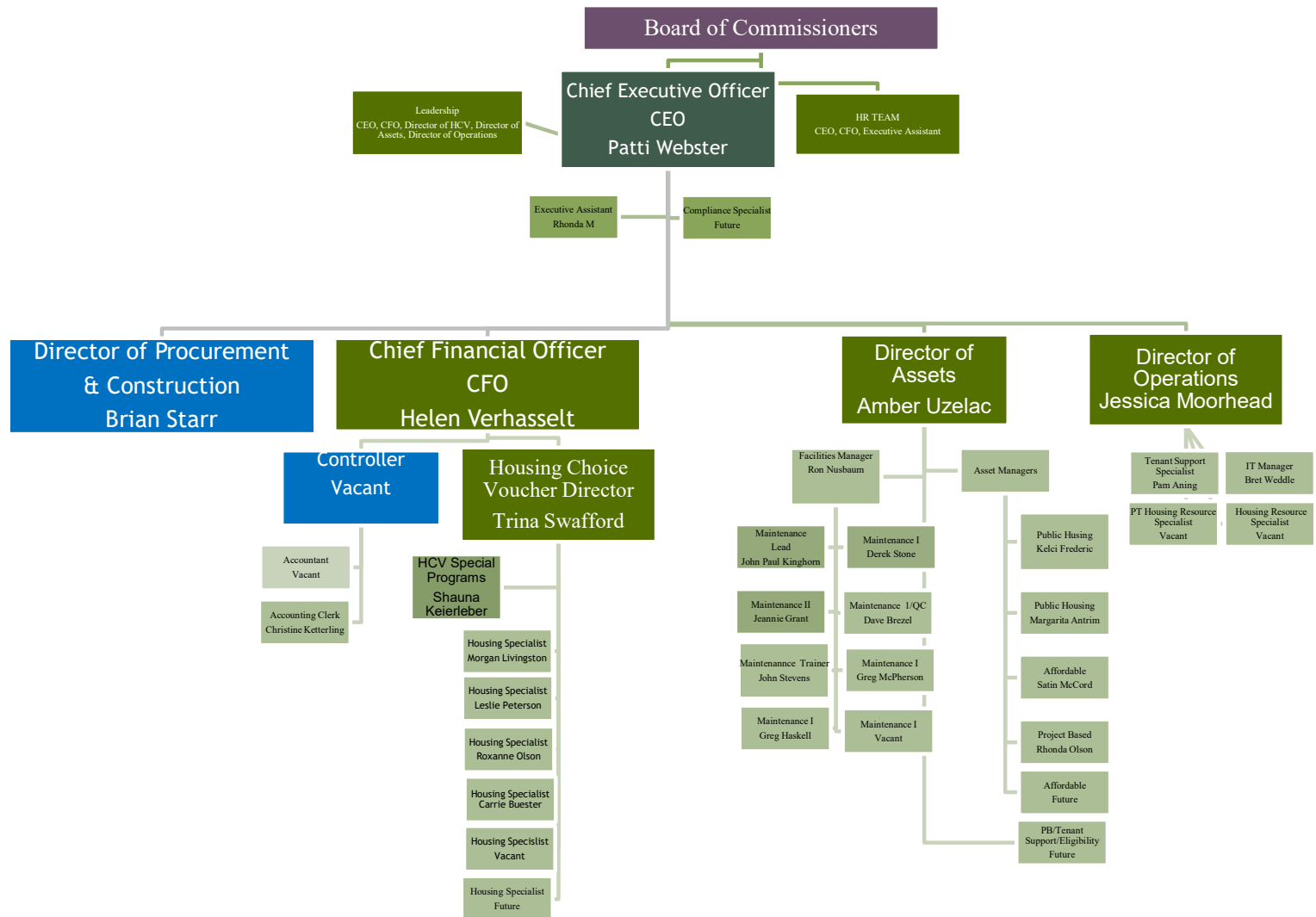
BILLINGS, MT

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 06/30/2022

|                                                        | COCC | Subtotal    | ELIM | Total       |
|--------------------------------------------------------|------|-------------|------|-------------|
| 11210 Number of Unit Months Leased                     |      | 12589       |      | 12589       |
| 11270 Excess Cash                                      |      | \$1,260,272 |      | \$1,260,272 |
| 11610 Land Purchases                                   | \$0  | \$0         |      | \$0         |
| 11620 Building Purchases                               | \$0  | \$0         |      | \$0         |
| 11630 Furniture & Equipment - Dwelling Purchases       | \$0  | \$0         |      | \$0         |
| 11640 Furniture & Equipment - Administrative Purchases | \$0  | \$0         |      | \$0         |
| 11650 Leasehold Improvements Purchases                 | \$0  | \$0         |      | \$0         |
| 11660 Infrastructure Purchases                         | \$0  | \$0         |      | \$0         |
| 13510 CFFP Debt Service Payments                       | \$0  | \$0         |      | \$0         |
| 13901 Replacement Housing Factor Funds                 | \$0  | \$0         |      | \$0         |



## HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project  
Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                            |                                                                        |                                                             |                                                             |                                                             |                              |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------|
| <b>Organization Name:</b>                                                                  | HomeFront Partners                                                     |                                                             |                                                             |                                                             |                              |
| <b>Revenue Sources</b>                                                                     | <b>Source:</b>                                                         | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Total Project Revenue</b> |
|                                                                                            | <b>HOME-ARP</b>                                                        | Replace Text                                                | Replace Text                                                | Replace Text                                                |                              |
| Enter amount for each revenue source:                                                      | \$643,033                                                              | \$0                                                         | \$0                                                         | \$0                                                         | <b>\$643,033</b>             |
| Is this source confirmed and committed to the Project? (click the box next to your answer) | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                              |

### PROJECT STAFFING

|                                |           |     |     |     |           |
|--------------------------------|-----------|-----|-----|-----|-----------|
| Tenancy Support Specialist     | \$180,039 | \$0 | \$0 | \$0 | \$180,039 |
| Tenancy Support Specialist     | \$180,039 | \$0 | \$0 | \$0 | \$180,039 |
| Job Title: <i>Replace Text</i> | \$0       | \$0 | \$0 | \$0 | \$0       |

### OPERATING COSTS

|                           |                  |            |            |            |                  |
|---------------------------|------------------|------------|------------|------------|------------------|
| Outside Provider Payments | \$228,000        | \$0        | \$0        | \$0        | \$228,000        |
| Supplies                  | \$1,800          | \$0        | \$0        | \$0        | \$1,800          |
| Insurance                 | \$0              | \$0        | \$0        | \$0        | \$0              |
| Printing                  | \$210            | \$0        | \$0        | \$0        | \$210            |
| Information Technology    | \$3,240          | \$0        | \$0        | \$0        | \$3,240          |
| Travel                    | \$900            | \$0        | \$0        | \$0        | \$900            |
| Contract Services         | \$0              | \$0        | \$0        | \$0        | \$0              |
| Client supplies           | \$13,500         | \$0        | \$0        | \$0        | \$13,500         |
| Bus Cards                 | \$20,160         | \$0        | \$0        | \$0        | \$20,160         |
| Office Space              | \$14,400         | \$0        | \$0        | \$0        | \$14,400         |
| Postage                   | \$744            | \$0        | \$0        | \$0        | \$744            |
| <b>Grand Total</b>        | <b>\$643,033</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$643,033</b> |

% of Budget Costs Considered Administration | 57.00%

*Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.*

**Outside Provider Payments:**  
*Rent Assistance: 1st and last months rent for \$2,400 x 10 clients x 3 years = \$72,000*  
*Application Fees: \$50/application x 300 clients x 3 years = \$45,000*  
*Security Deposits: \$1,200 x 100 clients x 3 years = \$36,000*  
*Rental Arrears: \$500 x 30 clients x 3 years = \$45,000*  
*Sober Living Housing Deposits: \$600 x 50 applicants = \$30,000*

**Supplies:**  
*General Office supplies for Support Specialist at \$300/specialist x 3 years = \$1,800*

**Insurance:**  
*NA*

**Printing:**  
*1,000 copies/ year x \$.07/copy x 3 years = \$210.00*

**Travel:**  
*Approximately \$25/month x 36 months for support specialists to travel to where clients are located on the streets, to meet with landlords, take clients to appointments, etc. This equates to approximately ~44.6 miles/month or ~22.3 miles per month per support specialist. 22.3 miles x .56/mile x 2 specialists x 12 months x 3 years = ~\$900*

**Contract Services:**

*NA*

**Other (identify): Cell Phones**

*for clients to maintain contact with support specialists \$50/phone x 50 clients x 3 years = \$7,500*

**Other (identify): Personal Client Supplies**

*Personal supplies for clients such as hygiene, basic items for house \$20/client x 100 clients x 3 years = \$6,000*

**Other (identify): Bus Passes**

*\$28/pass x 2 pass per client x 100 clients x 3 years = \$20,160.00*

## FOR ALL HOME-ARP APPLICANTS / ORGANIZATIONS

1. Organizations providing supportive services must ensure services are delivered equitably. A chronological waiting list, including the usage of date / Time stamps, must be maintained for ***every*** service offered under HOME-ARP. This may differ from your organization's current waiting list policies and procedures. ***Please describe your organization's ability to maintain and manage multiple waiting lists.***

HomeFront has over 50 years of experience managing multiple wait lists that hold over 7,000 families. Our waiting lists are maintained in chronological order with a Date and Time Stamp. HomeFront has moved to digital applications effective January 1, 2024. Paper applications can still be used to accommodate applicants if needed.

2. Procedures for managing waiting lists may include information on handling referrals internally within an organization. If multiple services or programs are offered at your organization, ***please describe your policies and procedures for internal program referrals for participants within the organization.***

Internal program referrals are treated the same as anyone else. Their application for programs is date and time stamped and is processed in chronological order along with all other applicants.

3. ***Please describe your organization's understanding of housing discrimination and [The Fair Housing Act](#).***

HomeFront understands that the Fair Housing Act is the law of the "housing" providers. We understand that Fair Housing responsibilities and accountability start long before a family is served in our programs. Phone calls, written communication and face to face interactions are all held to the same accountability given the fair housing laws.

HomeFront has participated in fair housing complaints and have the experience of working through a complaint from beginning, investigation, mediation, and to end.

4. ***Has your staff participated in any Fair Housing training in the last three years? If yes, please list training type(s) and date(s) of training:***

All members of the HomeFront TEAM participate in annual fair housing training. Training participants are tested each year as well. The fair housing we participate in is offered through E & A Team.

5. Demonstrating long-term outcomes and participant success following a HOME-ARP funding allocation is crucial. ***What procedures will your organization implement in order to collect follow-up data from participants?***

HomeFront continues to meet with program participants until stabilized in housing. If a participant needs assistance after housing has been achieved, participants are encouraged to reach out. We will continue to support them with their needs to ensure housing remains in place. HomeFront collects multiple data points to ensure participants are set up with appropriate community services/agencies as well as the length of time our services are

provided to applicants. As part of the Continuum of Care HomeFront is available for staffing cases in the coordinated entry services as appropriate. HomeFront reports on outcome measures for placements, waitlists, and other data as necessary,

6. **How will you continue to serve clients after HOME-ARP funding is fully expended?** i.e. describe how your organization will provide aftercare services for program participants.

One of HomeFront's goals for our applicants is to obtain housing sustainability. We continue to serve clients with ongoing support as emergent situations arise. To ensure housing stability we will work closely with participants in identifying other resources such as LIEAP, furniture, counseling services, and budgeting. Needs and services are identified during our meetings and individualized based on each applicant's case. Referrals are made to other agencies and coordination occurs during coordinated entry staffing meetings as appropriate.

7. Organizations will be required to use HMIS (Homeless Management Information System) to coordinate services and check for duplication of benefits. **Does your organization currently use HMIS? If not, is your organization willing to implement HMIS to meet program requirements?**

HomeFront has participated in the HMIS system for several years and also is an active, participating, member of the Coordinated Entry Services Case Management Team.

8. **After reviewing the additional questions / requirements / clarifications attached, would your organization like to adjust any of the supportive service activities that were proposed in your original application?**

Not at this time but we are open to a modification discussion if selected for funding.

#### HomeFront

- Bylaws for the Housing Authority / HomeFront were submitted. **Are there Articles of Incorporation for the Housing Authority / HomeFront available (not HAB Development Corporation)? If yes, please submit. If no, please explain.**

Yes, Please see attached.

- **Are there IRS determination documents for the Housing Authority / HomeFront available (not HAB Development Corporation)? If yes, please submit. If no, please explain.**

Yes, Please see attached.

- **If the organization is not hiring staff to carry out HOME-ARP supportive services, how are the positions funded today and why is HOME-ARP funding needed?**

HomeFront will be hiring additional staff to carry out HOME-ARP supportive services. There is currently one staff member in this position, but there is a need for two additional staff.

- **What building is being rented to carry out these activities and how is the rent currently being paid? Why is HOME-ARP needed?**

**All services that are provided with HOME-ARP funds are based out of the main HomeFront offices. Based on conversations with Carly Collins, this has been removed from the sources and uses as an unallowable expense.**

- Outreach Services were not proposed in the original application, although the following was proposed:
  - Costs for hygiene kits and home supplies. *These can only be provided for participants receiving Outreach Services – in need of immediate support and intervention.*
  - Costs for cell phones. *Costs associated with cell phone plans will only be reimbursed if used for Outreach Services.*
  - *General equipment costs are not covered by the City's HOME-ARP funds.*

***Please consider adding Outreach Services to your proposed activities.***

**The positions that HomeFront is requesting for this grant are outreach services. The Tenancy Support Specialists role are to meet people where they are. They often leave the facility to find individuals in need of care, collaborate with landlords, work with individuals during the move in process, and assist along the way. Travel into the community is part of this position. Additionally, HomeFront prides itself on being an agency that is easily accessible for our community members and applicants. By having an open-door policy, our participants are able to see quick turnarounds when scheduling appointments or even be seen same day. Individuals feel comfortable coming in during emergent situations. Through Outreach Services, our staff is available to serve individuals in crisis with compassion and integrity.**

**Hygiene kits and home supplies will be used for immediate support and intervention.**

**We have removed the cell phones from the sources and uses based on conversations with Carly Collins.**

**We have removed general equipment costs. We have maintained postage, general office supplies, and printing in our budget.**

Please note: bus passes may only be used by participants for eligible HOME-ARP services including to and from medical care, employment, childcare, etc. Participants must regularly certify funds used for public transportation / bus passes were used for eligible services.

**This is understood and we will develop necessary acknowledgement forms for clients to certify the use of the bus passes.**

Internal Revenue Service

Department of the Treasury

HA Tax Exempt

District Director

915 Second Ave., Seattle, Wash. 98174

RECEIVED

FEB 2 1983

Housing Authority

Housing Authority of Billings  
2415 - 1st Avenue North  
Billings, MT 59101

Person to Contact:  
Ellen Oliver  
Telephone Number:  
(206) 442-5106  
Refer Reply to:  
EP/E011:EGB  
Date:  
**FEB 24 1983**

Gentlemen:

The following information is furnished in reply to your inquiry of February 3, 1983.

As an instrumentality of a governmental unit, you are not subject to Federal income tax under the provisions of section 115(1) of the 1954 Internal Revenue Code, which states in part:

"Gross income does not include income derived from the exercise of any essential governmental function and accruing to a state or any political subdivision thereof."

As an instrumentality of a government unit, you are not an exempt organization as described in section 501(c) of the Internal Revenue Code and, therefore, cannot receive a determination letter as evidence of exemption under Section 501(c); however, your income is not taxable as explained above. You would not be required, therefore, to file Form 1120 taxable returns.

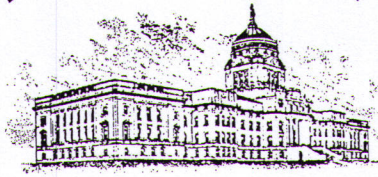
Please let us know if we may be of further assistance.

Sincerely yours,

*Max Wilson*

Max Wilson  
Group Manager  
Exempt Organizations

# Office of the Secretary of State



## OF THE STATE OF MONTANA

BE IT KNOWN THAT

HOUSING AUTHORITY OF BILLINGS

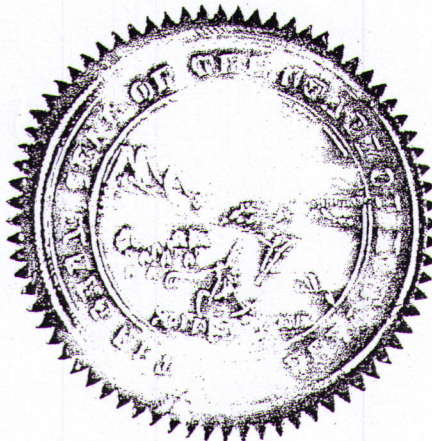
In accordance with the provisions of Section 35-104, Revised Codes of Montana, 1947, as amended, has caused to be filed in the office of the Secretary of State of the State of Montana its Application for Certificate of Incorporation on February 23, 1973.

NOW, THEREFORE, I, FRANK MURRAY, Secretary of State of the State of Montana, do hereby certify that the Application for Certificate of Incorporation of

HOUSING AUTHORITY OF BILLINGS

containing the required statement of facts prescribed by said Code, as amended, having been filed in this office, such association is a public body and a body corporate and politic, with perpetual existence, and is authorized to do business in the State of Montana.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Montana, at Helena, the Capital, this twenty-third day of February, A. D. 1973.



*Frank Murray*  
FRANK MURRAY  
Secretary of State

By: *Gail M. DeWalt*  
GAIL M. DeWALT  
Chief Deputy

AFFIDAVIT AND APPLICATION  
FOR CERTIFICATE OF INCORPORATION

TO: Honorable Frank Murray  
Secretary of State  
State of Montana  
State Capitol Building  
Helena, Montana 59601

STATE OF MONTANA            )  
                                  : ss.  
County of Yellowstone )

We, ALLEN L. LARSON, DONA OVERFELT, DONOVAN G. KELLY, EDNA BEST, and PETER LOMBARDOZZI, being duly sworn, depose and state:

That twenty-five qualified residents of the City of Billings have petitioned the City Clerk of the City of Billings for the creation of a Local Housing Authority, as defined by Section 35-128 (35-104), R.C.M., 1947, as amended to function in the City of Billings and the surrounding area.

That pursuant to said petition the said City Clerk has published notice of a public hearing before the City Council of the City of Billings for the purpose of determining the need for such a Housing Authority.

That the Mayor of the City of Billings has duly appointed your affiants and applicants Commissioners of the proposed Housing Authority, a certified copy of which appointment is hereunto attached.

That the terms of office of your affiants and applicants as Commissioners of the proposed Authority are to commence on January 15, 1973, and continue to the dates set opposite their names:

| <u>Names</u>      | <u>Expiration Date</u> |
|-------------------|------------------------|
| Allen L. Larson   | January 15, 1976       |
| Donovan G. Kelly  | January 15, 1975       |
| Dona Overfelt     | January 15, 1974       |
| Edna Best         | January 15, 1977       |
| Peter Lombardozzi | January 15, 1978       |

That upon expiration of the terms set forth above, subsequent appointments will be for a term of five (5) years.

That your affiants and applicants desire the proposed Housing Authority to become a public body and a body corporate and politic under the provisions of Chapter 140 of the 1953 laws of Montana, and acts amendatory thereto.

That the name proposed for such Housing Authority is Housing Authority of Billings. That the location of the principal office of said proposed Authority will be City Hall, Billings, Montana 59101.

That your affiants and applicants hereby request that this application be received, filed and placed upon record in the office of the Secretary of State, and that your affiants and applicants be issued under the seal of the State of Montana a Certificate of Incorporation for said corporation and that the same be duly recorded as aforesaid with this application.

Subscribed and Sworn to this 2nd day of February, 1973.

Allen L. Larson Billings, Montana  
AL LARSON a/k/a ALLEN L. LARSON

Dona Overfelt Billings, Montana  
DONA OVERFELT

Don Kelly Billings, Montana  
DON KELLY

Edna Best Billings, Montana  
EDNA BEST

Peter Lombardozzi Billings, Montana  
PETER LOMBARDOZZI

STATE OF MONTANA            )  
                                  : ss.  
County of Yellowstone    )

On this 2nd day of February, 1973, before me, the undersigned, a Notary Public for the State of Montana, personally appeared ALLEN L. LARSON, DONA OVERFELT, DON KELLY, EDNA BEST, and PETER LOMBARDOZZI, known to me to be the persons whose names are subscribed to the within instrument and the commissioners of said proposed corporation as recited herein, and subscribed and made oath to these presents.

IN WITNESS WHEREOF, I have hereunto set my hand and my notarial seal the day and year first above written.

*Calvin F. Colton*  
\_\_\_\_\_  
Notary Public for the State of Montana  
Residing at Billings, Montana  
My Commission expires May 21, 1974.

(SEAL)

## HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                                       |                                                                        |                                                             |                                                             |                                                             |                              |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------|
| <b>Organization Name:</b>                                                                             | <i>HomeFront Partners</i>                                              |                                                             |                                                             |                                                             |                              |
| <b>Revenue Sources</b>                                                                                | <b>Source:</b>                                                         | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Source:</b>                                              | <b>Total Project Revenue</b> |
|                                                                                                       | <i>HOME-ARP</i>                                                        | <i>Replace Text</i>                                         | <i>Replace Text</i>                                         | <i>Replace Text</i>                                         |                              |
| <i>Enter amount for each revenue source:</i>                                                          | <i>\$617,892</i>                                                       | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$617,892</i>             |
| <i>Is this source confirmed and committed to the Project?<br/>(click the box next to your answer)</i> | <input type="checkbox"/> Yes No<br><input checked="" type="checkbox"/> | <input type="checkbox"/> Yes No<br><input type="checkbox"/> | <input type="checkbox"/> Yes No<br><input type="checkbox"/> | <input type="checkbox"/> Yes No<br><input type="checkbox"/> |                              |
| <b>PROJECT STAFFING</b>                                                                               |                                                                        |                                                             |                                                             |                                                             |                              |
| Tenancy Support Specialist                                                                            | <i>\$180,039</i>                                                       | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$180,039</i>             |
| Tenancy Support Specialist                                                                            | <i>\$180,039</i>                                                       | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$180,039</i>             |
| <b>OPERATING COSTS</b>                                                                                |                                                                        |                                                             |                                                             |                                                             |                              |
| Outside Provider Payments                                                                             | <i>\$228,000</i>                                                       | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$228,000</i>             |
| Supplies                                                                                              | <i>\$1,800</i>                                                         | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$1,800</i>               |
| Insurance                                                                                             | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Printing                                                                                              | <i>\$210</i>                                                           | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$210</i>                 |
| Travel                                                                                                | <i>\$900</i>                                                           | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$900</i>                 |
| Contract Services                                                                                     | <i>\$0</i>                                                             | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                   |
| Client supplies                                                                                       | <i>\$6,000</i>                                                         | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$6,000</i>               |
| Bus Passes                                                                                            | <i>\$20,160</i>                                                        | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$20,160</i>              |
| Postage                                                                                               | <i>\$744</i>                                                           | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$0</i>                                                  | <i>\$744</i>                 |
| <b>Grand Total</b>                                                                                    | <b><i>\$617,892</i></b>                                                |                                                             |                                                             |                                                             | <b><i>\$617,892</i></b>      |
| % of Budget Costs Considered Administration                                                           |                                                                        |                                                             |                                                             |                                                             | <i>59.00%</i>                |

*Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.*

**Outside Provider Payments:**  
*Rent Assistance: 1st and last months rent for \$2,400 x 10 clients x 3 years = \$72,000 Application Fees: \$50/application x 300 clients x 3 years = \$45,000*  
*Security Deposits: \$1,200 x 100 clients x 3 years = \$36,000 Rental Arrears: \$500 x 30 clients x 3 years = \$45,000*  
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**Supplies:**  
*General Office supplies for Support Specialist at \$300/specialist x 3 years = \$1,800*

**Insurance:**  
*NA*

**Printing:**  
*1,000 copies/ year x \$.07/copy x 3 years = \$210.00*

**Travel:**  
*Approximately \$25/month x 36 months for support specialists to travel to where clients are located on the streets, to meet with landlords, take clients to appointments, etc. This equates to approximately ~44.6 miles/month or ~22.3 miles per month per support specialist. 22.3 miles x .56/mile x 2 specialists x 12 months x 3 years = ~\$900*

**Contract Services:**  
*NA*

**Other (identify): Personal Client Supplies**  
*Personal supplies for clients such as hygiene, basic items for house \$20/client x 100 clients x 3 years = \$6,000*

**Other (identify): Bus Passes**  
*\$28/pass x 2 pass per client x 100 clients x 3 years = \$20,160.00*

#6

**COMPLETE**

**Collector:** Copy of Web Link 1 (Web Link)  
**Started:** Sunday, October 22, 2023 11:13:12 AM  
**Last Modified:** Friday, November 17, 2023 12:38:53 PM  
**Time Spent:** Over a week  
**IP Address:** 71.207.57.126

---

Page 1: Qualifications, Experience, &amp; Capacity

**Q1** Yes

Is organization staff familiar with the HOME-ARP Request for Qualifications Guidebook?

---

**Q2**

Contact Person Information:

|                 |                                |
|-----------------|--------------------------------|
| Full Name       | <b>Denise Jordan</b>           |
| Position Title  | <b>Chief Executive Officer</b> |
| Email           | <b>djordan@hrdc7.org</b>       |
| Phone Number(s) | <b>406.247.4710</b>            |

---

**Q3**

Organization Information:

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| Organization Name   | <b>District 7 Human Resources Development Council</b> |
| Street Address      | <b>7 North 31st Street</b>                            |
| City                | <b>Billings</b>                                       |
| State               | <b>MT</b>                                             |
| ZIP + 4             | <b>59103-2114</b>                                     |
| Email Address       | <b>djordan@hrdc7.org</b>                              |
| Phone & FAX Numbers | <b>800.433.1411 fax 406.248.2943</b>                  |

---

**Q4**

Organization website: Please enter complete URL.

www.hrdc.org

Page 2: Organization Type

**Q5**

**Nonprofit - 501(c)3 Charitable Nonprofit Corporation**

Organization Type: Please select one of the following.

---

Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter Acceptable formats PDF, JPG, JPEG

**501c3.pdf (43.7KB)**

---

**Q7**

Current Bylaws Acceptable formats PDF, JPG, JPEG

**Amended%20%26%20Reinstated%20Bylaws%202022.pdf (1.1MB)**

---

**Q8**

Articles of Incorporation Acceptable formats PDF, JPG, JPEG

**Articles%20of%20Incorporation%20Amendment.pdf (102.8KB)**

---

**Q9**

Governing body list: A list of the current Board of Directors or other governing body of the organization. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. (Acceptable formats PDF, DOC, DOCX, JPG, JPEG)

**Current%20Board%20Contact%20Information%2011.17.23.pdf (104KB)**

---

Page 4: Organizational Details / Financial Information

**Q10**

Organizational chart: The chart must illustrate the organization's administrative framework and staff positions. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**Org%20Chart%202023.pdf (108.1KB)**

---

**Q11**

Most recent organizational audit or IRS Form 990. Acceptable formats PDF, JPG, JPEG

**District%207%20Audit%20Report%206-30-2022%20Final.pdf (1.2MB)**

---

**Q12**

Treasurer / Financial Report through December 31. Acceptable formats PDF, JPG, JPEG

**HRDC%20Financial%20Statement%20FY23.pdf (550.4KB)**

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**Q13**

Unique Entity Identification (UEI) Number: A UEI is a number issued by the federal government's System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI replaces the DUNS number. If your entity is already registered in SAM.gov, it has already been assigned a UEI number. Simply log into SAM.gov to access it. Entities intending to bid on contracts or grants directly from the federal government should visit SAM.gov and choose "Register Entity" to receive a UEI. Those who would like a UEI for sub-award reporting should choose "Get Unique Entity ID." There is no cost to register for a UEI and it can usually be created within one business day. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org. Enter your UEI number below.

CXR3JHWLM587

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**Q14**

System for Award Management (SAM) Registration: SAM is an official website of the U.S. federal government. All entities that receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register; Register Online. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org.

Please click or enter the organization's SAM registration date: **11/22/2005**

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**Q15**

Commercial and Government Entity (CAGE) Code. A CAGE code is a unique identifier assigned to government agency suppliers, to government agencies themselves, and to organizations funded by federal grants.

If no CAGE code, please provide application status: **11/22/2023**

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**Q16**

Authorized Responsible Party Signature: This is the person with organizational legal authority to bind the organization in grant administration matters.

|                       |                                |
|-----------------------|--------------------------------|
| Full Name:            | <b>Denise Jordan</b>           |
| Position / Job Title: | <b>Chief Executive Officer</b> |
| Phone Number          | <b>406.247.4710</b>            |
| Email Address:        | <b>djordan@hrdc7.org</b>       |

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**Q17**

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

For 59 years HRDC has actively assisted individuals and families achieve self-reliance and economic independence. As a nonprofit Community Action Agency, HRDC strives to eliminate the barriers that impede the growth and prosperity of all people in the five-county region, including Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. HRDC provides a range of programs to improve family self-sufficiency, promote economic stability, and meet the holistic needs of vulnerable citizens.

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**Q18**

Describe the types of supportive services currently being provided by the organization. (2,000 characters maximum)

HRDC is HUD-approved to provide housing counseling and navigation services. Other housing services HRDC provides are rental counseling, and home buyer education. Case management services are a crucial component of all HRDC's programs. Case managers are experts on their corresponding programs and also refer participants to other HRDC and external organizations' programs. Through Continuum of Care Rapid Rehousing (CoCRRH), HRDC provides deposit and rent payment assistance. The Emergency Solutions program places emphasis on helping people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The Family Forward program promotes self-sufficiency and economic independence. The Youth Homeless Demonstration Project as well as Rapid Rehousing are required to participate in the CoC Entry process as well. Harmony House Transitional Living Program provides a supportive, nurturing place for homeless, pregnant, or parenting youth ages 16-22 and their children. General Relief provides rental assistance while individuals are waiting for approval of SSI/SSDI. (LIEAP provides low-income households with energy assistance. The Wheels for Work program assists low-income individuals who need a ride to and from work to maintain employment by reducing transportation barriers. Financial Education class offers a great opportunity for individuals and families to learn the basics about personal fiscal management. Youth Employment & Training provides year-round training and Work Experience opportunities to better prepare Montana's youth ages 14-24 for employment. The Pathways program is designed to support individuals who are receiving Temporary Assistance for Needy Families (TANF) in their pursuit for self-sufficiency. The HELP-Link Program focuses on career coaching, career support and employment for recipients of Montana Medicaid.

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**Q19**

How many people has the organization served over the past 12 months? (whole numbers only; no ranges, no percentages)

14990

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**Q20**

What percentage of those served meet criteria for at least one of the qualifying populations as defined in the HOME-ARP Notice: CPD-21-10? (decimal format to show the percentage [e.g., .25 for 25%; .5 for 50%; etc.]

0.1

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**Q21**

Describe the organization's experience and compliance with federally funded programs. (1,000 characters maximum)

HRDC currently administers over 40 grants funded through local, state, and federal sources. Annually, the organization's grant funded programs comprise more than \$10 million in funds directed to services that support vulnerable populations. Agency-wide program outcomes for 2021-2022 represent the wide range of services provided by HRDC and the ability of the agency to help low-income vulnerable populations transition into permanent housing. Many federal grants that are administered by the agency filter down through the state and support a myriad of programs. HRDC receives and is compliant with several U.S. Department of Health and Human Services agencies' grants: Agriculture Housing and Urban Development (HUD), Labor, Treasury, Energy, and Homeland Security. HRDC has been compliant with these grants including all requirements during the entire time it has received HUD funding.

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**Q22**

Describe the agency's policy for maintaining confidentiality of individuals and families served. (1,000 characters maximum)

HRDC ensures the confidentiality of all client information and data through agency policies and procedures that have been established related to the protection of personally identifiable information (PII). PII protection procedures include: encrypted devices for email communications; only agency approved email addresses are allowed to be used by staff and social security numbers are not delivered through email; staff are trained to be discreet when communicating personal and confidential information and information is only shared with those that are authorized to receive it for a specific purpose; data is stored in password protected databases which have limited access for only staff that need information for specific work duties; and client or program participant are notified of confidentiality requirements and written authorization is needed for staff sharing. HRDC policies ensure staff accountability and that only necessary client data is collected.

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**Q23**

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

**HRDC maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP). Although HRDC presents its financial statements according to three classes of net assets, it maintains its accounting statements and records using fund accounting principles. Each grant is maintained in its own fund to allow segregation of funding sources, assets, liabilities (or unobligated balances), income and expenditures. HRDC's accounting procedures and internal controls provide an environment in which the computerized fund accounting software is supported by paper source documentation, reconciliations, and other working papers. All elements together allow for timely preparation and delivery of reports. Funds and supporting documentation are maintained at levels to allow for easy detail tracing, assuring funds are properly used as allowed by the grants. HRDC utilizes direct costing for all identifiable costs and an allocation plan approved by the State of Montana, for common costs such as administration and space costs. A copy of this cost allocation plan is attached (see Attachment). Statistics we maintain on the results of this allocation plan are used for projections, budgeting, and program management.**

Personnel Management

HRDC ensures its new and existing employees are competent with job duties and compliant with all agency policies by using multiple recruitment strategies that adhere to all federal requirements including background checks and a focus on diversity and onboards staff by providing an employee handbook that describes the expectations of employees and outlines the policies, programs, and benefits available to eligible employees. Employees are trained in cyber security, emergency disaster preparedness, and other organizational wide mandatory training as well as individual program training. Each program requires specific training and certifications. As a community action agency, HRDC is part of a nationwide network of CACs and has access to online trainings for organizations who work with low-income diverse populations that focus on motivational interviewing, avoiding intrinsic bias, and conflict resolution. Other training requested by employees is considered and can be included as part of professional development. Each employee has a direct supervisor and is expected to follow the chain of command in decision making, problem solving, and conflict management. Employees are able to reach out to human resources for questions on the organization's grievance policy. Professional development is encouraged and depending on grant deliverables may be required.

Procurement & Purchasing

HRDC requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. HRDC's Fiscal Policy Manual describes the principles of the procurement policy that all staff are required to adhere to in the completion of their designated responsibilities. The goal of HRDC's procurement policy is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders. For instance, the procurement policy addresses the code of conduct for staff participating in the process; defines the roles and responsibilities for staff who engage in procurement; describes the requirements for HRDC procurement transactions to be conducted in a manner providing free and open competition without any discrimination; and lists procedures for procurement transactions based on categories and dollar amounts.

## Recordkeeping &amp; Reporting

HRDC uses the required Results Oriented Management and Accountability Approach (ROMA) for data collection and goal monitoring. As part of the ROMA approach, HRDC assesses benchmarks on outreach efforts and participant and landlords/owner recruitment along with process goals to assure quality. HRDC uses the ROMA process and other activities to monitor and continuously improve agency approaches to using data from the management systems to drive program quality improvements and to make assessments of the agency's success in administering various programs. Data is collected on program efficiency, quality, and the effectiveness of services. The data collected is monitored monthly by both the report feature in the ROMA system, but also by hard copies of the files by the Program Director to ensure it is timely and complete. The data entered in the ROMA database is then compared to reports offered in the HAPPY software to ensure they can be reconciled. HRDC resolves all quality assurance issues in a timely manner (30 calendar days). Another method of measuring the quality of services is through the Central Database System (CDS). Through the CDS, outcomes are measured through performance indicators established during the planning period that are reported in an on-going process of reports produced by the system, reflecting all services offered to program participants throughout the year. HRDC's data systems provide for meticulous measurement of service delivery geographically or by program.

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**Q24**

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

HRDC uses an employee data management system that requires daily input. Employees code the number of hours they work for the project or grant they worked on that day. Most employees are assigned to and work on a specific grant duty daily, so the process is less complicated. For those support staff who work on multiple projects with different funding sources accuracy is achieved by consistent processes and multiple layers of supervision revision work logs. Any discrepancies are reconciled immediately

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**Q25**

Describe the standards the organization uses for code-of-conduct covering conflicts of interest and governing the actions of its officers, Board of Directors, and employees. (2,000 characters maximum)

HRDC's has developed a written conflict of interest policy that is provided to all staff and board members upon commencement of duties. The policy asserts that all trustees and employees have an obligation to: avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Agency in dealing with outside entities or individuals; disclose real and apparent conflicts of interest to the CEO and/or the Board of Trustees; and refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict. The policy defines conflicts of interest and describes examples, disclosure requirements, and the process for resolution. The policy describes reporting responsibilities, whistleblower protection, investigative responsibilities, protection of records, disciplinary action, and confidentiality.

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**Q26**

**Yes**

Does the organization carry fidelity bond coverage for responsible officials?

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**Q27**

**CERTIFICATIONS:** Please certify compliance with each of the following by checking the box next to each:

**Funded activities must exclusively benefit individuals and families in qualifying populations in the City of Billings.**

,

**Subrecipients must prevent the duplication of funds to prevent fraud, waste, and abuse by verifying a qualifying household is not already receiving the same eligible supportive service or has been approved to receive the same service through another program or service provider. Subrecipients must immediately repay the City of Billings for assistance that is determined to be duplicative.**

,

**Subrecipients must maintain procedures to prohibit employees, board members, and officers from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.**

,

**Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.**

,

**Subrecipients shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and/or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.**

,

**Subrecipients hiring personnel to carry out HOME-ARP activities, follow all Equal Employment Opportunity (EEO) policies. These may include the documentation of advertising methodology, demographics for interviewees, and reasons for the hiring decision; to the greatest extent feasible, direct all employment, contract, and training opportunities to low- and very-low-income persons and businesses, including seasonal and temporary employment opportunities; and recruit potential employees residing in lower-income areas and those residing in public or federally assisted housing. Required documentation includes: a summary of the**

number of applicants for each position; the number that are minorities, women, and/or disabled; reasons for the hiring decision; personnel policies; and employee training, promotion, and salary levels.

,

Subrecipients must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

Subrecipients are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles that require costs be necessary and reasonable, and Audit requirements set forth in 2 CFR Part 200.

,

Funds, materials, property, or services, provided directly or indirectly through HOME-ARP, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

,

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing a maximum degree of open and free competition.

,

Organizations that are directly funded under the HOME-ARP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through HOME-ARP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HOME-ARP, and participation must be voluntary for the beneficiaries of the HOME-ARP programs or services.

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**Q28**

**Yes**

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

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**Q29**

**Yes**

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

---

**Q30**

**Yes**

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

---

**Q31**

Signature of Authorized Responsible Party Entering your full name in the box below will convey the same meaning as a wet signature.

Denise Jordan

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**Q32**

Please enter or click today's **11/17/2023** date below:

Request for Qualification - Part 1 Submittal Date

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#6

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 12:39:09 PM  
**Last Modified:** Friday, November 17, 2023 1:23:40 PM  
**Time Spent:** 00:44:30  
**IP Address:** 71.207.57.126

## Page 1: Supportive Service Program &amp; Activities

**Q1** **Yes**

Have you completed and submitted the HOME-ARP Request for Qualifications - Part 1 online form?

## Page 2: Supportive Service Program &amp; Activities

**Q2**

Organization Name. Must be the same as entered in the Part 1 - Qualifications online form.

District 7 Human Resources Development Council (HRDC)

**Q3**

Please provide the proposed supportive service program location: (please be specific)

|                |                         |
|----------------|-------------------------|
| Street Address | <b>7 N. 31st Street</b> |
| City           | <b>Billings</b>         |
| State          | <b>Montana</b>          |
| Zip Code + 4   | <b>59103-2114</b>       |

**Q4** **Yes**

Is the program location within the Billings city limits?

**Q5** **At Risk of Homelessness, as defined in 24 CFR 91.5**

Which qualifying populations does your agency propose to serve with HOME-ARP funds? (choose one or more)

|                                                                                                          |                                                              |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Q6</b>                                                                                                | <b>Homeless Prevention Services,</b>                         |
| Which eligible supportive service categories does your agency propose to carry out? (choose one or more) | <b>Housing Counseling Services (must be an HUD approved)</b> |

**Q7**

Which eligible activities associated with the above service categories does your agency propose to implement? Full descriptions of activities can be found in HOME-ARP Supportive Services: Eligible Costs & Services (Please choose at least one of the following)

**Housing Search and Counseling Services,**  
**Case Management,**  
**Landlord / Tenant Liaison,**  
**Financial Assistance Costs (e.g., rental application fees, security deposits, utility payments, rental arrears, first, and last month's rent, etc.)**  
,  
**Short-term and Medium-term Financial Assistance for Rent**

**Q8**

Describe the need for the proposed supportive services at your organization in relation to homeless prevention and increasing housing stability. (1,000 character maximum)

According to HUD 2022 there are 1600 homeless people with only 304 Emergency safe Haven family units available across the state, including only 23 child-only beds and 669 Emergency family beds. Billings has 338 homeless people (30 homeless people for every 10,000. There are over 28% of housing units within service area with at least one substandard conditions (inadequate plumbing, lack of kitchen facilities, over occupancy, etc.) and is identified as a primary risks to homelessness. HRDC shares the priorities of the City of Billings to focus on homelessness prevention and services. With more resources, HRDC can expand its efforts to provide adequate emergency homeless prevention programs and expand treatment / service capacity and linkage to essential services, while using its bundled services to help increase citizen's personal income levels and economic opportunities. HRDC is the only Certified Housing Counseling Program that can also use this credential as a housing support service.

**Q9**

**Yes**

Is the above-stated need identified within the City of Billings' HOME-ARP Allocation Plan?

**Q10**

Please estimate the number of qualifying HOUSEHOLDS your agency expects to serve with HOME-ARP supportive services in one year. (Whole numbers only; no ranges, no percentages; a single individual = one household; one family = one household)

45

**Q11**

What is the organization's timeframe in MONTHS for carrying out the proposed activity? Please enter a whole number (no comma, decimal point, etc.)

12

**Q12**

Provide a detailed description of the organization's ability to serve the identified qualifying population(s). Describe similar projects or activities that have been / are being successfully carried out at the organization, as well as sources of funding for the programs or activities. (2,000 character maximum)

HRDC outcomes for 2021-2022 represent the wide range of services and the ability of the agency to help low-income vulnerable populations transition into permanent housing. In 2021, 57 households received security deposits through the CoC Rapid Re-Housing Program and the Youth Homeless Demonstration Project as well as 2104 months of rent were paid from the over 9 programs at HRDC including: ARRA Essential services program, Emergency Solutions, Rapid Re-housing, Housing Plus and Section 8. The total amount of rent paid to community members totaled \$1,108,541.93 in 2021. In regard to home ownership, 363 families graduated from HRDC homebuyer education, 370 homeownership planning sessions were conducted, and 52 home purchases were made as a result of individual planning sessions. Youth employment services were also provided to 63 youth who participated in the Work Investment Act Employment and Training Program administered by HRDC. These youths were supported by 67 local businesses that provided employment sites. Specific program experiences include as a HUD-approved housing counseling agency, HRDC provides no-cost counseling in the areas of mortgage delinquency, default resolution, and pre-purchase. Each client receives intensive one-on-one assistance provided by a trained and certified housing counselor. HRDC manages the Home Center that offers one-on-one guidance provided by a trained and certified counselor who will help the client focus on how to secure and maintain a rental unit. HRDC is also a certified educators and industry experts teach prospective homeowners about the process of purchasing a home. Case management is a crucial component of all HRDC's programs. Case managers are experts on their corresponding programs and also refer participants to other internal and external organizations' programs.

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**Q13**

Please explain any identified obstacles to carrying out this activity prior to the expenditure deadline of September 30, 2030. (1,000 character maximum)

HRDC is confident it will be able to meet all requirements by the project deadline, however, landlord participation is an obstacle, but vital to the success of this grant. HRDC will focus on outreach and landlord education on the benefits of being involved with the project. HRDC is engaged with property managers, private landlords and the local landlord associations that serves Billings to ensure accurate program knowledge can be obtained as well as breaking down the stigma of the client who may be receiving housing assistance. HRDC uses ROMA to measure project outcomes and monitors expenditures closely to ensure responsible budget spend down and resource allocation.

---

**Q14**

Describe how the organization plans to market the program to participants to ensure people know how to access services or resources. (1,000 character maximum)

HRDC develops an outreach plan that identifies goals for enrollment and landlord/owner participation, new and current partners that will be targeted, and events and activities to promote the program. Staff sets timelines and uses a calendar to ensure that recruitment and outreach occurs continuously with a pool of eligible participants and landlords/owner are always engaged. HRDC uses its vast network of organizations to recruit both participants and landlords/owners. Outreach activities to reach and engage participants and landlords/owners include utilizing relationships with agency partners that make referrals to the program, sharing information about the program through multiple outlets, in multiple languages, and presenting information about services to local agencies. Annually, digital, social media, printed outreach and recruitment materials, as well as targeted messaging about service will be produced and updated to ensure all materials are current and reflect relevant resources.

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**Q15**

The City has not implemented a preference for any qualifying populations or subpopulations. Describe how the agency will maintain a waiting list of any program participants and/or a waiting list for services. (1,000 character maximum)

Because housing stock is low throughout the region the Housing Navigator establishes connections with clients to support them with immediate assistance with starting the housing search. HRDC has a Vast knowledge of other programs that can help with other needs of clients such as application fees to ensure clients have wrap around service when applying for housing and are not held up by lack of resources. Resources can include mental health services, medical services, emergency shelter as well as wrap-around case management services on top of what the housing program can provide including family forward and housing stability services. The goal is to reach the entirety of the waiting list within a 2-month time period to ensure that applicants do not have to wait a long period of time before they are engaged in starting the process to enter the program. Many times, if there is a longer waiting period clients either move or are unresponsive when their names come up on the list.

---

**Q16**

Describe how the agency will verify a program participant meets at least one of the qualifying populations prior to service approval. (1,000 character maximum)

HRDC uses a one-point entry system regardless of how a participant enters agency programs either by referral, through the Continuum of Care, or other means. HRDC has an established intake process which determines eligibility based upon established criterion. Once classified as eligible and accepted into the program, the participant is immediately assigned a case manager for further assessment and determination of additional services that might be bundled into a comprehensive individualized management plan. All case managers undergo stringent and ongoing training under the supervision of the program manager to ensure compliance.

---

**Q17**

How will the organization verify the income of the individuals / households served? Check all that apply.

- Federal Tax Forms,**
  - Pay Stubs,**
  - Client Self-Report,**
  - Verified through other assistance (TANF, Medicaid, etc.),**
  - Perform Asset Review,**
  - Third Party Verification**
- 

**Q18**

Describe how the agency will assess duplication of benefits, including a process for verifying that a program participant is not currently receiving and/or been approved to receive the same service through another funding source. (1,000 characters maximum)

HRDC initially certifies and re-certifies eligibility by enrolling participants, completing applications, verifying financial status, assists in voucher extensions under the Programs, and complete data entry and uploads documentation into the designated software system. HRDC requires all new participants to be present onsite during the Enterprise Income Verification (EIV) process and annually after unless HRDC conducts a random sample of participants or HRDC has reason to believe that participants income has changed. The Housing Navigator is required to perform re-examinations if there is a household change, a move or income change. After the re-examination is completed, the process is reviewed by the Program Director, inputted into the proper reporting system which will then be received by HUD to ensure accuracy.

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**Q19**

Has any program participant been required to repay due to an overpayment and / or duplication of funds at your agency? If yes, how were repaid funds reinvested into another program participant and / or activity?

**Yes,**

Other (please specify):

In the rare case of overpayment and or duplication of services, all transactions are audited and follow best practices in financial management and reporting. In these unique situations, any over payment is reinvested into the program in which the overpayment occurred. All services are tracked and coded into (ROMA), Results Oriented Management and accountability and reported not only to the state or Federal grantor where overpayment or duplication may have occurred, but to State CSBG through its annual report in its services count. Data is also collected through internal and external databases with monthly, quarterly, and annual reports generated by programs and services provided

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**Q20**

Describe the methods or programs the agency will use to document and verify a program participant's eligibility. (1,000 characters maximum)

HRDC provides motivation interviewing to all new clients and enters information into the Pathways system to determine case management needs along with income verification to determine if the client is at risk for homelessness.

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Page 4: Financial & Staffing

**Q21**

What is the total HOME-ARP funding requested for supportive service activities? (Please enter whole numbers in each field (no dollar sign, comma, decimal point, etc.)

|                                       |               |
|---------------------------------------|---------------|
| For supportive services activities:   | <b>75000</b>  |
| For the direct provision of services: | <b>110000</b> |

---

**Q22**

**Yes**

If included in the project budget, will the cost of labor or supplies and materials be incurred in directly providing supportive services to program participants? (i.e., direct provision of services)

**Q23**

If the direct provision of services will be funded, please describe the employee positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum)

ESG Client Advocate will allocate.30 FTE to assist the Housing Navigator to help participants become self-sufficient and will assess participant strengths and needs and connect them with resources to remove access to housing barriers including accessing childcare, gaining transportation, getting into recovery programs, registering for training programs, applying for SSI, etc. Project Manager will allocate.07 FTE to provide supervision of the ESG Client Advocate and assist with reporting.

**Q24**

Upload job descriptions and resumes of any staff that will directly carry out supportive service activities for program participants.

**2023%20Resumes%26Qualifications.pdf (959.2KB)**

**Q25**

Identify the organization's key staff members that will be responsible for HOME-ARP activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1,000 characters maximum for each)

|                       |                                                                                                                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity Oversight:   | <b>Program Manager, Qualifications: project management, supervisory skills, budget management, experience in reporting</b>                                                                               |
| Implementation:       | <b>Housing Navigator, Qualifications: experience in case management and assisting clients with finding stable housing; Client Advocate, Qualifications: case management</b>                              |
| Financial Management: | <b>Fiscal Director, Qualifications experience with general accounting principals and project management</b>                                                                                              |
| Quarterly Reporting:  | <b>Housing Navigator, Client Advocate, Program Manager, and the Fiscal Director all play a role and each position's qualifications is briefly described above and also uploaded to this application.</b> |

**Q26**

No

If awarded HOME-ARP funding, will the organization hire new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting low- and very-low-income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

**Q27**

Respondent skipped this question

Please upload job descriptions for each new position.  
Acceptable formats PDF, DOC, DOCX, JPG, JPEG

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Page 6: Sources & Uses

**Q28**

Please upload your completed Sources & Uses spreadsheet. Acceptable formats PDF, JPG, JPEG

**Billings%20ARPA%20Cost%20Proposal.pdf (151.4KB)**

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Page 7: Authorization / Certification / Signature

**Q29**

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity. Acceptable formats PDF, JPG, JPEG

**Amended%20%26%20Reinstated%20Bylaws%202022.pdf (1.1MB)**

---

**Q30**

Signature: Typing your full name in the box below will be considered signing.

Denise Jordan

---

**Q31**

HOME-ARP Request for Qualifications - Part 2 Submittal  
Date

Please click or enter the date **11/17/2023**  
below:

CERTIFICATE OF AMENDMENT  
TO CERTIFICATE OF INCORPORATION

I, FRANK MURRAY, Secretary of State of the State of Montana, do hereby certify that duplicate originals of Articles of Amendment to the Articles of Incorporation of

COMMUNITY ACTION PROGRAM OF BILLINGS AND YELLOWSTONE COUNTY

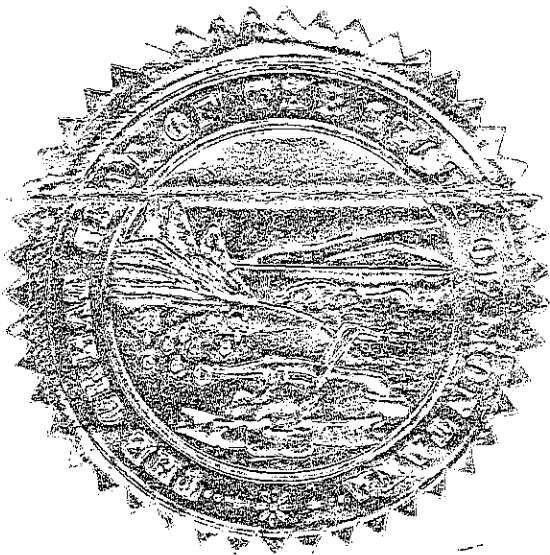
duly executed pursuant to the provisions of Section 15-2335 of the Revised Codes of Montana, 1947, have been received in my office and found to conform to law.

NOW, THEREFORE, I, FRANK MURRAY, as such Secretary of State, by virtue of the authority vested in me by law, hereby issue this Certificate of Amendment to the Certificate of Incorporation of

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
formerly  
COMMUNITY ACTION PROGRAM OF BILLINGS AND YELLOWSTONE COUNTY

and attach hereto a duplicate original of the Articles of Amendment to the Articles of Incorporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Montana, at Helena, the Capital, this 31st day of December A. D. 1975



*Frank Murray*  
FRANK MURRAY  
Secretary of State

By *Gail M. DeWalt*  
GAIL M. DeWALT  
Chief Deputy

Pursuant to the provisions of the MONTANA NONPROFIT CORPORATION ACT, Section 15-2335, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

(a) The name of the corporation is:

COMMUNITY ACTION PROGRAM  
OF BILLINGS AND YELLOWSTONE COUNTY

(b) The following amendment of the Articles of Incorporation was adopted by the corporation on November 25, 1975, in the manner prescribed by the Montana Nonprofit Corporation Act.

That ARTICLE I of said Articles of Incorporation is amended to read as follows:

The name of this corporation shall be:

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

(c) There are no members of the corporation. The date of the meeting of the Board of Directors (Trustees) at which the amendment was adopted was November 25, 1975. Such amendment received the vote of a majority of the directors in office.

DATED: November 25, 1975.

COMMUNITY ACTION PROGRAM OF  
BILLINGS AND YELLOWSTONE COUNTY

BY Francis E. Marcell  
Its President

BY Donna J. Kelpetusk  
Its Secretary

Francis E. Maroncelli, who, being by me first duly sworn,  
declared that he is the President of COMMUNITY ACTION PROGRAM  
OF BILLINGS AND YELLOWSTONE COUNTY, a Montana nonprofit  
corporation; that he signed the foregoing document as  
President of the corporation; and that the statements therein  
contained are true.

*James M. Thompson*

Notary Public for the State of Montana  
Residing at Billings, Montana  
My commission expires July 26, 1977

(NOTARIAL SEAL)

**BYLAWS**  
**OF**  
**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

A Montana Nonprofit Corporation  
(as Amended and Restated October 25, 2022)

**Article I**

**NAME AND LOCATION**

Section 1. Name. The name of this organization shall be **District 7 Human Resources Development Council** (the “Corporation”), a nonprofit corporation incorporated in the State of Montana.

Section 2. Location. Offices of the Corporation shall be located in Billings, Montana, and in such other localities as may be determined by the Board of Trustees.

Section 3. Registered Office. The Corporation shall have and continuously maintain, in the State of Montana, a registered office and a registered agent whose office is located in such registered office. The registered office may be, but need not be, located in the principal office of the Corporation. The address of the registered office may from time to time be changed by the Board of Trustees.

**Article II**

**PURPOSES**

Section 1. Purposes. As stated in the Articles of Incorporation of the Corporation, the Corporation is organized and shall be operated for exclusively charitable and educational purposes within the meaning of Code Section 501(c)(3), including, but not limited to, the promotion of human development and economic betterment and the relief of poverty in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties in the State of Montana. In furtherance of these purposes, the Corporation shall develop

programs to help the local communities mobilize resources to combat poverty in conformity with the Economic Opportunity Act of 1964 (as amended), and the provisions of any future law.

Section 2. Restriction on Activities. The Corporation shall operate under the following restrictions:

- (a) The Corporation shall have and exercise all rights and powers conferred on Montana nonprofit corporations under Montana law, provided, however, that the Corporation shall not engage in any activities or exercise any powers that are not in furtherance of the primary purposes of the Corporation.
- (b) The Corporation shall not carry on any other activities not permitted to be carried on by a corporation that is exempt from federal income tax as an organization described in Code Section 501(c)(3).
- (c) No part of the net earnings or assets of the Corporation shall inure to the benefit of any Trustee, officer, or other private individual; and, except to an insubstantial degree, the Corporation shall not engage in a regular business of a kind ordinarily carried on for profit.
- (d) No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation; and the Corporation shall not participate or intervene in any political campaign (including publishing or distributing statements), in connection with any candidate for public office. However, the Corporation may conduct appropriate lobbying activities as described by Code Section 4911 on issues of importance to the Corporation and the individuals that it serves.

### Article III

#### MEMBERSHIP

Section 1. Members. The Corporation shall have no Members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval by the Board. All rights which would otherwise vest in the members shall vest in the Board of Trustees.

#### Article IV

### BOARD OF TRUSTEES

Section 1. Authority and Responsibility. The governing body of the Corporation shall be the Board of Trustees. The Board of Trustees shall have supervision, control, and direction of the affairs of the Corporation, shall actively promote and pursue the Corporation's objectives, shall identify the human resource development needs of Montana District 7, and shall supervise the disbursement of the Corporation's funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its authority and responsibility to one or more committees.

Section 2. Number and Qualifications of Trustees. The number of Trustees that shall constitute the entire Board shall be fifteen (15). The number of Trustees may be increased (but not to more than fifty-one (51)) or decreased (but not to less than fifteen (15)) by resolution of the board, but no decrease shall have the effect of shortening the term of any incumbent Trustee. All Trustees must reside within the boundaries of Montana District 7.

Section 3. Selection of Trustees. The Trustees shall be divided into three groups as follows:

- (a) Public Official Trustees. One third (5) of the Trustees shall be Public Official Trustees. One Public Office Trustee shall be appointed from each of the five counties that make up Montana District 7. The individuals appointed as Public Official Trustees shall represent either elected or appointed public officials with general government responsibilities or responsibilities which require them to deal with poverty-related issues. The representatives shall be appointed by the governing officials of the political jurisdictions they represent (i.e. County Commissioners). If a vacancy occurs in any seat (including refusal of the appointed individual

to serve as trustee), the appropriate sponsoring group shall be notified, and shall have the right to appoint a replacement.

- (b) Low-Income Trustees. At least one third (no less than 5) of the Trustees shall be Low-Income Trustees. Low-Income Trustees shall be appointed by the Board of Trustees in accordance with selection procedures adequate to assure that the individuals selected adequately represent the low-income population in the area served by the Corporation. At least two (2) Low-Income Trustees shall be from rural counties served by the Corporation and three (3) shall come from Yellowstone County. Low-Income Trustees need not, themselves, qualify as low-income, so long as they are representatives of the low income residents served by the Corporation. Upon the occurrence of a vacancy for a Low Income Trustee seat, the Board shall make reasonable efforts to provide notice of the vacancy to the residents of the area and to the members of the low-income groups to be served.
- (c) Private Sector Trustees. The remaining members of the Board (no more than 5) of the Trustees shall be Private Sector Trustees. The Private Sector Trustees shall be elected by the Board of Trustees. The board of Trustees shall adopt nomination procedures for Private Sector Trustees that ensures that the Corporation will benefit from broad community involvement. Private Sector Trustees shall be individuals that represent civic, professional, business, industry, labor, law enforcement, religious, welfare, education or other groups within the counties of Montana District 7.
- (d) Notwithstanding the foregoing, action taken by the Board of Trustees which is otherwise valid shall not be deemed invalid due to failure to comply with Board membership requirements, provided diligent effort has been made to ensure that all membership criteria are met.

Section 4. Petitions for Representation on the Board of Trustees. Representative groups of the low income population and community agencies that feel themselves inadequately represented on the Board of Trustees may petition for adequate representation according to the following guidelines:

- (a) Petitions shall be in writing, signed by at least twenty-five (25) members of the petitioning group or agency, and shall state why the Board of Trustees is not adequately representative of the petitioning group.
- (b) The completed petition shall be delivered to the Board at its regular meeting. The Board shall set the date for a hearing of the petition within sixty (60) days of receipt, and notify the petitioners thereof, in writing.
- (c) The petition hearing shall be informal and open to the community, in order to provide a fair opportunity for the petitioning group to present its case for more adequate representation.
- (d) The Board shall provide a written statement of reasons supporting whatever action the Board takes on the petition. This statement shall be provided to the petitioners.
- (e) The Board must adjust and realign Board membership in any case where a petition is granted, in order to maintain proper representation of public officials and the poor.

Section 5. Terms of Office.

- (a) **Low Income and Private Sector Trustees.** All Low-Income Trustees and Private Sector Trustees shall serve for a term of three (3) years. Terms shall be staggered, with one-third of the total number of Low Income and Private Sector Trustee positions on the Board being replaced each year. If necessary following the adoption of restated and amended bylaws, initial terms of less than three (3) years may be determined by lot to accomplish a staggered replacement of Trustees. Low Income and Private Sector Trustees may serve consecutive terms of office.
- (b) **Public Official Trustees.** Public Official Trustees shall serve for a term of three (3) years at the discretion of the appointing group for each Public Official Trustee as determined in Section 3 of this Article. Public Official Trustees may serve consecutive terms of office.
- (c) **Term Start Date.** Terms of office shall begin on the date of the first Corporate meeting following the appointment of any Board members, or on the date of appointment if the Board member is appointed at the annual Corporate meeting.

Section 6. Removal of Trustees. A Low-Income Trustee or Private Sector Trustee may be removed with or without cause by the vote of two-thirds of the Trustees of the Corporation. In the event that a Low-Income Trustee or Private Sector Trustee has three consecutive unexcused absences from meetings of the Board of Trustees, the Trustee may be removed by the vote of a majority of the Board of Trustees. It is understood that Public Official Trustees cannot be removed by action of the Board. However, the elected official and the appointing body will be notified when three consecutive meetings have been missed and The Board shall encourage the elected official to attend the Board meetings or have the appointing body recall the Trustee and appoint a replacement that will be able to attend. Board members who are representatives of a public official, private organization or any other group may be removed by the individual or entity by written notice to the Trustee and the Corporation.

Section 7. Community Recall of Trustees. A written complaint seeking recall of any Trustee who is serving as a Trustee of the Corporation as the representative of a public official, private organization or any other group may be filed with the Chair of the Corporation by any person. The Trustee against whom such claim is made shall be personally contacted by the Chair regarding the issues raised by the complaint. Following such notification, copies of all such complaints shall be forwarded by the Chair to the body or individual who appointed the Trustee and to the Trustee against whom the claim is made. Only the appointing body shall be entitled to take action against a Trustee on the basis of such complaint.

Section 8. Resignation of Trustees. Any Trustee may resign from the Board by giving written notice to the Chair of the Corporation. Such resignation shall be effective upon receipt of notice by the Chair or at such later date as specified in the notice.

Section 9. Vacancies. Vacancies on the Board of Trustees shall be filled in the same manner as the vacating Trustee was elected or appointed. If the vacancy is not filled in this manner, the Board of Trustees, by majority vote, is empowered to appoint temporary Trustees to fill any vacancies on the Board caused by death, resignation, or otherwise. Such temporary Trustees shall serve until the term of the vacating Trustee expires and shall be selected to represent as closely as possible the same constituency and county as the vacating Trustee.

Section 10. Specific Powers. In addition to all other powers granted by law, the Corporation's Articles of Incorporation or these bylaws, the Board of Trustees shall have the power:

- (a) To appoint the Chief Executive Officer of the Corporation;
- (b) To determine, subject to applicable laws and regulations, major personnel, organizational, fiscal and programmatic policies of the Corporation;
- (c) To determine overall program plans and priorities for the Corporation including provisions for evaluating progress against performance;
- (d) To make final approval of all program proposals and budgets;
- (e) To determine, subject to applicable laws and regulations, rules and procedures for the Board of Trustees;
- (f) To elect the officers of the Board and appoint the officers of the Corporation;
- (g) To appoint committees of the Board of Trustees; and
- (h) To receive and administer funds under the Community Services Block Grant Program, and amendments thereto, funds and contributions from private and local public sources and funds under any Federal or State Assistance Program.

Section 11. Place and Manner of Meeting. The annual meeting of the Board of Trustees shall be held each year in June. Regular meetings of the Board of Trustees shall be held approximately every 10 weeks at the offices of the Corporation or at such other place and time as the Chair of the Corporation or the Trustees may determine. Special meetings of the Board of Trustees may be held from time to time upon call of the Chair, or a majority of the Trustees. In the matter of closed sessions, all decisions made in such sessions must be finalized in an open meeting. Members of the Board of Trustees may act by means of conference telephone network or similar communication methods by which all persons participating in the meeting can hear each other. A Trustee participating in the meeting by conference telephone or electronic means is deemed present in person at the meeting. The Chair of the meeting may establish reasonable rules as to conducting the meeting by telephone or electronic means.

Section 12. Action Without a Meeting; Use of Electronic Mail. The Board of Trustees shall not take any action without a meeting at which a quorum is present. The Trustees may, however, act on any matter generally required or permitted at a Board meeting, without actually meeting, including voting on any matter properly brought before the Board of Trustees, through a unanimous written consent. Such action can be taken by e-mail if an electronic copy of the resolution of action is included in an e-mail notice to the Trustees at the e-mail addresses on record for each Trustee. The action shall be approved when each of the Trustees entitled to vote on the matter respond with an affirmative vote via e-mail from the Trustee's e-mail address on record with the Corporation. Upon receiving an electronic response from each Trustee, a copy of each Director's vote shall be printed and the written version of the electronic responses shall be kept in the Corporation's minute book. The unanimous consent shall have the same effect as a unanimous vote.

Section 13. Notice of Meeting. Written or printed notice of every annual, regular and special meeting of the Board of Trustees, stating the place, day and hour of the meeting along with an agenda must be given to each Trustee not less than five days prior to the date of the meeting; provided that notice must be given to each Trustee at least seven days prior to the date of the meeting if the purpose of the meeting is to consider: (i) removing a Trustee from office; (ii) an amendment to the Articles of Incorporation; (iii) a plan of merger, (iv) the sale, lease, exchange, or disposition of all or substantially all of the Corporation's property or (v) the dissolution of the Corporation. In such case, the notice must be accompanied by a copy of, or summary of, the proposed amendment, plan of merger, transaction for the disposition of property, or proposed dissolution. Public notice of every annual, regular and special meeting of the Board of Trustees, stating the place, day, and hour of the meeting must be posted at least 72 hours prior to the time of the meeting. No notice need be given to any Trustee who actually attends, or who executes and files written waiver of notice of such meeting, either before or after the meeting. Notices of special meetings shall state the purpose for which the meeting is called.

Section 14. Date of Notice. Any notice to a Trustee of the Corporation that is required or permitted under these Bylaws shall be delivered to the Trustee at the Trustee's mailing address, electronic mail address, facsimile number, or telephone number as shown on the records of the Corporation. If mailed, such notice shall be deemed to be delivered five days after being deposited in the United States mail in a

sealed envelope so addressed, with postage thereon prepaid. If given by telephone, such notice shall be deemed to be delivered when spoken to the Trustee or to a person at the office of the Trustee who the person giving the notice has reason to believe will promptly communicate it to the recipient. If given by electronic transmission, such as by facsimile or electronic mail, such notice shall be deemed to be delivered when transmitted, unless information is received promptly by the sender that the transmission was not received.

Section 15. Quorum. A majority of the members of the Board of Trustees shall constitute a quorum at all meetings of the Board of Trustees. No vote shall be taken unless a quorum is present.

Section 16. Voting. At all meetings of the Board of Trustees, each Trustee shall have one vote. The vote of a majority of the Trustees present at a meeting at which a quorum is present shall be sufficient to constitute action of the Board of Trustees except for actions for which a greater vote may be required by statute, the Articles of Incorporation, or these Bylaws.

Section 17. Compensation of Trustees. No Trustee shall receive any compensation from the Corporation for services rendered as a Trustee. Nothing contained herein shall be construed to preclude any Trustee from serving the Corporation in any other capacity and receiving reasonable compensation for personal services rendered to the Corporation that are reasonable and necessary to carry out one or more of the tax-exempt purposes of the Corporation. Trustees may receive such reimbursement for expenses, if any, as may be fixed or determined by the Board.

## Article V

### COMMITTEES OF THE BOARD

Section 1. Standing Committees.

- (a) The Board may have standing committees including an Executive/Business Committee, and a Program/Mobilization of Resources Committee.
- (b) No Trustee may serve as chairperson of more than one standing committee; however Trustees may serve as member(s) of any or all standing committees.

- (c) The Chair of the Board, with the consent of the Board of Trustees, will appoint the chairpersons and members of each standing committee, except the Executive/Business Committee.
- (d) Membership of standing committees shall be so constituted that they reflect the composition of the Board. One-third being public officials, one-third being private officials and one-third being low-income officials.
- (e) The Executive/Business Committee shall be appointed from the Board by the Chair. The Executive Committee shall be chaired by the Board Chair. The Board Chair shall appoint the Chairman of the Business Committee. The Executive/Business Committee shall be approved by the Board, shall not be less than three nor more than six in number and shall represent the balance between public, private and low-income, as in item (d) above.
- (f) The board of Trustees shall delegate to the Executive/Business Committee the work of providing advice and counsel to the Chief Executive Officer.
- (g) The Program/Mobilization of Resources Committee shall be appointed from the Board by the Chair and the Chair shall appoint the Chairman of this committee. The Program/Mobilization of Resources Committee shall be approved by the Board, shall not be less than three nor more than six in number and shall represent the balance between public, private, and low-income, as in item (d) above.
- (h) The Board of Trustees shall delegate to the Programs/Mobilization of Resources Committee those issues that are associated with the programs operated by the corporation, and the committee shall seek aid from persons/businesses/special groups who have a concern for the poor and who will assist in mobilizing local, state, and federal resources that support the programs to fulfill the corporation's objectives.

Section 2. Other Committees. The Board may, by a majority vote of the full Board, create additional committees. Such committees shall include no less than three Trustees who shall represent the balance between public, private and low-income as in Section 1 (d) of this Article. The members of any such committee shall serve at the pleasure of the Board of Trustees. Committees shall exercise such powers as may be designated by the Board of Trustees.

Section 3. Restrictions on Committees. Pursuant to the Montana Nonprofit Corporation Act, a committee shall not have the authority to:

- (a) Authorize distributions;

- (b) Elect, appoint or remove Trustees or fill vacancies on the Board or on any of its committees, or
- (c) Adopt, amend or repeal the Articles of Incorporation or Bylaws of the Corporation.

Section 4. Committee Meetings. Each committee may, subject to the approval of the Board of Trustees, prescribe rules and regulations for the call and conduct of committee meetings and other matters relating to its procedure that are consistent with these bylaws. A majority of the members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee.

## Article VI

### OFFICERS

Section 1. Officers of the Board. The officers of the Board of Trustees shall be a Chair, a Vice Chair, a Secretary, a Treasurer, and such other officers as the Board of Trustees deems advisable from time to time. Any two offices, except the offices of Chair and Treasurer, may be held by the same person. The Board may attempt to have the officers selected by the Board of Trustees to approximately represent the distribution of representation on the Board of Trustees, however a direct correlation to the tri-partite structure of the Board is not required. All of the Officers of the Board must be voting members of the Board in good standing. Failure to appoint officers shall not require the Corporation to be dissolved.

Section 2. Officers of the Corporation. In addition to the officers of the Board, the Board may appoint officers and assistant officers of the Corporation if the Board deems it necessary or desirable to do so; or by resolution the Board may delegate such authority to an officer of the Board or officer of the Corporation. Such officers of the Corporation may include a Chief Executive Officer; Chief Operating Officer; and Chief Financial Officer. Any number of offices may be held by the same person, and officers of the Corporation do not need to be members of the Board of Trustees. Failure to appoint officers of the Corporation shall not require the Corporation to be dissolved.

Section 3. Election. The officers of the Board shall be elected by the Board of Trustees each year at the June meeting of the Corporation.

Section 4. Term of Office. Each officer shall hold office for one year, or until the officer's successor has been duly elected and qualified, or until removed. Trustees may serve a maximum of three consecutive one year terms in the same position as an officer of the Board. There is no limit to the number of consecutive terms that Officers of the Corporation may serve. A designation of a specified term does not grant to the officer any contract rights, and the Board can remove the officer at any time prior to the termination of the designated term.

Section 5. Removal of Officers.

- (a) Any officer of the Board or officer of the Corporation may be removed either with or without cause by a two-thirds (2/3) super majority vote of the Board of Trustees.
- (b) The Chief Executive Officer may be removed with or without cause by a two-thirds majority vote of the Board of Trustees. Such removal from the office of Chief Executive Officer shall be subject to any employment or contract rights existing between the Chief Executive Officer and the Corporation.
- (c) Any Officer of the Corporation other than the Chief Executive Officer may be removed from office by action of the Chief Executive Officer with notification to the Board of Trustees. Such removal from a position as an Officer of the Corporation shall be subject to any employment or contract rights existing between the individual and the Corporation.

Section 6. Duties of Officers of the Board. The duties and powers of the officers of the Board shall be as follows or as shall hereafter be set by resolution of the Board of Trustees:

- (a) Chair. The Chair shall, subject to the direction and supervision of the Board, (i) preside at all meetings of the Board; (ii) see that all orders and resolutions of the Board are carried into effect; and (iii) perform all other duties incidental to the office of Chair and as from time to time may be assigned to him or her by the Board.
- (b) Vice Chair. The Vice Chair shall assist the Chair to the extent determined by the chair or the Board of Trustees, and, in the absence or incapacity of the Chair, shall succeed to the duties of the Chair.

- (c) Secretary. The Secretary shall keep the minutes of the meetings of the Board of Trustees in one or more books provided for that purpose; see that all notices are duly given in accordance with these Bylaws or as required by law; present to the Board of Trustees at its meetings all official communications received by the Secretary; be custodian of the Corporation's records; and in general, perform all duties incident to the office of Secretary and such other duties as the Chair or Board of Trustees may assign. The Secretary may delegate the specific duties set forth above to another individual or receive assistance from another individual in performing such duties, so long as the Secretary retains oversight and review of the records and documents prepared and distributed.
- (d) Treasurer. The Treasurer shall, be responsible for all the funds and securities of the Corporation; deposit such funds and securities in such banks or safe deposit companies as the Board of Trustees may designate; receive and give receipts for moneys due and payable to the Corporation under the direction of the Chair or the Board of Trustees; keep accurate books of account of all of the Corporation's business and transactions and exhibit the books and accounts to any person duly authorized to inspect such records; and in general, perform all duties incident to the office of the Treasurer and such other duties as the Chair or Board of Trustees may assign from time to time. The Treasurer may delegate certain acts or receive assistance from another individual in performing the duties set forth above, so long as the Treasurer retains oversight and review of the related records or documents.

Section 7. Duties of Officers of the Corporation. The duties and powers of the officers of the Corporation shall be as follows or as shall hereafter be set by resolution of the Board of Trustees:

- (a) Chief Executive Officer. The Chief Executive Officer shall, subject to the supervision of the Board, be the chief executive of the Corporation and shall perform all such duties as may be assigned to him or her by the Board. The Chief Executive Office shall advise and counsel the Chair and other officers of the Board of Trustees and shall oversee all officers of the Corporation. The Chief Executive Officer may execute bonds, mortgages

and other contracts or documents as authorized or delegated by the Board of Trustees.

- (b) Chief Operating Officer. The Chief Operating Officer, if any, shall, subject to the supervision of the Chief Executive Officer, be the person in charge of the day to day operations of the Corporation's activities and shall perform all duties as may be assigned to him or her by the Chief Executive Officer.
- (c) Chief Financial Officer. The Chief Financial Officer, if any, shall, subject to the supervision of the Chief Executive Officer and Treasurer, be the principal financial officer of the Corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and shall perform all duties as from time to time may be assigned to him or her by the Treasurer or Chief Executive Officer.

Section 8. Vacancies. Any officer of the Board may resign at any time subject to any rights or obligations under any existing contracts between the officer and the Corporation by giving written notice to the Corporation. An officer's resignation shall take effect at the time specified in such notice, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. All vacancies in any office shall be filled promptly by the Board of Trustees either at a regular meeting or at a special meeting called for that purpose.

## Article VII

### CONFLICT OF INTEREST

Section 1. Conflict of Interest. Because the Corporation's Trustees and Staff may be involved with other organizations that may have business dealings or affiliations with or seek grants from the Corporation, the following general principles have been established.

- (a) A Public Official Trustee sitting on the Board of Trustees will not be in conflict if the Corporation should contract with his/her jurisdiction to perform a component of the program.

- (b) Each member of the Board of Trustees and the Staff of the Corporation has a duty of loyalty to the Corporation. The duty of loyalty generally requires a Director or staff member to prefer the interests of the Corporation over the director's/staff's interest or the interests of others. In addition, Trustees and staff of the Corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the Corporation or cause there to arise any sanction or penalty by a governmental authority.
- (c) In the event any Trustee or a member of his or her family has a personal or business interest in, or is involved in any way with, an organization with whom the Board is considering a business contract, such interest or involvement shall be disclosed to the Board. In such event, the interested Trustee shall neither vote nor participate in the discussion of the matter. The interested Trustee shall be excused from the actual discussion and presence at that portion of the meeting when the matter giving rise to the apparent conflict is discussed. However, any Trustee who is excluded from voting or presence pursuant to this policy may answer pertinent questions of other Trustees and be present when the interested Trustee's knowledge regarding the matter will assist the Board.
- (d) The minutes of the meeting shall indicate that the interested Trustee disclosed the interest or involvement in the matter being considered by the Board, recused herself/himself from the discussion, and abstained from voting on the matter.

## Article VII

### LIABILITY, INDEMNIFICATION, AND INSURANCE

#### Section. 1. Indemnification.

- (a) Mandatory Indemnification. The Corporation shall indemnify each person who is or was a Trustee or officer of the Corporation, or who is serving or has served at the request of the Corporation as a Trustee, trustee or officer of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, to the fullest extent from time to time permitted

by the laws of the State of Montana in the event any of such persons was or is a party, or is threatened to be made a part to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative.

- (b) Allowable Indemnification. The Corporation may indemnify any person who is or was an employee or agent of the Corporation and any person who is serving or has served at its request as an employee or agent of any other enterprise, to the fullest extent from time to time permitted by the laws of the State of Montana in the event any of such persons was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative.

Section 2. Authorization of Indemnification. Any indemnification under this Article (unless the indemnification is ordered by a court) shall be made by the Corporation only as authorized in the specific case, upon a determination that indemnification of the Trustee, officer, employee or agent is proper in the circumstances. In the case of indemnification that is mandatory under Section 2(a) of this Article, the determination shall be limited to whether the person to be indemnified has met the standards specified in Section 2 and the amount of the indemnification permitted by law. Any determination under this Section shall be made (a) by the Board of Trustees by a majority vote of a quorum consisting of Trustees not at the time parties to the proceeding, or (b) if such a quorum is not obtainable, by majority vote of a committee designated by the Board of Trustees consisting solely of two or more Trustees not at the time parties to the proceeding, or (c) by special legal counsel selected by the Board of Trustees or a committee as provided in (a) or (b) of this section or, if a quorum cannot be obtained under (a) and a committee cannot be designated under (b), the special legal counsel shall be selected by majority vote of the full Board, in which selected Trustees who are parties to the proceeding may participate.

Section 3. Advance Payments. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Trustees in the specific case, upon receipt of (a) a written affirmation from the Trustee, officer, employee or agent of his or her good faith belief that he or she is entitled to

indemnification as authorized in this Article; and (b) an undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized in this Article.

Section 4. Non-Exclusivity and Continuation. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any agreement, vote of disinterested Trustees, or otherwise, both as to action in the person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 5. Insurance. The Corporation may purchase and maintain insurance (a) to insure itself with respect to the indemnification payments it is authorized or obligated to make pursuant to this Article, and (b) on behalf of any person who is or was a Trustee, officer, employee or agent of the Corporation, or who is or was serving at the request of the Corporation as a Trustee, trustee, officer, employee or agent of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, to insure against any liability asserted against such person and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify the person against such liability under the provisions of this Article.

## Article VIII

### GENERAL PROVISIONS

Section 1. Execution of Contracts. The Board of Trustees, except as otherwise provided in these Bylaws, may prospectively or retroactively authorize any officer or officers, agent or agents, in the name, and on behalf of the Corporation, to enter into any contract, or execute or deliver any instrument as may be necessary to carry out the purposes of the Corporation. Any such authority may be general or confined to specific instances.

Section 2. Loans. The Board of Trustees may authorize the Chair or any other officer or agent of the Corporation to: (i) obtain loans and advances at any time for the Corporation from any bank, trust company, firm, corporation, individual, or other

institution; (ii) make, execute, and deliver promissory notes, bonds, or other evidence of indebtedness of the Corporation; and (iii) pledge and hypothecate, or transfer any securities or other property of the Corporation as security for any such loans or advances. Such authority conferred by the Board of Trustees may be general or confined to specific instances. The Corporation shall make no loans to any Trustee or officer.

Section 3. Investments. The Corporation shall have the right to retain all or part of any securities or property acquired by it in whatever manner, and to invest or reinvest any funds held by it according to the judgment of the Board of Trustees. The Board of Trustees is restricted to the prudent investments which a Trustee is or may hereafter be permitted by law to make. The Board of Trustees may delegate to the Treasurer the day-to-day management of such investments as the Board of Trustees may authorize.

Section 4. Books and Records. There shall be kept and made available, at the principal office of the Corporation, correct books of accounts of all the business and transactions of the Corporation.

Section 5. Depositories. The funds of the Corporation not otherwise employed shall from time to time be deposited to the order of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may select, or as may be selected by any one or more officers or agents of the Corporation to whom such power may from time to time be delegated by the Board of Trustees.

Section 6. Signatories. All checks, drafts, and other orders for payment of money out of the funds of the Corporation, and all notes and other evidences of indebtedness of the Corporation, shall be signed on behalf of the Corporation in such manner as shall from time to time be determined by the Board of Trustees. In the absence of such determination by the Board of Trustees, such instruments shall be signed by the Chair and the Treasurer of the Corporation.

Section 7. Annual Audit. The Board of Trustees may require an annual audit of the books and accounting records of the Corporation.

Section 8. Code. All references in these bylaws to Code Sections are to Sections of the Internal Revenue Code of 1986, and shall include future amendments to such sections and corresponding provisions of future federal tax laws, all as from time to time in effect.

Section 9. Electronic Transmissions. Unless otherwise provided in these Bylaws, and subject to any guidelines and procedures that the Board of Trustees may adopt from time to time, the terms "written" and "in writing" as used in these Bylaws include any form of recorded message in the English language capable of comprehension by ordinary visual means, and may include electronic transmissions, such as facsimile or e-mail, provided (i) for electronic transmissions from the Corporation, the Corporation sends the transmission to the fax number, email address or other electronic address provided by the recipient to the Corporation for its records; (ii) for electronic transmissions to the Corporation, the Corporation has in effect reasonable measures to verify that the sender is the individual purporting to have sent such transmission; and (iii) the transmission creates a record that can be retained, retrieved, reviewed, and rendered into clearly legible tangible form.

Section 10. Electronic Signatures. The provisions of the Uniform Electronic Transaction Act, Sections 30-18-101, *et. seq.*, MCA shall apply to all documents executed in connection with the operation and governance of the Corporation so that signatures transmitted electronically shall be effective in all respects as originals.

### Article IX

### DISSOLUTION

Upon dissolution or final liquidation of the Corporation, all assets remaining after creditors have been paid shall be distributed as required under Section 35-2-725(f) of the Montana Nonprofit Corporation Act. Such a plan of dissolution, adopted pursuant to Section 35-2-721 of the Montana Nonprofit Corporation Act, shall transfer or convey the Corporation's remaining assets to:

- (a) one or more domestic corporations, societies, or organizations which have qualified for nonprofit and tax-exempt status under Code Section 501(c)(3), and which are engaged in activities substantially similar to those of the Corporation, or
- (b) the federal, state or local government for exclusively public purposes.

Article X


AMENDMENT OF BYLAWS

The Bylaws of the Corporation may be altered, amended, added to, or repealed by majority vote of the entire Board of Trustees as is necessary or appropriate to carry out the purposes of the Corporation to the fullest extent permitted by law. No such alteration, amendment, repeal or adoption shall in any way conflict with the purposes of the Corporation as stated in its Articles of Incorporation or otherwise cause the Corporation to lose its qualifications as an organization described in Code Section 501(c)(3). Specific notice of the proposed amendments to the Bylaws must be given to each Trustee along with the general notice for the meeting at which the amendments will be considered.

BYLAWS CERTIFICATE

The foregoing restated and amended Bylaws consisting of this and the 19 preceding pages, were adopted as the Bylaws of this corporation on October 25, 2022. A quorum consisting of nine members of the existing thirteen member board were present and voted in favor of adoption of the foregoing Bylaws. Written notice of this meeting, including notice of changes to the Bylaws was given to all members of the Board on October 18, 2022.

Dated: October 25, 2022

  
Vera Jane He Does IT, Secretary

**BYLAWS**  
**OF**  
**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

A Montana Nonprofit Corporation  
(as Amended and Restated October 25, 2022)

**Article I**

**NAME AND LOCATION**

Section 1. Name. The name of this organization shall be **District 7 Human Resources Development Council** (the “Corporation”), a nonprofit corporation incorporated in the State of Montana.

Section 2. Location. Offices of the Corporation shall be located in Billings, Montana, and in such other localities as may be determined by the Board of Trustees.

Section 3. Registered Office. The Corporation shall have and continuously maintain, in the State of Montana, a registered office and a registered agent whose office is located in such registered office. The registered office may be, but need not be, located in the principal office of the Corporation. The address of the registered office may from time to time be changed by the Board of Trustees.

**Article II**

**PURPOSES**

Section 1. Purposes. As stated in the Articles of Incorporation of the Corporation, the Corporation is organized and shall be operated for exclusively charitable and educational purposes within the meaning of Code Section 501(c)(3), including, but not limited to, the promotion of human development and economic betterment and the relief of poverty in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties in the State of Montana. In furtherance of these purposes, the Corporation shall develop

programs to help the local communities mobilize resources to combat poverty in conformity with the Economic Opportunity Act of 1964 (as amended), and the provisions of any future law.

Section 2. Restriction on Activities. The Corporation shall operate under the following restrictions:

- (a) The Corporation shall have and exercise all rights and powers conferred on Montana nonprofit corporations under Montana law, provided, however, that the Corporation shall not engage in any activities or exercise any powers that are not in furtherance of the primary purposes of the Corporation.
- (b) The Corporation shall not carry on any other activities not permitted to be carried on by a corporation that is exempt from federal income tax as an organization described in Code Section 501(c)(3).
- (c) No part of the net earnings or assets of the Corporation shall inure to the benefit of any Trustee, officer, or other private individual; and, except to an insubstantial degree, the Corporation shall not engage in a regular business of a kind ordinarily carried on for profit.
- (d) No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation; and the Corporation shall not participate or intervene in any political campaign (including publishing or distributing statements), in connection with any candidate for public office. However, the Corporation may conduct appropriate lobbying activities as described by Code Section 4911 on issues of importance to the Corporation and the individuals that it serves.

### Article III

#### MEMBERSHIP

Section 1. Members. The Corporation shall have no Members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval by the Board. All rights which would otherwise vest in the members shall vest in the Board of Trustees.

#### Article IV

### BOARD OF TRUSTEES

Section 1. Authority and Responsibility. The governing body of the Corporation shall be the Board of Trustees. The Board of Trustees shall have supervision, control, and direction of the affairs of the Corporation, shall actively promote and pursue the Corporation's objectives, shall identify the human resource development needs of Montana District 7, and shall supervise the disbursement of the Corporation's funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its authority and responsibility to one or more committees.

Section 2. Number and Qualifications of Trustees. The number of Trustees that shall constitute the entire Board shall be fifteen (15). The number of Trustees may be increased (but not to more than fifty-one (51)) or decreased (but not to less than fifteen (15)) by resolution of the board, but no decrease shall have the effect of shortening the term of any incumbent Trustee. All Trustees must reside within the boundaries of Montana District 7.

Section 3. Selection of Trustees. The Trustees shall be divided into three groups as follows:

- (a) Public Official Trustees. One third (5) of the Trustees shall be Public Official Trustees. One Public Office Trustee shall be appointed from each of the five counties that make up Montana District 7. The individuals appointed as Public Official Trustees shall represent either elected or appointed public officials with general government responsibilities or responsibilities which require them to deal with poverty-related issues. The representatives shall be appointed by the governing officials of the political jurisdictions they represent (i.e. County Commissioners). If a vacancy occurs in any seat (including refusal of the appointed individual

to serve as trustee), the appropriate sponsoring group shall be notified, and shall have the right to appoint a replacement.

- (b) Low-Income Trustees. At least one third (no less than 5) of the Trustees shall be Low-Income Trustees. Low-Income Trustees shall be appointed by the Board of Trustees in accordance with selection procedures adequate to assure that the individuals selected adequately represent the low-income population in the area served by the Corporation. At least two (2) Low-Income Trustees shall be from rural counties served by the Corporation and three (3) shall come from Yellowstone County. Low-Income Trustees need not, themselves, qualify as low-income, so long as they are representatives of the low income residents served by the Corporation. Upon the occurrence of a vacancy for a Low Income Trustee seat, the Board shall make reasonable efforts to provide notice of the vacancy to the residents of the area and to the members of the low-income groups to be served.
- (c) Private Sector Trustees. The remaining members of the Board (no more than 5) of the Trustees shall be Private Sector Trustees. The Private Sector Trustees shall be elected by the Board of Trustees. The board of Trustees shall adopt nomination procedures for Private Sector Trustees that ensures that the Corporation will benefit from broad community involvement. Private Sector Trustees shall be individuals that represent civic, professional, business, industry, labor, law enforcement, religious, welfare, education or other groups within the counties of Montana District 7.
- (d) Notwithstanding the foregoing, action taken by the Board of Trustees which is otherwise valid shall not be deemed invalid due to failure to comply with Board membership requirements, provided diligent effort has been made to ensure that all membership criteria are met.

Section 4. Petitions for Representation on the Board of Trustees. Representative groups of the low income population and community agencies that feel themselves inadequately represented on the Board of Trustees may petition for adequate representation according to the following guidelines:

- (a) Petitions shall be in writing, signed by at least twenty-five (25) members of the petitioning group or agency, and shall state why the Board of Trustees is not adequately representative of the petitioning group.
- (b) The completed petition shall be delivered to the Board at its regular meeting. The Board shall set the date for a hearing of the petition within sixty (60) days of receipt, and notify the petitioners thereof, in writing.
- (c) The petition hearing shall be informal and open to the community, in order to provide a fair opportunity for the petitioning group to present its case for more adequate representation.
- (d) The Board shall provide a written statement of reasons supporting whatever action the Board takes on the petition. This statement shall be provided to the petitioners.
- (e) The Board must adjust and realign Board membership in any case where a petition is granted, in order to maintain proper representation of public officials and the poor.

Section 5. Terms of Office.

- (a) **Low Income and Private Sector Trustees.** All Low-Income Trustees and Private Sector Trustees shall serve for a term of three (3) years. Terms shall be staggered, with one-third of the total number of Low Income and Private Sector Trustee positions on the Board being replaced each year. If necessary following the adoption of restated and amended bylaws, initial terms of less than three (3) years may be determined by lot to accomplish a staggered replacement of Trustees. Low Income and Private Sector Trustees may serve consecutive terms of office.
- (b) **Public Official Trustees.** Public Official Trustees shall serve for a term of three (3) years at the discretion of the appointing group for each Public Official Trustee as determined in Section 3 of this Article. Public Official Trustees may serve consecutive terms of office.
- (c) **Term Start Date.** Terms of office shall begin on the date of the first Corporate meeting following the appointment of any Board members, or on the date of appointment if the Board member is appointed at the annual Corporate meeting.

Section 6. Removal of Trustees. A Low-Income Trustee or Private Sector Trustee may be removed with or without cause by the vote of two-thirds of the Trustees of the Corporation. In the event that a Low-Income Trustee or Private Sector Trustee has three consecutive unexcused absences from meetings of the Board of Trustees, the Trustee may be removed by the vote of a majority of the Board of Trustees. It is understood that Public Official Trustees cannot be removed by action of the Board. However, the elected official and the appointing body will be notified when three consecutive meetings have been missed and The Board shall encourage the elected official to attend the Board meetings or have the appointing body recall the Trustee and appoint a replacement that will be able to attend. Board members who are representatives of a public official, private organization or any other group may be removed by the individual or entity by written notice to the Trustee and the Corporation.

Section 7. Community Recall of Trustees. A written complaint seeking recall of any Trustee who is serving as a Trustee of the Corporation as the representative of a public official, private organization or any other group may be filed with the Chair of the Corporation by any person. The Trustee against whom such claim is made shall be personally contacted by the Chair regarding the issues raised by the complaint. Following such notification, copies of all such complaints shall be forwarded by the Chair to the body or individual who appointed the Trustee and to the Trustee against whom the claim is made. Only the appointing body shall be entitled to take action against a Trustee on the basis of such complaint.

Section 8. Resignation of Trustees. Any Trustee may resign from the Board by giving written notice to the Chair of the Corporation. Such resignation shall be effective upon receipt of notice by the Chair or at such later date as specified in the notice.

Section 9. Vacancies. Vacancies on the Board of Trustees shall be filled in the same manner as the vacating Trustee was elected or appointed. If the vacancy is not filled in this manner, the Board of Trustees, by majority vote, is empowered to appoint temporary Trustees to fill any vacancies on the Board caused by death, resignation, or otherwise. Such temporary Trustees shall serve until the term of the vacating Trustee expires and shall be selected to represent as closely as possible the same constituency and county as the vacating Trustee.

Section 10. Specific Powers. In addition to all other powers granted by law, the Corporation's Articles of Incorporation or these bylaws, the Board of Trustees shall have the power:

- (a) To appoint the Chief Executive Officer of the Corporation;
- (b) To determine, subject to applicable laws and regulations, major personnel, organizational, fiscal and programmatic policies of the Corporation;
- (c) To determine overall program plans and priorities for the Corporation including provisions for evaluating progress against performance;
- (d) To make final approval of all program proposals and budgets;
- (e) To determine, subject to applicable laws and regulations, rules and procedures for the Board of Trustees;
- (f) To elect the officers of the Board and appoint the officers of the Corporation;
- (g) To appoint committees of the Board of Trustees; and
- (h) To receive and administer funds under the Community Services Block Grant Program, and amendments thereto, funds and contributions from private and local public sources and funds under any Federal or State Assistance Program.

Section 11. Place and Manner of Meeting. The annual meeting of the Board of Trustees shall be held each year in June. Regular meetings of the Board of Trustees shall be held approximately every 10 weeks at the offices of the Corporation or at such other place and time as the Chair of the Corporation or the Trustees may determine. Special meetings of the Board of Trustees may be held from time to time upon call of the Chair, or a majority of the Trustees. In the matter of closed sessions, all decisions made in such sessions must be finalized in an open meeting. Members of the Board of Trustees may act by means of conference telephone network or similar communication methods by which all persons participating in the meeting can hear each other. A Trustee participating in the meeting by conference telephone or electronic means is deemed present in person at the meeting. The Chair of the meeting may establish reasonable rules as to conducting the meeting by telephone or electronic means.

Section 12. Action Without a Meeting; Use of Electronic Mail. The Board of Trustees shall not take any action without a meeting at which a quorum is present. The Trustees may, however, act on any matter generally required or permitted at a Board meeting, without actually meeting, including voting on any matter properly brought before the Board of Trustees, through a unanimous written consent. Such action can be taken by e-mail if an electronic copy of the resolution of action is included in an e-mail notice to the Trustees at the e-mail addresses on record for each Trustee. The action shall be approved when each of the Trustees entitled to vote on the matter respond with an affirmative vote via e-mail from the Trustee's e-mail address on record with the Corporation. Upon receiving an electronic response from each Trustee, a copy of each Director's vote shall be printed and the written version of the electronic responses shall be kept in the Corporation's minute book. The unanimous consent shall have the same effect as a unanimous vote.

Section 13. Notice of Meeting. Written or printed notice of every annual, regular and special meeting of the Board of Trustees, stating the place, day and hour of the meeting along with an agenda must be given to each Trustee not less than five days prior to the date of the meeting; provided that notice must be given to each Trustee at least seven days prior to the date of the meeting if the purpose of the meeting is to consider: (i) removing a Trustee from office; (ii) an amendment to the Articles of Incorporation; (iii) a plan of merger, (iv) the sale, lease, exchange, or disposition of all or substantially all of the Corporation's property or (v) the dissolution of the Corporation. In such case, the notice must be accompanied by a copy of, or summary of, the proposed amendment, plan of merger, transaction for the disposition of property, or proposed dissolution. Public notice of every annual, regular and special meeting of the Board of Trustees, stating the place, day, and hour of the meeting must be posted at least 72 hours prior to the time of the meeting. No notice need be given to any Trustee who actually attends, or who executes and files written waiver of notice of such meeting, either before or after the meeting. Notices of special meetings shall state the purpose for which the meeting is called.

Section 14. Date of Notice. Any notice to a Trustee of the Corporation that is required or permitted under these Bylaws shall be delivered to the Trustee at the Trustee's mailing address, electronic mail address, facsimile number, or telephone number as shown on the records of the Corporation. If mailed, such notice shall be deemed to be delivered five days after being deposited in the United States mail in a

sealed envelope so addressed, with postage thereon prepaid. If given by telephone, such notice shall be deemed to be delivered when spoken to the Trustee or to a person at the office of the Trustee who the person giving the notice has reason to believe will promptly communicate it to the recipient. If given by electronic transmission, such as by facsimile or electronic mail, such notice shall be deemed to be delivered when transmitted, unless information is received promptly by the sender that the transmission was not received.

Section 15. Quorum. A majority of the members of the Board of Trustees shall constitute a quorum at all meetings of the Board of Trustees. No vote shall be taken unless a quorum is present.

Section 16. Voting. At all meetings of the Board of Trustees, each Trustee shall have one vote. The vote of a majority of the Trustees present at a meeting at which a quorum is present shall be sufficient to constitute action of the Board of Trustees except for actions for which a greater vote may be required by statute, the Articles of Incorporation, or these Bylaws.

Section 17. Compensation of Trustees. No Trustee shall receive any compensation from the Corporation for services rendered as a Trustee. Nothing contained herein shall be construed to preclude any Trustee from serving the Corporation in any other capacity and receiving reasonable compensation for personal services rendered to the Corporation that are reasonable and necessary to carry out one or more of the tax-exempt purposes of the Corporation. Trustees may receive such reimbursement for expenses, if any, as may be fixed or determined by the Board.

## Article V

### COMMITTEES OF THE BOARD

Section 1. Standing Committees.

- (a) The Board may have standing committees including an Executive/Business Committee, and a Program/Mobilization of Resources Committee.
- (b) No Trustee may serve as chairperson of more than one standing committee; however Trustees may serve as member(s) of any or all standing committees.

- (c) The Chair of the Board, with the consent of the Board of Trustees, will appoint the chairpersons and members of each standing committee, except the Executive/Business Committee.
- (d) Membership of standing committees shall be so constituted that they reflect the composition of the Board. One-third being public officials, one-third being private officials and one-third being low-income officials.
- (e) The Executive/Business Committee shall be appointed from the Board by the Chair. The Executive Committee shall be chaired by the Board Chair. The Board Chair shall appoint the Chairman of the Business Committee. The Executive/Business Committee shall be approved by the Board, shall not be less than three nor more than six in number and shall represent the balance between public, private and low-income, as in item (d) above.
- (f) The board of Trustees shall delegate to the Executive/Business Committee the work of providing advice and counsel to the Chief Executive Officer.
- (g) The Program/Mobilization of Resources Committee shall be appointed from the Board by the Chair and the Chair shall appoint the Chairman of this committee. The Program/Mobilization of Resources Committee shall be approved by the Board, shall not be less than three nor more than six in number and shall represent the balance between public, private, and low-income, as in item (d) above.
- (h) The Board of Trustees shall delegate to the Programs/Mobilization of Resources Committee those issues that are associated with the programs operated by the corporation, and the committee shall seek aid from persons/businesses/special groups who have a concern for the poor and who will assist in mobilizing local, state, and federal resources that support the programs to fulfill the corporation's objectives.

Section 2. Other Committees. The Board may, by a majority vote of the full Board, create additional committees. Such committees shall include no less than three Trustees who shall represent the balance between public, private and low-income as in Section 1 (d) of this Article. The members of any such committee shall serve at the pleasure of the Board of Trustees. Committees shall exercise such powers as may be designated by the Board of Trustees.

Section 3. Restrictions on Committees. Pursuant to the Montana Nonprofit Corporation Act, a committee shall not have the authority to:

- (a) Authorize distributions;

- (b) Elect, appoint or remove Trustees or fill vacancies on the Board or on any of its committees, or
- (c) Adopt, amend or repeal the Articles of Incorporation or Bylaws of the Corporation.

Section 4. Committee Meetings. Each committee may, subject to the approval of the Board of Trustees, prescribe rules and regulations for the call and conduct of committee meetings and other matters relating to its procedure that are consistent with these bylaws. A majority of the members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee.

## Article VI

### OFFICERS

Section 1. Officers of the Board. The officers of the Board of Trustees shall be a Chair, a Vice Chair, a Secretary, a Treasurer, and such other officers as the Board of Trustees deems advisable from time to time. Any two offices, except the offices of Chair and Treasurer, may be held by the same person. The Board may attempt to have the officers selected by the Board of Trustees to approximately represent the distribution of representation on the Board of Trustees, however a direct correlation to the tri-partite structure of the Board is not required. All of the Officers of the Board must be voting members of the Board in good standing. Failure to appoint officers shall not require the Corporation to be dissolved.

Section 2. Officers of the Corporation. In addition to the officers of the Board, the Board may appoint officers and assistant officers of the Corporation if the Board deems it necessary or desirable to do so; or by resolution the Board may delegate such authority to an officer of the Board or officer of the Corporation. Such officers of the Corporation may include a Chief Executive Officer; Chief Operating Officer; and Chief Financial Officer. Any number of offices may be held by the same person, and officers of the Corporation do not need to be members of the Board of Trustees. Failure to appoint officers of the Corporation shall not require the Corporation to be dissolved.

Section 3. Election. The officers of the Board shall be elected by the Board of Trustees each year at the June meeting of the Corporation.

Section 4. Term of Office. Each officer shall hold office for one year, or until the officer's successor has been duly elected and qualified, or until removed. Trustees may serve a maximum of three consecutive one year terms in the same position as an officer of the Board. There is no limit to the number of consecutive terms that Officers of the Corporation may serve. A designation of a specified term does not grant to the officer any contract rights, and the Board can remove the officer at any time prior to the termination of the designated term.

Section 5. Removal of Officers.

- (a) Any officer of the Board or officer of the Corporation may be removed either with or without cause by a two-thirds (2/3) super majority vote of the Board of Trustees.
- (b) The Chief Executive Officer may be removed with or without cause by a two-thirds majority vote of the Board of Trustees. Such removal from the office of Chief Executive Officer shall be subject to any employment or contract rights existing between the Chief Executive Officer and the Corporation.
- (c) Any Officer of the Corporation other than the Chief Executive Officer may be removed from office by action of the Chief Executive Officer with notification to the Board of Trustees. Such removal from a position as an Officer of the Corporation shall be subject to any employment or contract rights existing between the individual and the Corporation.

Section 6. Duties of Officers of the Board. The duties and powers of the officers of the Board shall be as follows or as shall hereafter be set by resolution of the Board of Trustees:

- (a) Chair. The Chair shall, subject to the direction and supervision of the Board, (i) preside at all meetings of the Board; (ii) see that all orders and resolutions of the Board are carried into effect; and (iii) perform all other duties incidental to the office of Chair and as from time to time may be assigned to him or her by the Board.
- (b) Vice Chair. The Vice Chair shall assist the Chair to the extent determined by the chair or the Board of Trustees, and, in the absence or incapacity of the Chair, shall succeed to the duties of the Chair.

- (c) Secretary. The Secretary shall keep the minutes of the meetings of the Board of Trustees in one or more books provided for that purpose; see that all notices are duly given in accordance with these Bylaws or as required by law; present to the Board of Trustees at its meetings all official communications received by the Secretary; be custodian of the Corporation's records; and in general, perform all duties incident to the office of Secretary and such other duties as the Chair or Board of Trustees may assign. The Secretary may delegate the specific duties set forth above to another individual or receive assistance from another individual in performing such duties, so long as the Secretary retains oversight and review of the records and documents prepared and distributed.
- (d) Treasurer. The Treasurer shall, be responsible for all the funds and securities of the Corporation; deposit such funds and securities in such banks or safe deposit companies as the Board of Trustees may designate; receive and give receipts for moneys due and payable to the Corporation under the direction of the Chair or the Board of Trustees; keep accurate books of account of all of the Corporation's business and transactions and exhibit the books and accounts to any person duly authorized to inspect such records; and in general, perform all duties incident to the office of the Treasurer and such other duties as the Chair or Board of Trustees may assign from time to time. The Treasurer may delegate certain acts or receive assistance from another individual in performing the duties set forth above, so long as the Treasurer retains oversight and review of the related records or documents.

Section 7. Duties of Officers of the Corporation. The duties and powers of the officers of the Corporation shall be as follows or as shall hereafter be set by resolution of the Board of Trustees:

- (a) Chief Executive Officer. The Chief Executive Officer shall, subject to the supervision of the Board, be the chief executive of the Corporation and shall perform all such duties as may be assigned to him or her by the Board. The Chief Executive Office shall advise and counsel the Chair and other officers of the Board of Trustees and shall oversee all officers of the Corporation. The Chief Executive Officer may execute bonds, mortgages

and other contracts or documents as authorized or delegated by the Board of Trustees.

- (b) Chief Operating Officer. The Chief Operating Officer, if any, shall, subject to the supervision of the Chief Executive Officer, be the person in charge of the day to day operations of the Corporation's activities and shall perform all duties as may be assigned to him or her by the Chief Executive Officer.
- (c) Chief Financial Officer. The Chief Financial Officer, if any, shall, subject to the supervision of the Chief Executive Officer and Treasurer, be the principal financial officer of the Corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and shall perform all duties as from time to time may be assigned to him or her by the Treasurer or Chief Executive Officer.

Section 8. Vacancies. Any officer of the Board may resign at any time subject to any rights or obligations under any existing contracts between the officer and the Corporation by giving written notice to the Corporation. An officer's resignation shall take effect at the time specified in such notice, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. All vacancies in any office shall be filled promptly by the Board of Trustees either at a regular meeting or at a special meeting called for that purpose.

## Article VII

### CONFLICT OF INTEREST

Section 1. Conflict of Interest. Because the Corporation's Trustees and Staff may be involved with other organizations that may have business dealings or affiliations with or seek grants from the Corporation, the following general principles have been established.

- (a) A Public Official Trustee sitting on the Board of Trustees will not be in conflict if the Corporation should contract with his/her jurisdiction to perform a component of the program.

- (b) Each member of the Board of Trustees and the Staff of the Corporation has a duty of loyalty to the Corporation. The duty of loyalty generally requires a Director or staff member to prefer the interests of the Corporation over the director's/staff's interest or the interests of others. In addition, Trustees and staff of the Corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the Corporation or cause there to arise any sanction or penalty by a governmental authority.
- (c) In the event any Trustee or a member of his or her family has a personal or business interest in, or is involved in any way with, an organization with whom the Board is considering a business contract, such interest or involvement shall be disclosed to the Board. In such event, the interested Trustee shall neither vote nor participate in the discussion of the matter. The interested Trustee shall be excused from the actual discussion and presence at that portion of the meeting when the matter giving rise to the apparent conflict is discussed. However, any Trustee who is excluded from voting or presence pursuant to this policy may answer pertinent questions of other Trustees and be present when the interested Trustee's knowledge regarding the matter will assist the Board.
- (d) The minutes of the meeting shall indicate that the interested Trustee disclosed the interest or involvement in the matter being considered by the Board, recused herself/himself from the discussion, and abstained from voting on the matter.

## Article VII

### LIABILITY, INDEMNIFICATION, AND INSURANCE

#### Section. 1. Indemnification.

- (a) Mandatory Indemnification. The Corporation shall indemnify each person who is or was a Trustee or officer of the Corporation, or who is serving or has served at the request of the Corporation as a Trustee, trustee or officer of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, to the fullest extent from time to time permitted

by the laws of the State of Montana in the event any of such persons was or is a party, or is threatened to be made a part to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative.

- (b) Allowable Indemnification. The Corporation may indemnify any person who is or was an employee or agent of the Corporation and any person who is serving or has served at its request as an employee or agent of any other enterprise, to the fullest extent from time to time permitted by the laws of the State of Montana in the event any of such persons was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative.

Section 2. Authorization of Indemnification. Any indemnification under this Article (unless the indemnification is ordered by a court) shall be made by the Corporation only as authorized in the specific case, upon a determination that indemnification of the Trustee, officer, employee or agent is proper in the circumstances. In the case of indemnification that is mandatory under Section 2(a) of this Article, the determination shall be limited to whether the person to be indemnified has met the standards specified in Section 2 and the amount of the indemnification permitted by law. Any determination under this Section shall be made (a) by the Board of Trustees by a majority vote of a quorum consisting of Trustees not at the time parties to the proceeding, or (b) if such a quorum is not obtainable, by majority vote of a committee designated by the Board of Trustees consisting solely of two or more Trustees not at the time parties to the proceeding, or (c) by special legal counsel selected by the Board of Trustees or a committee as provided in (a) or (b) of this section or, if a quorum cannot be obtained under (a) and a committee cannot be designated under (b), the special legal counsel shall be selected by majority vote of the full Board, in which selected Trustees who are parties to the proceeding may participate.

Section 3. Advance Payments. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Trustees in the specific case, upon receipt of (a) a written affirmation from the Trustee, officer, employee or agent of his or her good faith belief that he or she is entitled to

indemnification as authorized in this Article; and (b) an undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized in this Article.

Section 4. Non-Exclusivity and Continuation. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any agreement, vote of disinterested Trustees, or otherwise, both as to action in the person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 5. Insurance. The Corporation may purchase and maintain insurance (a) to insure itself with respect to the indemnification payments it is authorized or obligated to make pursuant to this Article, and (b) on behalf of any person who is or was a Trustee, officer, employee or agent of the Corporation, or who is or was serving at the request of the Corporation as a Trustee, trustee, officer, employee or agent of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, to insure against any liability asserted against such person and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify the person against such liability under the provisions of this Article.

## Article VIII

### GENERAL PROVISIONS

Section 1. Execution of Contracts. The Board of Trustees, except as otherwise provided in these Bylaws, may prospectively or retroactively authorize any officer or officers, agent or agents, in the name, and on behalf of the Corporation, to enter into any contract, or execute or deliver any instrument as may be necessary to carry out the purposes of the Corporation. Any such authority may be general or confined to specific instances.

Section 2. Loans. The Board of Trustees may authorize the Chair or any other officer or agent of the Corporation to: (i) obtain loans and advances at any time for the Corporation from any bank, trust company, firm, corporation, individual, or other

institution; (ii) make, execute, and deliver promissory notes, bonds, or other evidence of indebtedness of the Corporation; and (iii) pledge and hypothecate, or transfer any securities or other property of the Corporation as security for any such loans or advances. Such authority conferred by the Board of Trustees may be general or confined to specific instances. The Corporation shall make no loans to any Trustee or officer.

Section 3. Investments. The Corporation shall have the right to retain all or part of any securities or property acquired by it in whatever manner, and to invest or reinvest any funds held by it according to the judgment of the Board of Trustees. The Board of Trustees is restricted to the prudent investments which a Trustee is or may hereafter be permitted by law to make. The Board of Trustees may delegate to the Treasurer the day-to-day management of such investments as the Board of Trustees may authorize.

Section 4. Books and Records. There shall be kept and made available, at the principal office of the Corporation, correct books of accounts of all the business and transactions of the Corporation.

Section 5. Depositories. The funds of the Corporation not otherwise employed shall from time to time be deposited to the order of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may select, or as may be selected by any one or more officers or agents of the Corporation to whom such power may from time to time be delegated by the Board of Trustees.

Section 6. Signatories. All checks, drafts, and other orders for payment of money out of the funds of the Corporation, and all notes and other evidences of indebtedness of the Corporation, shall be signed on behalf of the Corporation in such manner as shall from time to time be determined by the Board of Trustees. In the absence of such determination by the Board of Trustees, such instruments shall be signed by the Chair and the Treasurer of the Corporation.

Section 7. Annual Audit. The Board of Trustees may require an annual audit of the books and accounting records of the Corporation.

Section 8. Code. All references in these bylaws to Code Sections are to Sections of the Internal Revenue Code of 1986, and shall include future amendments to such sections and corresponding provisions of future federal tax laws, all as from time to time in effect.

Section 9. Electronic Transmissions. Unless otherwise provided in these Bylaws, and subject to any guidelines and procedures that the Board of Trustees may adopt from time to time, the terms "written" and "in writing" as used in these Bylaws include any form of recorded message in the English language capable of comprehension by ordinary visual means, and may include electronic transmissions, such as facsimile or e-mail, provided (i) for electronic transmissions from the Corporation, the Corporation sends the transmission to the fax number, email address or other electronic address provided by the recipient to the Corporation for its records; (ii) for electronic transmissions to the Corporation, the Corporation has in effect reasonable measures to verify that the sender is the individual purporting to have sent such transmission; and (iii) the transmission creates a record that can be retained, retrieved, reviewed, and rendered into clearly legible tangible form.

Section 10. Electronic Signatures. The provisions of the Uniform Electronic Transaction Act, Sections 30-18-101, *et. seq.*, MCA shall apply to all documents executed in connection with the operation and governance of the Corporation so that signatures transmitted electronically shall be effective in all respects as originals.

### Article IX

### DISSOLUTION

Upon dissolution or final liquidation of the Corporation, all assets remaining after creditors have been paid shall be distributed as required under Section 35-2-725(f) of the Montana Nonprofit Corporation Act. Such a plan of dissolution, adopted pursuant to Section 35-2-721 of the Montana Nonprofit Corporation Act, shall transfer or convey the Corporation's remaining assets to:

- (a) one or more domestic corporations, societies, or organizations which have qualified for nonprofit and tax-exempt status under Code Section 501(c)(3), and which are engaged in activities substantially similar to those of the Corporation, or
- (b) the federal, state or local government for exclusively public purposes.

Article X


AMENDMENT OF BYLAWS

The Bylaws of the Corporation may be altered, amended, added to, or repealed by majority vote of the entire Board of Trustees as is necessary or appropriate to carry out the purposes of the Corporation to the fullest extent permitted by law. No such alteration, amendment, repeal or adoption shall in any way conflict with the purposes of the Corporation as stated in its Articles of Incorporation or otherwise cause the Corporation to lose its qualifications as an organization described in Code Section 501(c)(3). Specific notice of the proposed amendments to the Bylaws must be given to each Trustee along with the general notice for the meeting at which the amendments will be considered.

BYLAWS CERTIFICATE

The foregoing restated and amended Bylaws consisting of this and the 19 preceding pages, were adopted as the Bylaws of this corporation on October 25, 2022. A quorum consisting of nine members of the existing thirteen member board were present and voted in favor of adoption of the foregoing Bylaws. Written notice of this meeting, including notice of changes to the Bylaws was given to all members of the Board on October 18, 2022.

Dated: October 25, 2022

  
Vera Jane He Does IT, Secretary

**District 7 HRDC**  
**STATEMENT OF FINANCIAL POSITION**  
**As of December 2022**

**Assets**

|                                 |            |
|---------------------------------|------------|
| Cash                            | \$ 838,790 |
| Investments                     | \$ 50,911  |
| Prepaid Expense and Inventories | 39,499     |
| Accounts and Grants Receivable  | 9,351,599  |
| Land                            | 239,002    |
| Building                        | 239,693    |
| Building Improvements           | 476,416    |
| Parking Lot Improvements        | 10,617     |
| Equipment                       | 144,396    |

**Total Assets** **\$ 11,390,923**

**Liabilities**

|                                     |            |
|-------------------------------------|------------|
| Accounts Payable                    | \$ 306,387 |
| Accrued Payroll, Benefits and Taxes | 563,092    |
| Deferred Revenue                    | 8,154,797  |
| Current and Long-Term Debt          | 37,122     |

**Total Liabilities** **9,061,397**

**Net Assets** **2,329,526**

**Liabilities and Fund Balance** **\$ 11,390,923**

*Note: This Statement has not been audited and excludes statements and footnotes normally accompanying such a presentation. Further, this statement is unadjusted and includes inter-company transactions and excludes unrestricted and temporarily restricted net asset segregations. Thus, the comparability to audited financial statement presentations is limited. This Statement is prepared for the sole use of the State of Montana as an attachment to the Rental Assistance Program RFP.*

**District 7 HRDC**  
**STATEMENT OF ACTIVITY**  
**For the 6 Months Ended December 31, 2022**

**Revenues and Other Support**

|                                |              |
|--------------------------------|--------------|
| Program Grants                 | \$ 6,518,749 |
| Fee for Service                | 275,435      |
| Contributions                  | 309          |
| Interest                       | 11,838       |
| Miscellaneous and Other Income | 46,907       |

**Total Revenues and Other Support** **\$ 6,853,238**

**Expenses**

|                               |              |
|-------------------------------|--------------|
| Direct Participant Assistance | \$ 3,472,653 |
| Salaries & Fringe Benefits    | \$ 2,014,166 |
| Space                         | \$ 343,463   |
| Travel & Training             | \$ 92,321    |
| Supplies                      | \$ 179,045   |
| Contract Services             | \$ 78,059    |
| Communications                | \$ 43,049    |
| Depreciation                  | \$ 27,686    |
| Equipment                     | \$ 82,997    |
| Fund Raising                  | \$ -         |
| Other Expenses                | \$ 3,776     |
| Administrative                | \$ 445,267   |

**Total Expenses** **6,782,482**

**Increase in Net Assets** **70,756**

**Beginning Net Assets** **2,258,770**

**Net Assets at Year-to-Date** **\$ 2,329,526**

*Note: This Statement has not been audited and excludes statements and footnotes normally accompanying such a presentation. Further, this statement is unadjusted and includes inter-company transactions and excludes unrestricted and temporarily restricted net asset segregations. Thus, the comparability to audited financial statement presentations is limited. This Statement is prepared for the sole use of the State of Montana as an attachment to the Rental Assistance Program RFP and is presented in a functional expense format.*



## DISTRICT 7 HRDC BOARD OF TRUSTEES

| Board Member                                               | Address | Residence | Phone | Sector     | Representing                    | Year(s)<br>on Board |
|------------------------------------------------------------|---------|-----------|-------|------------|---------------------------------|---------------------|
| <b>Tyrel Hamilton</b>                                      |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2024                                    |         |           |       | Public     | Stillwater Co. Comm.            | 2021                |
|                                                            |         |           |       |            |                                 |                     |
| <b>Business Committee</b>                                  |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>James (JV) Moody</b>                                    |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2026                                    |         |           |       | Public     | Sweet Grass Co. Comm.           | 2019                |
|                                                            |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>John Ostlund</b>                                        |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2025                                    |         |           |       | Public     | Yellowstone Co. Comm.           | 2022                |
|                                                            |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Joe Aguilar (Treasurer - 2st Term 7/1/23 - 6/30/24)</b> |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2026                                    |         |           |       | Low Income | Yellowstone Co.                 | 2017                |
|                                                            |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Program Development Committee</b>                       |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Lara Strickland</b>                                     |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2024                                    |         |           |       | Low Income | Stillwater County               | 2019                |
|                                                            |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Leon Pattyn (Chair - 2nd Term 7/1/23-6/30/24)</b>       |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2026                                    |         | Billings  |       | Low Income | SW Corridor Task Force          | 2002                |
|                                                            |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Business Committee - Chair</b>                          |         |           |       |            |                                 |                     |
| <b>Audit Committee</b>                                     |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Mark Vinger</b>                                         |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2025                                    |         | Billings  |       | Private    | Montana Dakotas Utility Company | 2008                |
|                                                            |         |           |       |            |                                 |                     |
| <b>Business Committee</b>                                  |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Scott Miller</b>                                        |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2025                                    |         | Red Lodge |       | Public     | Carbon Co. Comm.                | 2022                |
|                                                            |         |           |       |            |                                 |                     |
| <b>Program Development Committee</b>                       |         |           |       |            |                                 |                     |
| <b>Business Committee</b>                                  |         |           |       |            |                                 |                     |
|                                                            |         |           |       |            |                                 |                     |
| <b>Michael Kenney</b>                                      |         |           |       |            |                                 |                     |
| 3 year Bd Term / 6-2026                                    |         | Billings  |       | Private    | small business owner            | 2021                |
|                                                            |         |           |       |            |                                 |                     |

|                                                                   |                 |            |  |            |                    |      |
|-------------------------------------------------------------------|-----------------|------------|--|------------|--------------------|------|
| Business Committee                                                |                 |            |  |            |                    |      |
| <b>Tamara Good</b>                                                |                 |            |  |            |                    |      |
| 3 year Bd Term / 6-2025                                           |                 | Billings   |  | Private    | RiverStone Health  | 2017 |
|                                                                   |                 |            |  |            |                    |      |
| Program Development Committee                                     |                 |            |  |            |                    |      |
| <b>Troy Boucher (Vice Chair - 2nd Term 7/1/23-6/30/24)</b>        |                 |            |  |            |                    |      |
| 3 year Bd Term / 6-2026                                           |                 | Billings   |  | Private    | Boucher & Assoc.   | 2011 |
|                                                                   |                 |            |  |            |                    |      |
| Program Development Committee - Chair                             |                 |            |  |            |                    |      |
| <b>Vera Jane He Does It (Secretary - 2nd Term 7/1/23-6/30/24)</b> |                 |            |  |            |                    |      |
| 3 year Bd Term / 6-2025                                           |                 | St. Xavier |  | Low Income | Big Horn Co.       | 2006 |
|                                                                   |                 |            |  |            |                    |      |
| Business Committee                                                |                 |            |  |            |                    |      |
| <b>Public - Vacant</b>                                            |                 |            |  |            |                    |      |
| 3 year Bd Term / 6-2025                                           | Big Horn County |            |  | Public     | Big Horn Co. Comm. |      |
| Email:                                                            |                 |            |  |            |                    |      |
|                                                                   |                 |            |  |            |                    |      |
| <b>Peggy Streeter</b>                                             |                 |            |  |            |                    |      |
| 3 year Bd Term / 6-2024                                           |                 | Billings   |  | Low Income | Yellowstone        |      |
|                                                                   |                 |            |  |            |                    |      |
| <b>Private - Vacant</b>                                           |                 |            |  |            |                    |      |
| 3 year Bd Term / 6-2024                                           |                 |            |  |            |                    |      |
| Email:                                                            |                 |            |  |            |                    |      |
| Business Committee                                                |                 |            |  |            |                    |      |
| Program Development Comm.                                         |                 |            |  |            |                    |      |

\*Agendas and information needs to be mailed to board members.



U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR  
P. O. BOX 1177  
HELENA, MONTANA 59601  
MAR 3 0 1967  
MAR 3 0 1967

IN REPLY REFER TO  
Form L-17B  
Code 414:ME  
HEL:EO:67-11

|                                                                                                   |                             |
|---------------------------------------------------------------------------------------------------|-----------------------------|
| PURPOSE<br>Charitable                                                                             |                             |
| ADDRESS INQUIRIES & FILE RETURNS WITH<br>DISTRICT DIRECTOR OF INTERNAL REVENUE<br>Helena, Montana |                             |
| FORM 990-A RE-<br>QUIRED                                                                          | ACCOUNTING PERIOD<br>ENDING |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                               | June 30                     |

Community Action Program of Billings  
and Yellowstone County  
1803 Virginia Lane  
Billings, Montana 50102

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

*Nelson L. Sealey*

Nelson L. Sealey  
District Director

cc: James W. Thompson  
117 North 27th Street  
Billings, Montana 59101

Address any reply to: P.O. Box 21224, Seattle, Washington 98111  
Department of the Treasury

Contact: Ms. Freddie L. Curry  
Phone: (206) 442-4933

District Director  
Internal Revenue Service

Date: JUL 1 0 1978 In reply refer to: EP/EO:SU:FLC

District 7 Human Resources  
Development Council  
2518 - 1st Avenue North  
Billings, MT 59101

Date of Exemption: March 30, 1967  
Internal Revenue Code Section: 501(c)(3)

JUL 24 1978

Gentlemen:

Thank you for submitting the information shown below. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

*Arturo O. Jacobo*

District Director

| <u>Item Changed</u> | <u>From</u>                                                                              | <u>To</u>                                                                       |
|---------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Name and address.   | Community Action Program<br>Of Billings and Yellowstone<br>County<br>2714 Montana Avenue | District 7 Human<br>Resources Development<br>Council<br>2518 - 1st Avenue North |

## **b. Qualification of Providers**

Denise Jordan has 32 years of experience in non-profit, the last 12 as CEO of District 7 HRDC. She has a BS in Business Administration and is certified by The National Development Council as an Economic Development Finance Professional. She has additional training in Financial Management, Cash Flow Analysis, and Portfolio Management. Ms. Jordan leads an agency that serves the community through 24 separate programs. She works closely with funding agencies to ensure progress and quality in all programs.

Shanna Fredrickson, Director of Finance, has 18 years accounting and financial reporting experience. Her experience includes audit services for non-profit organizations with specialized experience in OMB Circular A-133 compliance requirements. Ms. Fredrickson's role will include management of program financial accounts, insuring compliance with non-profit industry standards, regular financial reports, and providing overall accounting and review.

Jessica Kannegiesser has 3 years of experience as the Program Director of Emergency Services at HRDC. She has a Bachelor of Science Degree in Business Administration. She has a strong background in program eligibility and reporting, including HUD requirements and regulations. Her experience includes program implementation and evaluation. She has served those with many skills and few barriers as well as those with few skills and multiple barriers.

Sandie Green, Client Advocate, has been with HRDC for over 1 year. She has a Bachelor of Science in Special Education/Elementary Education. She has 28 years of experience working as a Behavior Specialist in the public schools system, working with high at risk students and families. Daily work with Parole, probation and law enforcement agencies, as well as a liaison for other community programs.

# Amy Ensign

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## PROFESSIONAL EXPERIENCE

- District 7 HRDC** **Billings, Montana**  
**Pathways, SNAP E&T and FDPIR Program Director** **06/2020-Current**
- Provide program leadership and oversight, including grant and budget management
  - Ensure effective operation of youth employment and training programs, transitional living program and alternative education program.
  - Responsible for hiring and supervision of staff, volunteers, and interns.
  - Participate on agency leadership team.
  - Create program work plans and assist with agency strategic planning.
  - Lead staff in meeting program objectives and goals.
  - Establish and maintain community partnerships and represent HRDC at community meetings.
- Friendship House of Christian Service** **Billings, Montana**  
**Program Director** **07/2019-05/2020**
- Provide program leadership and oversight
  - Ensure effective operation of licensed childcare facility, including preschool, after school, counseling, and teen programs
  - Responsible for hiring and supervision of staff, volunteers, and interns.
  - Level 7 on the Montana Early Childhood Registry
  - Establish and maintain partnerships with area schools and other community organizations
  - Participate on Billings Leadership Foundation leadership team
- District 7 HRDC** **Billings, Montana**  
**Youth Program Director** **02/2013-07/2019**
- Provide program leadership and oversight, including grant and budget management.
  - Ensure effective operation of youth employment and training programs, transitional living program and alternative education program.
  - Responsible for hiring and supervision of staff, volunteers, and interns.
  - Participate on agency leadership team.
  - Create program work plans and assist with agency strategic planning.
  - Lead youth staff in meeting program objectives and goals.
  - Establish and maintain community partnerships and represent HRDC at community meetings.
  - Co-coordinate Point in Time Homeless Survey for five county area (2015 – 2019).
- District 7 HRDC** **Billings, Montana**  
**Youth Program Coordinator** **09/2009-02/2013**
- Provide program leadership and oversight, including grants and budget management.
  - Ensure effective operation of Harmony House Program and Youth E & T Programs.
  - Ensure all program contract requirements and state and federal regulations are met.
  - Responsible for hiring and supervision of staff, volunteers, and interns.
  - Review program records to ensure accurate reporting.
  - Coordinate activities to meet program objectives.
  - Provide after hours on-call consultation and crisis management.

**District 7 HRDC  
WoRC Case Manager**

**Billings, Montana  
08/2006-8/2009**

- Provide self-sufficiency planning to TANF participants residing in Carbon, Stillwater, Sweet Grass and Yellowstone counties.
- Establish and maintain Work Experience sites for participant volunteer hours.
- Keep detailed records of all communication and maintain accurate client files.
- Certified to facilitate soft skills training course "Workin' It Out."
- Perform outreach to Carbon, Stillwater and Sweet Grass Counties.

**District 7 HRDC  
Childcare Eligibility Specialist/LIEAP Client Service Worker**

**Billings, Montana  
10/2005-08/2006**

- Assist program applicants in completing program applications and process provider payments
- Update childcare certification plans for participating clients and enter childcare information on the appropriate computer program
- Maintain accurate files and input client information into state agency database to ensure accuracy of benefit amount

**EDUCATION**

Montana State University-Billings, Bachelor of Science in Sociology, 2008  
Minor in Early Childhood Studies

**Billings, Montana**

Pensacola Junior College, Associate of Arts in Education, 2004

**Pensacola, Florida**

# Carrie Mikes

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## Professional Experience

### **The Home Center (HRDC7), Billings, MT**

**Jul 2015-present**

*HUD Certified Housing Counselor – Budget Coach – Financial Educator*

Developed and implemented Money Foundations financial workshops for adults and teens (Tumbleweed and Life Skills HRDC7). Budget coaching and rental counseling. Excellent database management for client files and reports for NWMT and HRDC7. Provide HUD compliant pre-purchase education and counseling for clients purchasing a home. Review income, expenses, budgeting, savings; credit and develop an Action Plan. Review loan types and down payment assistance.

### **Housing Authority of Billings, Billings, MT**

**Sept 2009 – Jul 2015**

*FSS/Homeownership Coordinator – Housing Specialist*

Assisted clients in creating Action Plans to achieve employment, self-sufficiency, and homeownership. Coordinated with community agencies to provide supportive services. Managed Montana Dept. of Commerce HCHV (Section 8), Moderate Rehabilitation and HCHV Homeownership program clients.

### **Vintage Suites Assisted Living, Billings, MT Jun 2008-Sep 2009**

*Activities Director –*

As a Director, I was involved in the hiring of staff for management positions and volunteer supervision. Provided activities for the elderly population including exercise, entertainment, field trips, special events, memory care and social activities.

### **Riverstone – (Yellowstone City-County Health Department)**

**June 2005-Sep 2008**

#### **Yellowstone Health Partnership -Big Sky Hospice; Billings, MT**

*Special Events Coordinator –*

Managed two major fundraising events, annual appeal and United Way Campaign, supervised volunteers and staff. Donor data base management.

### **Alzheimer's Association Montana Chapter, Billings, MT**

**Feb 2003-Jun 2005**

*Office Manager and Fund Development –*

Managed statewide office; event planning, educational conferences, grant writing, fund raising, volunteer supervision, public relations and marketing. Maintained the data base for memorials, honorariums and mailing lists. Edited and prepared written material for publication; and designed and typeset the newsletter. Provided guidance and materials to support group facilitators and families throughout the state

### **Community Resource Alternatives, Inc., Billings, MT**

**2000-2002**

*Executive Fundraiser –*

Duties included grant writing and fundraising; marketing and public relations; brochures and newsletter design; data base compilation and administrative support to the CEO.

### **Sharp Illustrated, Billings, MT**

*Owner and publisher of Tidbits of Billings –*

Sold advertising, designed and created display advertising, typeset and prepared the paper for publication and distribution.

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## EDUCATION

### **Montana College of Mineral Science & Technology, Butte, MT**

*B.S. Environmental Engineering – graduated with honors – Mu Beta Phi*

# Carrie Mikes

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## Further Educational Seminars, Training & Certificates

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- Mastering the Basics of Grant Writing Workshop – Dana Meyers
- Association of Fundraising Professionals Conference
- “The Primacy of Emotional Literacy for Personal & Organizational Effectiveness”
- Grant Writing Course – Rocky Mountain College
- Fundraising and Grant Writing Fundamentals – Commonweal Consulting
- Development Conference – Alzheimer’s Association Atlanta Georgia
- Power of Attorney Issues – Montana Legal Services
- The Art and Science of Grant Writing – US Dept of Housing & Urban Development
- Telling Your Story, Selling Your Program: Media and P.R. – Commonweal Consulting
- How to Deliver Exceptional Customer Service Part 1– Steve Beck
- How to Deliver Exceptional Customer Service Part 2 – Steve Beck
- Housing Choice Voucher Eligibility, Income and Calculation Certification
- Motivational Interviewing- Dr Christine Fiore
- HO250 Homeownership Counseling Certification: Principles, Practices and Techniques Part 1 (NTI)
- HO208el: Building Skills for Financial Confidence (NTI)
- HO209b: Delivering Effective Financial Education for Today's Consumer (NTI)
- HO310 Financial Coaching: Helping Clients reach Their Goals (NTI)
- HO200 Tackling the HUD Counselor Exam Step by Step
- Certified HUD Housing Counselor Exam Passed
- ML220 The Art and Science of Group Facilitation
- HO265 Counseling Clients Seeking Rental Counseling
- HO255 Effective Approaches to Student Loan Counseling
- HO229 Homebuyer Education Methods: Training the Trainer
- HO045 Navigating Credit Concerns Amidst an Eviction/Foreclosure (VTI)
- HO001 Foreclosure Tune-Up (VTI)
- HO030 Counseling Solutions for Vulnerable Populations and Homelessness in Times of Crisis (VTI)
- HO043 Trauma-Informed and Equity-Focused Approaches to Service Delivery (VTI)
- HO010 Understanding the Skills Needed to be a Successful Financial Coach (VTI)
- HO214 Design, Deliver and Market Your Financial Capability Program Virtually (VTI)
- ML285 Coaching For Transformation

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## TECHNICAL KNOWLEDGE

**Microsoft Word, Excel, PowerPoint, Canva, Outlook, Calendly, Zoom, Google Docs, Publisher, Helloworks, HAPPY, mPact Pro, cMax, Quickbooks,, PageMaker, ACT, Kintera, Raiser’s Edge, Tenmast**

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# Denise Jordan

**FUNCTIONAL RESPONSIBILITIES**

**CHIEF EXECUTIVE OFFICER**

Conducts the administrative business of the HRDC. Supervises all HRDC staff, paid or volunteer. Interprets and applies the policies and procedures of the HRDC Board of Trustees within the framework of Congressional legislation and other appropriate government directives.

**PROFESSIONAL ACHIEVEMENTS**

**EXPERIENCE AND QUALIFICATIONS**

- Works collaboratively with the Board of Trustees in leading HRDC to a more mature organization capable of delivering on its long term vision and mission.
- Recommends yearly budget for Board approval and manages the financial, capital and human resources within budget guidelines in accordance with current laws and regulations.
- Effectively manages the human resources of the organization according to personnel policies and procedures that fully conform to current laws and regulations.
- Assures HRDC’s programs and supportive services are consistently presented in a strong, positive image to relevant stakeholders.
- Oversees planning and development of the organization, provides vision and leadership for strategic day-to-day program implementation.
- Reviews, maintains and prepares Agency contracts including grants, rental or lease. Assists Agency Directors in preparing program budgets. Research, gather, prepare and maintain data for calculation in budget, reconciliation or other analysis reports.
- Exhibits independent judgment in the development, implementation and evaluation of plans, procedures and policies for the betterment of HRDC.

**CERTIFICATIONS AND ACHIEVEMENTS**

- Certified by The National Development Council: Economic Development Finance Professional.
- Appointed by Governor Marc Racicot to the Micro-business Advisory Council (2000).
- Fifteen years loan administration experience. Program Manager for Families Saving for Tomorrow Project, Car Loan Program, Micro-business Loan, and General Relief Program.
- Responsible for numerous technology projects. Highly computer literate, especially in the area of data management.

**WORK HISTORY**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

1991 to Present

- Chief Executive Officer: 2011-present
- Manager of Budget & Contracts: 2007-2011
- Program Director/Loan Officer/Clerical Supervisor 1992-2007
- Client Service Worker 1991-1992

**EDUCATION**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

University of South Dakota



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

|                                                |                                                          |
|------------------------------------------------|----------------------------------------------------------|
| <b>Job Description Title:</b> Program Director | <b>Department/Program:</b> Emergency Services, Section 8 |
| <b>Reports To :</b> Chief Executive Officer    | <b>FLSA Status:</b> Exempt                               |
| <b>Supervisory Position:</b> Yes               | <b>Position Status:</b> Full time                        |
| <b>Prepared By:</b> Human Resources            | <b>Revision Date:</b> December 2020                      |

### **JOB SUMMARY**

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Program Director is delegated the responsibility for directing, administering and overseeing the Emergency Services and Section 8 programs. The incumbent will be responsible for ensuring that all state and federal guidelines, and grant and contract requirements are met; assisting staff to perform their jobs effectively; and act as a liaison between staff and other related agencies.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

## ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Coordinate closely with CEO, Director of Operations and staff to ensure effective operation of program contract requirements, and state and federal regulations are met.
- Monitor program(s) operating budgets and expenses. Prepare comprehensive program reports.
- Coordinate all elements of program(s) to ensure cohesiveness internally and with other key agencies in the community.
- Evaluate program(s) on an on-going basis. Recommend and implement authorized program development/changes.
- Communicate and implement policy and policy changes to his/her staff
- Resolve employee and client grievances according to established policy and procedures
- Research and assist in grant writing and funding opportunities
- Serve as liaison for all program related matters internally and with other key agencies within the community
- Attend meetings on behalf of HRDC and maintain on-going communication and networking with community partners and funders.
- Establish new partnerships.
- Establish, monitor, and supervise staff in achievement of agency and program goals.
- Implement agency work plans at the program level to ensure achievement of set goals
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.
- Supervise and lead subordinate staff and volunteers in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Participate in the selection process, performs employee evaluations, enforces discipline, and terminations as required.
- Ensures that appropriate training has been provided to his/her staff as needed
- Demonstrate competency in leadership; develops and maintains an effective team

### Additional Knowledge, Skills and Abilities

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.

- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree (B. A.) in Human Services or related field and at least six (6) year's experience in related human services field with a minimum of four (4) years of supervisory experience, or equivalent combination of education and experience to fully fulfill the requirements of the position.

### **Other:**

- Must have thorough knowledge of budgeting and expense procedures for program operations.
- Ability to supervise and lead program staff in a fair and productive manner in accordance with the organization's policies and applicable laws.
- Strong organizational, listening and communication skills, including both verbal and written are required.
- The employee must be a team player to ensure overall program success.
- Prefer knowledge of local labor market information and employer expectations

### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

|                                                   |                                                |
|---------------------------------------------------|------------------------------------------------|
| <b>Job Description Title:</b> ESG Client Advocate | <b>Department/Program:</b> Emergency Solutions |
| <b>Reports To (Title):</b> Program Manager        | <b>FLSA Status:</b> Non-Exempt                 |
| <b>Supervisory Position:</b> No                   | <b>Position Status:</b> Full-Time              |
| <b>Prepared By:</b> Human Resources               | <b>Revision Date:</b> October 2022             |

### **JOB SUMMARY**

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Client Advocate is delegated the responsibility of assisting participants in the Emergency Solutions Grant Program to become self-sufficient through assessing their strengths and needs and by connecting them with resources to assist in removing barriers.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Gathers documentation from clients to determine program eligibility.
- Conduct client advocacy through weekly or bi-weekly intensive case management meetings.
- Explain complex state requirements to program participants, translate those requirements into steps and action plans and assist participants in overcoming barriers.
- Maintain individual case files with required, extensive and detailed documentation including applications, case notes and supportive services as required by federal, state and agency funding requirements.
- Effectively utilize state data system for all advocacy activities with participants including; completing assessments, making community resource referrals, developing goals and action plans.
- Help participants identify strengths and needs for interventions. Provide guidance to participants in needed areas and connect them to available resources.
- Help participants to access programs or resources needed to overcome barriers and assist participants to navigate resources and systems including accessing childcare, gaining transportation, getting into recovery programs, registering for training programs, applying for SSI, etc.
- Efficiently balance time developing relationships with participants/advocating for their needs and completing all data input and detailed file requirements.
- Implements agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.
- Other duties as assigned.

**Additional Knowledge, Skills and Abilities:**

- Strong organizational, listening and communication skills, including both verbal and written are required.
- Prefer knowledge of local housing market information and landlord expectations
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.

- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Minimum qualifications are bachelor's degree in Human Services or related field and 1 (one) year direct experience in case management; or high school diploma or equivalent and a minimum of three (3) years direct case management experience; or equivalent combination of education and experience to fully meet the obligations of the position.

### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# JESSICA KANNEGIESSER

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Graduated Business Professional with a Bachelor of Science in Business Administration- Management (BSBA) and Marketing (BSBA) from the Montana State University of Billings, AACSB-accredited College of Business. Competent, dedicated, and loyal professional.

## **PROFESSIONAL EXPERIENCE:**

**HRDC District 7**..... 2020 – Current

Emergency Services Program Director

- Supervise and lead subordinate staff in a fair and productive manner in accordance with the agency’s policies, and applicable state and federal laws. Participate in the selection process, conduct employee evaluations, and enforce discipline, and terminations as required.
- Coordinate closely with the Executive Management team and other staff to ensure the effective operation of program contract requirements, and state and federal regulations are met.
- Lead and evaluate programs on an ongoing basis. Recommend and implement program development opportunities and changes. Identify and develop new programs to meet the needs of the community.
- Monitor program operating budgets and expenses, and budget development; prepare comprehensive program reports, budget analysis. Ensure proper expenditures are enforced.
- Attend meetings on behalf of HRDC and maintain ongoing communication and networking with community partners and funders.
- Process eligibility determinations for various federally funded program; Wheels to Work, Montana Emergency Rental Assistance Program, Emergency Solutions Grant, Housing Opportunities for Persons With Aids (HOPWA), and Housing Choice Voucher (Section 8).
- Intensive case management including; landlord and tenant mediation, budgeting, resume and cover letter building, employment and rental application process and search, life skills and goals, navigation of referrals and resources in community, and credit rebuilding.
- Provide NSPIRE-V home inspections for the Montana Department of Commerce Housing Choice Voucher program prior to initial voucher lease up and bi-annually thereafter.

**Boy Scouts of America** ..... 2018 - 2020

District Executive

- Manage various program budgets and expenses, and prepare extensive program reports.
- Evaluate programs on an ongoing basis, recommend and implement, and follow up on authorized program development/changes.
- Research and assist in fundraising, marketing, grant writing, and other funding opportunities.
- Establish new partnerships, network in the community, and serve as the main liaison for the Boy Scouts of America for all related matters internally and with other key agencies.
- Recruit to fill leadership roles, and establish, monitor, and supervise volunteers in the achievement of the district and program goals.

- Implement plans at the District level to ensure the achievement of set goals including finance, membership, and manpower.

**Walla Walla Mental Health Clinic of Billings** ..... 2018 - 2018

Business Analyst & Consultant: Overall business consultation to provide financial sustainability demonstrated through business model and plan.

- Contract work; Group lead and liaison. Increased grant visibility and created financial incentives for the clinic through client copayment, insurance, and donation programs.

**Adult Resource Alliance** ..... 2017 - 2018

Marketing Coordinator and Volunteer Coordinator

- Marketing Assistant & Volunteer Coordinator: Designed a new marketing campaign to increase attendance and raise awareness in the target market. The campaign "Keeping Up with You," launched in May 2018.

**The Montana State University of Billings, Student Union Department** ..... 2014 - 2018

Creator and coordinator; managed all aspects of the university program to increase pride and enrollment statistics. Executive Assistant to the Director of Student Activities and Events.

- Achieved an 89% increase in participation.
- Email systems management, full interaction maintained on websites, social media, and blogs.

**Sport Clips** ..... 2013 - 2017

Stylist, Key holder, Assistant Manager, Manager, Fundraiser, Marketing Coordinator

- Spearheaded national Help-A-Hero fundraiser for the month; including, securing donations, auction money, and prizes. Delegated funds for local school sponsorships.
- Launched advertising and marketing segments securing business with high-profile customers, including, Scheels, Fed Ex, Universal Sports, and UPS.
- Trained Five Point Play and managed girls to top performers, held education classes for stylists working with product reps, and educated stylists on CRM and My Sales software programs.

**EDUCATION:**

**Montana State University of Billing**

College of Business, Accreditation by the Association to Advance Collegiate Schools of Business International (AACSB).

- Bachelor of Science in Business Administration- Management
- Bachelor of Science in Business Administration- Marketing

**VOLUNTEER WORK:**

**College of Business Student Advisory Board to the Dean and Department** ..... 2015 - 2018

Serves to provide effective communication among the Dean’s Office, faculty, staff, and students.

- Provide advice to the Dean and Business Advisory Board on matters relating to business education and the college community as well as promote the college and its student organizations to internal and external customers.

**St. Vincent Call for Kids Radiothon Fundraiser ..... 2017**

Fundraiser for pediatric unit advertised through local radio stations in Billings Montana and the surrounding areas.

- Assisted with all aspects of the fundraiser during live channel time by assisting callers on phone.

**St. Vincent SAINT Ball ..... 2018**

Premier fundraising event drawing more than 1,000 guests and raising more than 1 million dollars.

- Direction over large-scale auction entries and deliveries and liaison for guests.

**Den Leader/Committee Chair for the Boy Scouts of America ..... 2018 - Current**

Run meetings for the boys weekly, enrich, and provide program content resulting in their advancement in the Boy Scouts of America ranks.

|                    |                        |                            |
|--------------------|------------------------|----------------------------|
| Microsoft Office   | Leadership Coaching    | Extensive Customer Service |
| Microsoft Project  | Commercial Sets/Shoots | Training/Job Coaching      |
| Bookkeeping        | Fundraising            | Recruitment/Hiring         |
| Project Management | Grant writing          | QRA Suicide Prevention     |
| Management         | Public Speaking        | SERV Safe Certified        |
| Advertising        | Human Resource         | Research                   |
| Adobe Photoshop    | Billing/Filing         | Youth Protection Training  |
| WordPress          | Windows                | OMB                        |
| Bartender          | Mailchimp              | Bookkeeping                |
| Email System       | Training               | Effective Communication    |
| Team Player        | Facebook               | Program Development        |
| Outlook            | Budgeting              | Employee Retention         |
| HAPPY System       | CDS                    | ServicePoint               |
| NSPIRE             |                        |                            |

# Shanna Fredrickson

## FUNCTIONAL RESPONSIBILITIES

### DIRECTOR OF FINANCE

Maintaining the day-to-day operating system for the Agency’s Finance Department including payroll, accounts payable, accounts receivable, daily cash balances, petty cash, purchase orders, fixed asset system, prepaid inventories, and monthly, quarterly and annual reconciliations and reports. Supervises Finance Department staff. Interprets and applies the policies of the HRDC Board of Trustees.

## PROFESSIONAL ACHIEVEMENTS

### EXPERIENCE AND QUALIFICATIONS

- Oversee daily financial and accounting operation to meet the daily operating goals, objectives and deadlines of the Finance Department and the Agency.
- Monitor approved financial systems to meet various requirements, policies and regulations.
- Works collaboratively with the CEO and Program Directors on implementation of the Agency vision and mission.
- Prepares monthly, quarterly, and annual reconciliations of various general ledger accounts, funds, and other information as necessary in accordance with current laws and regulations.
- Effectively manages the finance department according to personnel policies and procedures that fully conform to current laws and regulations.
- Reviews, and prepares agency contracts including grants, rental or lease. Assists Agency Directors in preparing program budgets. Research, gather, prepare and maintain data for calculation in budget, reconciliation or other analysis reports.
- Develop, propose, implement and maintain financial policies, procedures, and systems to ensure appropriate stewardship and in accordance with the Agency’s function, audit needs, and guidance.
- Prepare financial reports as requested for the CEO and Board of Trustees.
- Exhibits independent judgment in the development, implementation and evaluation of plans, procedures and policies for the betterment of HRDC.

## WORK HISTORY

### DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

2005 to Present

- |                                                                                                                                                                                                         |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Director of Finance</li> <li>➤ Manager of Budget &amp; Contracts:</li> <li>➤ Controller</li> <li>➤ Assistant Controller</li> <li>➤ Staff Accountant</li> </ul> | <p>2016-present</p> <p>2012-2016</p> <p>2011-2012</p> <p>2006-2007</p> <p>2005-2006</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

## EDUCATION

### B.S.B.A. INFORMATION SYSTEMS EMPHASIS

Montana State University – Billings

# Nathan Maycroft

Resume - Updated November 14th, 2023

## EXPERIENCE

### HRDC7, Billings MT — HUD Certified Housing Counselor

October 2021 - PRESENT

Provides Housing Counseling services and facilitates Homebuyer Education workshops. Prepares clients for homeownership. Networks with community members to provide the best opportunities for clients. Utilizes client management systems to manage data and trends.

### Lewis and Clark Motel, Bozeman MT — Front Desk Agent

September 2017 - February 2021

Maintained and facilitated hotel operations. Primarily worked as the night auditor and evening desk services. Facilitated guest check-ins and check-outs. Operated client management systems to ensure stable operations.

### University Food Services, Bozeman MT — Student Manager

August 2014 - May 2017

Managed a diverse multicultural team of students to provide meals to a large student population. Used effective time management skills to prioritize and complete necessary operations.

## EDUCATION

### Montana State University, Bozeman, MT — Economics

August 2012 - December 2020

Attended full time and part time. Earned a degree in Economics with a heavy emphasis on Business Management.

## PROJECTS

### Homebuyer Education Course Program — *In-Person Homebuyer Education Course Facilitator in Billings, MT*

Helped develop a new Homebuyer Education class for members of the community and surrounding areas.

## SKILLS

Customer Service Experience  
Data Management Experience  
Excellent Team Member  
Time Management Skills  
Attentive to Macroeconomic trends

## Certifications

HUD-Certified Housing Counselor

Foreclosure Prevention and Mitigation Training

Homebuyer Education Certificate

## PERTINENT EXPERIENCE

Excel: General Data Management and Analysis

STATA / R: Statistical Modeling Software

CMax / mPactPro: Client Management System

# Sandie Green

## EXPERIENCE

### **Alexa's Accounting, Billings, MT — Bookkeeper**

December 2020 - PRESENT

Daily Booking, tax filing, Client privacy, organization, financial planning

Alexa Coolahan - Owner

### **Billings Public Schools, 415 N 30th, Billings, MT — Teacher**

August 1994 - June 2022

Behavior Specialist, Continuous work with High At Risk Students and families, daily work with Parole, probation and all Law Enforcement agencies, Case management for all students, Lead teacher for Frameworks Program ( Long Term Suspended students from all three Billings High Schools), Safety management for students and staff, liaison for treatment programs, job programs, Montana Youth Challenge, Grant Writer for needed funding programs, Interventionist for students in Foster Care and/or in the correctional system, counseling, Holding to a hard line so that students know where they stood, staff management , parent and student management, state record compliance, Jobs for Montana Graduates Specialist, Special Needs specialist.

Judy Povilaitis - Director of Student Services

### **Montana Pro Rodeo Hall & Wall of Fame, Billings, MT — Recording/ Corresponding Secretary**

March 2020 - Present

Record and communicate with Board of directors, Correspond with Scholarship recipients, record and keep monthly minutes and records for years to follow, host fundraisers for scholarships

Brent Jordan

## EDUCATION

### **Eastern Montana College (MSU- Billings), Billings, MT — B.S. Special Education/ Elementary Education**

August 1987 - Dec 1991

Bachelors in Special Education and Elementary Education, Minors in Physical Education and Computer Science/ 30 years experience in all areas.

## SKILLS

Student & staff Management

Organization Skills

Behavioral Management

SKills

Communication Skills

Time Management

Safety Management

Law Enforcement Liaison

## AWARDS

2 Time Edwards Educational Grant Winner

2021 Jobs for America's Graduates Impact Achievement Award

2022 Jobs for Montana Graduates Impact Achievement Award

## LANGUAGES

English

### **Miles Community College, Miles City, MT — A.S. Pre Law**

August 1985 - June 1988

General studies with emphasis on Pre-Law

District 7 Human Resources  
Development Council  
Audited Financial Statements  
For the Years Ended  
June 30, 2022 and 2021

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

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INDEPENDENT AUDITOR'S REPORT

## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of  
District 7 Human Resources Development Council  
Billings, Montana

### **Opinion**

We have audited the financial statements of District 7 Human Resources Development Council, which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of District 7 Human Resource Development Council as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of District 7 Human Resources Development Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about District 7 Human Resources Development Council's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the accompanying Supplemental Schedules of Statements of Net Assets and/or Statements of Revenues, Expenses, and Changes in Net Assets (Supplemental Schedules) as listed in the Table of Contents, are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and Supplemental Schedules are fairly stated in all material respects in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2022 on our consideration of District 7 Human Resources Development Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of District 7 Human Resources Development Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District 7 Human Resources Development Council's internal control over financial reporting and compliance.

*Carver Florek & James, CPAs*

Carver Florek & James, CPA's

Missoula, Montana

November 30, 2022

## FINANCIAL STATEMENTS

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
STATEMENTS OF FINANCIAL POSITION  
As of June 30, 2022 and 2021**

| ASSETS                                                                                                   | <u>2022</u>                | <u>2021</u>                |
|----------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| <b>CURRENT ASSETS</b>                                                                                    |                            |                            |
| Cash and cash equivalents                                                                                | \$ 1,219,452               | \$ 1,097,077               |
| Accounts receivable                                                                                      | 41,794                     | 32,896                     |
| Prepaid expenses                                                                                         | 16,829                     | 16,611                     |
| Inventory                                                                                                | 40,268                     | 39,400                     |
| Grants receivable                                                                                        | 873,652                    | 1,019,312                  |
| <b>TOTAL CURRENT ASSETS</b>                                                                              | <u>\$ 2,191,995</u>        | <u>\$ 2,205,296</u>        |
| <b>LAND, BUILDING, AND EQUIPMENT</b>                                                                     |                            |                            |
| Land                                                                                                     | \$ 239,002                 | \$ 239,002                 |
| Buildings, net                                                                                           | 235,620                    | 235,480                    |
| Building improvements, net                                                                               | 74,433                     | 113,230                    |
| Parking lot improvements, net                                                                            | 0                          | 0                          |
| Equipment, Net                                                                                           | 94                         | 94                         |
| Grant equipment subject to right of rescission, net                                                      | 444,964                    | 234,346                    |
| <b>TOTAL LAND, BUILDING, AND EQUIPMENT</b>                                                               | <u>\$ 994,113</u>          | <u>\$ 822,152</u>          |
| <b>OTHER NON-CURRENT ASSETS</b>                                                                          |                            |                            |
| Loans receivable, net of allowance of \$27,051 and<br>\$38,646 as of June 30, 2022 and 2021 respectively | \$ 0                       | \$ 0                       |
| <b>TOTAL ASSETS</b>                                                                                      | <u><u>\$ 3,186,108</u></u> | <u><u>\$ 3,027,448</u></u> |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**STATEMENTS OF FINANCIAL POSITION, Continued**  
**As of June 30, 2022 and 2021**

|                                        | 2022         | 2021         |
|----------------------------------------|--------------|--------------|
| LIABILITIES AND NET ASSETS             |              |              |
| CURRENT LIABILITIES                    |              |              |
| Accrued payroll                        | \$ 217,377   | \$ 183,095   |
| Accounts payable                       | 233,442      | 331,502      |
| Accrued leave payable                  | 338,640      | 303,659      |
| Deferred revenues and other support    | 62,618       | 123,695      |
| Current portion of long-term debt      | 75,261       | 98,961       |
| TOTAL CURRENT LIABILITIES              | \$ 927,338   | \$ 1,040,912 |
| LONG-TERM DEBT, net of current portion | 0            | 72,025       |
| TOTAL LIABILITIES                      | \$ 927,338   | \$ 1,112,937 |
| NET ASSETS                             |              |              |
| Net assets, without donor restrictions |              |              |
| Undesignated                           | \$ 1,517,119 | \$ 1,431,436 |
| Grant designated                       | 444,964      | 234,346      |
|                                        | 1,962,083    | 1,665,782    |
| Net assets, with donor restrictions    | \$ 296,687   | \$ 248,729   |
| TOTAL NET ASSETS                       | \$ 2,258,770 | \$ 1,914,511 |
| TOTAL LIABILITIES AND NET ASSETS       | \$ 3,186,108 | \$ 3,027,448 |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**STATEMENTS OF ACTIVITIES**  
**For the Years Ended June 30, 2022 and 2021**

| NET ASSETS WITHOUT DONOR RESTRICTIONS           | 2022          | 2021          |
|-------------------------------------------------|---------------|---------------|
| REVENUE AND SUPPORT                             |               |               |
| Program grants                                  | \$ 9,983,251  | \$ 10,890,018 |
| Fees for service                                | 295,661       | 269,555       |
| Contributions                                   | 23,346        | 9,317         |
| Interest                                        | 878           | 255           |
| Miscellaneous                                   | 30,958        | 36,240        |
| Rental income                                   | 29,699        | 24,738        |
| In-kind contributions                           | 1,922         | 7,145         |
| Net assets released from restrictions           | 2,042         | 73,019        |
| TOTAL REVENUE AND SUPPORT                       | \$ 10,367,757 | \$ 11,310,287 |
| EXPENSES                                        |               |               |
| Program                                         |               |               |
| Community development                           | \$ 361,367    | \$ 357,584    |
| Emergency food and housing                      | 2,279,340     | 2,224,518     |
| Energy programs                                 | 2,417,687     | 2,542,558     |
| Employment assistance                           | 1,765,799     | 1,600,449     |
| Family development                              | 2,421,219     | 3,738,212     |
| Fundraising                                     | 250           | 347           |
| General and administrative                      | 825,794       | 819,649       |
| TOTAL EXPENSES                                  | \$ 10,071,456 | \$ 11,283,317 |
| Change in net assets without donor restrictions | \$ 296,301    | \$ 26,970     |
| NET ASSETS WITH DONOR RESTRICTIONS              |               |               |
| Contributions                                   | \$ 50,000     | \$ 50,000     |
| Net assets released from restriction            | (2,042)       | (73,019)      |
| Change in net assets with donor restrictions    | \$ 47,958     | \$ (23,019)   |
| Change in total net assets                      | \$ 344,259    | \$ 3,951      |
| Net assets, beginning of year                   | \$ 1,914,511  | \$ 1,910,560  |
| Net assets, end of year                         | \$ 2,258,770  | \$ 1,914,511  |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
STATEMENT OF FUNCTIONAL EXPENSES  
For the Year Ended June 30, 2022**

| PROGRAM                                 | Emergency                |                     |                     |                          |                       | TOTAL                |
|-----------------------------------------|--------------------------|---------------------|---------------------|--------------------------|-----------------------|----------------------|
|                                         | Community<br>Development | Food and<br>Housing | Energy<br>Programs  | Employment<br>Assistance | Family<br>Development |                      |
| Direct participant assistance           | \$ 6,384                 | \$ 1,236,161        | \$ 1,815,480        | \$ 140,351               | \$ 1,193,333          | \$ 4,391,709         |
| In-kind participant assistance          | 0                        | 0                   | 0                   | 0                        | 0                     | 0                    |
| Salaries and fringe benefits            | 154,253                  | 828,092             | 325,697             | 1,354,869                | 942,224               | 3,605,135            |
| Space                                   | 66,606                   | 99,232              | 58,680              | 105,941                  | 70,719                | 401,178              |
| Depreciation                            | 53,196                   | 10,339              | 35,486              | 10,864                   | 19,245                | 129,130              |
| Travel and training                     | 13,411                   | 10,006              | 51,103              | 8,287                    | 14,837                | 97,644               |
| Supplies                                | 37,955                   | 43,137              | 64,195              | 58,580                   | 79,367                | 283,234              |
| Contract & direct services              | 20,062                   | 26,416              | 39,072              | 29,434                   | 81,107                | 196,091              |
| Communications                          | 6,807                    | 20,763              | 15,976              | 32,965                   | 18,519                | 95,030               |
| Equipment rental and repairs            | 948                      | 4,382               | 11,595              | 23,777                   | 1,178                 | 41,880               |
| Interest                                | 267                      | 415                 | 403                 | 731                      | 643                   | 2,459                |
| In-kind                                 | 1,478                    | 397                 | 0                   | 0                        | 47                    | 1,922                |
| <b>Total program</b>                    | <b>\$ 361,367</b>        | <b>\$ 2,279,340</b> | <b>\$ 2,417,687</b> | <b>\$ 1,765,799</b>      | <b>\$ 2,421,219</b>   | <b>\$ 9,245,412</b>  |
| Fundraising activities                  | \$ 250                   | \$ 0                | \$ 0                | \$ 0                     | \$ 0                  | \$ 250               |
| <b>GENERAL AND ADMINISTRATIVE</b>       |                          |                     |                     |                          |                       |                      |
| Salaries and fringe benefits            | \$ 21,512                | \$ 138,889          | \$ 113,625          | \$ 218,830               | \$ 164,278            | \$ 657,134           |
| Contract services                       | 21,886                   | 18,362              | 15,196              | 20,461                   | 15,834                | 91,739               |
| Supplies and communications             | 4,553                    | 3,617               | 2,993               | 5,829                    | 4,467                 | 21,459               |
| Space                                   | 14,527                   | 4,967               | 5,115               | 7,970                    | 7,284                 | 39,863               |
| Travel and training                     | 1,200                    | 792                 | 611                 | 1,189                    | 911                   | 4,703                |
| Equipment rental and repairs            | 118                      | 417                 | 335                 | 653                      | 500                   | 2,023                |
| Depreciation                            | 2,021                    | 1,201               | 1,199               | 2,034                    | 1,822                 | 8,277                |
| In Kind                                 | 0                        | 0                   | 0                   | 0                        | 0                     | 0                    |
| Interest                                | 174                      | 81                  | 81                  | 137                      | 123                   | 596                  |
| <b>Total general and administrative</b> | <b>\$ 65,991</b>         | <b>\$ 168,326</b>   | <b>\$ 139,155</b>   | <b>\$ 257,103</b>        | <b>\$ 195,219</b>     | <b>\$ 825,794</b>    |
| <b>TOTAL EXPENSES</b>                   | <b>\$ 427,608</b>        | <b>\$ 2,447,666</b> | <b>\$ 2,556,842</b> | <b>\$ 2,022,902</b>      | <b>\$ 2,616,438</b>   | <b>\$ 10,071,456</b> |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**For the Year Ended June 30, 2021**

|                                         | Community<br>Development | Emergency<br>Food and<br>Housing | Energy<br>Programs  | Employment<br>Assistance | Family<br>Development | TOTAL                |
|-----------------------------------------|--------------------------|----------------------------------|---------------------|--------------------------|-----------------------|----------------------|
| <b>PROGRAM</b>                          |                          |                                  |                     |                          |                       |                      |
| Direct participant assistance           | \$ 38,272                | \$ 1,206,569                     | \$ 1,897,965        | \$ 92,904                | \$ 2,633,997          | \$ 5,869,707         |
| In-kind participant assistance          | 0                        | 0                                | 0                   | 0                        | 0                     | 0                    |
| Salaries and fringe benefits            | 98,081                   | 779,697                          | 429,405             | 1,269,927                | 900,789               | 3,477,899            |
| Space                                   | 158,374                  | 100,185                          | 62,756              | 107,994                  | 76,782                | 506,091              |
| Depreciation                            | 13,160                   | 12,692                           | 20,754              | 12,054                   | 11,192                | 69,852               |
| Travel and training                     | 4,925                    | 5,652                            | 30,373              | 5,948                    | 10,718                | 57,616               |
| Supplies                                | 14,919                   | 55,797                           | 30,150              | 38,184                   | 40,541                | 179,591              |
| Contract & direct services              | 13,156                   | 28,057                           | 35,824              | 19,736                   | 36,719                | 133,492              |
| Communications                          | 7,068                    | 27,284                           | 20,963              | 39,374                   | 24,943                | 119,632              |
| Equipment rental and repairs            | 2,966                    | 7,916                            | 14,119              | 13,901                   | 1,128                 | 40,030               |
| Interest                                | 911                      | 302                              | 249                 | 427                      | 377                   | 2,266                |
| In-kind                                 | 5,752                    | 367                              | 0                   | 0                        | 1,026                 | 7,145                |
| <b>Total program</b>                    | <b>\$ 357,584</b>        | <b>\$ 2,224,518</b>              | <b>\$ 2,542,558</b> | <b>\$ 1,600,449</b>      | <b>\$ 3,738,212</b>   | <b>\$ 10,463,321</b> |
| Fundraising activities                  | \$ 347                   | \$ 0                             | \$ 0                | \$ 0                     | \$ 0                  | \$ 347               |
| <b>GENERAL AND ADMINISTRATIVE</b>       |                          |                                  |                     |                          |                       |                      |
| Salaries and fringe benefits            | \$ 16,905                | \$ 130,195                       | \$ 142,616          | \$ 217,203               | \$ 163,103            | \$ 670,022           |
| Contract services                       | 13,355                   | 11,248                           | 15,746              | 17,922                   | 13,614                | 71,885               |
| Supplies and communications             | 5,933                    | 3,409                            | 3,886               | 5,738                    | 4,276                 | 23,242               |
| Space                                   | 12,865                   | 3,192                            | 5,020               | 6,444                    | 5,412                 | 32,933               |
| Travel and training                     | 2,530                    | 610                              | 696                 | 1,027                    | 766                   | 5,629                |
| Equipment rental and repairs            | 244                      | 936                              | 1,063               | 1,570                    | 1,170                 | 4,983                |
| Depreciation                            | 2,492                    | 1,607                            | 1,682               | 2,578                    | 2,247                 | 10,606               |
| In Kind                                 | 0                        | 0                                | 0                   | 0                        | 0                     | 0                    |
| Interest                                | 61                       | 57                               | 60                  | 91                       | 80                    | 349                  |
| <b>Total general and administrative</b> | <b>\$ 54,385</b>         | <b>\$ 151,254</b>                | <b>\$ 170,769</b>   | <b>\$ 252,573</b>        | <b>\$ 190,668</b>     | <b>\$ 819,649</b>    |
| <b>TOTAL EXPENSES</b>                   | <b>\$ 412,316</b>        | <b>\$ 2,375,772</b>              | <b>\$ 2,713,327</b> | <b>\$ 1,853,022</b>      | <b>\$ 3,928,880</b>   | <b>\$ 11,283,317</b> |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**STATEMENTS OF CASH FLOWS**  
**For the Years Ended June 30, 2022 and 2021**

|                                              | 2022          | 2021          |
|----------------------------------------------|---------------|---------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES:</b> |               |               |
| Cash received from/for:                      |               |               |
| Grantors                                     | \$ 10,067,834 | \$ 10,583,242 |
| Services                                     | 286,763       | 260,747       |
| Other                                        | 30,958        | 36,270        |
| Rents                                        | 29,699        | 24,738        |
| Interest                                     | 878           | 255           |
| Contributions                                | 73,346        | 59,317        |
| Cash paid to/for:                            |               |               |
| Employees                                    | (4,193,006)   | (4,164,294)   |
| Suppliers, vendors and participants          | (5,765,949)   | (6,823,523)   |
| Interest                                     | (3,055)       | (2,238)       |
| Net cash flows from operating activities     | \$ 527,468    | \$ (25,486)   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES:</b> |               |               |
| Payments for Purchase of Equipment           | \$ (309,368)  | \$ (216,444)  |
| Net cash flows from investing activities     | \$ (309,368)  | \$ (216,444)  |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES:</b> |               |               |
| Principal payments on long-term debt         | \$ (95,725)   | \$ (63,981)   |
| Loan Proceeds Received                       | 0             | 202,150       |
| Net cash flows from financing activities     | \$ (95,725)   | \$ 138,169    |
| Net change in cash and cash equivalents      | \$ 122,375    | \$ (103,761)  |
| Cash and cash equivalents, beginning of year | 1,097,077     | 1,200,838     |
| Cash and cash equivalents, end of year       | \$ 1,219,452  | \$ 1,097,077  |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**STATEMENTS OF CASH FLOWS, Continued**  
**For the Years Ended June 30, 2022 and 2021**

RECONCILIATION OF CHANGE IN NET ASSETS  
TO NET CASH FLOWS FROM OPERATING ACTIVITIES

|                                                                                                   |    | 2022     |    | 2021      |
|---------------------------------------------------------------------------------------------------|----|----------|----|-----------|
| Change in total net assets                                                                        | \$ | 344,259  | \$ | 3,951     |
| <i>Adjustments to reconcile change in net assets to net cash flows from operating activities:</i> |    |          |    |           |
| Items not affecting cash:                                                                         |    |          |    |           |
| Depreciation                                                                                      |    | 137,407  |    | 80,458    |
| <br>(Increase)/Decrease in:                                                                       |    |          |    |           |
| Accounts receivable                                                                               |    | (8,898)  |    | (8,808)   |
| Prepaid expenses and inventory                                                                    |    | (1,086)  |    | 29,690    |
| Grants receivable                                                                                 |    | 145,660  |    | (344,925) |
| <br>Increase/(Decrease) in:                                                                       |    |          |    |           |
| Accrued payroll                                                                                   |    | 34,282   |    | 6,743     |
| Accounts payable                                                                                  |    | (98,060) |    | 192,372   |
| Accrued leave payable                                                                             |    | 34,981   |    | (23,116)  |
| Deferred liabilities                                                                              |    | (61,077) |    | 38,149    |
| Net cash flows from operating activities                                                          | \$ | 527,468  | \$ | (25,486)  |

**The accompanying notes are an integral part of these financial statements**

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**Organization Structure:**

District 7 Human Resources Development Council (the HRDC) is a not-for-profit corporation organized under Internal Revenue Code Section 501(c)(3). The HRDC is located in Billings, Montana and administers a variety of federal grants, State of Montana sub-grants and contracts which provide services and activities designed to impact poverty and promote self-sufficiency. The HRDC's service area includes Yellowstone, Big Horn, Carbon, Stillwater, and Sweet Grass counties. The Board of Trustees is composed of individuals from private industry, the public sector, and low-income representatives.

**Basis of Accounting:**

The HRDC's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP) as codified by the Financial Accounting Standards Board.

**Cash and Cash Equivalents:**

For purposes of the statement of cash flows, the HRDC considers all unrestricted highly liquid investments with an original maturity of three months or less to be cash equivalents.

**Receivables:**

Accounts receivable represents miscellaneous amounts owed to the HRDC for services and are reported at unpaid principle balances less an allowance for uncollectible accounts. Allowances for uncollectible accounts are a percentage of the receivables based on past collection history. For those receivables considered fully collectible, no provision is made for bad debts. Accounts receivable at June 30, 2022 and 2021 amounted to \$41,794 and \$32,896, respectively. All amounts were considered collectible; therefore, no allowance for uncollectible accounts was considered necessary as of June 30, 2022 and 2021.

Grants receivable represents the balance of earned grant funds not received in cash. Most grants allow monthly draw-downs of cash which provide operating cash flows for program operations.

Loans receivable relates to the Home Funds Program which provided no-payment deferred home loans through the Montana Department of Commerce. (See Note 4)

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Land, Buildings and Equipment**

The HRDC capitalizes equipment purchased with HRDC funds which has a purchase price of at least \$5,000 and an expected life of one year or more at cost. Straight-line depreciation is used over estimated lives of one to twenty years. Depreciation is recorded and allocated to the programs according to the approved allocation plan. The HRDC land and building are carried at cost and are the collaterals under the Mortgage Payable.

**Compensated Absences:**

The HRDC follows generally accepted accounting principles when accounting for compensated absences. Those principles require a liability to be accrued for vacation benefits that employees have earned but have not yet taken. However, it generally does not require a liability to be accrued for future sick pay benefits, holidays and similar compensated absences until employees are actually absent.

Eligible employees may accumulate vacation and sick leave up to 480 hours. Upon termination, employees are paid 100% of their accrued vacation and may be paid for one quarter of their unused sick leave, up to 120 hours.

The HRDC records a liability and expense for vacation as it is earned. As of June 30, 2022 and 2021, the HRDC's liabilities include \$257,498 and \$226,800, respectively, for accumulated vacation. The HRDC records a liability and expense for 25% of accrued sick leave. As of June 30, 2022 and 2021, the HRDC recorded a sick leave liability of \$51,939 and \$50,573 respectively. The HRDC accrued related payroll taxes equaling \$29,203 and \$26,286 as of June 30, 2022 and 2021, respectively.

**Revenue Recognition:**

Contract revenue, grant revenue and other revenues are recognized when earned. Cash contributions are recognized when received. The HRDC does not receive pledges in its fund-raising activities.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Revenue Recognition, Continued:**

In-kind revenue represents contributed goods and services that create or enhance non-financial assets or require specialized skills, and are provided by individuals possessing those skills, and would typically need to be purchased if not provided by contribution. These contributions are valued at their estimated fair market value at the date of donation. Various individuals and organizations contributed \$1,922 and \$7,145 for program activities to the HRDC for the years ended June 30, 2022 and 2021, respectively. These contributions consisted of operating supplies, items for clients, health care, and fundraising materials and facilities. Volunteered time to assist the HRDC has not been recorded because these contributed services do not meet the requirements for recognition under generally accepted accounting principles.

**Expense Allocation and Classification:**

The HRDC has a cost allocation plan under which expenses are charged to individual programs on the following basis:

- Administrative and clerical costs are allocated on the basis of direct labor hours.
- Management and general expenses are allocated on the basis of direct labor hours.
- Building and occupancy costs are allocated on the basis of square footage.

Expenses of the individual programs are classified by function. The primary functions utilized by the HRDC are:

Direct services and program operations are expenses paid for direct goods or services for clients or are directly associated with client assistance. Examples include: rent, fuel payments, day care, work experience, weatherization, direct program staff and related expenses.

Fundraising expenses are costs which relate to fundraising activities for the operation of HRDC programs. Examples include: contracted services and space, staff and the related expenses.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Expense Allocation and Classification, Continued:**

General & administrative expenses allow the HRDC to operate and provide services to clients that are not directly attributed to client services. General and administrative expenses consist of the common costs associated with the general management of the HRDC. These costs are accumulated in cost centers and then are allocated to the various programs based on the approved allocation plan. Examples include: building, secretarial and accounting costs.

**Fund Accounting and Program Groups:**

Resources for various activities are classified for accounting and grant reporting purposes into funds established according to their nature and purpose. Separate accounts are maintained for each fund. However, in the accompanying financial statements, funds that have similar characteristics have been combined into program groups and inter-fund balances have been eliminated. The HRDC's primary program groups and their related purposes are summarized as follows:

Community Development programs provide community services, loan programs, and the general operations of the HRDC not accounted for elsewhere.

Emergency Food and Housing programs provide the distribution of commodities, housing assistance, emergency food and shelter, and indigent burial services.

Energy programs provide weatherization and fuel assistance.

Employment Assistance programs provide job counseling, career selection and prepare the eligible economically disadvantaged youth and adults for entry into the workplace.

Family Development programs provide childcare assistance and dependent care food.

**Advertising Costs:**

Costs incurred for outreach and advertising are expensed as incurred. The HRDC incurred outreach and advertising costs of \$12,417 and \$16,648 for the years ended June 30, 2022 and 2021, respectively.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Net Asset Classification:**

*Net assets without donor restrictions* represent net amounts that have been earned and expended according to contract restrictions and net amounts from generally unrestricted activities. Grant designated net assets represents the book value of equipment purchased with federal funds.

*Net assets with donor restrictions* represent net assets subject to donor- (or certain grantor-) imposed restrictions. The HRDC had \$296,687 and \$248,729 of net assets with donor restrictions as of June 30, 2022 and 2021, respectively, relating to contributions for energy assistance.

Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted support. There were no net assets restricted in perpetuity.

**Use of Estimates:**

The preparation of financial statements in conformity with generally accepted accounting principles requires that management make estimates and assumptions that affect the reported assets, liabilities, revenues, and expenses during the reporting period. Actual results could differ from those estimates.

**Concentration of Risks:**

The HRDC receives a substantial portion of its revenue from federal grants and contracts. A significant reduction in these revenues, should such an event occur, would have an effect on the HRDC's programs and activities. During the fiscal years ending June 30, 2022 and 2021, the HRDC expended \$9,718,882 and \$10,332,462 in federal grant awards. Program grants revenue represents 93.2% and 96.9% of the total revenue for the years ended June 30, 2022 and 2021, respectively.

**Income Taxes:**

Provisions for income taxes have not been recorded in these financial statements because the HRDC believes it had no net income unrelated to its exempt purposes in 2022 and 2021. With few exceptions, the HRDC is no longer subject to U.S. federal or state tax examinations by tax authorities for years before 2019.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Subsequent Events/Risks and Uncertainties:**

Management has evaluated subsequent events through November 30, 2022, the date on which the financial statements were available to be issued.

**NOTE 2. LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

|                                      | <u>2022</u>             | <u>2021</u>             |
|--------------------------------------|-------------------------|-------------------------|
| Cash and cash equivalents            | \$ 1,219,452            | \$ 1,097,077            |
| Accounts receivable                  | 41,794                  | 32,896                  |
| Prepaid expenses                     | 16,829                  | 16,611                  |
| Grants receivable                    | 873,652                 | 1,019,312               |
| Less donor restricted cash           | <u>(296,687)</u>        | <u>(248,729)</u>        |
| <br>Total financial assets available | <br><u>\$ 1,855,040</u> | <br><u>\$ 1,917,167</u> |

As part of the HRDC's liquidity management plan, they invest cash in excess of daily requirements in government securities.

**NOTE 3. CASH AND CASH EQUIVALENTS**

The HRDC participates in a Master Sweep Repurchase Agreement through a local financial institution. This agreement, entered into September 2003 and revised April 11, 2012, increases interest earnings while maintaining access to funds. After the close of the business day, the HRDC's available funds are lent to the financial institution for overnight investment and are re-deposited before the opening of business the next day. Interest earnings for the use of these funds are deposited the day after the redeposit. The funds swept in the Agreement are considered to be immediately available funds by the financial institution.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 3. CASH AND CASH EQUIVALENTS, (CONTINUED)**

Daily, the financial institution secures the funds from the HRDC with a specific undivided fractional interest in the principal amount of government securities. The securities must be direct obligations of, and guaranteed by, the United States, its agencies, or instrumentalities. Market risks associated with this agreement are similar to market risks of any government security. Potential credit risks associated with this agreement are similar to risks of a creditor if the financial institution defaulted and the security collateral did not perfect with the creditor. The securities have a current market value equal to or greater than the principal amount of the transaction. The funds invested in the Sweep Agreement are not considered deposits and are not insured by the Federal Deposit Insurance Corporation. However, the funds are collateralized by the government securities pledged by the financial institution. Due to the short-term nature of the repurchase agreement, funds swept through the agreement are considered to be cash and cash equivalents. Although Management has expressed no intention to do so, the HRDC may terminate the agreement at any time.

The interest rate was 0.05% and 0.05% for the repurchase agreement account for the years ended June 30, 2022 and 2021, respectively.

The HRDC maintains cash balances primarily in one financial institution located in Billings, Montana. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC). The HRDC's primary financial institution has pledged securities for the federal portions of dollars in excess of the FDIC limits.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 4. LOANS RECEIVABLE**

During the year ended June 30, 2011, eleven clients received no-payment deferred home loans through the Montana Department of Commerce. The loans are for a period of 10 to 15 years. The loans are not repayable as long as the home is occupied by the owner, the owner is not in default under any mortgage applicable to the property, and the property is not rented. If all loan requirements are met, the borrower is released from obligations to re-pay the amounts due under the loan. Should a condition be violated, or the home is sold to a non-qualifying occupant, the HRDC shall share in the appreciation in the value of the property and interest and principal payments then become due. The total amount loaned under the program was \$450,898. Due to the high likelihood that these amounts will not be collected in future years under the program, the HRDC has recorded an allowance for the full amount of the loans.

Loan loss reserves have been established at a percentage of the principal amount of the loans outstanding based upon the past history of the type of loan and risk rating of the loan recipients. The HRDC uses multiple bases to estimate the allowance for credit losses including historical losses of loan program, existing economic conditions related to the industry in which the loan recipient operates, collateral and personal guarantees of the loan recipient, loan payment history and actual or likely events which have or will occur. The HRDC operates loan programs for recipients who cannot generally obtain conventional financing under the requirements and restrictions placed on them by federal and state loan funding sources. Therefore, due to the nature of the loan programs operated, the HRDC's loan portfolio is generally of inherently higher risk than the typical conventional financing loans. Impaired loans are valued at the estimated value of the remaining recoverable assets after consideration of collateral and guarantees. An allowance for bad debt is recorded against these impaired loans for the difference between the balance of the loan and estimated recovery value.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 4. LOANS RECEIVABLE (CONTINUED)**

The following table summarizes the allowance for credit losses and recorded investment in financing receivables for the years ended June 30, 2022 and 2021:

|                                                   |                 |
|---------------------------------------------------|-----------------|
| RESIDENTIAL HOUSING:                              |                 |
| Financing Receivables, June 30, 2021              | \$ 38,646       |
| Allowance for Credit Losses, July 1, 2020         | (38,646)        |
| Charge-offs                                       | 0               |
| Recoveries                                        | 0               |
| Current Year Provision for Losses                 | 0               |
| Allowance for Credit Losses, June 30, 2021        | <u>(38,646)</u> |
| Financing Receivables, Net, at June 30, 2021      | <u>\$ 0</u>     |
| Receivables Individually Evaluated for Impairment | \$ 0            |
| Allowance for Credit Losses                       | 0               |
| Receivables Collectively Evaluated for Impairment | 38,646          |
| Allowance for Credit Losses                       | (38,646)        |
| Loans Acquired with Deteriorated Credit Quality   | 0               |
| Allowance for Credit Losses                       | <u>0</u>        |
| Financing Receivables, Net, at June 30, 2020      | <u>\$ 0</u>     |
| Financing Receivables, June 30, 2022              | \$ 27,051       |
| Allowance for Credit Losses, July 1, 2021         | (27,051)        |
| Charge-offs                                       | 0               |
| Recoveries                                        | 0               |
| Current Year Provision for Losses                 | 0               |
| Allowance for Credit Losses, June 30, 2022        | <u>(27,051)</u> |
| Financing Receivables, Net, June 30, 2022         | <u>\$ 0</u>     |
| Receivables Individually Evaluated for Impairment | \$ 0            |
| Allowance for Credit Losses                       | 0               |
| Receivables Collectively Evaluated for Impairment | 27,051          |
| Allowance for Credit Losses                       | (27,051)        |
| Loans Acquired with Deteriorated Credit Quality   | 0               |
| Allowance for Credit Losses                       | <u>0</u>        |
| Financing Receivables, Net, June 30, 2022         | <u>\$ 0</u>     |

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 4. LOANS RECEIVABLE (CONTINUED)**

The following table summarizes credit exposure for credit risk profile by internally assigned grade:

|                                         | Residential Housing  |                      |
|-----------------------------------------|----------------------|----------------------|
|                                         | <u>2022</u>          | <u>2021</u>          |
| Pass - Performing Loans                 | \$ 27,051            | \$ 38,646            |
| Pass with Collateral Deficiencies       | 0                    | 0                    |
| Non-Performing, Collateralized          | 0                    | 0                    |
| Non-Performing, Collateral Deficiencies | <u>0</u>             | <u>0</u>             |
| <br>Total                               | <br><u>\$ 27,051</u> | <br><u>\$ 38,646</u> |

An analysis of past due financing receivables for June 30, 2022 and 2021 is as follows:

|                                                           | Residential Housing |                   |
|-----------------------------------------------------------|---------------------|-------------------|
|                                                           | <u>2022</u>         | <u>2021</u>       |
| 30-59 Days Past Due                                       | \$ 0                | \$ 0              |
| 60-89 Days Past Due                                       | 0                   | 0                 |
| Greater than 90 Days Past Due                             | <u>0</u>            | <u>0</u>          |
| <br>Total Past Due                                        | <br>0               | <br>0             |
| <br>Current Financing Receivables                         | <br><u>27,051</u>   | <br><u>38,646</u> |
| Total Financing Receivables                               | \$ <u>27,051</u>    | \$ <u>38,646</u>  |
| Recorded Investment Over 90 Days<br>and Accruing Interest | <u>\$ 0</u>         | <u>\$ 0</u>       |
| <br>Non Accrual Status Financing Receivables              | <br><u>\$ 0</u>     | <br><u>\$ 0</u>   |

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 4. LOANS RECEIVABLE (CONTINUED)**

An analysis of impaired loans for the years ended June 30, 2022 and 2021 is as follows:

|                            | <u>Recorded<br/>Investment</u> |    | <u>Unpaid<br/>Principal<br/>Balance</u> |    | <u>Related<br/>Allowance</u> |    | <u>Average<br/>Recorded<br/>Investment</u> |    | <u>Interest<br/>Income<br/>Recognized</u> |
|----------------------------|--------------------------------|----|-----------------------------------------|----|------------------------------|----|--------------------------------------------|----|-------------------------------------------|
| June 30, 2022              |                                |    |                                         |    |                              |    |                                            |    |                                           |
| With an Allowance Recorded |                                |    |                                         |    |                              |    |                                            |    |                                           |
| Residential                | \$ 27,051                      | \$ | 27,051                                  | \$ | (27,051)                     | \$ | 0                                          | \$ | 0                                         |
| June 30, 2021              |                                |    |                                         |    |                              |    |                                            |    |                                           |
| With an Allowance Recorded |                                |    |                                         |    |                              |    |                                            |    |                                           |
| Residential                | \$ 38,646                      | \$ | 38,646                                  | \$ | (38,646)                     | \$ | 0                                          | \$ | 0                                         |

There were no modified loans for the years ended June 30, 2022 and 2021.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 5. LAND, BUILDINGS, AND EQUIPMENT**

Activity for the years ended June 30, 2022 and 2021 is as follows:

|                               | <u>Equipment</u>  | Equipment<br>Purchased<br>With<br>Grant | <u>Building</u>     | Building<br>Improvements | <u>Parking<br/>Lot</u> | <u>Land</u>       |
|-------------------------------|-------------------|-----------------------------------------|---------------------|--------------------------|------------------------|-------------------|
| June 30, 2022                 |                   |                                         |                     |                          |                        |                   |
| Land, Building, and Equipment |                   |                                         |                     |                          |                        |                   |
| Balance, July 1, 2021         | \$ 127,948        | \$ 981,739                              | \$ 1,556,593        | \$ 719,497               | \$ 77,820              | \$ 239,002        |
| Additions                     | 0                 | 292,076                                 | 17,292              | 0                        | 0                      | 0                 |
| Deletions                     | 0                 | (39,686)                                | (15,217)            | (21,518)                 | 0                      | 0                 |
| Balance, June 30, 2022        | <u>\$ 127,948</u> | <u>\$ 1,234,129</u>                     | <u>\$ 1,558,668</u> | <u>\$ 697,979</u>        | <u>\$ 77,820</u>       | <u>\$ 239,002</u> |
| Accumulated Depreciation      |                   |                                         |                     |                          |                        |                   |
| Balance July 1, 2021          | \$ 127,854        | \$ 747,393                              | \$ 1,321,113        | \$ 606,267               | \$ 77,820              | \$ 0              |
| Additions                     | 0                 | 81,458                                  | 17,152              | 38,797                   | 0                      | 0                 |
| Deletions                     | 0                 | (39,686)                                | (15,217)            | (21,518)                 | 0                      | 0                 |
| Balance, June 30, 2022        | <u>\$ 127,854</u> | <u>\$ 789,165</u>                       | <u>\$ 1,323,048</u> | <u>\$ 623,546</u>        | <u>\$ 77,820</u>       | <u>\$ 0</u>       |
| June 30, 2021                 |                   |                                         |                     |                          |                        |                   |
| Balance, July 1, 2020         | \$ 127,948        | \$ 765,295                              | \$ 1,556,593        | \$ 719,497               | \$ 77,820              | \$ 239,002        |
| Additions                     | 0                 | 216,444                                 | 0                   | 0                        | 0                      | 0                 |
| Deletions                     | 0                 | 0                                       | 0                   | 0                        | 0                      | 0                 |
| Balance, June 30, 2021        | <u>\$ 127,948</u> | <u>\$ 981,739</u>                       | <u>\$ 1,556,593</u> | <u>\$ 719,497</u>        | <u>\$ 77,820</u>       | <u>\$ 239,002</u> |
| Accumulated Depreciation      |                   |                                         |                     |                          |                        |                   |
| Balance July 1, 2020          | \$ 127,854        | \$ 721,588                              | \$ 1,305,257        | \$ 567,470               | \$ 77,820              | \$ 0              |
| Additions                     | 0                 | 25,805                                  | 15,856              | 38,797                   | 0                      | 0                 |
| Deletions                     | 0                 | 0                                       | 0                   | 0                        | 0                      | 0                 |
| Balance, June 30, 2022        | <u>\$ 127,854</u> | <u>\$ 747,393</u>                       | <u>\$ 1,321,113</u> | <u>\$ 606,267</u>        | <u>\$ 77,820</u>       | <u>\$ 0</u>       |

Equipment purchased with grant funds is subject to rights of rescission of the grantors. Equipment purchased with grant monies are limited to use by the grant program that purchases the equipment. Should the program terminate, grantors may invoke claim to that equipment purchased through the grant agreement terms. Grant equipment purchases are not considered available for collateral purposes.

Depreciation Expense was \$137,407 and \$80,458 for the years ended June 30, 2022 and 2021, respectively.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 6. DEFERRED LIABILITIES**

The HRDC records a grant award as a deferred liability until it is expended for the purpose of the grant, at which time it is recognized as revenue. For financial reporting purposes, deferred revenues and other support represent unearned revenues which correspond with cash advances received for grant contracts. The HRDC has additional grant commitments of \$4,890,755 and \$7,013,917 respectively, as of June 30, 2022 and 2021. The deferred revenues and other support activity are as follows:

|                                                 | <u>2022</u>        | <u>2021</u>         |
|-------------------------------------------------|--------------------|---------------------|
| Deferred revenue and support, beginning of year | \$ 123,695         | \$ 85,546           |
| Grant awards received                           | 14,540,652         | 17,384,528          |
| Grant awards expended                           | <u>(9,710,974)</u> | <u>(10,332,462)</u> |
| Gross deferred revenues and support             | 4,953,373          | 7,137,612           |
| Amounts not received in cash                    | <u>(4,890,755)</u> | <u>(7,013,917)</u>  |
| Net deferred revenues and support, end of year  | <u>\$ 62,618</u>   | <u>\$ 123,695</u>   |

**NOTE 7. LONG-TERM DEBT**

Long-term debt at June 30, 2022 and 2021 consisted of the following:

|                                                                                                                                                                                      | <u>2022</u>     | <u>2021</u>      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Note payable in monthly payments of \$1,336 including interest at the Wall Street journal prime rate (4.75% and 3.25% at June 30, 2022 and 2021) plus 0.25%; maturing September 2022 | \$ 3,750        | \$ 18,301        |
| Note payable in monthly payments of \$7,000 including interest and balloon payment at maturity (2.45% at June 30, 2022 and 2021); maturing October 2022                              | <u>71,511</u>   | <u>152,685</u>   |
|                                                                                                                                                                                      | 75,261          | 170,986          |
| Less current portion                                                                                                                                                                 | <u>(75,261)</u> | <u>(98,961)</u>  |
|                                                                                                                                                                                      | <u>\$ 0</u>     | <u>\$ 72,025</u> |

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Years Ended June 30, 2022 and 2021**

**NOTE 7. LONG-TERM DEBT, (CONTINUED)**

Annual maturities of long-term debt are as follows:

Years ending June 30,

|       |  |                  |
|-------|--|------------------|
| 2023  |  | \$ 75,261        |
| 2024  |  | 0                |
| 2025  |  | 0                |
| 2026  |  | 0                |
| 2027  |  | 0                |
| Total |  | \$ <u>75,261</u> |

During the year ended June 30, 2021 the HRDC entered into a loan agreement to purchase flooring. Interest paid on the note for the years ending June 30, 2022 and 2021 was \$2,686 and \$1,527, respectively. The note was secured by a certificate of deposit.

The note payable relates to the remodel completed in September 2007 on the corner building. The interest rate can be adjusted up to prime plus 0.25% every three years. Interest paid on the note for the year ended June 30, 2022 and 2021 is \$369 and \$1,088, respectively. The loan is secured by the two main office buildings and land.

**NOTE 8. EMPLOYEE BENEFITS**

Employees of the HRDC may participate in a Tax Shelter Annuity Plan (TSA). Employees may participate at the time of employment.

After an initial two-year period, with at least 1,000 hours of service per year, employees are eligible for a 3% match of their gross earnings, provided the employee contributes at least 3%. The employer's match may increase to 6% and 8% depending on years of service. Year-to-year funding of these plans is based upon available resources. The HRDC contributed \$123,106 and \$123,122, respectively, to employee TSAs during the years ended June 30, 2022 and 2021.

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 9. OPERATING LEASES**

The HRDC classifies its leases as either operating or capitalized leases. Currently all leases are operating leases. The HRDC leases two automobiles and office equipment for use in its program operations. Lease expense totaled \$11,460 and \$13,932 for June 30, 2022 and 2021, respectively.

The HRDC rents warehouse and office space for the Food Distribution Program in Hardin, Montana on a month-to-month basis. The monthly rental amount is \$2,000 beginning in February 2019. The HRDC leases office space in Hardin, Montana, on an annual basis, for the Big Horn County Child Care and Work Readiness Component. The monthly rental amount is \$2,000 for calendar years 2022 and 2021.

The HRDC rents storage and office space for the Weatherization Program in Billings, Montana on a month-to-month basis. The office space for Weatherization staff is for \$570 per month through April of 2022 and increases to \$670 per month in May 2022. The storage of Weatherization vehicles and inventory used by the Weatherization Program is for \$800 per month.

The future lease obligations are as follows:

|                       |       |                  |
|-----------------------|-------|------------------|
| Years ending June 30, |       |                  |
|                       | 2023  | \$ 3,799         |
|                       | 2024  | 3,799            |
|                       | 2025  | 3,799            |
|                       | 2026  | 3,406            |
|                       | 2027  | 3,012            |
|                       | Total | <u>\$ 17,815</u> |

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended June 30, 2022 and 2021**

**NOTE 10. UNRECORDED VALUE OF SERVICES PROVIDED**

The HRDC contracts with various State of Montana departments to determine eligibility, process client benefits and provide administrative and program support. Since the client benefits are distributed directly by the State, the value of these services is not recorded in these financial statements. During the years ended June 30, 2022 and 2021, the HRDC provided administrative and program support for the following direct services (per information provided by the State of Montana):

|                                        | 2022          | 2021          |
|----------------------------------------|---------------|---------------|
| Program                                |               |               |
| Child Day care assistance              | \$ 7,873,983  | \$ 7,898,482  |
| Low-income energy assistance           | 5,461,447     | 2,210,712     |
| Section 8 housing (estimate)           | 708,380       | 798,142       |
| Pathways client direct assistance      | 54,675        | 72,504        |
| Total Financial Assistance             | 14,098,485    | 10,979,840    |
| Crow reservation food distribution     | 99,030        | 92,814        |
| Total financial and commodity services | \$ 14,197,515 | \$ 11,072,654 |

Child day care assistance provides financial support for an eligible child’s day care, while low-income energy assistance provides assistance for heating fuel to qualified house-holds. Clients participating in the Pathways program receive various assistance to prepare them and/or enable them to obtain and maintain employment.

The HRDC distributes food commodities to Crow Reservation eligible households. Section 8 housing provides rental cost subsidies to eligible households and escrow assistance through the Family Self Sufficiency program for those participating households.

SUPPLEMENTAL  
SCHEDULES

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
NOTES TO THE SUPPLEMENTAL SCHEDULES  
For the Year Ended June 30, 2022

NOTE 1. BUDGET COLUMN

The grant award budget column is based upon the last formally approved budget provided by the grantor. In addition, the grantee is allowed to make certain budget transfers within prescribed limits. These latter transfers are not reflected. The intention of the HRDC is to show the budget based upon the final budget including all transfers, to provide a more meaningful presentation.

NOTE 2. PROGRAM SCHEDULES

Program schedules are included for all grants, contracts, and projects with ending dates that occurred during the reporting period July 1, 2021 through June 30, 2022. Because the HRDC administers programs with varying ending dates, the schedules that follow are based upon the program period. Many of the programs started in the previous period, but were completed in the current fiscal year and, consequently; amounts shown differ from amounts reported in the accompanying financial statements. Acronyms used are as follows:

|       |                                                        |
|-------|--------------------------------------------------------|
| CCDBG | Child Care and Development Block Grant                 |
| CDBG  | Community Development Block Grant                      |
| CSBG  | Community Services Block Grant                         |
| CRF   | Contingency Revolving Fund                             |
| DHS   | Department of Homeland Security                        |
| HHS   | Montana Department of Public Health and Human Services |
| DOC   | Montana Department of Commerce                         |
| DOE   | U.S. Department of Energy                              |
| DOL   | Montana Department of Labor                            |
| FEMA  | Federal Emergency Management Agency                    |
| SNAP  | Supplemental Nutrition Assistance Program              |
| HUD   | U.S. Department of Housing and Urban Development       |
| IDA   | Individual Development Accounts                        |
| LIEAP | Low-Income Energy Assistance Program                   |
| N W E | Northwestern Energy                                    |
| MDU   | Montana Dakota Utilities                               |
| SSI   | Social Security Insurance                              |
| TANF  | Temporary Assistance for Needy Families                |
| WIA   | Workforce Investment Act                               |
| WoRC  | Work Readiness Component                               |
| WX    | Weatherization Assistance                              |
| USDA  | U.S. Department of Agriculture                         |
| USB   | Universal System Benefit                               |
| VITA  | Volunteer Income Tax Assistance                        |
| SEP   | Subsidized Employment Program                          |
| CCDF  | Child Care and Development Fund                        |

See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

COMMUNITY SERVICES BLOCK GRANT

GRANT PERIOD: January 1, 2020 to August 31, 2021

GRANT NUMBER: DPHHS 20-028-10005-0

|                                     | BUDGET     | ACTUAL     |
|-------------------------------------|------------|------------|
| REVENUE                             |            |            |
| Grant                               | \$ 500,300 | \$ 500,300 |
| Equipment & Space Rental Revenue    |            | 23,312     |
| Interest Income                     |            | 156        |
| In Kind                             |            | 444        |
|                                     | 500,300    | 524,211    |
| TOTAL REVENUE                       |            |            |
| EXPENSES                            |            |            |
| Salaries & Fringe Benefits          | 7,020      | 12,223     |
| Support Expenses & Allocated Costs  | 44,567     | 122,615    |
| Utilities/Bldg Maint/Occupancy      | 17,500     | 4,577      |
| Travel and Training                 | 18,364     | 149        |
| Equipment/Vehicle Purchases         | 21,400     | 2,574      |
| Contractual/Consultants             | 9,000      | 11,822     |
| Vehicle Lease/Maintenance           | 18,600     | 6,733      |
| Common Cost Pool                    | 12,630     | 19,881     |
| Public Awareness/Community          | 49,669     | 3,307      |
| Direct Service Costs                | 15,000     | 22,376     |
| Program Enhancement (Transfers Out) | 286,550    | 317,512    |
| In Kind                             |            | 444        |
|                                     | 500,300    | 524,211    |
| TOTAL EXPENSES                      |            |            |
| REVENUE OVER (UNDER) EXPENSES       | 0          | 0          |
| NET ASSETS AT 01/01/20              |            | 0          |
| NET ASSETS AT 08/31/21              |            | 0          |

The accompanying notes are an integral part of these schedules  
See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

FEMA - BIG HORN COUNTY

GRANT PERIOD: January 1, 2020 to October 31, 2021

GRANT NUMBER: 38-5530-01

|                               | BUDGET   | ACTUAL   |
|-------------------------------|----------|----------|
| REVENUE                       |          |          |
| Grant- Big Horn County        | \$ 4,553 | \$ 4,553 |
| TOTAL REVENUES                | 4,553    | 4,553    |
| EXPENSES                      |          |          |
| Direct Food                   | 4,462    | 4,462    |
| Program Cost                  | 91       | 229      |
| TOTAL EXPENSES                | 4,553    | 4,691    |
| REVENUE OVER (UNDER) EXPENSES | 0        | (138)    |
| TRANSFER IN                   |          | 138      |
| NET ASSETS AT 01/01/20        |          | 0        |
| NET ASSETS AT 10/31/21        |          | 0        |

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 See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

WHEELS TO WORK

GRANT PERIOD: July 1, 2021 to June 30, 2022

|                               | BUDGET    | ACTUAL    |
|-------------------------------|-----------|-----------|
| REVENUE                       |           |           |
| Grant - United Way            | \$ 18,750 | \$ 18,750 |
| Grant                         | 39,225    | 43,995    |
| TOTAL REVENUES                | 57,975    | 62,745    |
| EXPENSES                      |           |           |
| Salaries & Fringe Benefits    | 24,286    | 17,347    |
| Program Operations            | 4,269     | 2,866     |
| Administrative Expenses       | 4,300     | 3,386     |
| Direct Supportive Services    | 25,120    | 39,146    |
| TOTAL EXPENSES                | 57,975    | 62,745    |
| REVENUE OVER (UNDER) EXPENSES | 0         | 0         |
| NET ASSETS AT 07/01/21        |           | 0         |
| NET ASSETS AT 06/30/22        |           | 0         |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

YELLOWSTONE COUNTY SUPPLEMENTAL NUTRITION ASSISTANCE  
 EMPLOYMENT AND TRAINING PROGRAM

GRANT PERIOD: October 1, 2020 to September 30, 2021

GRANT NUMBER: TANF 21-022-28004-0

|                               | BUDGET     | ACTUAL     |
|-------------------------------|------------|------------|
| REVENUE                       |            |            |
| Grant                         | \$ 302,035 | \$ 159,372 |
| TOTAL REVENUES                | 302,035    | 159,372    |
| EXPENSES                      |            |            |
| Supportive Services           | 12,000     | 5,995      |
| ARPA Funds                    | 27,000     | 0          |
| Salaries & Fringe Benefits    | 184,632    | 103,676    |
| Program Operations            | 46,808     | 26,365     |
| Administrative Expenses       | 31,595     | 23,366     |
| TOTAL EXPENSES                | 302,035    | 159,402    |
| REVENUE OVER (UNDER) EXPENSES | 0          | (30)       |
| TRANSFER IN                   |            | 30         |
| NET ASSETS AT 10/01/20        |            | 0          |
| NET ASSETS AT 09/30/21        |            | 0          |

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 See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

YELLOWSTONE COUNTY PATHWAYS PROGRAM

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                              | BUDGET       | ACTUAL       |
|------------------------------|--------------|--------------|
| REVENUE                      |              |              |
| Grant                        | \$ 2,702,960 | \$ 2,123,938 |
| Other/Equipment Revenues     |              | 599          |
| TOTAL REVENUES               | 2,702,960    | 2,124,537    |
| EXPENSES                     |              |              |
| Salaries & Fringe Benefits   | 1,814,466    | 1,437,627    |
| Occupancy                    | 125,184      | 147,675      |
| Program Operations           | 70,224       | 47,330       |
| Travel & Outreach            | 3,646        | 81           |
| Staff Training & Development | 17,000       | 1,277        |
| Direct Cost Allocations      | 192,656      | 183,513      |
| Client Work Experience       | 100,000      | 0            |
| Direct Client Services       | 38,000       | 5,373        |
| Employee Relations           |              | 254          |
| Administration               | 341,784      | 301,660      |
| TOTAL EXPENSES               | 2,702,960    | 2,124,792    |
| REVENUE UNDER EXPENSES       | 0            | (254)        |
| TRANSFER IN                  |              | 254          |
| NET ASSETS AT 07/01/20       |              | 0            |
| NET ASSETS AT 06/30/22       |              | 0            |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

YELLOWSTONE COUNTY PATHWAYS EMPLOYMENT SERVICES

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                         | BUDGET     | ACTUAL     |
|-------------------------|------------|------------|
| REVENUE                 |            |            |
| Grant                   | \$ 360,434 | \$ 137,839 |
| TOTAL REVENUES          | 360,434    | 137,839    |
| EXPENSES                |            |            |
| Wage & Fringe Benefits  | 166,254    | 87,927     |
| Occupancy               | 11,464     | 10,528     |
| Program Operations      | 12,736     | 5,503      |
| Direct Client Services  | 120,000    | 442        |
| Administrative Support  | 32,640     | 21,241     |
| Direct Cost Allocations | 17,340     | 12,198     |
| TOTAL EXPENSES          | 360,434    | 137,839    |
| REVENUE UNDER EXPENSES  | 0          | 0          |
| NET ASSETS AT 07/01/20  |            | 0          |
| NET ASSETS AT 06/30/22  |            | 0          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

YELLOWSTONE COUNTY PATHWAYS FINANCIAL SECURITY

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                            | BUDGET    | ACTUAL    |
|----------------------------|-----------|-----------|
| REVENUE                    |           |           |
| Grant                      | \$ 70,000 | \$ 48,318 |
| TOTAL REVENUES             | 70,000    | 48,318    |
| EXPENSES                   |           |           |
| Salaries & Fringe Benefits | 39,586    | 34,118    |
| Occupancy                  | 9,332     | 3,447     |
| Program Operations         | 6,264     | 1,188     |
| Direct Cost Allocations    | 5,100     | 3,865     |
| Administration             | 9,718     | 5,700     |
| TOTAL EXPENSES             | 70,000    | 48,318    |
| REVENUE UNDER EXPENSES     | 0         | 0         |
| NET ASSETS AT 07/01/20     |           | 0         |
| NET ASSETS AT 06/30/22     |           | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

COMBO COUNTIES PATHWAYS PROGRAM CARBON, STILLWATER AND SWEET  
GRASS COUNTIES

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                               | BUDGET     | ACTUAL    |
|-------------------------------|------------|-----------|
| REVENUE                       |            |           |
| Grant                         | \$ 138,586 | \$ 60,036 |
| TOTAL REVENUES                | 138,586    | 60,036    |
| EXPENSES                      |            |           |
| Salaries & Fringe Benefits    | 97,908     | 36,930    |
| Travel & Outreach             | 7,738      | 1,261     |
| Occupancy                     | 4,512      | 4,192     |
| Program Operations            | 2,288      | 4,120     |
| Staff Development/Training    | 500        | 284       |
| Direct Client Services        | 1,000      | 221       |
| Direct Cost Allocations       | 9,224      | 4,896     |
| Employee Relations            |            | 11        |
| Administration                | 15,416     | 8,132     |
| TOTAL EXPENSES                | 138,586    | 60,048    |
| REVENUE (OVER) UNDER EXPENSES | 0          | (11)      |
| TRANSFER IN                   |            | 11        |
| NET ASSETS AT 07/01/20        |            | 0         |
| NET ASSETS AT 06/30/22        |            | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

BIG HORN COUNTY PATHWAYS PROGRAM

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                              | BUDGET     | ACTUAL     |
|------------------------------|------------|------------|
| REVENUE                      |            |            |
| Grant                        | \$ 940,004 | \$ 642,355 |
| Equipment/Vehicle Revenues   |            | 4,521      |
| TOTAL REVENUES               | 940,004    | 646,877    |
| EXPENSES                     |            |            |
| Salaries & Fringe Benefits   | 566,320    | 383,547    |
| Occupancy                    | 88,320     | 59,577     |
| Program Operations           | 58,212     | 39,332     |
| Employee Relations           |            | 161        |
| Travel & Outreach            | 32,000     | 28,187     |
| Staff Training & Development | 4,000      | 477        |
| Direct Cost Allocations      | 59,508     | 55,329     |
| Direct Client Services       | 17,000     | 1,197      |
| Administration               | 114,644    | 87,139     |
| TOTAL EXPENSES               | 940,004    | 654,945    |
| REVENUE UNDER EXPENSES       | 0          | (8,068)    |
| TRANSFER IN                  |            | 8,068      |
| NET ASSETS AT 07/01/20       |            | 0          |
| NET ASSETS AT 06/30/22       |            | 0          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

BIG HORN COUNTY PATHWAYS EMPLOYMENT SERVICES

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                            | BUDGET    | ACTUAL    |
|----------------------------|-----------|-----------|
| REVENUE                    |           |           |
| Grant                      | \$ 98,914 | \$ 10,736 |
| Revenue Sources            |           |           |
| TOTAL REVENUES             | 98,914    | 10,736    |
| EXPENSES                   |           |           |
| Salaries & Fringe Benefits | 14,814    | 6,206     |
| Occupancy                  | 2,200     | 309       |
| Travel & Training          |           | 85        |
| Operations                 | 300       | 1,863     |
| Employee Relations         |           | 1         |
| Direct Client Services     | 77,000    |           |
| Administration             | 2,970     | 1,475     |
| Direct Cost Allocations    | 1,630     | 798       |
| TOTAL EXPENSES             | 98,914    | 10,737    |
| REVENUE UNDER EXPENSES     | 0         | (1)       |
| TRANSFER IN                |           | 1         |
| NET ASSETS AT 07/01/20     |           | 0         |
| NET ASSETS AT 06/30/22     |           | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

BIG HORN COUNTY PATHWAYS FINANCIAL SECURITY

GRANT PERIOD: July 1, 2020 to June 30, 2022

GRANT NUMBER: TANF 21-022-28022-0

|                            | BUDGET    | ACTUAL    |
|----------------------------|-----------|-----------|
| REVENUE                    |           |           |
| Grant                      | \$ 55,176 | \$ 42,213 |
|                            | 55,176    | 42,213    |
| TOTAL REVENUES             | 55,176    | 42,213    |
| EXPENSES                   |           |           |
| Salaries & Fringe Benefits | 28,894    | 29,521    |
| Occupancy                  | 6,864     | 3,063     |
| Travel & Outreach          | 5,176     | 222       |
| Operations                 | 2,418     | 851       |
| Direct Cost Allocations    | 3,790     | 3,401     |
| Administration             | 8,034     | 5,155     |
|                            | 55,176    | 42,213    |
| TOTAL EXPENSES             | 55,176    | 42,213    |
| REVENUE UNDER EXPENSES     | 0         | 0         |
| NET ASSETS AT 07/01/20     |           | 0         |
| NET ASSETS AT 06/30/22     |           | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

CHILD CARE AND DEVELOPMENT BLOCK GRANT  
CHILD CARE SERVICES

GRANT PERIOD: October 1, 2020 to September 30, 2021

GRANT NUMBER: DPHHS 2125CCRR0070

|                                    | BUDGET       | ACTUAL       |
|------------------------------------|--------------|--------------|
| REVENUE                            |              |              |
| Grant                              | \$ 1,445,613 | \$ 1,025,734 |
| Fee For Service Revenues           |              | 6,629        |
| Equipment /Vehicle Rental Revenues |              | 793          |
| In-Kind                            |              | 1,026        |
| TOTAL REVENUE                      | 1,445,613    | 1,034,182    |
| EXPENSES                           |              |              |
| Salaries & Fringe Benefits         | 696,288      | 694,057      |
| Program Operations                 | 593,199      | 224,868      |
| Administration                     | 156,126      | 162,297      |
| In-Kind                            |              | 1,026        |
| TOTAL EXPENSES                     | 1,445,613    | 1,082,247    |
| REVENUE OVER (UNDER) EXPENSES      | 0            | (48,065)     |
| TRANSFER IN                        |              | 48,065       |
| NET ASSETS AT 10/01/20             |              | 0            |
| NET ASSETS AT 09/30/21             |              | 0            |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

CHILD CARE AND DEVELOPMENT BLOCK GRANT  
CHILD CARE COACHING AND TRAINING

GRANT PERIOD: October 1, 2020 to September 30, 2021

GRANT NUMBER: DPHHS 2125CCRR0070

|                                | BUDGET     | ACTUAL     |
|--------------------------------|------------|------------|
| REVENUE                        |            |            |
| Grant                          | \$ 187,652 | \$ 108,419 |
| Carryover                      | 163,327    | 147,330    |
| Other Revenues                 |            | 20,999     |
| Equipment Lease/Rental Revenue |            | 5,430      |
| TOTAL REVENUE                  | 350,979    | 282,178    |
| EXPENSES                       |            |            |
| Salaries & Fringe Benefits     | 123,260    | 72,675     |
| Program Operations             | 42,767     | 24,481     |
| Administration                 | 21,625     | 16,693     |
| Carryover Operations           | 163,327    | 147,329    |
| Carryover Direct Expenses      |            | 20,999     |
| TOTAL EXPENSES                 | 350,979    | 282,177    |
| REVENUE OVER (UNDER) EXPENSES  | 0          | 1          |
| TRANSFER OUT                   |            | (1)        |
| NET ASSETS AT 10/01/20         |            | 0          |
| NET ASSETS AT 09/30/21         |            | 0          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

CHILD CARE AND DEVELOPMENT BLOCK GRANT  
 CHILD CARE SPECIAL CIRCUMSTANCES SCHOLARSHIPS

GRANT PERIOD: October 1, 2020 to September 30, 2021

GRANT NUMBER: DPHHS 2125CCRR0070

|                               | BUDGET       | ACTUAL     |
|-------------------------------|--------------|------------|
| REVENUE                       |              |            |
| Grant                         | \$ 1,452,860 | \$ 877,904 |
| TOTAL REVENUE                 | 1,452,860    | 877,904    |
| EXPENSES                      |              |            |
| Salaries & Fringe Benefits    | 28,860       | 9,562      |
| Program Operations            |              | 1,693      |
| Administration                |              | 1,603      |
| Scholarships                  | 1,424,000    | 865,046    |
| TOTAL EXPENSES                | 1,452,860    | 877,904    |
| REVENUE OVER (UNDER) EXPENSES | 0            | 0          |
| NET ASSETS AT 10/01/20        |              | 0          |
| NET ASSETS AT 09/30/21        |              | 0          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

CHILD AND ADULT CARE FOOD PROGRAM

GRANT PERIOD: October 1, 2020 to September 30, 2021

GRANT NUMBER: Permanent Agreement

|                               | <u>BUDGET</u>  | <u>ACTUAL</u>  |
|-------------------------------|----------------|----------------|
| REVENUE                       |                |                |
| Operating Grant               | \$ 57,600      | \$ 46,340      |
| Food Grant                    | <u>239,897</u> | <u>239,897</u> |
| TOTAL REVENUE                 | <u>297,497</u> | <u>286,237</u> |
| EXPENSES                      |                |                |
| Provider Food Payments        | 239,897        | 239,901        |
| Salaries & Fringe Benefits    | 39,218         | 29,356         |
| Program Operations            | 9,638          | 10,417         |
| Administration                | 8,744          | 6,568          |
| Audit                         | <u>1,773</u>   | <u>1,773</u>   |
| TOTAL EXPENSES                | <u>297,497</u> | <u>288,014</u> |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>       | <u>(1,777)</u> |
| TRANSFER IN                   |                | <u>1,777</u>   |
| NET ASSETS AT 10/01/20        |                | <u>0</u>       |
| NET ASSETS AT 09/30/21        |                | <u>0</u>       |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

DOE - WEATHERIZATION

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANT NUMBER: 21-028-30025-0

|                               | BUDGET            | ACTUAL            |
|-------------------------------|-------------------|-------------------|
| REVENUE                       |                   |                   |
| Grant - DOE                   | \$ <u>284,230</u> | \$ <u>224,821</u> |
| TOTAL REVENUES                | <u>284,230</u>    | <u>224,821</u>    |
| EXPENSES                      |                   |                   |
| Program Operations            | 168,799           | 151,181           |
| Health and Safety             | 30,600            | 30,471            |
| Travel & Training             | 26,000            | 21,343            |
| Liability Insurance           | 18,500            | 4,370             |
| Administrative Expenses       | <u>40,331</u>     | <u>17,503</u>     |
| TOTAL EXPENSES                | <u>284,230</u>    | <u>224,868</u>    |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>          | <u>(47)</u>       |
| TRANSFER IN                   |                   | <u>47</u>         |
| NET ASSETS AT 07/01/21        |                   | <u>0</u>          |
| NET ASSETS AT 06/30/22        |                   | <u>0</u>          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

DOE - CROW TRIBE WEATHERIZATION

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANT NUMBER: 21-028-30031-0

|                               | BUDGET           | ACTUAL           |
|-------------------------------|------------------|------------------|
| REVENUE                       |                  |                  |
| Grant-                        | \$ <u>55,690</u> | \$ <u>55,690</u> |
| TOTAL REVENUES                | <u>55,690</u>    | <u>55,690</u>    |
| EXPENSES                      |                  |                  |
| Program Operations            | 42,506           | 44,449           |
| Travel & Training             | 2,571            | 2,571            |
| Health and Safety             | 5,333            | 5,333            |
| Administrative Expenses       | <u>5,279</u>     | <u>5,279</u>     |
| TOTAL EXPENSES                | <u>55,690</u>    | <u>57,633</u>    |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>         | <u>(1,943)</u>   |
| TRANSFER IN                   |                  | <u>1,943</u>     |
| NET ASSETS AT 07/01/21        |                  | <u>0</u>         |
| NET ASSETS AT 06/30/22        |                  | <u>0</u>         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

WEATHERIZATION ASSISTANCE

GRANT PERIOD: July 1, 2020 to September 30, 2021

GRANT NUMBER: 20-028-16005-0

|                               | BUDGET     | LIEAP<br>ACTUAL |
|-------------------------------|------------|-----------------|
| REVENUE                       |            |                 |
| Grant                         | \$ 587,571 | \$ 542,513      |
| Contributions/Donations       |            | 1,265           |
| TOTAL REVENUE                 | 587,571    | 543,778         |
| EXPENSES                      |            |                 |
| Program Operations            | 528,814    | 493,874         |
| Administrative Expenses       | 58,757     | 50,007          |
| TOTAL EXPENSES                | 587,571    | 543,881         |
| REVENUE OVER (UNDER) EXPENSES | 0          | (103)           |
| TRANSFER IN                   |            | 103             |
| NET ASSETS AT 07/01/20        |            | 0               |
| NET ASSETS AT 09/30/21        |            | 0               |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

WEATHERIZATION ASSISTANCE

GRANT PERIOD: July 1, 2020 to September 30, 2021

GRANT NUMBER: 20-028-16011-0

|                               | LIEAP - CROW     |                  |
|-------------------------------|------------------|------------------|
|                               | BUDGET           | ACTUAL           |
| REVENUE                       |                  |                  |
| Grant                         | \$ <u>93,188</u> | \$ <u>93,188</u> |
| TOTAL REVENUE                 | <u>93,188</u>    | <u>93,188</u>    |
| EXPENSES                      |                  |                  |
| Program Operations            | 83,869           | 122,983          |
| Administrative Expenses       | <u>9,319</u>     | <u>11,172</u>    |
| TOTAL EXPENSES                | <u>93,188</u>    | <u>134,155</u>   |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>         | <u>(40,967)</u>  |
| TRANSFER IN                   |                  | <u>40,967</u>    |
| NET ASSETS AT 07/01/20        |                  | <u>0</u>         |
| NET ASSETS AT 09/30/21        |                  | <u>0</u>         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

NORTHWESTERN ENERGY FREE WEATHERIZATION

CONTRACT PERIOD: January 1, 2021 to December 7, 2021

CONTRACT NUMBER: 21-028-33005-0

|                               | BUDGET           | ACTUAL           |
|-------------------------------|------------------|------------------|
| REVENUE                       |                  |                  |
| Contract                      | \$ <u>37,874</u> | \$ <u>37,874</u> |
| TOTAL REVENUES                | <u>37,874</u>    | <u>37,874</u>    |
| EXPENSES                      |                  |                  |
| Program Operations            | 21,019           | 30,297           |
| Health & Safety               | 4,358            | 0                |
| Production Overhead           | <u>12,497</u>    | <u>12,497</u>    |
| TOTAL EXPENSES                | <u>37,874</u>    | <u>42,794</u>    |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>         | <u>(4,920)</u>   |
| TRANSFER IN                   |                  | <u>4,920</u>     |
| NET ASSETS AT 01/01/21        |                  | <u>0</u>         |
| NET ASSETS AT 12/07/21        |                  | <u>0</u>         |

The accompanying notes are an integral part of these schedules  
See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

ENERGY SHARE FURNACE AND WATER HEATER SAFETY & EFFICIENCY PROGRAM

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANTOR: Energy Share of Montana

|                                   | <u>BUDGET</u>    | <u>ACTUAL</u> |
|-----------------------------------|------------------|---------------|
| REVENUE                           |                  |               |
| Grant                             | \$ <u>50,000</u> | \$ <u>0</u>   |
| TOTAL REVENUES                    | <u>50,000</u>    | <u>0</u>      |
| EXPENSES                          |                  |               |
| Furnace & Water Heater Assistance | 43,478           |               |
| Administrative Expenses           | <u>6,522</u>     | <u>25</u>     |
| TOTAL EXPENSES                    | <u>50,000</u>    | <u>25</u>     |
| REVENUE OVER (UNDER) EXPENSES     | <u>0</u>         | <u>(25)</u>   |
| TRANSFER IN                       |                  | <u>25</u>     |
| NET ASSETS AT 07/01/21            |                  | <u>0</u>      |
| NET ASSETS AT 06/30/22            |                  | <u>0</u>      |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

ENERGY SHARE-MDU WEATHERIZATION

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANTOR: Energy Share of Montana MDU Weatherization

|                               | <u>BUDGET</u>    | <u>ACTUAL</u>   |
|-------------------------------|------------------|-----------------|
| REVENUE                       |                  |                 |
| Grant                         | \$ <u>25,000</u> | \$ <u>9,279</u> |
| TOTAL REVENUES                | <u>25,000</u>    | <u>9,279</u>    |
| EXPENSES                      |                  |                 |
| Program Operations            | 21,739           | 8,211           |
| Administrative Expenses       | <u>3,261</u>     | <u>21</u>       |
| TOTAL EXPENSES                | <u>25,000</u>    | <u>8,232</u>    |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>         | <u>1,047</u>    |
| TRANSFER OUT                  |                  | <u>(1,047)</u>  |
| NET ASSETS AT 07/01/21        |                  | <u>0</u>        |
| NET ASSETS AT 06/30/22        |                  | <u>0</u>        |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

LIEAP ENERGY ASSISTANCE ADMIN - CARES Act

GRANT PERIOD: May 1, 2020 to September 30, 2021

GRANT NUMBER: 20-028-19065-0

|                               | <u>BUDGET</u>    | <u>ACTUAL</u>    |
|-------------------------------|------------------|------------------|
| REVENUE                       |                  |                  |
| Grant                         | \$ <u>68,507</u> | \$ <u>66,097</u> |
| EXPENSES                      |                  |                  |
| Salaries & Fringe Benefits    | 51,966           | 47,299           |
| Supplies                      | 1,033            | 2,773            |
| Occupancy                     | 3,247            | 2,705            |
| Allocated Common Costs        | 2,565            | 2,123            |
| Communications                | 350              | 840              |
| Equipment Lease & Maintenance | 100              | 86               |
| Administration                | <u>9,246</u>     | <u>10,271</u>    |
| TOTAL EXPENSES                | <u>68,507</u>    | <u>66,097</u>    |
| REVENUE OVER (UNDER) EXPENSES | <u>0</u>         | <u>0</u>         |
| NET ASSETS AT 05/01/20        |                  | <u>0</u>         |
| NET ASSETS AT 09/30/21        |                  | <u>0</u>         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

ENERGY SHARE FUEL FUND

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANTOR: Energy Share of Montana

|                                                    | BUDGET     | ACTUAL     |
|----------------------------------------------------|------------|------------|
| REVENUE                                            |            |            |
| Grant                                              | \$ 711,777 | \$ 199,718 |
| Grant Service Fees                                 |            | 35,110     |
| TOTAL REVENUE                                      | 711,777    | 234,828    |
| EXPENSES                                           |            |            |
| Utilities Assistance - Fuel Fund                   | 227,934    | 7,373      |
| Utilities Assistance - Deposit FF                  | 29,865     | 14,281     |
| Utilities Assistance - Team                        | 0          | 2,711      |
| Utilities Assistance - Team Deposit                | 0          | 1,639      |
| Utilities Assistance - MDU USB                     | 39,000     | 26,644     |
| Utilities Assistance - MDU Deposit                 | 1,000      | 650        |
| Utilities Assistance - NWE USB                     | 321,483    | 101,964    |
| Utilities Assistance - Yellowstone Valley Electric | 15,602     | 10,167     |
| Utilities Assistance - Stillwater Mine USB         | 20,101     | 5,075      |
| Utilities Assistance - Tongue River Electric       | 4,933      | 1,388      |
| Utilities Assistance - Refrigerator                | 13,800     | 12,435     |
| Utilities Assistance - Unrestricted                | 38,059     | 16,370     |
| Program Operations                                 |            | 3,532      |
| Salaries & Fringe Benefits                         |            | 16,837     |
| Administrative Expenses                            |            | 4,301      |
| TOTAL EXPENSES                                     | 711,777    | 225,367    |
| REVENUE OVER EXPENSES                              | 0          | 9,461      |
| TRANSFER OUT                                       |            | (9,461)    |
| NET ASSETS AT 07/01/21                             |            | 0          |
| NET ASSETS AT 06/30/22                             |            | 0          |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

WORKFORCE INVESTMENT ACT - YOUTH

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANT NUMBER: DOL DLISFY20CONWSD\_100 Amendment #4

|                                      | BUDGET     | ACTUAL     |
|--------------------------------------|------------|------------|
| REVENUE                              |            |            |
| Grant                                | \$ 293,671 | \$ 249,036 |
| Equipment Lease/Rental Revenue       |            | 1          |
| TOTAL REVENUE                        | 293,671    | 249,038    |
| EXPENSES                             |            |            |
| In-School Youth                      |            |            |
| Administration                       | 5,891      | 4,630      |
| Training & Program Cost              | 42,050     | 30,428     |
| Direct Supportive Service Assistance | 25,477     | 27,211     |
| Out-of-School Youth                  |            |            |
| Administration                       | 17,674     | 13,557     |
| Training & Program Cost              | 126,149    | 89,333     |
| Direct Supportive Service Assistance | 76,431     | 83,880     |
| TOTAL EXPENSES                       | 293,671    | 249,038    |
| REVENUE OVER (UNDER) EXPENSES        | 0          | 0          |
| NET ASSETS AT 07/01/21               |            | 0          |
| NET ASSETS AT 06/30/22               |            | 0          |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

WORKFORCE INVESTMENT ACT - YOUTH CARRYOVER

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANT NUMBER: DOL DLISFY20CONWSD\_100 -5

|                                      | BUDGET    | ACTUAL    |
|--------------------------------------|-----------|-----------|
| REVENUE                              |           |           |
| Grant                                | \$ 42,836 | \$ 42,836 |
| TOTAL REVENUE                        | 42,836    | 42,836    |
| EXPENSES                             |           |           |
| In-School Youth                      |           |           |
| Administration                       | 775       | 1,613     |
| Training & Program Cost              | 5,312     | 9,808     |
| Direct Supportive Service Assistance | 4,890     | 1,657     |
| Out-of-School Youth                  |           |           |
| Administration                       | 2,324     | 1,817     |
| Training & Program Cost              | 15,935    | 11,024    |
| Direct Supportive Service Assistance | 13,600    | 19,499    |
| TOTAL EXPENSES                       | 42,836    | 45,416    |
| REVENUE OVER (UNDER) EXPENSES        | 0         | (2,580)   |
| TRANSFER IN                          |           | 2,580     |
| NET ASSETS AT 07/01/21               |           | 0         |
| NET ASSETS AT 06/30/22               |           | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

HOPE 3 SALES FUND

**STATEMENT OF NET ASSETS**

As of June 30, 2022

ASSETS

|                           |                      |
|---------------------------|----------------------|
| ASSETS                    |                      |
| Cash                      | \$ 9,189             |
| Land Held for Resale      | 16,000               |
| Land                      | 42,250               |
| House net of Depreciation | <u>8,878</u>         |
| <b>TOTAL ASSETS</b>       | <b><u>76,317</u></b> |

LIABILITIES AND NET ASSETS

|                                         |                      |
|-----------------------------------------|----------------------|
| LIABILITIES                             | <u>0</u>             |
| <b>TOTAL LIABILITIES</b>                | <b><u>0</u></b>      |
| NET ASSETS                              |                      |
| Unrestricted Net Assets                 | <u>76,317</u>        |
| <b>TOTAL LIABILITIES AND NET ASSETS</b> | <b><u>76,317</u></b> |

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

For the Year Ended June 30, 2022

|                               |                      |
|-------------------------------|----------------------|
| REVENUES                      |                      |
| Interest Revenue              | \$ <u>0</u>          |
| <b>TOTAL REVENUE</b>          | <b><u>0</u></b>      |
| EXPENSES                      |                      |
| House Depreciation            | <u>4,166</u>         |
| <b>TOTAL EXPENSES</b>         | <b><u>4,166</u></b>  |
| REVENUE OVER (UNDER) EXPENSES | (4,166)              |
| NET ASSETS AT 07/01/21        | <u>80,483</u>        |
| NET ASSETS AT 06/30/22        | <b><u>76,317</u></b> |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

SECTION 8 HOUSING PROGRAM

GRANT PERIOD: July 1, 2021 to June 30, 2022

GRANT NUMBER: 22-745-0005

|                               | CONTRACT  | ACTUAL    |
|-------------------------------|-----------|-----------|
| REVENUE                       |           |           |
| Contract Fee for Service      | \$ 78,167 | \$ 82,102 |
| CSBG Enhancement              | 10,048    |           |
| TOTAL REVENUES                | 88,215    | 82,102    |
| EXPENSES                      |           |           |
| Salaries & Fringe Benefits    | 55,681    | 43,140    |
| Program Operations            | 22,632    | 13,357    |
| Administrative Expenses       | 9,902     | 8,817     |
| TOTAL EXPENSES                | 88,215    | 65,314    |
| REVENUE OVER (UNDER) EXPENSES | 0         | 16,788    |
| TRANSFER OUT                  |           | (16,788)  |
| NET ASSETS AT 07/01/21        |           | 0         |
| NET ASSETS AT 06/30/22        |           | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

HOPWA RENEWAL GRANT

GRANT PERIOD: September 1, 2020 to October 31, 2021

GRANT NUMBER: 21-028-52002-0

|                               | BUDGET     | ACTUAL    |
|-------------------------------|------------|-----------|
| REVENUE                       |            |           |
| Grant                         | \$ 121,052 | \$ 96,476 |
|                               | 121,052    | 96,476    |
| TOTAL REVENUES                | 121,052    | 96,476    |
| EXPENSES                      |            |           |
| Rental Assistance             | 63,033     | 45,752    |
| ST Emergency Assistance       | 18,600     | 17,948    |
| Supportive Services           | 30,946     | 24,337    |
| Administration                | 8,473      | 10,147    |
| TOTAL EXPENSES                | 121,052    | 98,183    |
| REVENUE OVER (UNDER) EXPENSES | 0          | (1,707)   |
| TRANSFER IN                   |            | 1,707     |
| NET ASSETS AT 09/01/20        |            | 0         |
| NET ASSETS AT 10/31/21        |            | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

HOPWA PLUS GRANT

GRANT PERIOD: September 1, 2020 to October 21, 2021

GRANT NUMBER: 20-028-53002-0

|                               | BUDGET     | ACTUAL     |
|-------------------------------|------------|------------|
| REVENUE                       |            |            |
| Grant                         | \$ 232,279 | \$ 232,279 |
|                               | 232,279    | 232,279    |
| TOTAL REVENUES                | 232,279    | 232,279    |
| EXPENSES                      |            |            |
| Rental Assistance             | 151,592    | 151,793    |
| ST Emergency Assistance       | 45,626     | 45,842     |
| Supportive Services           | 19,249     | 19,285     |
| Permanent Housing Placement   | 6,649      | 6,649      |
| Administration                | 9,163      | 9,163      |
|                               | 232,279    | 232,732    |
| TOTAL EXPENSES                | 232,279    | 232,732    |
| REVENUE OVER (UNDER) EXPENSES | 0          | (453)      |
| TRANSFER IN                   |            | 453        |
| NET ASSETS AT 09/01/20        |            | 0          |
| NET ASSETS AT 10/21/21        |            | 0          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
 SUPPLEMENTAL SCHEDULES, CONTINUED  
 For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

MONTANA HOMEOWNERSHIP NETWORK

GRANT PERIOD: April 1, 2021 to March 31, 2022

GRANTOR: Neighborworks - HUD Housing Counseling

|                               | BUDGET    | ACTUAL    |
|-------------------------------|-----------|-----------|
| REVENUE                       |           |           |
| Neighborworks Support         | \$ 76,768 | \$ 34,759 |
| TOTAL REVENUES                | 76,768    | 34,759    |
| EXPENSES                      |           |           |
| Housing Counseling Support    | 76,768    | 34,759    |
| Administrative Support        |           |           |
| TOTAL EXPENSES                | 76,768    | 34,759    |
| REVENUE OVER (UNDER) EXPENSES | 0         | 0         |
| NET ASSETS AT 04/01/21        |           | 0         |
| NET ASSETS AT 03/31/22        |           | 0         |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

HARMONY HOUSE--RUNAWAY HOMELESS YOUTH

GRANT PERIOD: September 30, 2020 to September 28, 2021

GRANT NUMBER: 90CX7083-04-00

|                               | BUDGET     | ACTUAL     |
|-------------------------------|------------|------------|
| REVENUE                       |            |            |
| Grant                         | \$ 194,650 | \$ 186,507 |
| Contributions                 |            | 100        |
| Space Rental Revenue          |            | 100        |
| TOTAL REVENUES                | 194,650    | 186,707    |
| EXPENSES                      |            |            |
| Salaries & Fringe Benefits    | 95,569     | 93,373     |
| Relations Building Activities | 3,000      |            |
| Supportive Services           | 32,590     | 32,076     |
| Program Operations            | 42,198     | 41,784     |
| Administrative Expenses       | 21,293     | 19,474     |
| TOTAL EXPENSES                | 194,650    | 186,707    |
| REVENUE OVER (UNDER) EXPENSES | 0          | 0          |
| NET ASSETS AT 09/30/20        |            | 0          |
| NET ASSETS AT 09/28/21        |            | 0          |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

MONTANA HOMEOWNERSHIP NETWORK

GRANT PERIOD : March 29, 2021 to December 31, 2021

GRANTOR : Neighborworks Application Assistance Program

|                               | BUDGET    | ACTUAL    |
|-------------------------------|-----------|-----------|
| REVENUE                       |           |           |
| Grant                         | \$ 13,104 | \$ 13,104 |
| Contract fee for service      |           | 37,277    |
| TOTAL REVENUES                | 13,104    | 50,381    |
| EXPENSES                      |           |           |
| Housing Counseling Support    |           |           |
| Salaries & Fringe Benefits    | 8,629     | 34,068    |
| Travel & Training             | 2,000     |           |
| Occupancy                     |           | 4,023     |
| Supplies                      |           | 197       |
| Communications                | 2,475     | 118       |
| Equipment Lease, Usage & R&M  |           | 49        |
| Allocated Common Costs        |           | 3,946     |
| Administrative Support        |           | 7,981     |
| TOTAL EXPENSES                | 13,104    | 50,381    |
| REVENUE OVER (UNDER) EXPENSES | 0         | 0         |
| NET ASSETS AT 03/29/21        |           | 0         |
| NET ASSETS AT 12/31/21        |           | 0         |

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See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUPPLEMENTAL SCHEDULES, CONTINUED  
For the Year Ended June 30, 2022**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

VITA PROGRAM

GRANT PERIOD: July 1, 2021 to June 30, 2022

|                               | BUDGET   | ACTUAL   |
|-------------------------------|----------|----------|
| REVENUE                       |          |          |
| Grant                         | \$ 1,250 | \$       |
| Donation                      |          | 200      |
| In Kind                       |          | 1,478    |
| TOTAL REVENUE                 | 1,250    | 1,678    |
| EXPENSES                      |          |          |
| Salaries & Fringe Benefits    | 55,160   | 18,541   |
| Program Operations            | 16,474   | 2,965    |
| Administrative Expenses       | 11,366   | 2,984    |
| Building Costs-Corp           |          | 1,478    |
| TOTAL EXPENSES                | 83,000   | 25,969   |
| REVENUE OVER (UNDER) EXPENSES | (81,750) | (24,291) |
| TRANSFER IN                   |          | 24,291   |
| NET ASSETS AT 07/01/21        |          | 0        |
| NET ASSETS AT 06/30/22        |          | 0        |

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See independent auditor's report

## SINGLE AUDIT SECTION

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended June 30, 2022**

| Federal Grantor/<br>Pass-through Grantor/<br>Program Title | Begins    | Ends      | Federal<br>CFDA<br>Number | Agency or<br>Pass-through<br>Number | Program<br>or Award<br>Amount | Passed<br>Through to<br>Subrecipients | Federal<br>Expenditures |
|------------------------------------------------------------|-----------|-----------|---------------------------|-------------------------------------|-------------------------------|---------------------------------------|-------------------------|
| <b>US Department of Agriculture</b>                        |           |           |                           |                                     |                               |                                       |                         |
| <i>MT Department of HHS</i>                                |           |           |                           |                                     |                               |                                       |                         |
| Child & Adult Care Food Progr. 2020-21                     | 10/1/2020 | 9/30/2021 | 10.558                    | Permanent Agreement                 | 297,497                       |                                       | 73,352                  |
| Child & Adult Care Food Progr. 2021-22                     | 10/1/2021 | 9/30/2022 | 10.558                    | Permanent agreement                 | 281,169                       |                                       | 270,459                 |
| Child & Adult Care Food Progr. Provider Emergency<br>Funds | 10/1/2021 | 9/30/2022 | 10.558                    | Permanent agreement                 | 6,855                         |                                       | 6,855                   |
|                                                            |           |           |                           |                                     | 585,520                       | 0                                     | 350,665                 |
| <b>SNAP Cluster</b>                                        |           |           |                           |                                     |                               |                                       |                         |
| Supplemental Nutrition Assistance                          |           |           |                           |                                     |                               |                                       |                         |
| Employment & Training 2020-21                              | 10/1/2020 | 9/30/2021 | 10.561                    | 21-022-28004-0                      | 302,035                       |                                       | 23,673                  |
| Employment & Training 2021-22                              | 10/1/2021 | 6/30/2022 | 10.561                    | 22-022-28004-0                      | 231,273                       |                                       | 102,100                 |
| <b>Total SNAP Cluster</b>                                  |           |           |                           |                                     | 533,308                       | 0                                     | 125,773                 |
| Crow Food Distribution                                     | 10/1/2020 | 9/30/2022 | 10.567                    | 21-027-25006-0                      | 232,888                       |                                       | 98,471                  |
| Crow Food Distribution                                     | 10/1/2021 | 9/30/2023 | 10.567                    | 22-027-56006-0                      | 140,737                       |                                       | 130,413                 |
|                                                            |           |           |                           |                                     | 373,625                       | 0                                     | 228,884                 |
| <b>Total Department of Agriculture</b>                     |           |           |                           |                                     | <b>1,492,453</b>              | <b>0</b>                              | <b>705,322</b>          |

The accompanying notes are an integral part of this schedule  
See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Continued  
For the Year Ended June 30, 2022**

| Federal Grantor/<br>Pass-through Grantor/<br>Program Title                            | Begins    | Ends       | Federal<br>CFDA<br>Number | Agency or<br>Pass-through<br>Number | Program<br>or Award<br>Amount | Passed<br>Through to<br>Subrecipients | Federal<br>Expenditures |
|---------------------------------------------------------------------------------------|-----------|------------|---------------------------|-------------------------------------|-------------------------------|---------------------------------------|-------------------------|
| <b>US Department of Housing<br/>&amp; Urban Development<br/>Neighborworks Montana</b> |           |            |                           |                                     |                               |                                       |                         |
| HUD Housing Counseling Program                                                        | 4/1/2020  | 3/31/2021  | 14.169                    | MOU                                 | 62,300                        |                                       | 24,050                  |
| HUD Housing Counseling Program                                                        | 4/1/2021  | 3/21/2022  | 14.169                    | MOU                                 | 76,768                        |                                       | 34,759                  |
|                                                                                       |           |            |                           |                                     | 139,068                       | 0                                     | 58,809                  |
| <b>MT Department of HHS</b>                                                           |           |            |                           |                                     |                               |                                       |                         |
| HUD Emergency Solutions Grant (ESG)                                                   | 7/1/2021  | 5/31/2023  | 14.231                    | 20-028-51005-0                      | 108,651                       |                                       | 163                     |
| HUD Emergency Solutions Grant (ESG)                                                   | 9/1/2021  | 7/31/2023  | 14.231                    | 21-028-51005-0                      | 122,965                       |                                       | 0                       |
| HUD Emergency Shelter Dist 3                                                          | 7/1/2021  | 5/31/2023  | 14.231                    | 20-028-51013-0                      | 17,331                        |                                       | 9                       |
| HUD Emergency Shelter Dist 3 FY 2021                                                  | 9/1/2021  | 7/31/2023  | 14.231                    | 21-028-51013-0                      | 19,615                        |                                       | 0                       |
| HUD Emergency Shelter CARES                                                           | 4/1/2020  | 8/31/2022  | 14.231                    | 20-028-19005-0                      | 1,849,247                     | 358,865                               | 812,648                 |
| HUD Emergency Shelter Dist 3 CARES                                                    | 4/1/2020  | 8/31/2022  | 14.231                    | 20-028-19013-0                      | 5,913                         |                                       | 851                     |
|                                                                                       |           |            |                           |                                     | 2,123,722                     | 358,865                               | 813,671                 |
| <b>Direct</b>                                                                         |           |            |                           |                                     |                               |                                       |                         |
| Housing Opportunities for Persons with Aids                                           | 9/1/2020  | 10/31/2021 | 14.241                    | 21-028-52002-0                      | 121,052                       |                                       | 5,165                   |
| Housing Opportunities for Persons with Aids                                           | 9/1/2021  | 8/31/2022  | 14.241                    | 22-028-52002-0                      | 145,631                       |                                       | 94,447                  |
| Housing Opportunities for Persons with Aids                                           | 9/1/2020  | 8/31/2021  | 14.241                    | 20-028-53002-0                      | 232,279                       |                                       | 62,376                  |
| Housing Opportunities for Persons with Aids                                           | 9/1/2021  | 9/30/2022  | 14.241                    | 21-028-53004-0                      | 151,234                       |                                       | 64,346                  |
| HOPWA-CARES Act                                                                       | 4/1/2020  | 3/31/2023  | 14.241                    | 20-028-19023-0                      | 104,460                       |                                       | 42,675                  |
|                                                                                       |           |            |                           |                                     | 754,656                       | 0                                     | 269,009                 |
| HUD Youth Demonstration Project                                                       | 5/11/2021 | 8/31/2022  | 14.276                    | MT0076Y8T001899                     | 154,178                       |                                       | 92,194                  |
| <b>Total Department of HUD</b>                                                        |           |            |                           |                                     | <b>3,171,625</b>              | <b>358,865</b>                        | <b>1,233,683</b>        |

The accompanying notes are an integral part of this schedule  
See independent auditor's report

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Continued  
For the Year Ended June 30, 2022**

| Federal Grantor/<br>Pass-through Grantor/<br>Program Title | Begins    | Ends       | Federal<br>CFDA<br>Number | Agency or<br>Pass-through<br>Number | Program<br>or Award<br>Amount | Passed<br>Through to<br>Subrecipients | Federal<br>Expenditures |
|------------------------------------------------------------|-----------|------------|---------------------------|-------------------------------------|-------------------------------|---------------------------------------|-------------------------|
| <b>US Department of Labor</b>                              |           |            |                           |                                     |                               |                                       |                         |
| <i>MT Department of Labor</i>                              |           |            |                           |                                     |                               |                                       |                         |
| <b>WIOA Cluster</b>                                        |           |            |                           |                                     |                               |                                       |                         |
| Work Innovation & Opportunities Act                        | 7/1/2021  | 6/30/2022  | 17.259                    | DLISFY20CONWSD_100                  | 293,671                       |                                       | 249,036                 |
| Work Innovation & Opportunities Act Carryover              | 7/1/2021  | 6/30/2022  | 17.259                    | DLISFY20CONWSD_100-5                | 42,836                        |                                       | 42,836                  |
| <b>Total Department of Labor WIOA Cluster</b>              |           |            |                           |                                     | <b>336,507</b>                | <b>0</b>                              | <b>291,872</b>          |
| <b>US Department of Treasury</b>                           |           |            |                           |                                     |                               |                                       |                         |
| <i>Internal Revenue Service-Montana Credit</i>             |           |            |                           |                                     |                               |                                       |                         |
| <i>Unions for Community Development</i>                    |           |            |                           |                                     |                               |                                       |                         |
| NeighborWorks application Assistance Program               | 3/29/2021 | 12/31/2021 | 21.023                    | NeighborWorks of MT                 | 35,568                        |                                       | 35,568                  |
| Emergency Rental/Housing Stability (NAAP)                  | 12/1/2021 | 9/30/2022  | 21.023                    | 22-028-17005-0                      | 678,481                       |                                       | 70,656                  |
| <b>Total Department of Treasury</b>                        |           |            |                           |                                     | <b>714,049</b>                | <b>0</b>                              | <b>106,223</b>          |
| <b>US Department of Energy</b>                             |           |            |                           |                                     |                               |                                       |                         |
| <i>MT Department of HHS</i>                                |           |            |                           |                                     |                               |                                       |                         |
| DOE WX 2021-22                                             | 7/1/2021  | 6/30/2022  | 81.042                    | 21-028-30025-0                      | 284,230                       |                                       | 224,821                 |
| Crow DOE WX 2021-22                                        | 7/1/2021  | 6/30/2022  | 81.042                    | 21-028-30031-0                      | 55,690                        |                                       | 55,690                  |
| <b>Total Department of Energy</b>                          |           |            |                           |                                     | <b>339,920</b>                | <b>0</b>                              | <b>280,511</b>          |
| <b>US Department of Health and Human Services</b>          |           |            |                           |                                     |                               |                                       |                         |
| <i>MT Department of HHS</i>                                |           |            |                           |                                     |                               |                                       |                         |
| <i>Direct</i>                                              |           |            |                           |                                     |                               |                                       |                         |
| Runaway Homeless Youth                                     | 9/30/2020 | 9/28/2021  | 93.550                    | 90CX7083-04-00                      | 194,650                       |                                       | 50,201                  |
| Runaway Homeless Youth                                     | 9/30/2021 | 9/28/2022  | 93.550                    | 90CX7083-05-00                      | 194,650                       |                                       | 172,197                 |
| Runaway Homeless Youth-CARES Act                           | 9/30/2019 | 9/28/2022  | 93.550                    | 90CX7083-03-C3                      | 50,609                        |                                       | 12,568                  |
| <b>Total Homeless Youth</b>                                |           |            |                           |                                     | <b>439,909</b>                | <b>0</b>                              | <b>234,966</b>          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Continued  
For the Year Ended June 30, 2022**

| <b>Federal Grantor/<br/>Pass-through Grantor/<br/>Program Title</b> | <b>Begins</b> | <b>Ends</b> | <b>Federal<br/>CFDA<br/>Number</b> | <b>Agency or<br/>Pass-through<br/>Number</b> | <b>Program<br/>or Award<br/>Amount</b> | <b>Passed<br/>Through to<br/>Subrecipients</b> | <b>Federal<br/>Expenditures</b> |
|---------------------------------------------------------------------|---------------|-------------|------------------------------------|----------------------------------------------|----------------------------------------|------------------------------------------------|---------------------------------|
| <b>US Department of Health and Human Services</b>                   |               |             |                                    |                                              |                                        |                                                |                                 |
| <b>TANF Cluster</b>                                                 |               |             |                                    |                                              |                                        |                                                |                                 |
| WoRC/Pathways Yellowstone 2020-21                                   | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 2,702,960                              |                                                | 1,109,658                       |
| Employment Services Yellowstone                                     | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 360,434                                |                                                | 69,265                          |
| WoRC/Pathways Carbon/Stillwater/Sweet Grass<br>2020-2022            | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 138,686                                |                                                | 32,933                          |
| WoRC/Pathways Big Horn 2020-22                                      | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 940,004                                |                                                | 338,238                         |
| Employment Services Big Horn                                        | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 98,914                                 |                                                | 7,687                           |
| WoRC/Pathways FES Yellowstone 2020-22                               | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 70,000                                 |                                                | 30,447                          |
| WoRC/Pathways Big Horn/Pathways FES 2020-22                         | 7/1/2020      | 6/30/2022   | 93.558                             | 21-022-28022-0                               | 55,176                                 |                                                | 26,857                          |
| <b>Total WORC/TANF Cluster</b>                                      |               |             |                                    |                                              | <u>4,366,174</u>                       | <u>0</u>                                       | <u>1,615,085</u>                |
| <b>US Department of Health and Human Services</b>                   |               |             |                                    |                                              |                                        |                                                |                                 |
| <b>MT Department of HHS</b>                                         |               |             |                                    |                                              |                                        |                                                |                                 |
| LIWAP Admin ARPA                                                    | 10/1/2021     | 9/30/2023   | 93.499                             | 21-028-18052-0                               | 30,272                                 |                                                | 30,272                          |
| LIWAP Outreach ARPA                                                 | 10/1/2021     | 9/30/2023   | 93.499                             | 21-028-18052-0                               | 30,272                                 |                                                | 30,272                          |
| <b>Total LIWAP</b>                                                  |               |             |                                    |                                              | <u>60,544</u>                          | <u>0</u>                                       | <u>60,544</u>                   |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Continued  
For the Year Ended June 30, 2022**

| Federal Grantor/<br>Pass-through Grantor/<br>Program Title   | Begins    | Ends      | Federal<br>CFDA<br>Number | Agency or<br>Pass-through<br>Number | Program<br>or Award<br>Amount | Passed<br>Through to<br>Subrecipients | Federal<br>Expenditures |
|--------------------------------------------------------------|-----------|-----------|---------------------------|-------------------------------------|-------------------------------|---------------------------------------|-------------------------|
| <b>US Department of Health and Human Services, continued</b> |           |           |                           |                                     |                               |                                       |                         |
| <i>MT Department of HHS, continued</i>                       |           |           |                           |                                     |                               |                                       |                         |
| LIEAP WX 2020-21                                             | 7/1/2020  | 9/30/2021 | 93.568                    | 20-028-16005-0                      | 587,571                       |                                       | 164,827                 |
| LIEAP WX 2021-22                                             | 7/1/2021  | 9/30/2022 | 93.568                    | 21-028-16005-0                      | 781,499                       |                                       | 408,076                 |
| LIEAP WX CT 2020-21                                          | 7/1/2020  | 9/30/2021 | 93.568                    | 20-028-16011-0                      | 93,188                        |                                       | 163                     |
| LIEAP WX CT 2021-22                                          | 7/1/2021  | 9/30/2022 | 93.568                    | 21-028-16011-0                      | 115,909                       |                                       | 77,379                  |
| LIEAP Administration 2020-22                                 | 10/1/2020 | 9/30/2022 | 93.568                    | 21-028-13005-0                      | 171,994                       |                                       | 106,449                 |
| LIEAP Administration 21-23                                   | 10/1/2021 | 9/30/2023 | 93.568                    | 22-028-13005-0                      | 179,999                       |                                       | 0                       |
| LIEAP CRF 2020-22                                            | 10/1/2020 | 9/30/2022 | 95.568                    | 21-028-13005-0                      |                               |                                       | 156,464                 |
| LIEAP CRF 2021-23                                            | 10/1/2021 | 9/30/2023 | 93.568                    | 22-028-13005-0                      |                               |                                       | 101,052                 |
| LIEAP Energy Assistance Outreach 2021-22                     | 10/1/2020 | 9/30/2022 | 93.568                    | 21-028-13005-0                      | 51,898                        |                                       | 33,040                  |
| LIEAP Education/Advocacy 21-23                               | 10/1/2021 | 9/30/2023 | 93.568                    | 22-028-13005-0                      | 97,485                        |                                       | 0                       |
| LIEAP Education/Advocacy 2021-22                             | 10/1/2021 | 9/30/2022 | 93.568                    | 21-028-13005-0                      | 99,030                        |                                       | 34,491                  |
| ARPA LIEAP Weatherization                                    | 7/1/2021  | 9/30/2022 | 93.568                    | 21-028-19090-4                      | 1,060,957                     |                                       | 286,553                 |
| ARPA CT LIEAP Weatherization                                 | 7/1/2021  | 9/30/2022 | 93.568                    | 21-028-19091-0                      | 158,058                       |                                       | 94,649                  |
| LIEAP Energy Asst. Admin.-CARES Act                          | 5/1/2020  | 9/30/2021 | 93.568                    | 20-028-19065-0                      | 68,507                        |                                       | 2,845                   |
| ARPA LIEAP Administration                                    | 10/1/2021 | 9/30/2022 | 93.568                    | 21-028-19052-0                      | 304,862                       |                                       | 46,432                  |
| ARPA LIEAP Client Education                                  | 10/1/2021 | 9/30/2022 | 93.568                    | 21-028-19052-0                      | 45,417                        |                                       | 27,824                  |
| LIEAP Energy Asst. CRF - CARES Act                           | 10/1/2021 | 9/30/2022 | 93.568                    | 21-028-19052-0                      |                               |                                       | 533,873                 |
| ARPA LIEAP Outreach                                          | 10/1/2021 | 9/30/2022 | 93.568                    | 21-028-19052-0                      | 62,406                        |                                       | 23,287                  |
| <b>Total LIEAP</b>                                           |           |           |                           |                                     | <b>3,878,780</b>              | <b>0</b>                              | <b>2,097,405</b>        |
| CSBG 2020                                                    | 1/1/2020  | 8/31/2021 | 93.569                    | 20-028-10005-0                      | 500,300                       |                                       | 35,574                  |
| CSBG 2021                                                    | 1/1/2021  | 9/30/2022 | 93.569                    | 21-028-10005-1                      | 508,054                       |                                       | 439,479                 |
| CSBG 2022                                                    | 1/1/2022  | 9/30/2023 | 93.569                    | 22-028-10005-0                      | 513,617                       |                                       | 30,502                  |
| CSBG CARES Act                                               | 5/1/2020  | 9/30/2022 | 93.569                    | 20-028-19045-0                      | 177,523                       |                                       | 23,459                  |
| CSBG CARES Act (2nd Allocation)                              | 5/1/2020  | 9/30/2023 | 93.569                    | 21-028-19045-0                      | 469,171                       |                                       | 233,997                 |
| <b>Total CSBG</b>                                            |           |           |                           |                                     | <b>2,168,665</b>              | <b>0</b>                              | <b>763,011</b>          |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Continued  
For the Year Ended June 30, 2022**

| Federal Grantor/<br>Pass-through Grantor/<br>Program Title                            | Begins    | Ends       | Federal<br>CFDA<br>Number | Agency or<br>Pass-through<br>Number | Program<br>or Award<br>Amount | Passed<br>Through to<br>Subrecipients | Federal<br>Expenditures |
|---------------------------------------------------------------------------------------|-----------|------------|---------------------------|-------------------------------------|-------------------------------|---------------------------------------|-------------------------|
| <b>US Department of Health and Human Services, continued</b>                          |           |            |                           |                                     |                               |                                       |                         |
| <i>MT Department of HHS, continued</i>                                                |           |            |                           |                                     |                               |                                       |                         |
| <b>CCDF Cluster</b>                                                                   |           |            |                           |                                     |                               |                                       |                         |
| CCDBG Child Care Services 2020-21                                                     | 10/1/2020 | 9/30/2021  | 93.575                    | 2125CCRR0070                        | 1,445,613                     |                                       | 265,374                 |
| CCDBG Child Care Services 2021-22                                                     | 10/1/2021 | 9/30/2022  | 93.575                    | 2225CCRR0077                        | 1,481,484                     |                                       | 856,868                 |
| CC Stars to Quality                                                                   | 10/1/2020 | 9/30/2021  | 93.575                    | 2125CCRR0070                        | 187,652                       |                                       | 24,594                  |
| CC Stars to Quality                                                                   | 10/1/2021 | 9/30/2023  | 93.575                    | 2225CCRR0077                        | 189,871                       |                                       | 69,250                  |
| CCS./CCC (Carryover)                                                                  | 10/1/2020 | 9/30/2021  | 93.575                    | 2125CCRR0070                        | 163,327                       |                                       | 124,802                 |
| Child Care School Age Grant                                                           | 10/1/2021 | 9/30/2023  | 93.575                    | 2125CCRR0070                        | 1,452,860                     |                                       | 877,904                 |
| <b>Total CCDBG, CCDF Cluster</b>                                                      |           |            |                           |                                     | <b>4,920,806</b>              | <b>0</b>                              | <b>2,218,792</b>        |
| <b>Total Department of HHS</b>                                                        |           |            |                           |                                     | <b>15,834,878</b>             | <b>0</b>                              | <b>6,989,803</b>        |
| <b>US Department of Homeland Security</b>                                             |           |            |                           |                                     |                               |                                       |                         |
| <i>Emergency Food and Shelter National<br/>Board Program, United Way, Fairfax, VA</i> |           |            |                           |                                     |                               |                                       |                         |
| Big Horn FEMA                                                                         | 1/1/2020  | 10/31/2021 | 97.024                    | 38-5530-01                          | 4,553                         | 4,462                                 | 4,529                   |
| <b>Total FEMA / Homeland Security</b>                                                 |           |            |                           |                                     | <b>4,553</b>                  | <b>4,462</b>                          | <b>4,529</b>            |
| <b>TOTAL FEDERAL CASH AWARDS</b>                                                      |           |            |                           |                                     | <b>\$ 21,893,984</b>          | <b>\$ 363,327</b>                     | <b>\$ 9,611,943</b>     |
| <b>NON-CASH ASSISTANCE</b>                                                            |           |            |                           |                                     |                               |                                       |                         |
| <b>US Department of Agriculture</b>                                                   |           |            |                           |                                     |                               |                                       |                         |
| <i>MT Department of HHS</i>                                                           |           |            |                           |                                     |                               |                                       |                         |
| Commodities -- Crow                                                                   |           |            | 10.567                    |                                     |                               |                                       | \$ 99,030               |
|                                                                                       |           |            |                           |                                     |                               | Total                                 | <b>\$ 99,030</b>        |

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**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended June 30, 2022**

**NOTE 1. BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal award activity of the District under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 *US Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net assets, or cash flows of District 7.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

**NOTE 3. INDIRECT COST RATE**

The HRDC has elected not to use the 10 percent *de minimis* indirect cost rate allowed under Uniform Guidance.

See independent auditor's report

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

To the Board of Trustees of  
District 7 Human Resources Development Council  
Billings, Montana

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of District 7 Human Resources Development Council, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated November 30, 2022.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered District 7 Human Resources Development Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District 7 Human Resources Development Council's internal control. Accordingly, we do not express an opinion on the effectiveness of District 7 Human Resources Development Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether District 7 Human Resources Development Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Carver Florek & James, CPAs*

Carver Florek & James, CPA's  
Missoula, Montana  
November 30, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Trustees of  
District 7 Human Resources Development Council  
Billings, Montana

**Opinion on Each Major Federal Program**

We have audited District 7 Human Resources Development Council's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on District 7 Human Resources Development Council's major federal programs for the year ended June 30, 2022. District 7 Human Resources Development Council's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, District 7 Human Resources Development Council complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2022.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of District 7 Human Resources Development Council and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of District 7 Human Resources Development Council's compliance with the compliance requirements referred to above.

### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to District 7 Human Resources Development Council's federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on District 7 Human Resources Development Council's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about District 7 Human Resources Development Council's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding District 7 Human Resources Development Council's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of District 7 Human Resources Development Council's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of District 7 Human Resources Development Council's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be significant deficiency.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2022-001 to be significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. *Government Auditing Standards* requires the auditor to perform limited procedures on District 7 Human Resource Council's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. District 7 Human Resource Council's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Carver Florek & James, CPAs*

Carver Florek & James, CPA's  
Missoula, Montana  
November 30, 2022

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended June 30, 2022**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

***Financial Statements***

|                                                       |               |
|-------------------------------------------------------|---------------|
| Type of auditor’s report issued                       | Unmodified    |
| Internal control over financial reporting:            |               |
| Material weakness(es) identified?                     | No            |
| Significant deficiency(ies) identified?               | None reported |
| Noncompliance material to financial statements noted? | No            |

***Federal Awards***

|                                                                                                       |             |
|-------------------------------------------------------------------------------------------------------|-------------|
| Internal control over major programs:                                                                 |             |
| Material weakness(es) identified?                                                                     | No          |
| Significant deficiency(ies) identified?                                                               | Yes         |
| Type of auditor’s report issued on compliance<br>for major programs                                   | Unmodified  |
| Any audit findings disclosed that are required to be reported<br>in accordance with 2 CFR 200.516(a)? | No          |
| Identification of Major Federal Programs:                                                             |             |
| U. S. Department of Agriculture<br>Child and Adult Care Food Program                                  | CFDA 10.558 |
| U.S. Department of Health and Human Services<br>TANF Cluster                                          | CFDA 93.558 |

The dollar threshold used to distinguish between Type A and Type B programs as described in the Uniform Guidance was \$750,000.

|                                          |     |
|------------------------------------------|-----|
| Auditee qualified as a low-risk auditee? | Yes |
|------------------------------------------|-----|

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended June 30, 2022**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

None Noted

**SECTION III – FEDERAL AWARDS FINDINGS & QUESTIONED COSTS**

**2022 – 001 INSURANCE COVERAGE - ALLOWABLE COSTS PRINCIPLES**

Criteria: 2 CFR § 200.447 explains that costs which should have been covered by permissible insurance are unallowable.

Condition: During our testing of the TANF program we found the District incurred a cost in the amount of \$7,905 for hail damage that would have been covered by insurance if the damage had been reported to the insurance company in a timely manner.

Cause: The District did not follow their policy for vehicle inspection and maintenance wherein vehicles should be inspected on a monthly basis nor was management aware that these costs were not allowable under the grant.

Effect: Reimbursement for an unallowable cost under the grant was received.

Questioned Cost: Less than \$25,000, actual known cost of \$7,905.

Recommendation: We recommend that management follow their policy for vehicle inspection and maintenance. Furthermore, management should continue striving to more clearly understand federal cost principles.

**SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

The audit for the year ended June 30, 2021 contained no findings.



November 28, 2022,

Carver, Florek & James, CPA's  
1135 Strand Avenue  
Missoula, MT 59801

Re: Management Response to – Section III – Federal Awards Findings & Questioned Costs

During Fiscal Year 2022 HRDC management acknowledges that there were key changes within the organizational structure including changes to personnel within the employment & training department, as well as, various other operating changes. Included below is management's response to Section III – Federal Awards Findings & Questioned Costs for the Fiscal Audit ended June 30, 2022.

### **2022 – 001 INSURANCE COVERAGE - ALLOWABLE COSTS PRINCIPLES**

The agency carries adequate insurance coverage for all vehicles and property as required by the Code of Federal Regulations. The agency has a written vehicle inspection and maintenance procedure which includes detailed procedures for vehicle inspection, maintenance, reporting of problems, cleaning procedures, and recordkeeping.

The agency followed its procedures for vehicle inspections and maintenance and minor observable damage was noted to the vehicle. Shortly after the inspection, key staffing changes occurred and the manager failed to follow up on the report nor continue to note the damage on subsequent monthly reports. Upon return of the leased vehicle to the dealership, the dealership noted hail damage. While the damage was noted in our inspection reports, the length of time to report such a claim to insurance had expired and would not be covered through an insurance claim.

Under CFR Section 200.447 Insurance and Indemnification, losses which could have been covered by permissible insurance are unallowable, *however costs incurred because of losses not covered under nominal insurance coverage provided in keeping with sound management practice*, and minor losses not covered by insurance are allowable.

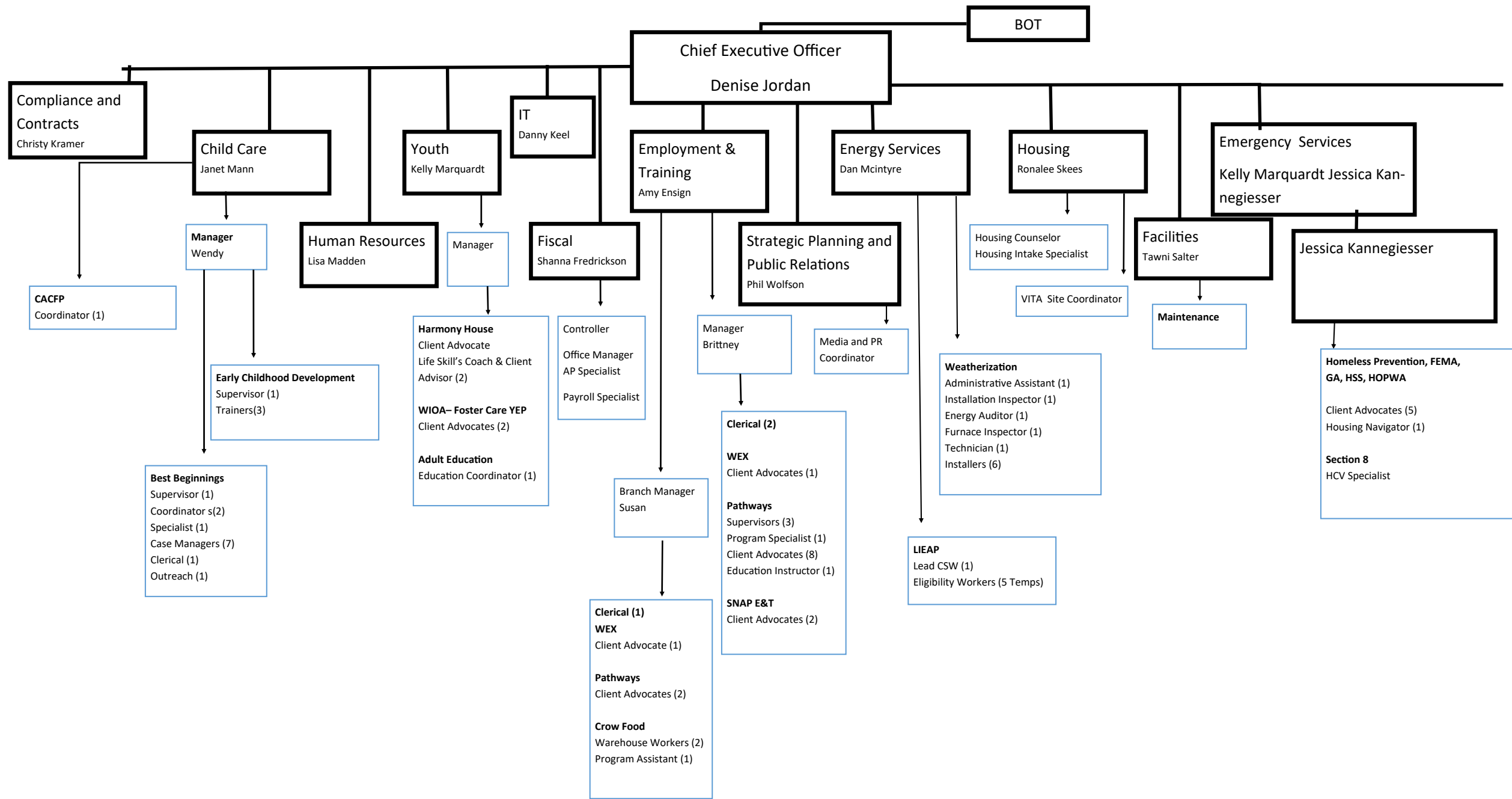
The agency has interpreted this provision as a loss not covered under nominal insurance coverage provided in keeping with sound management practices which would be an allowable cost under CFR 200.447. The Auditors disagreed with our interpretation of the regulations.

The agency will continue to inspect vehicles on a regular basis under procedures that have been in effect and are part of our control systems. In addition program managers and directors will be instructed to continue to include any damage on vehicle inspections reports until fixed. The agency believes this is an isolated instance but will continue to try to ensure that all outstanding items are resolved during any staff transition period. The agency also will consider the interpretation of CFR 200.447 for further clarification on what may be included as allowable costs from granting Agencies and federal regulations.

Sincerely,

A handwritten signature in blue ink that reads "Denise Jordan". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Denise Jordan, CEO



BOT

Chief Executive Officer  
Denise Jordan

Compliance and Contracts  
Christy Kramer

Child Care  
Janet Mann

Youth  
Kelly Marquardt

IT  
Danny Keel

Employment & Training  
Amy Ensign

Energy Services  
Dan McIntyre

Housing  
Ronalee Skees

Emergency Services  
Kelly Marquardt  
Jessica Kannegiesser

Human Resources  
Lisa Madden

Fiscal  
Shanna Fredrickson

Strategic Planning and Public Relations  
Phil Wolfson

Housing Counselor  
Housing Intake Specialist

Facilities  
Tawni Salter

Jessica Kannegiesser

CACFP  
Coordinator (1)

Manager  
Wendy

Early Childhood Development  
Supervisor (1)  
Trainers(3)

Best Beginnings  
Supervisor (1)  
Coordinator s(2)  
Specialist (1)  
Case Managers (7)  
Clerical (1)  
Outreach (1)

Manager

Harmony House  
Client Advocate  
Life Skill's Coach & Client Advisor (2)

WIOA- Foster Care YEP  
Client Advocates (2)

Adult Education  
Education Coordinator (1)

Controller  
Office Manager  
AP Specialist  
Payroll Specialist

Branch Manager  
Susan

Clerical (1)  
WEX  
Client Advocate (1)

Pathways  
Client Advocates (2)

Crow Food  
Warehouse Workers (2)  
Program Assistant (1)

Manager  
Brittney

Clerical (2)

WEX  
Client Advocates (1)

Pathways  
Supervisors (3)  
Program Specialist (1)  
Client Advocates (8)  
Education Instructor (1)

SNAP E&T  
Client Advocates (2)

Media and PR  
Coordinator

Weatherization  
Administrative Assistant (1)  
Installation Inspector (1)  
Energy Auditor (1)  
Furnace Inspector (1)  
Technician (1)  
Installers (6)

LIEAP  
Lead CSW (1)  
Eligibility Workers (5 Temps)

VITA Site Coordinator

Maintenance

Homeless Prevention, FEMA, GA, HSS, HOPWA  
Client Advocates (5)  
Housing Navigator (1)

Section 8  
HCV Specialist

|                                                              |                                                |
|--------------------------------------------------------------|------------------------------------------------|
|                                                              |                                                |
|                                                              |                                                |
| <b>Budget Year (12 month term)</b>                           | SFY 23 (July 1, 2023 - June 30, 2024)          |
| <b>Organization</b>                                          | District 7 Human Resources Development Council |
| <b>Address</b>                                               | 7 North 31st Street, Billings MT 59101         |
| <b>Director Name and Phone</b>                               | Denise Jordan 406-247-4732                     |
| <b>Fiscal Agent Name and Phone</b>                           | Shanna Fredrickson 406-247-4732                |
|                                                              |                                                |
| <b>Budget narrative describe line items</b>                  |                                                |
|                                                              |                                                |
| <b>Homless Prevention Program</b>                            |                                                |
| <b>Line Item Description:</b>                                | <b>Program Administration</b>                  |
| Personnel                                                    | \$ 20,880                                      |
| Fringe                                                       | \$ 5,447                                       |
| Travel                                                       | \$ 98                                          |
| Contracted Services                                          |                                                |
| Occupancy (rent, janitorial, repairs, utilities, etc.)       | \$ 1,489                                       |
| Supplies/Printing                                            | \$ 269                                         |
| Operations (communications, equipment, allocated cost, etc.) | \$ 2,325                                       |
| Administration (Directo Cost Allocation Plan)                | \$ 4,492                                       |
| Rental Assistance                                            | \$ 75,000                                      |
|                                                              |                                                |
|                                                              |                                                |
|                                                              |                                                |
| <b>Total</b>                                                 | <b>\$ 110,000</b>                              |
|                                                              |                                                |
|                                                              |                                                |
| <u>Denise Jordan, CEO</u>                                    |                                                |
| printed name and signature of person completing form         |                                                |
|                                                              |                                                |
| Kelly Marquardt, Operations Director                         |                                                |
| \                                                            |                                                |

**BUDGET CATEGORIES PROGRAM ADMINISTRATION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| Client Advocate @ 30% FTE -Responsible for a variety of duties pertaining to determining and documenting participant eligibility, income, rent and contractual relationships with owners in support of program operations. Program Manager @ 7% FTE - Oversees the program including, supervises and coordinates all elements of the programs to ensure cohesiveness and consistency of services Complete reporting requirements with the finance department. | \$ 20,880.00 |
| Employees are eligible for benefits as allowed in the Personnel Policies and Procedures. These include Health Insurance, Disability Insurance, Retirement Plan, Annual and Sick Leave, Workers Compensation, Social Security, etc. Fringe calculated at 20% of wages. Estimate is based on current Pathways staff entitled benefits and current Pathways staff benefits elections.                                                                            | \$ 5,447.00  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| Travel is directly associated with program activities to meet with and assist clients and attend meetings. Estimate 150 miles @ .655/mile = \$189                                                                                                                                                                                                                                                                                                             | \$ 98.00     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| Occupancy costs include agency facilities and related costs, which are allocated based on square footage occupied and a relative percent of common use space. The costs are pooled and allocated to programs based on an approved allocation plan using labor hours as a base. Estimate is based on previous history of approximately 2% of the total budget.                                                                                                 | \$ 1,489.00  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| This category includes general office supplies, computers, furniture, subscriptions, Xerox/copies, mimeograph, printing, etc.                                                                                                                                                                                                                                                                                                                                 | \$ 269.00    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Pool accumulates the postage, advertisements and outreach activities, costs of long distance charges, internet access, and telephone fees directly associated with the programs. COMMON COSTS - These costs are pooled and allocated to programs based on an approved allocation plan using labor hours as a base. Common costs include operating costs for the clerical/intake and administrative pools, as well as common insurance, communications, equipment use, and supply costs that are cost effectively purchased in bulk and are cost ineffective to directly cost allocate. These costs are accumulated in both the program and administrative functional categories. These costs also include advertisements and outreach activities directly associated with the program. CLERICAL AND INTAKE POOLS COSTS - This pool accumulates the costs for employees that are providing program and administrative support within the organization. | \$ 2,325.00          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
| These costs are pooled and allocated to programs based on an approved allocation plan using labor hours as a base. Administrative costs include: 1) compensation for the Corporate Officers, Human Resources and Accounting departments, 2) occupancy and operational costs support for those functions, and 3) contractual costs such as the annual audit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 4,492.00          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
| Assistance for 45 households at risk of homelessness, specifically, those that meet the criteria, to increase and/or achieve housing stability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$ 75,000.00         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>\$ 110,000.00</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
| Estimated Cost Per Voucher \$64.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |



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**Entity Registration**

**Core Data**

**Business Information**

**Entity Types**

**Financial Information**

**Points of Contact**

**Assertions**

**Reps and Certs (FAR/DFARS)**

Reps and Certs (Financial Assistance)

Exclusions

Responsibility / Qualification

**Entity Information**

# DISTRICT 7 HUMAN RESOURCES DEVELOPMENT

Active Registration

Unique Entity ID      CAGE/NCAGE  
**CXR3JHWLM587    4APC6**

*Expiration Date*

**Nov 19, 2024**

Physical Address  
**7 N 31ST ST**  
**Billings, Montana**  
**59101-2114, United States**

Mailing Address  
**PO Box 2016**  
**Billings, Montana**  
**59103-2016, United States**

Purpose of Registration  
**All Awards**

Version

Current Record

## BUSINESS INFORMATION

---

|                                      |                                                                |
|--------------------------------------|----------------------------------------------------------------|
| Doing Business As<br>(blank)         | URL<br><a href="http://www.hrdc7.org">http://www.hrdc7.org</a> |
| Division Name<br>(blank)             | Division Number<br>(blank)                                     |
| Congressional District<br>Montana 02 | State/Country of Incorporation<br>Montana, United States       |

### Registration Dates

|                                 |                                          |
|---------------------------------|------------------------------------------|
| Activation Date<br>Dec 7, 2023  | Initial Registration Date<br>Jun 6, 2005 |
| Submission Date<br>Nov 20, 2023 |                                          |

| Owner               | CAGE    | Legal Business Name |
|---------------------|---------|---------------------|
| Immediate Owner     | (blank) | (blank)             |
| Highest Level Owner | (blank) | (blank)             |

### Entity Dates

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| Entity Start Date<br>Mar 21, 1966 | Fiscal Year End Close Date<br>Jun 30 |
|-----------------------------------|--------------------------------------|

### Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## SAM SEARCH AUTHORIZATION

---

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## ENTITY TYPES

---

### Business Types

|                      |                               |
|----------------------|-------------------------------|
| Entity Structure     | Corporate Entity (Tax Exempt) |
| Entity Type          | Business or Organization      |
| Profit Structure     | Non-Profit Organization       |
| Organization Factors | (blank)                       |

### Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

### Other Entity Qualifiers

Community Development Corporation

## FINANCIAL INFORMATION

---

## Payments

Accepts Credit Card Payments  
No

Debt Subject To Offset [?](#)  
No

## ACCOUNT DETAILS

EFT Indicator **0000**  
CAGE Code **4APC6**

## POINTS OF CONTACT

### Electronic Business

#### Primary Point of Contact

**DENISE Jordan, CEO**

Address

PO Box 2016

Billings, Montana 59103-2016

United States

### **Alternate Point of Contact**

**Shanna Fredrickson**

Address

PO Box 2016

Billings, Montana 59103-2016

United States

## **Government Business**

### **Primary Point of Contact**

**DENISE Jordan, CEO**

Address

PO Box 2016

Billings, Montana 59103-2016

United States

### **Alternate Point of Contact**

**Shanna Fredrickson**

Address

PO Box 2016  
Billings, Montana 59103-2016  
United States

## Past Performance

### Primary Point of Contact

#### Denise Jordan

Address  
PO Box 2016  
Billings, Montana 59103-2016  
United States



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An official website of the U.S. General Services Administration

## FOR ALL HOME-ARP APPLICANTS / ORGANIZATIONS

1. Organizations providing supportive services must ensure services are delivered equitably. A chronological waiting list, including the usage of date / Time stamps, must be maintained for every service offered under HOME-ARP. This may differ from your organization's current waiting list policies and procedures. Please describe your organization's ability to maintain and manage multiple waiting lists.

HRDC is an approved HUD provider and is familiar with the use of Date/Time stamping and other waiting list processes. The agency has significant experience with chronological waiting list procedures, extending into date stamp activities related to several agency programs. Some agency's departments also offices utilize a date/time stamp. All incoming documents are stamped, and staff is fully trained to implement the waiting list processes and procedures.

2. Procedures for managing waiting lists may include information on handling referrals internally within an organization. If multiple services or programs are offered at your organization, please describe your policies and procedures for internal program referrals for participants within the organization.

District 7 HRDC uses multiple state and/or HUD approved software including, but not limited to Client Data System, Chimes, HMIS, and the agency's proprietary software to track multiple program and service information including referred clients. These systems allow for tracking unduplicated individuals/households as well as multiple services per individual/households. For agency reporting, it is imperative that a client is only counted once at intake. Regardless of point of entry from an external referral, staff have access to an internal website for internal program and contact information. This also helps the staff to identify potential services and provide a point of contact. The staff also follow-up with the client and/or the contact point.

A number of agency programs are designed to administer bundled services. This includes the Family Forward program promoting self-sufficiency and economic independence through a strength-based program of bundled services and long-term case management. The Youth Homeless Demonstration Project as well as Rapid Rehousing are required to participate in the CoC Entry process. Harmony House Transitional Living Program provides a supportive, nurturing place for homeless, pregnant, or parenting youth ages 16-22 and their children. All use a bundled services referral platform. Referrals are counted, and service outcome counts are tracked.

3. Please describe your organization's understanding of housing discrimination and The Fair Housing Act.

HRDC is a Section 8, Housing Choice Voucher provider and works closely with The Billings Housing Authority, HUD, NeighborWorks, and the agency's home Center. HRDC has a full and complete understanding of housing discrimination and the Fair Housing ACT. All Homebuyer counselors and the Housing Navigator are HUD certified to ensure there is never an incident of housing discrimination. Simply put, it illegal to harass persons because of race, color, religion, sex (including gender identity and

sexual orientation), disability, familial status, or national origin. It prohibits discrimination in housing. This statement carries over into all agency programs and employment opportunities.

4. Has your staff participated in any Fair Housing training in the last three years? If yes, please list training type(s) and date(s) of training:

**(YES)** The following seminars, conferences, and educational training programs that included a “Fair Housing” training component are listed by date. They are:

- **12/7/21 Homeless Response System Diversion part 1**
  - **12/14/21 Homeless Response System Diversion part 2**
  - **3/9/22, 3/23/22, 4/6/22, 4/13/22, 4/20/22 Housing Stability Services Training**
  - **6/14/22-6/15/22 Montana Housing Partnership Conference**
  - **7/1/22 Department of Housing and Urban Development, Office of Healthy Homes & Lead Hazard Control**
  - **8/9/22 The National Housing Conference-pivotal role of non-profits in the Emergency Rental Assistance Program**
  - **8/15/22-8/26/22 Homelessness and Housing First Training Series**
  - **5/15/23-5/17/23 State of Montana; Montana Housing Partnership Conference**
  - **7/19/23-7/20/23 Region 8 Cohort: Region 8 Conference**
  - **9/29/23 Montana Legal Services Association; Landlord/Tenant Rights and Regulations**
  - **11/22 – Section 8 Training including Fair Housing Module**
  - **2/23 – HOPWA Training including Fair Housing Training Module**
5. Demonstrating long-term outcomes and participant success following a HOME-ARP funding allocation is crucial. What procedures will your organization implement in order to collect follow-up data from participants?

Many HRDC Programs and specifically HUD related activities focus on post program case management. As clients will be working with Housing Stability Services they will be scheduled to meet with a staff member who monitors their progress at 3 and 6 months after services are provided to ensure follow up data is collected. During that time, the client will be managed through the benchmarks achieved as determined by the grant and the services provided. These outcomes will define the types and scope of additional services that may be later needed by the client. Through the use of outcomes, including service outcome counts, the agency is able to measure not only the client’s performance, but its own. Documentation, such as case notes, logs, certificates, and data entries become a part of the client file.

6. How will you continue to serve clients after HOME-ARP funding is fully expended? i.e. describe how your organization will provide aftercare services for program participants.

HRDC currently offers 24 programs through 50 funding sources. The agency has a diverse menu of programs and services to assist individuals in crisis. Additional discretionary funding would hopefully take its place, but other available funding sources can assist. Over 58 years of service to the community the agency has been skilled in identifying additional funding resources. The issue is to assist as many individuals as possible that find themselves in a housing crisis. Through a myriad of financial education

programs including homebuyer education, Landlord rental mediation, financial counseling, and bundled services the agency has successfully helped people in a housing crisis. Diverse financial partners often provide the types of funding the agency is trying to secure, but for HRDC, assisting as many households as possible to stay housed is our ultimate goal. The agency's housing navigator, its home center programs, its HUD approved counselors, its association with NeighborWorks, Montana and its ability to network, and respond to changing external factors is the management style that keeps the agency responsive and able to support its programs and services.

7. Organizations will be required to use HMIS (Homeless Management Information System) to coordinate services and check for duplication of benefits. Does your organization currently use HMIS? If not, is your organization willing to implement HMIS to meet program requirements?

YES! HRDC uses HMIS!

8. After reviewing the additional questions / requirements / clarifications attached, would your organization like to adjust any of the supportive service activities that were proposed in your original application?

No changes to our application are necessary.

9. If the organization is not hiring staff to carry out HOME-ARP supportive services, how are the positions funded today and why is HOME-ARP funding necessary?

No staff positions are being funded out of the HOME-ARP application. Staff positions are supported through other programs that have very limited and or no direct service funds available to meet the needs of the community. With funding at pre-COVID levels, the agency estimates 10 household will be assisted with current homeless prevention funding. The need for additional funding has increased as a result of escalating housing costs and inflation.

#8

**COMPLETE**

**Collector:** Copy of Web Link 1 (Web Link)  
**Started:** Wednesday, November 15, 2023 7:36:29 AM  
**Last Modified:** Friday, November 17, 2023 2:29:39 PM  
**Time Spent:** Over a day  
**IP Address:** 35.148.79.110

---

Page 1: Qualifications, Experience, &amp; Capacity

**Q1** Yes

Is organization staff familiar with the HOME-ARP Request for Qualifications Guidebook?

---

**Q2**

Contact Person Information:

|                 |                              |
|-----------------|------------------------------|
| Full Name       | <b>Sue Taylor</b>            |
| Position Title  | <b>Development Director</b>  |
| Email           | <b>staylor@nadc-nabn.org</b> |
| Phone Number(s) |                              |

---

**Q3**

Organization Information:

|                     |                                                |
|---------------------|------------------------------------------------|
| Organization Name   | <b>Native American Development Corporation</b> |
| Street Address      | <b>17 N 26th Ave</b>                           |
| City                | <b>Billings, MT</b>                            |
| State               | <b>MT</b>                                      |
| ZIP + 4             | <b>59101</b>                                   |
| Email Address       | <b>staylor@nadc-nabn.org</b>                   |
| Phone & FAX Numbers | <b>4062593804</b>                              |

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**Q4**

Organization website: Please enter complete URL.

<http://www.nadc-nabn.org>

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Page 2: Organization Type

**Q5**

**Nonprofit - 501(c)3 Charitable Nonprofit Corporation**

Organization Type: Please select one of the following.

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Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter Acceptable formats PDF, JPG, JPEG

**501c3.pdf (52.5KB)**

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**Q7**

Current Bylaws Acceptable formats PDF, JPG, JPEG

**BY%20LAWS.PDF (1MB)**

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**Q8**

Articles of Incorporation Acceptable formats PDF, JPG, JPEG

**NADC%20Articles%20of%20incorporation.pdf (274.4KB)**

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**Q9**

Governing body list: A list of the current Board of Directors or other governing body of the organization. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. (Acceptable formats PDF, DOC, DOCX, JPG, JPEG)

**CURRENT-NADC\_Board%20of%20Directors\_.pdf (83KB)**

---

Page 4: Organizational Details / Financial Information

**Q10**

Organizational chart: The chart must illustrate the organization's administrative framework and staff positions. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**NADC%20Org%20Structure%204.28.23\_BC.pdf (169.3KB)**

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**Q11**

Most recent organizational audit or IRS Form 990. Acceptable formats PDF, JPG, JPEG

**2022%20NADC%20Audt%20Report.pdf (2.1MB)**

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**Q12**

Treasurer / Financial Report through December 31. Acceptable formats PDF, JPG, JPEG

**NADC%20Interim%20Financials%2012.31.22.pdf (820.9KB)**

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**Q13**

Unique Entity Identification (UEI) Number: A UEI is a number issued by the federal government's System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI replaces the DUNS number. If your entity is already registered in SAM.gov, it has already been assigned a UEI number. Simply log into SAM.gov to access it. Entities intending to bid on contracts or grants directly from the federal government should visit SAM.gov and choose "Register Entity" to receive a UEI. Those who would like a UEI for sub-award reporting should choose "Get Unique Entity ID." There is no cost to register for a UEI and it can usually be created within one business day. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org. Enter your UEI number below.

SUVFQUSVKTE3

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**Q14**

System for Award Management (SAM) Registration: SAM is an official website of the U.S. federal government. All entities that receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register; Register Online. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org.

Please click or enter the organization's SAM registration date:

**02/01/2024**

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**Q15**

Commercial and Government Entity (CAGE) Code. A CAGE code is a unique identifier assigned to government agency suppliers, to government agencies themselves, and to organizations funded by federal grants.

CAGE Code:

**4xxJ0**

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**Q16**

Authorized Responsible Party Signature: This is the person with organizational legal authority to bind the organization in grant administration matters.

Full Name:

**Leonard J Smith, Jr.**

Position / Job Title:

**CEO**

Phone Number

**4062593804**

Email Address:

**lsmith@nadc-nabn.org**

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**Q17**

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

The Native American Development Corporation (NADC) is a nonprofit corporation operating continuously since 1996. NADC was founded on the basic premise of "combating community deterioration, poverty, unemployment, racial discrimination and prejudice" by providing programs and resources that seek to alleviate the underlying issues related to generational poverty.

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**Q18**

Describe the types of supportive services currently being provided by the organization. (2,000 characters maximum)

NADC has historically and consistently remained an organization that works to create, stimulate, and advocate for Native American people and societies. Late in 2018, the organization opened the Billings Urban Indian Health and Wellness Center (BUIHWC) to serve the American Indian and non-Indian population living in Billings and Yellowstone County through a range of culturally appropriate medical and behavioral health services. The organization serves entrepreneurs, individuals, families, and regions working towards self-sufficiency, economic and social stability through core activity areas of: Health and Wellness; Technical Assistance; Business Lending; and Entrepreneurial Advocacy and Support. Our work is driven by a desire to provide a "hand up" and not a "hand out". NADC services are designed to be culturally appropriate for Native Americans, but services are not limited to those who are of Native heritage. BUIHWC serves insured and uninsured individuals through full ambulatory care services. Current supportive services include medical care, substance use disorder, suicide prevention, diabetes care, health promotion and disease prevention, and positive parenting. In addition to Health Division supportive services, the organization offers credit counseling, financial literacy, and workforce development programs through the Economic Development Division and NADC is the state-wide certification body for Recovery Residences. The organization also houses the Native American Empowerment Project (NAEP) which is a community-based service coordination program that offers support services to individuals experiencing the effects of domestic violence, mental health issues, or substance use disorder. The core components of the program include: • Outreach and Case Management with a Social Services Approach • Cultural Approach to Healing • Participant-Driven Empowerment Plans • Professional Development Support Services • Network Building to Support Self-Empowerment

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**Q19**

How many people has the organization served over the past 12 months? (whole numbers only; no ranges, no percentages)

4800

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**Q20**

What percentage of those served meet criteria for at least one of the qualifying populations as defined in the HOME-ARP Notice: CPD-21-10? (decimal format to show the percentage [e.g., .25 for 25%; .5 for 50%; etc.])

0.42

---

**Q21**

Describe the organization's experience and compliance with federally funded programs. (1,000 characters maximum)

The Native American Development Corporation is a current recipient of federal funds from Indian Health Services, Substance Abuse and Mental Health Services (SAMHSA), Office of Minority Health, US Treasury, Minority Business Development Agency, Department of Defense, and the Economic Development Administration. Previous funding includes Small Business Administration, and Department of Agriculture. NADC staff are well versed in funding compliance, and we have internal controls in place to ensure proper financial tracking. We are subject to a Single Audit due to the volume of federal funds managed each year. The organization has robust systems in place for compliance, financial reporting, and federal fund management. NADC upgraded from QuickBooks to NetSuite accounting software, which has an add-on module (Solution 7) for budget tracking and forecasting. We also conduct monthly project manager meetings to further track performance measures, HR, finance, and administrative topics.

---

**Q22**

Describe the agency's policy for maintaining confidentiality of individuals and families served. (1,000 characters maximum)

Confidentiality applies to human subjects, data information, and patient information. NADC adheres to all federal and state regulatory monitoring requirements to protect participant identities, secure personally identifiable information, and ensure the privacy and security of protected health information. All data and patient record information is stored per federal data handling and management guidelines. Staff are required by law and professional ethics to protect the confidentiality of all communication except for concerns of harm to self or others. Exceptions and limits include the following situations: 1. Duty to warn of violent behaviors. 2. Suicide, homicide, and/or self-injury. 3. Imminent risk of severe bodily harm or death. 4. Mandatory reporting of child or elder abuse, Aside from these exceptions, staff may not discuss the details of a participant's situation with others or even indicate whether a participant is receiving healthcare services.

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**Q23**

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

**Summary of Significant Accounting Policies**

1. NADC prepares its financial statements in conformance with standards described in the GAAP.
2. Be the reporting entity for all revenues and expenditures for which it exercises oversight responsibility.
3. Use fund and account groups to report its financial position and the results of its operations.
4. Use the modified accrual basis of accounting all governmental funds.
5. Record investments in accordance with GAAP.
6. Record prepaids items if payment made to vendors for services that will benefit periods beyond the current year.
7. Restrict certain resources as instructed by grants or for the repayment of bonds or notes, to the extent that debt instruments or policy requires.
8. Report all fixed assets, acquired or constructed for general purposes, as expenditures in the fund that finances the acquisition and are capitalized at cost or estimated historical cost.
9. Compute depreciation using the straight-line method with estimated useful lives as follows: Buildings (15-40 years), Building Improvements (7-20 years) and Equipment/Furniture (3-7 years)
10. Record the current portion of accrued compensated absences within the fund in which they arose and the long-term portion shall be recorded in the general long-term liabilities section.
11. Recognize long term debt as a liability when it is expected to be financed from expendable available financial sources and it is over one year period.

Personnel Management

NADC employs a full-time human resource professional and has an Employee Handbook that each person must read, understand, and formally accept. Bambee HR software platform is used for time tracking. New position openings are posted on indeed.com and distributed internally. There are formal processes in place for reporting any misconduct or unsafe conditions. NADC is a diverse workplace and is an equal opportunity employer.

Procurement & Purchasing

**Policies and Objectives**

- i. It is the policy of the organization to procure only those items that are required to perform the mission and/or fill a bona fide need. Procurements will be made with complete impartiality based strictly on the merits of supplier proposals and applicable related considerations such as delivery, quantity, etc.
- ii. It is the policy of the organization to follow competitive practices only for annual purchases over \$5,000.
- iii. It is the policy of the organization to keep on file a Contracted Services Agreement with any contractor to be paid more than \$1,000 on a per contract basis.

Recordkeeping & Reporting

1. To provide an accurate and auditable record of all financial transactions, the organization's books, records, and accounts must be maintained in conformity with generally accepted accounting principles. Employees are responsible for safeguarding organization assets under their control and for maintaining an auditable record of financial transactions.
2. Further, the organization specifically requires that:
  - a. No funds or accounts may be established or maintained for purposes that are not fully and accurately described on the books and records of the organization.
  - b. Receipts and disbursements must be fully and accurately described on the books and records of the organization.
  - c. No false entries may be made on the books or records; nor any false or misleading reports issued.
  - d. Payments may be made only to the granting party or a valid assignee and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.
  - e. If an employee has reason to believe that the organization's books and records are not in accord with the foregoing requirements, report the matter to the Executive Director. All data collection, fiscal management, and participant protections are in accordance with federal regulation.

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**Q24**

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

The organization utilizes an online platform for time tracking by person. We do not have individual timesheets for grant-specific tasks. Our accounting software, NetSuite, has a payroll allocation feature that we utilize per pay period. The majority of our federal funds employ full-time positions, but for those staff positions who are paid from more than one source the Payroll Allocation feature is utilized. The payroll allocation is reviewed every pay period and updated as often as needed.

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**Q25**

Describe the standards the organization uses for code-of-conduct covering conflicts of interest and governing the actions of its officers, Board of Directors, and employees. (2,000 characters maximum)

Native American Development Corporation adheres to a code of conduct that fosters professional commitment and sustainability of the organization in the areas of Conduct; Responsibility; Representation; Standards of Care; Accountability for Outcomes; Skills Development; Interagency and Public Relations; Issue Resolution and; Community and Political Standards. Each of these areas includes a core principle, intent, and guiding principles to further guide the direction and growth of the organization in a way that respects and values each person. The guiding Principles for Professional conduct include the following: 1. Act with integrity, competence, diligence, respect, and in an ethical manner with the public, customers, prospective clients, employers, employees, colleagues, and other participants. 2. Place the integrity of the Native American Development Corporation and the interests of the organization above their own personal interests. 3. Use reasonable care and exercise independent professional judgment when conducting business, making recommendations, taking actions, and engaging in other professional activities. 4. Practice and encourage others to practice professionally and ethically that will reflect credit on themselves, the profession, and the organization. 5. Promote the integrity and viability of Native American Development Corporation for the ultimate benefit of the greater communities served. 6. Maintain and improve professional competence and strive to maintain and improve the competence of other professionals.

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**Q26**

**Yes**

Does the organization carry fidelity bond coverage for responsible officials?

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**Q27**

**CERTIFICATIONS:** Please certify compliance with each of the following by checking the box next to each:

**Funded activities must exclusively benefit individuals and families in qualifying populations in the City of Billings.**

,

**Subrecipients must prevent the duplication of funds to prevent fraud, waste, and abuse by verifying a qualifying household is not already receiving the same eligible supportive service or has been approved to receive the same service through another program or service provider. Subrecipients must immediately repay the City of Billings for assistance that is determined to be duplicative.**

,

**Subrecipients must maintain procedures to prohibit employees, board members, and officers from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.**

,

**Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.**

,

**Subrecipients shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and/or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.**

,

**Subrecipients hiring personnel to carry out HOME-ARP activities, follow all Equal Employment Opportunity (EEO) policies. These may include the documentation of advertising methodology, demographics for interviewees, and reasons for the hiring decision; to the greatest extent feasible, direct all employment, contract, and training opportunities to low- and very-low-income persons and businesses, including seasonal and temporary employment opportunities; and recruit potential employees residing in lower-income areas and those residing in public or federally assisted housing. Required documentation includes: a summary of the**

number of applicants for each position; the number that are minorities, women, and/or disabled; reasons for the hiring decision; personnel policies; and employee training, promotion, and salary levels.

,

Subrecipients must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

Subrecipients are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles that require costs be necessary and reasonable, and Audit requirements set forth in 2 CFR Part 200.

,

Funds, materials, property, or services, provided directly or indirectly through HOME-ARP, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

,

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing a maximum degree of open and free competition.

,

Organizations that are directly funded under the HOME-ARP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through HOME-ARP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HOME-ARP, and participation must be voluntary for the beneficiaries of the HOME-ARP programs or services.

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**Q28**

**Yes**

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

---

**Q29**

**Yes**

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

---

**Q30**

**Yes**

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

---

**Q31**

Signature of Authorized Responsible Party Entering your full name in the box below will convey the same meaning as a wet signature.

Leonard Smith

---

**Q32**

Please enter or click today's **11/17/2023** date below:

Request for Qualification - Part 1 Submittal Date

---

# #10

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 2:30:32 PM  
**Last Modified:** Friday, November 17, 2023 4:37:23 PM  
**Time Spent:** 02:06:50  
**IP Address:** 35.148.79.110

---

## Page 1: Supportive Service Program & Activities

**Q1** **Yes**

Have you completed and submitted the HOME-ARP Request for Qualifications - Part 1 online form?

---

## Page 2: Supportive Service Program & Activities

**Q2**  
Organization Name. Must be the same as entered in the Part 1 - Qualifications online form.  
Native American Development Corporation

---

**Q3**  
Please provide the proposed supportive service program location: (please be specific)

|                |                           |
|----------------|---------------------------|
| Street Address | <b>310 N. 27th Street</b> |
| City           | <b>Billings, MT</b>       |
| State          | <b>MT</b>                 |
| Zip Code + 4   | <b>59101*1236</b>         |

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**Q4** **Yes**

Is the program location within the Billings city limits?

---

**Q5**

Which qualifying populations does your agency propose to serve with HOME-ARP funds? (choose one or more)

**Homeless, as defined in 24 CFR 91.5,**

**At Risk of Homelessness, as defined in 24 CFR 91.5, Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**

,

**Other Populations including: Other families requiring housing assistance services to prevent homelessness, or those at greatest risk of housing instability**

,

**Veterans and Families that include a Veteran Family Member that meets the criteria for one or more of the qualifying populations**

---

**Q6**

Which eligible supportive service categories does your agency propose to carry out? (choose one or more)

**McKinney-Vento Supportive Services (see McKinney-Vento Homeless Assistance Act)**

,

**Homeless Prevention Services,**

**Housing Counseling Services (must be an HUD approved)**

---

**Q7**

Which eligible activities associated with the above service categories does your agency propose to implement? Full descriptions of activities can be found in HOME-ARP Supportive Services: Eligible Costs & Services (Please choose at least one of the following)

- Housing Search and Counseling Services,**
- Education Services,**
- Employment Assistance and Job Training,**
- Food,**
- Life Skills Training,**
- Mental Health Services,**
- Outpatient Health Services,**
- Outreach Services,**
- Substance Abuse Treatment Services,**
- Transportation,**
- Case Management,**
- Credit Repair,**
- Landlord / Tenant Liaison,**
- Services for Special Populations,**
- Financial Assistance Costs (e.g., rental application fees, security deposits, utility payments, rental arrears, first, and last month's rent, etc.)**
- ,**
- Short-term and Medium-term Financial Assistance for Rent**

---

**Q8**

Describe the need for the proposed supportive services at your organization in relation to homeless prevention and increasing housing stability. (1,000 character maximum)

Since NADC began its clinical and public health services in 2018, we have exceeded expectations, seeing 10,391 cases annually, completing 13,071 training hours, and training 1820 workforce members to date. NADC also partners with almost 100 city, county and community organizations. One of the consistent, critical needs among our service population is housing, and is listed as the #1 need among our NAEP clientele. According to your Allocation Plan, "People need more than just housing; (we) must help address underlying issues of what people actually need to be independent and healthy with supportive services," with affordable housing and supportive services listed as the top needs, including mental health, SUD, case management and counseling services. These are the services NADC provides, with a very high success rate (see response #12), and being able to expand these services will be transformative in reducing homelessness in the Billings area.

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**Q9**

**Yes**

Is the above-stated need identified within the City of Billings' HOME-ARP Allocation Plan?

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**Q10**

Please estimate the number of qualifying HOUSEHOLDS your agency expects to serve with HOME-ARP supportive services in one year. (Whole numbers only; no ranges, no percentages; a single individual = one household; one family = one household)

350

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**Q11**

What is the organization's timeframe in MONTHS for carrying out the proposed activity? Please enter a whole number (no comma, decimal point, etc.)

48

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Page 3: Organizational Experience and Capacity

**Q12**

Provide a detailed description of the organization's ability to serve the identified qualifying population(s). Describe similar projects or activities that have been / are being successfully carried out at the organization, as well as sources of funding for the programs or activities. (2,000 character maximum)

NADC's Native American Empowerment Project, funded by SAMSHA, CHW and TOR, is a strong example our capacity to meet the needs of homeless and/or at-risk communities. At the heart of NAEP programming is the 'Empowerment Plan', a needs assessment conducted using NOMS or a similar tool. This assessment is used to develop individualized Empowerment Plans focused on 5 key areas: housing, medical, financial, additional services (education, childcare, etc.), and legal and administrative support. Goals include clear, achievable steps, and are implemented with our team's support, and focused on clients' strengths. Housing is a priority for the majority of our clients. Success rate: In our first 18 months, NAEP has served 270 individuals. Those actively engaged in their Empowerment Plans had higher success: 120 achieved their empowerment goals, and stabilized enough to move onto their long-term goals. This is a success rate of 44% positive performance outcome improvement. NAEP continues to work to re-engage 50 individuals who have not yet achieved their goals, due to additional complexity not identified during intake. The remaining 100 individuals are not eligible due to incarceration or relocation. In addition, Yellowstone County ICWA Court graduate(s) have all been NAEP clients. 30% of STAR court participants are NAEP clients and all in a stabilized status. NADC developed its model to help \*prevent\* homelessness by addressing the social determinants of health. We believe this makes our program stand out. Note: 42% of homeless in Billings are Native American, although they make up only 10% of the pop. As a Native-led, culturally diverse agency, NADC can appropriately service this over-represented portion of the homeless population, and our experience serving high risk populations makes us equipped to serve all homeless individuals and families with care, respect and cultural competency.

---

**Q13**

Please explain any identified obstacles to carrying out this activity prior to the expenditure deadline of September 30, 2030. (1,000 character maximum)

There are two obstacles we have identified to carry out this activity. The first is not related to the September 2030 deadline, but rather an ongoing concern of building a program to ensure unduplicated individuals are being properly served through program resources. The second obstacle is to secure funding beyond the first 12 months because this is a complex issue that will not be resolved in the first 12 months. We will approach this program in a proactive/preventative manner rather than a reactive fashion and work to address the upstream and underlying factors contributing to homelessness and risk of homelessness factors in our community.

---

**Q14**

Describe how the organization plans to market the program to participants to ensure people know how to access services or resources. (1,000 character maximum)

The organization will utilize several appropriate channels to market the program to participants and the community as a whole. These include but are not limited to connecting and leveraging our Service Provider Partners; the Continuum of Care network, and United Way of Yellowstone County. NADC intends to form an Advisory Board, to include qualifying population members and agency partners to ensure our messaging resonates with participants. We will also produce social media posts and create on-brand posters and/or flyers at points of service. Additionally, agency partner training will be offered virtually two times per year to assist front line staff with understanding the program and being able to be confident in referring clients to the program.

---

**Q15**

The City has not implemented a preference for any qualifying populations or subpopulations. Describe how the agency will maintain a waiting list of any program participants and/or a waiting list for services. (1,000 character maximum)

NADC-BUIHWC must adhere to all grant-specific requirements. In addition, each program is expected to collect demographic information, obtain written informed consent, complete a basic needs assessment and complete the release of information to coordinate services with area partners and service agencies. A legal custodial parent or guardian must provide written consent for minor participation. Program participation defines a minor as anyone under 18 years of age, which requires consent from a legal representative. After all necessary documentation is completed, participants are either scheduled or added to an appointment waitlist. Individuals on the waitlist are staffed to prioritize needs and assigned a case representative to follow up with an appointment. Waitlists are reviewed weekly to help reduce unnecessary wait times.

---

**Q16**

Describe how the agency will verify a program participant meets at least one of the qualifying populations prior to service approval. (1,000 character maximum)

Each potential participant will work with a staff member for an initial interview. An intake form will be completed during the interview that will establish qualification for the program. If the participants are determined to be qualified for the program, a plan of action will be jointly developed to outline requirements and next steps, including documentation. A Release of Information form will be completed which will allow program staff to ensure there are not duplicative services being provided.

---

**Q17**

How will the organization verify the income of the individuals / households served? Check all that apply.

- Client Self-Report,**
  - Verified through other assistance (TANF, Medicaid, etc.),**
  - Third Party Verification**
-

**Q18**

Describe how the agency will assess duplication of benefits, including a process for verifying that a program participant is not currently receiving and/or been approved to receive the same service through another funding source. (1,00 characters maximum)

NADC-BUIHWC uses releases of information for all partner and client-specific agencies to safeguard client information and manage supportive services. Participants may sign a release of information, known as authorization, to use or disclose to allow NADC-BUIHWC staff to talk to other service providers and community supports. ROIs must protect human subjects and patients' personally identifiable information (PII) and protected health information (PHI). Staff must ensure the participant or legal representative has granted written permission to share information with outside entities or individuals. Releases are time-sensitive (one year) and may be revoked at any time in writing before expiration. This process is essential for managing multiple community resources available to participants to reduce duplication of services, resources, and financial support.

**Q19**

**No**

Has any program participant been required to repay due to an overpayment and / or duplication of funds at your agency? If yes, how were repaid funds reinvested into another program participant and / or activity?

**Q20**

Describe the methods or programs the agency will use to document and verify a program participant's eligibility. (1,00 characters maximum)

In addition to collecting income data via third party verification, client self-report and/or verified through other public assistance, NADC uses Center for Mental Health Services (CMHS) National Outcome Measures (NOMS) Client-Level Measures. The collection of NOMS data involves interviewing clients to document info related to their behavioral health diagnosis, demographics, functioning, employment, education, housing, and measures tailored to the grant program. Outcome measures allow us to evaluate a patient's present condition, resulting in a score and categorization of the patient's risk level. This measure is used to establish a pre-intervention baseline. The NOMS tool is administered to clients at baseline, reassessment, and discharge. As outlined above, we also create and monitor each client's progress towards their Empowerment Plan goals in 5 key areas: housing, medical, financial, additional services (education, childcare, etc.), and legal and administrative support.

Page 4: Financial & Staffing

**Q21**

What is the total HOME-ARP funding requested for supportive service activities? (Please enter whole numbers in each field (no dollar sign, comma, decimal point, etc.)

|                                       |               |
|---------------------------------------|---------------|
| For supportive services activities:   | <b>554197</b> |
| For the direct provision of services: | <b>475426</b> |

**Q22**

**Yes**

If included in the project budget, will the cost of labor or supplies and materials be incurred in directly providing supportive services to program participants? (i.e., direct provision of services)

---

**Q23**

If the direct provision of services will be funded, please describe the employee positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum)

Makayla Weaselboy, Project Coordinator – 100% time; Rosalyn Bigback, Outreach Case Manager, LAC – 100% time; D'Anthony Willis, Community Support Specialist – 100% time; Darrell LaMere, Special Projects Coordinator – 20% time

---

**Q24**

Upload job descriptions and resumes of any staff that will directly carry out supportive service activities for program participants.

**Binder1.pdf (806.6KB)**

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**Q25**

Identify the organization's key staff members that will be responsible for HOME-ARP activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1,000 characters maximum for each)

Activity Oversight:

**Activity Oversight – Chris O’Brien, Operations Administrator, Billings Urban Indian Health and Wellness Center Oversight duties to include: Oversee the day-to-day operations of the homelessness program, ensuring the effective delivery of services. Monitor and evaluate program outcomes, making adjustments as necessary. Support team’s collaboration with other organizations and agencies to enhance program effectiveness and coordination of services. Provide ongoing support, mentorship, and professional development opportunities for team members. Foster a positive and collaborative work environment that encourages innovation and excellence.**

Implementation:

**Implementation – See #24 for team qualifications and duties. Team members: Makayla Weaselboy, Project Coordinator Rosalyn Bigback, Outreach Case manager, LAC D’Anthony Willis, Community Support Specialist Darrell LaMere, Housing Specialist**

Financial Management:

**Financial Management – Finance Department led by CPA Marilyn Klein. NADC has also contracted WIPFLI to help oversee our financial planning process, including budgeting, forecasting, financial modeling, providing analysis of financial data to support decision-making by executive team. WIPFLI reviews monthly financial statements, reports and annual budget, and implements accounting policies and procedures.**

Quarterly Reporting:

**Quarterly Reporting – Makayla Weaselboy. Data Management and Reporting to include: Maintain accurate and up-to-date records of program activities, including client demographics, services provided, and outcomes. Prepare regular reports for internal and external stakeholders, detailing program progress and outcomes. Utilize data to identify trends, assess program effectiveness, and make informed decisions for improvement. Work with program administrators to develop and manage the program budget. Monitor expenditures, identify cost-saving opportunities, and ensure compliance with funding requirements**

**Q26**

No

If awarded HOME-ARP funding, will the organization hire new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting low- and very-low-income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

---

Page 5: New Staff Positions

**Q27**

Respondent skipped this question

Please upload job descriptions for each new position. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

---

Page 6: Sources & Uses

**Q28**

Please upload your completed Sources & Uses spreadsheet. Acceptable formats PDF, JPG, JPEG

**Budget\_NADC\_HOME%20ARP.pdf (284.9KB)**

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Page 7: Authorization / Certification / Signature

**Q29**

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity. Acceptable formats PDF, JPG, JPEG

**Authorization%20to%20request%20funds%2011-17-23.pdf (24.8KB)**

---

**Q30**

Signature: Typing your full name in the box below will be considered signing.

Leonard J. Smith, Jr

---

**Q31**

HOME-ARP Request for Qualifications - Part 2 Submittal Date

Please click or enter the date **11/17/2023** below:

---

# SECRETARY OF STATE

STATE OF MONTANA

MIKE COONEY

Business Services Bureau  
Rose Ann Crawford, Dept



Montana State Capitol  
PO Box 202801  
Helena, MT 59620-2801  
(406)444-3665

October 18, 1996

LEONARD J SMITH, JR  
DIRECTOR  
NATIVE AMERICAN MANUFACTURERS  
NETWORK  
207 NO BROADWAY STE BR-1A  
BILLINGS MT 59101

RE: NATIVE AMERICAN  
DEVELOPMENT  
CORPORATION  
ARTICLES OF INCORPORATION  
Date of Filing: October 10, 1996  
Filing Number: D088239-343302

Dear Mr Smith:

Attached please find a copy of the documents you recently filed with this office. The document number and filing date have been recorded on the copy I've attached. These documents serve as your certificate of filing and should be maintained in your files for future reference.

Thank you for giving this office the opportunity to serve you. If you have any questions in this regard, or need additional assistance, please do not hesitate to contact the Business Services Bureau professionals at (406) 444-3665.

Sincerely,

Mike Cooney  
Secretary of State  
Enclosure

FACSIMILE FILED ON 10/10/96  
 PURSUANT TO MONTANA CODE  
 ANNOTATED. BY [Signature]

343.302  
 STATE OF MONTANA  
**FILED** *[Signature]*

OCT 10 1996  
*At 1520*

ARTICLES OF INCORPORATION

OF

NATIVE AMERICAN DEVELOPMENT CORPORATION

SECRETARY OF STATE  
 4088237

The undersigned incorporator, desiring to form a non-profit Corporation for the purposes hereinafter set forth, pursuant to and in conformity with the Montana Nonprofit Corporation Act, Title 35, Chapter 2, of the Montana Code Annotated, hereby submits the following Articles of Incorporation.

ARTICLE I: NAME

The name of the Corporation is the Native American Development Corporation ("Corporation"). The place in this state where the principle office of the Corporation office is to be located is the city of Billings, Yellowstone County.

ARTICLE II: PURPOSE

The Corporation is organized and shall be operated exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. More specifically, the Corporation is organized and shall operate for the following charitable or educational purposes:

1. To combat community deterioration, poverty, unemployment, racial discrimination and prejudice; to reduce neighborhood tensions; to relieve the poor, distressed and underprivileged within poverty-stricken Indian reservations in the United States by:

(a) Assisting in the creation and operation of new non-profit community development corporations on other poverty-stricken Indian reservation to enable them to combat community deterioration, poverty, unemployment, racial discrimination and prejudice; to reduce neighborhood tensions; and to relieve the poor, distressed and underprivileged on their Reservation.

(b) Creating and administering a revolving loan fund available to qualifying residents and locally-owned or locally-operated businesses (including tribal businesses) within a poverty-stricken Indian reservation who make a commitment to provide jobs or training to low income or minority employees residing on such Reservation. Such loans to be made available to qualified recipients at reduced interest rates.

(c) Providing assistance to qualifying new or expanding businesses within poverty-stricken Indian Reservations and who make a commitment to provide jobs or training to low income or minority employees residing on such Reservation. Such assistance includes, but not by way of limitation, providing technical assistance or training in developing entrepreneurial and management skills, market research and assessment, assisting with finding joint venture partners, operational training, and assistance with economic development strategy.

2. To act as a clearinghouse and contact point for state, regional, national, and international economic development organizations and agencies that may provide assistance to combat community deterioration, poverty, unemployment, or racial prejudice or to relieve community tensions on Indian Reservations.

3. To provide educational services, seminars, workshops and conferences to tribal governments, non-profit community development corporations, Reservation-based businesses, governmental entities, and the general public directed at disseminating information and developing strategies to combat community deterioration, poverty, unemployment, racial discrimination and prejudice and/or to relieve the poor, distressed and underprivileged within poverty-stricken Indian Reservations in the United States.

4. To create or assist other Native American non-profit corporations which are organizing for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or other applicable Sections of the Internal Revenue Code authorizing the creation of tax-exempt corporations or the conduct of tax-exempt activities.

5. To support or conduct such other or further activities as may be desirable to lessen the burdens of government or to combat community deterioration, poverty, or unemployment on poverty stricken Indian Reservations.

Solely for the above purposes, the Corporation is empowered to exercise all rights and powers conferred by the laws of the State of Montana upon non-profit Corporations, including, but without limitation thereon, the right and power to receive gifts, bequests and contributions in any form, to use, apply, invest and reinvest the principal and/or income therefrom or to distribute the same for the above purposes.

#### ARTICLE III: LONGEVITY

The Corporation shall have perpetual existence. The Corporation may also create subsidiary Corporations.

#### ARTICLE IV: REGISTERED AGENT

The address of the registered office of the Corporation is Suite BR-1A, 207 North Broadway, Billings, MT 59101, and the name of the initial registered agent at that office is Leonard J. Smith, Jr.

#### ARTICLE V: OPERATIONAL LIMITATIONS

Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a Corporation contributions to which are deductible under Section 107(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

#### ARTICLE VI: LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the Corporation shall be the carrying on for propaganda or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

#### ARTICLE VII: DISSOLUTION

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the State or County Courts in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purpose.

#### ARTICLE VIII: INUREMENT OF INCOME

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to, its members, directors, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE IX: PUBLIC BENEFIT CORPORATION

The Corporation is a "public benefit Corporation" within the meaning of Title 35, Chapter 2, of the Montana Code Annotated.

ARTICLE XI: LIMITATION OF DIRECTOR'S LIABILITY

A director of the Corporation shall not be liable to the Corporation or its members for monetary damages for breach of a director's duties to the Corporation except for (a) breaches of the director's duty of loyalty to the Corporation, (b) acts or omissions not in good faith or that involve intentional conduct or a knowing violation of the law, (c) transactions from which a director derived an improper economic benefit or, (d) conflict of interest transactions, loans to or guarantees for directors and officers or unlawful distributions.

ARTICLE XII: INCORPORATOR

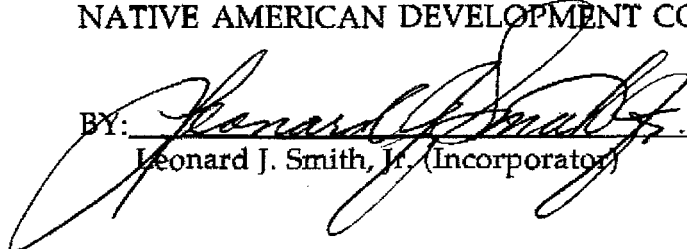
The name of the incorporator is Leonard J. Smith, Jr. and such incorporator's address is Suite BR-1A, 207 North Broadway, Billings, MT 59101.

ARTICLE XIII: AMENDMENTS

The Corporation may amend these articles in a manner authorized by law at the time of the amendment.

IN WITNESS WHEREOF, these Articles of InCorporation have been executed in duplicate on this \_\_ day of October, 1996.

NATIVE AMERICAN DEVELOPMENT CORPORATION

BY:  Leonard J. Smith, Jr. (Incorporator)



Native American Development Corp.  
17 North 26<sup>th</sup> Street Billings, MT 59101  
406-259-3804  
[www.nadc-nabn.org](http://www.nadc-nabn.org)

Billings Urban Indian Health and Wellness Center  
1230 North 30<sup>th</sup> Street Billings, MT 59101  
406-534-4558  
[www.billingsurbanindianhealth.org](http://www.billingsurbanindianhealth.org)



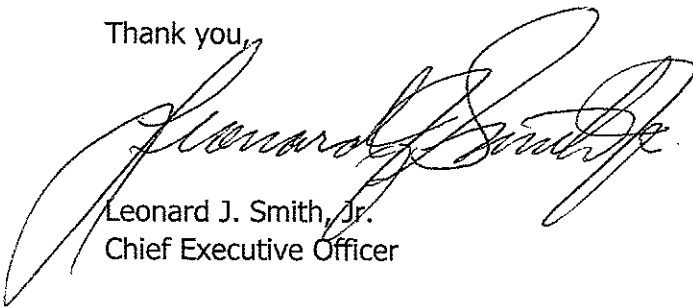
November 17, 2023

Please let this letter serve as the Native American Development Corporation's Authorization to Request Funds in the amount of \$1,029,623 from the City of Billings HOME ARP program.

The purpose of the program and program activities align with our mission, purpose and strategic direction. We believe that successful implementation of this program will further assist community members who are homeless or at risk of being homeless.

Please reach out to me if you have any questions or require additional information on the organization or on the proposed program.

Thank you,



Leonard J. Smith, Jr.  
Chief Executive Officer

BYLAWS  
OF THE  
NATIVE AMERICAN DEVELOPMENT CORPORATION

ARTICLE I

Organization

1. The name of the corporation shall be the Native American Development Corporation ("Corporation"), which is incorporated as a non-profit corporation under the laws of the State of Montana.
2. The business and affairs of the Corporation shall be managed by its Board of Directors ("Board"). The Board shall set policy for the Corporation and oversee and manage the staff and affairs of the Corporation. All of the powers and authority of the Corporation as set forth in the Articles of Incorporation and as authorized by law is vested in the Board.
3. The Board may adopt such rules and regulations for the conduct of their meetings and the management of the Corporation as they deem necessary and proper. Such rules and regulations must be consistent with the Charter of the Corporation, these Bylaws, and the laws of the State of Montana.

ARTICLE II

Meetings

1. *Annual Meetings.* An annual meeting of the Board shall be held during the first three months of the new year at a place selected by the Board and with notice as set forth below.

BYLAWS OF THE NATIVE AMERICAN DEVELOPMENT CORPORATION

2. *Regular Meetings.* Regular meetings shall be held at a time and place selected by the Board for its regularly scheduled meetings with notice as set forth below. Regular, special, or annual meetings may be held by conference call, and any Director may participate in any regular, special or annual meeting by telephone. Any action which may be taken at any meeting of the Board may be taken without such meeting by one or more written documents signed by eight Directors. The written action shall be filed with the Secretary of the Corporation and shall be inserted by the Secretary in the permanent records relating to meetings of the Board.
3. *Special Meetings.* Special meetings of the Board may be called at the request of the Chairman of the Board, four Directors, or the Executive Director. The person or entity calling the meeting may fix the time and place for holding the special meeting and the notice shall state the purpose of the meeting. Special meetings may be called for any purpose which can not await a regular or annual meeting of the Board.
4. *Notice of Meetings.* Notice of the time and place of all Board meetings shall be provided to each Director no less than five days before such Board meeting. If mailed, such notice shall be deemed delivered when deposited in the United States mail, postage prepaid. If sent by a facsimile machine, such notice shall be deemed delivered when the fax is sent and delivery to the responding facsimile machine is confirmed. If sent by electronic mail (E-mail), notice is deemed delivered when transmitted. The proposed agenda for the meeting shall be included in the notice. Under exigent circumstances, the Board may provide less than five (5) days notice of a special meeting so long as the Directors receive actual notice at least two days before the special meeting. If there is a question whether a Director may receive the notice in time, reasonable efforts should be

made to notify the Director by telephone of any special meeting.

5. *Waiver of Notice.* The attendance of a Director at an annual, regular, or special meeting of the Board shall constitute a waiver of notice for that Board member for the meeting attended. However, notice shall not be deemed waived where the Director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting was not properly called or convened.
6. *Continued Meeting.* A Board meeting agenda that is not completed may be continued and completed at another meeting scheduled within ten days of the original meeting without providing additional written notice so long as all Directors are notified in a reasonable manner about the continued meeting.
7. *Place of Meetings.* The Board may designate any place within Montana or Wyoming as the place for holding annual, regular or special meetings called by the Board. If no designation is made as to where to hold an annual or special meeting, the place of the meeting shall be the principal office of the Corporation.

### ARTICLE III

#### Board of Directors

1. *Composition.* There shall be thirteen members on the Corporation's Board of Directors. The size of the Board may be increased or decreased by official resolution of the Board without amending these bylaws. At least seven Directors shall be enrolled members of federally-recognized Indian tribes. No less than ten of the Directors shall be residents of Montana or Wyoming. The Chairperson of the Montana-Wyoming Tribal Leaders Council shall be an ex-official Board member. Board members shall be selected to provide business, governmental, private sector, and non-profit corporation experience to the

ARTICLE IV

Officers

1. *Election.* The Officers of the Board shall be elected annually by the Board at the Annual Board Meeting; provided, however, that the first election of officers shall occur at the first meeting where the entire Board is constituted. All Officers shall serve one year terms. There is no limit on the number of terms an Officer may serve.
2. *Chairman.* The Chairman (or Chairperson) shall preside over all meetings of the Board. The Executive Director shall be accountable to the Chairman on the day-to-day activities of the Corporation. When authorized by the Board, the Chairman may execute deeds, mortgages, bonds, contracts, agreements or other written instruments. The Chairman shall perform all other duties incidental to the Office of the Chairman and such other duties as the Board may prescribe from time to time.
3. *Vice-Chairman.* In the absence of the Chairman, or upon the Chairman's departure or inability to act, the Vice-Chairman (or Vice-Chairperson) shall perform the duties of the Chairman. When so acting, the Vice-Chairman shall have all the powers vested in the Chairman. The Vice-President shall perform such other duties as from time to time may be assigned to the Vice-Chairman by the Chairman or by the Board or that may be incidental to the Office of the Vice-Chairman.
4. *Secretary.* The Secretary of the Corporation shall keep the minutes of the Board meetings and shall ensure that all required notices are duly given in accordance with the requirements of these Bylaws. The Secretary shall ensure that the Corporation's official records are maintained in good order and shall maintain a

BYLAWS OF THE NATIVE AMERICAN DEVELOPMENT CORPORATION

- register of the mailing addresses and phone numbers of each Director. The Secretary shall generally perform all duties incident to the Office of the Secretary and such other duties as the Board or the Chairman may from time to time assign to the Secretary.
5. *Treasurer.* The Treasurer shall assume responsibility for all funds and accounts of the Corporation; receive and give receipts for moneys due and payable to the Corporation collected from any source; deposit all money or funds received in the Corporation's bank accounts; and generally perform all of the duties incident to the Office of the Treasurer along with such other duties as from time to time may be assigned to the Treasurer by the Chairman or the Board. If required by the Board, the Treasurer shall execute a performance bond for the faithful discharge of the Treasurer's duties. The bond shall be in such sum and with such surety or sureties as the Board shall determine adequate to protect the Corporation.
  6. *Other Officers.* The Board may appoint such other officers as the Board deems necessary and convenient.
  7. *Removal.* Any Officer elected by the Board may be removed by a vote of eight Directors. Removal shall be based upon the Board's judgment that the best interests of the Corporation would be served by such removal. Any removal provided hereto shall be accomplished at a duly convened Board meeting and the removed Officer shall be provided an opportunity to respond to the grounds for removal.
  8. *Vacancies.* Upon the vacancy of any Officer position due to death, resignation, removal, or otherwise, the Board may fill the Officer position for the unexpired term of the office.

ARTICLE V

Quorum

At any annual, special or regular meeting of the Board, the attendance of seven Directors shall constitute a quorum for the purposes of transacting Corporation business. The quorum must be present before any Corporation business may commence. A Director may participate by telephone and need not be present to satisfy a quorum.

ARTICLE VI

Voting

The action taken by the majority of the Directors in attendance at a special, regular or annual meeting of the Board at which a quorum is satisfied shall constitute the official action of the Board. No voting by proxy is allowed. Any Director may submit a verbal or written dissent or explanation for their vote into the record of any meeting, or subsequently filed with the Corporation Secretary.

ARTICLE VII

Resignations

A Director may resign at any time by providing written notice to the Executive Director or Chairman of the Board. Unless otherwise specified in the notice, the resignation shall take effect immediately upon receipt of the notice. Acceptance of the resignation by the Board shall not be necessary to make the resignation effective.

ARTICLE VIII

Compensation

No salary or compensation (other than expense reimbursement) shall be paid to the Directors or Officers for their services as Directors or Officers unless the Board approves of such compensation by resolution. Nothing contained herein shall be

interpreted to preclude any Director from serving the Corporation in any other capacity and receiving compensation for such service so long as the arrangement is approved in advance by the Board and the Director does not compromise his or her duty of care and loyalty to the Corporation.

## ARTICLE IX

### Committees

The Board may, by resolution or official action at a duly called meeting, designate persons from within or outside its Board to serve on standing or ad hoc committees to carry out the duties and business of the Corporation. A majority of the members to any Committee shall be comprised of Directors. Committees shall only have authority to make recommendations to the entire Board. No Committee shall have authority to take official actions, speak, or enter into contracts on behalf of the Board or the Corporation.

## ARTICLE X

### Financial Matters and Audit

1. *Contracts.* The Board may authorize any Officer or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Corporation.
2. *Debt.* Unless authorized by the Board, no loans shall be obtained on behalf of the Corporation and no shall be incurred in the Corporation's name.
3. *Commercial Paper.* All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by Corporation Officers or agents. The Board shall by resolution specify the Officers or agents authorized to sign such checks and commercial paper. All checks and commercial paper issued in the name of the Corporation

shall contain the signature of two authorized Officers or agents of the Corporation.

4. *Deposits.* Consistent with the Treasurer's duties contained in these Bylaws, all funds of the Corporation not otherwise engaged shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select or direct.
5. *Annual Budget.* The Corporation shall establish an annual budget for the Corporation which shall include an itemization of all anticipated revenues and expenses for the year.
6. *Audit.* The Corporation shall cause the financial reports to be audited at least once every fiscal year and the results of this audit, or any special audit, shall be submitted to the Board. Special audits requested by the Board may be conducted at any time at the request of the Board.

#### ARTICLE XI

##### Fiscal Year

The fiscal year of the Corporation shall be the calendar year.

#### ARTICLE XII

##### Conflict of Interest

A Director having a conflict of interest or a conflict of responsibility on any matter involving the Corporation and any other business, person, or pecuniary matter shall refrain from voting on such matter. With respect to any matter which constitutes a conflict of interest or responsibility, or the appearance of a conflict of interest or responsibility, the Director shall disclose such matter to the Board. No Director shall use his or her position as Director for his or her own direct or indirect financial gain.

BYLAWS OF THE NATIVE AMERICAN DEVELOPMENT CORPORATION

The general standards for directors set forth in 35-2-416 MCA, and for officers at 35-2-441, apply.

ARTICLE XIII

Indemnification

1. The Corporation shall indemnify any Director or Officer of the Corporation, who is serving or who has served at the request of the Corporation, against expenses, including attorney fees, judgements, fines, claims, damages, and amounts paid in settlement actually and reasonably incurred by him by reason of the fact that he is or was such Director or Officer in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative to the extent and according to the procedures and requirements set forth in the non-profit corporation law of the State of Montana. The limitations, requirements and procedures contained in 35-2-446 through 35-2-454 MCA shall apply. The indemnification provided for herein shall not be deemed to restrict the right of the Corporation to indemnify employees, agents and others as permitted by law.
2. The indemnification provided by Section 1 of this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the law or any agreement, vote of disinterested Directors, or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director or Officer and shall inure to the benefit of the heirs, executors and administrators of such a person.

ARTICLE XIV

Fiscal Year

The fiscal year of the Corporation shall be the calendar year.

ARTICLE XV

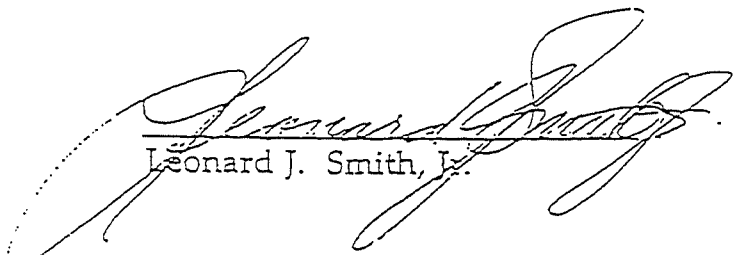
Amendments

These Bylaws may be altered, amended or repealed by a vote of eight of the Directors present at a duly called meeting. Unless waived in accordance with Montana law and these Bylaws, advance written notice of the intent to amend the Bylaws shall be provided to all Directors at least seven days prior to the Board meeting at which the Amendment is proposed, and a copy of the Amendment shall be provided to each Director.

\*\*\*\*\*

APPROVAL

These by-laws were approved by the incorporator of the Native American Development Corporation on the 12<sup>th</sup> day of December, 1996.

  
Leonard J. Smith, Jr.

Attest:

Francine Spang-Bear-Dont Waak

## Native American Development Corporation

## Summary Balance Sheet

As of December 31, 2022

07/21/23

Accrual Basis

|                                       | <u>Dec 31, 22</u>          |
|---------------------------------------|----------------------------|
| <b>ASSETS</b>                         |                            |
| Current Assets                        |                            |
| Checking/Savings                      | 4,320,974.98               |
| Accounts Receivable                   | 773,534.35                 |
| Other Current Assets                  | 15,656.39                  |
| <b>Total Current Assets</b>           | <u>5,110,165.72</u>        |
| Fixed Assets                          | 1,210,790.69               |
| Other Assets                          | 753,209.35                 |
| <b>TOTAL ASSETS</b>                   | <u><u>7,074,165.76</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                            |
| Liabilities                           |                            |
| Current Liabilities                   |                            |
| Accounts Payable                      | 5,745.07                   |
| Credit Cards                          | 19,914.90                  |
| Other Current Liabilities             | 339,678.44                 |
| <b>Total Current Liabilities</b>      | <u>365,338.41</u>          |
| Long Term Liabilities                 | 1,046,408.52               |
| <b>Total Liabilities</b>              | <u>1,411,746.93</u>        |
| Equity                                | 5,662,418.83               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>7,074,165.76</u></u> |

## Native American Development Corporation

## Profit &amp; Loss

October through December 2022

|                                       | <u>Oct - Dec 22</u>        |
|---------------------------------------|----------------------------|
| <b>Income</b>                         |                            |
| 4000 · Grant Income(Funds)            | 3,016,502.34               |
| 4010 · In-Kind Contributions          | 13,174.44                  |
| 4100 · Non-Governmental Grant Income  | 46,248.85                  |
| 4210 · RLF Loan - Interest Income     | 300.34                     |
| 4300 · Business Fees Income           | 1,668,126.32               |
| 4400 · Building Income                | 15,105.95                  |
| 4500 · Miscellaneous Income           | 163,487.48                 |
| 4600 · Third Party Billing            | 1,403,513.26               |
| <b>Total Income</b>                   | <u>6,326,458.98</u>        |
| <b>Gross Profit</b>                   | 6,326,458.98               |
| <b>Expense</b>                        |                            |
| 5000 · Payroll                        | 895,448.34                 |
| 5200 · Contracted Services            | 264,958.03                 |
| 5300 · Nonpersonnel                   | 81,707.92                  |
| 5400 · Facility                       | 199,488.41                 |
| 5500 · Travel                         | 50,064.81                  |
| 5600 · Other                          | 211,122.09                 |
| 5900 · In-kind Expenses               | 13,174.44                  |
| 6000 · Non-Cash Expenses              |                            |
| 6100 · Depreciation                   | 6,089.73                   |
| 6500 · Other Non-Cash Expenses        | 1,709.85                   |
| <b>Total 6000 · Non-Cash Expenses</b> | <u>7,799.58</u>            |
| <b>Total Expense</b>                  | <u>1,723,763.62</u>        |
| <b>Net Income</b>                     | <u><u>4,602,695.36</u></u> |

**Native American Development Corporation**  
**Statement of Cash Flows**  
October through December 2022

|                                                                                                 | Oct - Dec 22        |
|-------------------------------------------------------------------------------------------------|---------------------|
| <b>OPERATING ACTIVITIES</b>                                                                     |                     |
| Net Income                                                                                      | 4,602,695.36        |
| Adjustments to reconcile Net Income to net cash provided by operations:                         |                     |
| 1200 · Accounts Receivable:1210 · Contracts/Grant Receivables                                   | 6,460.00            |
| 1200 · Accounts Receivable:1220 · Employee Receivables                                          | -494.20             |
| 1200 · Accounts Receivable:1230 · Related Party Receivables                                     | 31,040.44           |
| 1200 · Accounts Receivable:1280 · Sponsorships & Donations                                      | -17,889.04          |
| 1261 · Accrued Loan Interest                                                                    | 871.81              |
| 1300 · Due from Grants                                                                          | 368,352.29          |
| 1240 · Other Receivable                                                                         | 115.95              |
| 1400 · Prepaid Expenses:1410 · Prepaid Expenses - General                                       | 268.57              |
| 2000 · Accounts Payable                                                                         | -257,791.48         |
| 2100 · Credit Cards:2111 · MC - Travel - 9045 NEW 7413                                          | -3,408.07           |
| 2100 · Credit Cards:2112 · MC -Marilyn-AP 5059(9037)(4767)                                      | -14,047.83          |
| 2100 · Credit Cards:2114 · MC - Mary - 9185                                                     | -3,662.42           |
| 2100 · Credit Cards:2119 · MC - Robert Much - 9102                                              | -186.82             |
| 2100 · Credit Cards:2120 · MC - Marshall Lucas - 5534                                           | -2,631.58           |
| 2100 · Credit Cards:2122 · MC - Johnel Barcus- 7088                                             | -440.25             |
| 2100 · Credit Cards:2130 · Dell Financial Services                                              | -936.00             |
| 2200 · Deferred Income:2210 · Deferred Income - CDFI & SAMHSA                                   | -163,169.40         |
| 2200 · Deferred Income:2212 · Deferred Income - IHS COVID 19                                    | -116,779.29         |
| 2200 · Deferred Income:2214 · Deferred Income - MCUIH                                           | -691,073.73         |
| 2200 · Deferred Income:2214 · Deferred Income - MCUIH:2214.01 · Deferred Income - MICUIH - BSCC | -10,000.00          |
| 2200 · Deferred Income:2216 · Deferred Income - ARPA                                            | -1,859,385.46       |
| 2200 · Deferred Income:2250 · Deferred Income - BUIHWC                                          | -543,591.85         |
| 2200 · Deferred Income:2250 · Deferred Income - BUIHWC:2250.01 · Deferred Income - Third Party  | -1,057,831.70       |
| 2200 · Deferred Income:2261 · Deferred Income - Misc                                            | -112,952.98         |
| 2300 · Current Line of Credit:2310 · WF Line of Credit 0914                                     | -578.00             |
| 2300 · Current Line of Credit:2340 · FIB Line of Credit 9095                                    | 373.97              |
| 2400 · Payroll Liabilities:2401 · Accrued Payroll                                               | -116,811.79         |
| 2400 · Payroll Liabilities:2402 · Accrued Fringe                                                | -27,312.80          |
| 2400 · Payroll Liabilities:2403 · Accrued Payroll Taxes                                         | -18,895.45          |
| <b>Net cash provided by Operating Activities</b>                                                | <b>-9,691.75</b>    |
| <b>INVESTING ACTIVITIES</b>                                                                     |                     |
| 1600 · Capital Assets:1641 · AD-Buildings                                                       | 6,089.73            |
| 1700 · RLF Loan Receivables:1740 · RLF - CDFI:1710.01 · Lame Deer Trading Post                  | 4,314.38            |
| 1700 · RLF Loan Receivables:1740 · RLF - CDFI:1710.02 · Silver Wolf Enterprises                 | 439.11              |
| 1700 · RLF Loan Receivables:1740 · RLF - CDFI:1710.05 · American Indian Consulting Ser.         | 25,000.00           |
| 1700 · RLF Loan Receivables:1740 · RLF - CDFI:1710.06 · Northern Arapaho Tribal Indust.         | 4,521.36            |
| 1700 · RLF Loan Receivables:1750 · RLF - MBDC:1710.13 · Extreme Clean                           | 3,127.89            |
| 1700 · RLF Loan Receivables:1750 · RLF - MBDC:1710.14 · NACDC Financial Services Inc.           | 2,476.11            |
| 1700 · RLF Loan Receivables:1750 · RLF - MBDC:1710.15 · Two Whistle Construction                | 35,106.54           |
| 1700 · RLF Loan Receivables:1750 · RLF - MBDC:1710.16 · Sacred Trails & Guides Outfitte         | 4,000.00            |
| 1700 · RLF Loan Receivables:1750 · RLF - MBDC:1710.19 · P. F. Brown Construction                | 11,648.43           |
| <b>Net cash provided by Investing Activities</b>                                                | <b>96,723.55</b>    |
| <b>FINANCING ACTIVITIES</b>                                                                     |                     |
| 2500 · Long Term Liabilities:2510 · Note Payable - Building                                     | -2,736.17           |
| <b>Net cash provided by Financing Activities</b>                                                | <b>-2,736.17</b>    |
| <b>Net cash increase for period</b>                                                             | <b>84,295.63</b>    |
| <b>Cash at beginning of period</b>                                                              | <b>4,236,807.35</b> |
| <b>Cash at end of period</b>                                                                    | <b>4,321,102.98</b> |



**Native American Development Corporation  
Board of Directors  
Contact information**

- 1) Ernest “Mike” Lawson, NADC BOD Chairman  
Enrolled Member of Northern Arapaho Tribe**
- 2) Jade Bahr, NADC BOD Vice Chairman Member  
of the Northern Cheyenne Tribe**
- 3) William “Bill” Benjamin, NADC BOD Treasurer  
Enrolled Member of the Blackfeet Tribe**
- 4) Deanna Comeau, NADC BOD Member Member  
of Winnebago Tribe**
- 5) Sam Painter, NADC BOD Member  
Member of Fort Belknap Tribe**
- 6) Jacqueline Whiteman, NADC BOD Member  
Member of The Crow Tribe**
- 7) Lorrie Capjohn-Wolf, NADC BOD Member  
Member of Sun’aq Tribe of Kodiak**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 09 2001

Employer Identification Number:  
81-0512124

DLN:  
17053041743001

NATIVE AMERICAN DEVELOPMENT  
CORPORATION  
207 N BROADWAY BR-1A  
BILLINGS, MT 59101-1951

Contact Person:  
DAVID V SCIAN ID# 31369

Contact Telephone Number:  
(877) 829-5500

Our Letter Dated:  
May 1997

Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

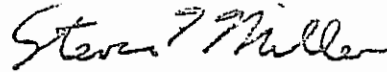
Letter 1050 (DO/CG)

NATIVE AMERICAN DEVELOPMENT

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller".

Steven T. Miller  
Director, Exempt Organizations



Native American Development Corporation (NADC) and the Billings Urban Indian Health & Wellness Center (BUIHWC)

|                                                    |                                   |
|----------------------------------------------------|-----------------------------------|
| <b>Department:</b> Key Staff                       | <b>Job Description</b>            |
| <b>Job Title:</b> Project Manager                  | <b>FLSA Status:</b> Exempt        |
| <b>Reports To (Title):</b> Chief Executive Officer | <b>Position Status:</b> Full-time |
| <b>Prepared By:</b> Associated Employers/HR        | <b>Revision Date:</b> 12-01-2020  |
| <b>Supervises:</b> Non-supervisory position        |                                   |

**Job Summary:**

Under the direction of the Chief Executive Officer, the Project Manager advises the organizational leadership, BUIHWC Center Director and NADC COO on key projects assigned (both for clinic and NADC). The Project Manager is responsible for coordination of proposal writing, implementation of project goals, execution, management of project budgets, timelines as required for completion of project, while remaining aligned with organizational strategy, commitments and goals.

The Project Manager must maintain the highest level of integrity and lead by example in all areas. Specific duties include but are not limited to:

**Essential Duties and Responsibilities and Expectations:**

**I. Planning**

- a. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- b. Research and prepare proposals for project funding
- c. Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines, and ensure resource availability and allocation
- d. Obtain adequate funding to carry projects to completion
- e. Develop detailed project plans to monitor and track progress
- f. Perform risk management to minimize liabilities of multiple projects
- g. Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- h. Communicating with executives and the board to keep the projects aligned with their goals

**II. Compliance**

- a. Ensure that NADC-BUIHWC is in compliance with internal policies and relevant external regulations.
- b. Adhere to requirements of funding sources and coordinating with GrantVantage software
- c. Performing quality control on the project throughout development to maintain the standards expected

**III. Project Management**

Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversees all aspects of projects assigned. Sets deadlines, assigns responsibilities and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project.

- a. Coordinate internal resources and third parties/vendors for the flawless execution of projects
- b. Establish and maintain relationships with third parties/vendors
- c. Manage the relationship with potential partners and all stakeholders
- d. Develop comprehensive project plans to be shared with clients as well as other staff members
- e. Create and maintain comprehensive project documentation
- f. Track project performance, specifically to analyze the successful completion of short and long-term goals
- g. Measure project performance using appropriate tools and techniques
- h. Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- i. Assist program managers in delegating tasks to employees assigned to the project.
- j. Assist program managers in motivating people involved in the project to complete tasks on time
- k. For issues that affect the project, report and relay to management in a timely manner so appropriate adjustments can be made
- l. Making effective recommendations to management when presented with multiple options on how to progress with the project
- m. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- n. Adjusting schedules and targets on the project as needed
- o. Ensure that all projects are delivered on-time, within scope and within budget
- p. Perform related work as required, including support services and other duties as assigned

**Minimum Qualifications (Experience/Education):**

- Bachelor's Degree from an accredited college or university in project management, business administration, or closely related field; and a minimum of three years of directly-related work experience in project management; or a combination of education and experience deemed appropriate for the duties and responsibilities of this position that will meet these qualifications.
- Theoretical and practical project management knowledge is required
- Experience in strategic planning, risk management and/or change management
- Proficiency in project management software tools
- Project Management Professional (PMP) certification from Project Management Institute (PMI) or equivalent is preferred
- Experience working with American Indian populations preferred.
- Master's degree in a relevant field is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have valid Montana State driver's license.

**SPECIAL REQUIREMENTS**

- Expertise with computerized grant administration and the operation of modern office equipment, computers, and word processing, spreadsheet, database management, presentation and communication tools will be needed for this position.
- Must meet all annual training and system requirements to maintain access to required computer systems.
- Must maintain proper licensure/certification and registration; if required.
- Must participate in and support HIPAA training, as needed and required.
- Must adhere to NADC policies regarding professional conduct.
- Must participate in pre-hire drug test and random drug tests thereafter, if required.
- Must pass a background check.
- May be required to attend evening meetings to participate in organization-sponsored events.
- Travel as required in order to meet the roles and responsibilities.

**Competencies or Knowledge, Skills and Abilities (KSA's):**

This position requires excellent verbal and written communication skills, the ability to work independently while staying accountable, and to work with a wide variety of individuals and organizations. The position must be client focused with a strong customer-service objective. All project development work is done in a manner that maintains and protects the confidentiality of any and all client and organizational information, as guided by NADC's personnel policies.

- Must have excellent project management skills with experience in managing and supervising administrative projects
- Must have a working knowledge of Federal, State and private foundation grant/loan programs, and knowledge of Federal and State rules and regulations for grant/loan programs
- Must have working knowledge of grant management information systems, financial reporting, and federal and state fiscal management rules and regulations.
- Must have a thorough understanding of the organization's overall business and its objectives
- Must possess working knowledge of planning and strategizing financial and budgeting issues
- Demonstrates competency in establishing and maintaining effective working relationships with providers, management, employees, and contacts outside the organization
- Must be skilled in accomplishing a large workload with demanding timelines, and multiple tasks/deadlines; and demonstrates ability to effectively handle stressful situations
- Must be skilled in solving complex situations with varying interests; finding solutions considering various factors; managing challenging situations; effective communication; and work productively in a team atmosphere with minimal supervision
- Proficient in using Microsoft Office applications (Word, Excel, Access, Outlook), grant management software programs, and internet resources.
- Skill in operating a personal computer and its software, including word processing, spreadsheets, Power Point, along with telephone, 10-key, calculator, copy machine, fax machine and other modern office equipment
- Proven ability to work with others at all levels within the organization and collaborate effectively across levels.
- Ability to write creatively and persuasively, with correct grammar, spelling, and punctuation
- Ability to understand and follow specific instructions and guidelines, and complex oral and written instructions
- Ability to work with diverse agencies, groups and individuals, using active listening skills
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing business and non-profit information and/or technology
- Ability to maintain and protect the confidentiality of any and all client and organizational information under the guidelines of the personnel policies

**Physical Demands & Working Conditions:**

- Work is primarily in an office environment.
- Incumbent must be able to perform computer, data entry and word processing related tasks for a majority of the workday, as required.
- Frequently sit, with continuous full use of hands, repetitive movement, keyboarding, and clear vision, as well as speak and hear normal conversation.
- Requires high attention to detail with frequent deadlines, and internal and external social interaction.
- Incumbent must move, stand, bend, or kneel on an intermittent basis.
- Requires intermittent, moderate physical effort, moving or carrying 5 to 25 pounds.
- Incumbent is occasionally exposed to on-street driving and moving vehicles with an overnight stay away from home.
- Work hours are generally Monday through Friday, 8AM to 5PM, but will include early morning and/or evening meetings and events.

**Employee Acknowledgement:**

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that NADC-BUIHWC reserves the right to revise or change this job description as the need arises.*

*I understand the position is funded with discretionary funding. At the expiration of the funding agreement, the position will be discontinued.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_/Date: \_\_\_\_\_

**NADC-BUIHWC** is an Equal Opportunity Employer. **NADC-BUIHWC** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

# MAKAYLA WEASELBOY

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## OBJECTIVE

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I am looking to gain experience in the Mental Health field. I am currently studying for my bachelor's degree in psychiatric rehabilitation. My end goal is to eventually become an LCPC.

## SKILLS & ABILITIES

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Leadership skills, communication skills, organization skills, time management skills, great problem solver, conflict resolution, active listening, decision making, customer service, teamwork.

## EXPERIENCE

---

- March 2017-  
Current
- Lead Infant Room Teacher, *Americas Future*
- In charge of day to day activities, oversight of staff and children, ensuring children are meeting educational milestones and are in a safe and nurturing environment while meeting individual needs. Over 200 hours of early childhood training.
- August 2010-  
March 2017
- Early Childhood Director, *Bright Little Stars*
- Oversight of day to day operations including staff and children. Licensing, food program, ensuring lesson plans and meals were provided.

## EDUCATION

---

- August 2006-  
May 2010
- High School Diploma, Billings MT, *Billings Senior High*
- April 2019-  
Current
- Bachelor's Degree-Psychiatric Rehab with a minor in psychology, Billings MT, MSU-Billings*

## LEADERSHIP

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Leading staff meetings, classroom meetings, creating and implementing staff evaluations, hosting and leading parent meetings.



Native American Development Corporation and the Billings Urban Indian Health & Wellness Center

| <b>Department: COVID-19 ERSP Project</b>                  | <b>Job Description</b>                      |
|-----------------------------------------------------------|---------------------------------------------|
| <b>Job Title:</b> Outreach Case Manager                   | <b>FLSA Status:</b> Exempt                  |
| <b>Reports To (Title):</b> COVID-19 ERSP Project Director | <b>Position Status:</b> Full time Temporary |
| <b>Prepared By:</b><br>Aaron Edenshaw, LMSW, LCSW         | <b>Revision Date:</b> 11/3/2021             |
| <b>Supervises:</b> NA                                     |                                             |

**Job Summary:**

The Outreach Case Manager is responsible for providing Native American community members age 25 years or older with outreach case management services in Yellowstone County. This position will assist the project director in many aspects of the project. The outreach case manager will collaborate with NADC-BUIHWC staff members to develop and/or implement services for the benefit of the target population served by the COVID-19 ERSP Project. Responsible for capturing, reporting, and documenting project data. Adheres to grant guidelines and principles of SAMHSA. Maintains efficient communication to foster positive relationships with community partners. Seeks to develop professional relationships in the community that further the goals of the program. The COVID-19 ERSP project seeks to address the needs of domestic violence victims in Yellowstone County. Provides outreach case management services to individuals age 25 years or older seeking domestic violence shelter and related resources.

The outreach case manager will administer service tool questions and transpose raw data collected using the National Outcome Measures (NOMs) client-level measures tool. Responsible for administering service tool questions at baseline, every six months while receiving treatment, and upon discharge.

The position is established for the COVID-19 ERSP Project and will be funded over the course of the project. Grant funding will expire December 14, 2022.

**Essential Duties and Responsibilities and Expectations:**

- Assist Project Director in various aspects of the project.
- Conducts community outreach to inform prospective patients of behavioral health services available at BUIHWC.
- Assists in connecting prospective patients to BUIHWC patient registration to register for services.
- Completes NOM's service tool questionnaire with participants at required intervals.
- Reviews NOM's documentation for deficiencies and completeness ensuring readiness for abstracting data entry and completing patient demographic information.
- Assists in scheduling and coordinating services in the community as needed.
- Familiar with community resources available to Native Americans in Yellowstone County.
- Provides outreach and case management to connect participants with social services in the community (i.e. workforce development center, housing services, homeless shelters, domestic violence shelters, food assistance, etc.).

- Implements goals and objectives with the Project Director.
- Works with community partners to support mutual efforts and successfully accomplish project objectives.
- Performs general office functions i.e. answering phones, email, correspondence, greeting participants, scheduling, cancellations, etc.
- Local travel as required to fulfill project roles and responsibilities.
- Participate in staff meetings, prevention meetings, and trainings as required or needed.
- Prepare quarterly and annual reports as required by Project Director.
- Attend and represent BUIHWC at required meetings and other meetings as assigned.
- Perform other duties as assigned in order to meet BUIHWC's mission and the goals and objectives of COVID-19 ERSP Project.

**Minimum Qualifications (Experience/Education):**

- Bachelor's degree in Public Health, Behavioral Health, or two years' experience in case management.
- Experience providing case management services and community outreach in Yellowstone County, Montana.
- Experience with crisis intervention and triage preferred.
- Demonstrated ability to work collaboratively with others in order to achieve meaningful results.
- Ability to present ideas, transmit information, and/or convey concepts to individuals or groups of people of varying educational, cultural, and experiential levels.
- Experience administering survey questionnaires and data entry.
- Education, experience, or knowledge in suicide prevention and early intervention.
- Knowledge of HIPAA, patient confidentiality, and mandatory reporting requirements.
- COVID-19 vaccination required.
- Experience documenting in electronic health record and telehealth applications.

**Competencies or Knowledge, Skills and Abilities (KSA's):**

- Knowledge of 12 federally recognized tribes in Montana and local Native American population through work experience, academic background, and/or training.
- Knowledge of how to provide services that are culturally appropriate.
- Knowledge of best practices in suicide treatment and prevention.
- Knowledge of public mental health and related human services fields.
- Experience in working with evidence-based practice models and approaches.
- Use effective communication with diverse audiences in groups and individually by employing active listening and the use of clear, concise verbal and written communication that is accurate, timely and courteous.

**Physical Demands & Working Conditions:**

- Position is expected to interact in-person and virtually with adults 25 years old in physical activities, such as hiking, walking, bending, stooping, kneeling, squatting, crouching, balancing reaching overhead, pulling, pushing, talking, hearing/listening, and climbing stairs.
- Frequently sitting, with continuous full use of hands in repetitive hand motion, such as typing.
- Clear vision, as well as speak and hear with normal conversations.
- Requires high attention to detail with frequent deadlines and internal and external social interaction.

- Regular lifting, moving and carrying items 5-30 pounds. Occasionally lifting items up to 75 pounds.
- Work is primarily in an office environment. Must be able to work within an office/clinic/at-home setting, with flexibility to change settings as needed.
- Occasional outdoor environment for physical activities described above.
- Occasionally exposed to on-street driving and moving vehicles with overnight stays away from home.
- Work hours are generally Monday through Friday, 8AM-5PM, but will include early morning, evenings and weekend events.

**NADC-BUIHWC** is an Equal Opportunity Employer. **NADC-BUIHWC** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **NADC-BUIHWC** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_/Date: \_\_\_\_\_

11/10/2021

Aaron Edenshaw, LMSW, LSCW  
COVID-19 ERSP Project director BUIHWC

The Outreach Case Manager position was brought to my attention, and I think that I would make an excellent candidate for it. Currently I provide professional Substance Use Disorder counseling and guidance to clients. I feel that I meet all your requirements. In addition to this I would like to work for an organization like yours that has a reputation for ensuring that clients requiring support always receive the best care available.

During my 3 years in this field, I have helped my clients to overcome challenges related to poverty, homelessness, behavioral and SUD related issues. I have worked extensively with the Native American population in my current position and on the Northern Cheyenne Reservation volunteering and serving in the community.

I can comfortably work on a multi-disciplinary treatment team providing case management in community-based setting and also one on one basis.

Attached is my resume for your consideration. I very much look forward to hearing from you in the near future.

Thank you,

*Rosalyn Bigback, LAC*

# ROSALYN BIGBACK

## Summary

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Licensed Addiction Counselor with 3 years' experience in healthcare. Knowledgeable understanding of Federal Health Care System as well as Federally Qualified Healthcare Center functioning. Experienced in interviewing and hiring processes. Detail-oriented and passionate about facilitating excellent patient care with a primary focus on Integrated Health Care Model. High ambition to seek insight for improved, highly innovative healthcare for SUD and behavioral health needs.

## Skills

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- Strong verbal communication
- Team leadership
- Public Speaking
- Counseling, Staff management skills
- Crisis intervention
- Skilled in Motivational Interviewing
- Knowledge of policy and procedure development
- Employee Interviewing and hiring process knowledge.
- Complying with regulatory guidelines
- Improving clinical quality outcomes
- Developing training programs
- Strong knowledge and development of MAT program- (Suboxone)
- Knowledge of the Integrated model to provide patient holistic care.
- Prime for life certification- teaching class virtual and in person.

## Experience

---

One Health (formerly Bighorn Valley Health Care) | Hardin, MT

**Licensed Addiction Counselor**

- Manage all aspects of the care for the patient from date of entry to discharge
- Evaluation of patients' physical and mental health.
- Evaluation and documentation using ASAM and DMS-IV criteria to indicate placement and follow guidelines for dependence/abuse diagnosis.
- Conduct research as needed to develop new treatment methods and to stay up-to-date on changes within the field.
- Counsel patients by listening to stories, concerns or issues and providing feedback, including teaching them coping techniques and offering advice on their current situations.
- Identified treatment goals based on individual diagnosis and history.
- Worked with CPS and court referrals to design treatment plans specific to client needs.
- Educated patient on treatment options, methods, and techniques to ensure the patient understands
- Identified behaviors that interfere with treatment
- Collaborating with Behavioral health team, as well as medical teams to help care for patient in a holistic manner
- Provide continuing care (level 1) for MAT patients within our seven (7) One Health sites, mostly via telehealth.

Big Horn Valley Health Center | Hardin,  
MT

**Behavioral Health Care Manager**

- Core member of collaborative Behavioral Health/Substance Abuse Treatment Team collaborating with Primary Care Providers, Nurses, Pharmacists, and other Behavioral Health Team members.
- Screen and assess patients for common mental health disorders, provide patient education about common disorders and available treatment.
- Monitor patients for changes in clinical symptoms and treatment side effects or complications.
- Active Team member for the Medication Assisted Treatment Team focusing on policy development, treatment adherence, side effects, as well as other complications and effectiveness of treatment.
- Track patients follow up and clinical outcomes in excel based registry.
- Collaborated with multi-disciplinary staff to improve overall patient care and response times.
- Created and maintained facility documents and records, maintaining accuracy while managing sensitive data.
- Solicited medical history information from patients to provide the best and most effective medical advice.
- Assist in training, reporting and other requirements of various grant supported programs.
- Trained new hires and teams in the integrated approach to healthcare at BVHC clinic as well as satellite clinics which required monthly travel.

Big Horn Valley Health Center/ Hardin  
Mt.

**ACLC, Licensed Addiction Counselor  
Candidate**

- Screening and assessing patients for substance use disorders and facilitating and implementing treatment plans.
- Providing patient education about common mental health and substance use disorders and available treatment options.
- Monitoring patients (in person, telephone or telehealth) for changes in clinical symptoms and treatment of side effects or complications.
- Supporting and closely coordinating behavioral health with the patient's primary care provider and other treating specialists.
- Supporting Medication Assisted Treatment (MAT) medication management prescribed by PCP's focusing on treatment adherence, side effects and other complications, and effectiveness of treatment.
- Participate in multi-disciplinary team-based care of patients/clients and consults with team members of primary care and behavioral health teams.
- Schedule and conduct group and individual (level 1)
- Provide behavioral health therapy services based on clinically researched modalities: i.e.: CBT, DBT, Strength Based Therapy etc.

Everything Beautiful Thrift Store |  
Lamedeer, MT  
**Cashier/ Mentor**

- Outreach support to the community
- Detail oriented
- Handle multiple responsibilities while delivering exceptional customer service.
- Interpersonal skills
- Interacting and mentoring T.A.N.F. recipients and other volunteers through the ministry service offered by thrift store.
- Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
- Evaluate the work of volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
- Provide direct service and support to individuals or community programs.

## Education and Training

---

University of Montana | Missoula, MT  
**2 +2 Social Work BA Program**  
*08/2021- current*

Chief Dull Knife College | Lamedeer, MT  
**Associate of Arts- Addiction Studies**  
*05/2018*

Montana State University - Billings | Billings, MT  
**General Studies**  
*08/2007*

## Education and Training Continued

Licensed Addiction Counselor- State of Montana  
BBH-LAC-LIC-42731  
*03/05/2020- current*

Licensed Peer Support- State of Montana  
BBH-BHPS-CRT-35304  
*12/18/2018- 12/31/2020*

BLS Provider- One Health Hardin, MT  
*4/30/2021-current expires 2023*

Engage Therapy Training  
University of Washington 2020

CIDP/De-escalation training  
November 2020

LGBTQ+ Healthcare Allies  
August 2021

Prime For Life Certification  
August 2020

MRT Certified Moral  
Reconciliation Therapy  
April 2019



Native American Development Corporation and  
the Billings Urban Indian Health & Wellness Center

|                                                   |                                   |
|---------------------------------------------------|-----------------------------------|
| <b>Department: COVID-19 ERSP Project</b>          | <b>Job Description</b>            |
| <b>Job Title:</b><br>Community Support Specialist | <b>FLSA Status:</b> Exempt        |
| <b>Reports To (Title):</b> Clinic Director        | <b>Position Status:</b> Full time |
| <b>Prepared By:</b> Makayla Weaselboy             | <b>Revision Date:</b> 1/10/2023   |

**Job Summary:**

Native American Development Corporation is hiring for a Community Support Specialist for the COVID-19 ERSP grant. A Community Support Specialists have caseloads which are comprised of Native American community members who are 25 years and older. The purpose of the position is to provide support and help clients develop connections to thrive in the urban setting. The community support specialist will collaborate with NADC-BUIHWC staff members to develop and/or implement services for the benefit of the target population served by the COVID-19 ERSP Project. The COVID-19 ERSP project seeks to address the needs of domestic violence victims in Yellowstone County.

The community support specialist will administer service tool questions and transpose raw data collected using the National Outcome Measures (NOMs) client-level measures tool while capturing, reporting, and documenting project data. The position is established for the COVID-19 ERSP Project and will be funded over the course of the project. Grant funding will expire on December 14, 2023.

**Essential Duties and Responsibilities and Expectations:**

- Adheres to grant guidelines and principles of SAMHSA.
- Maintains efficient communication to foster positive relationships with community partners.
- Seeks to develop professional relationships in the community that further the goals of the program.
- Maintain proper client and program participant records, ensuring they contain current information and remain well-organized and categorized
- Conducts community outreach to inform prospective patients of behavioral health services available at BUIHWC.
- Assists in connecting prospective patients to BUIHWC patient registration to register for services.

- Interview potential clients and their family members, and use the information to compile a file related to their drug, social, financial, educational, and criminal background
- serve as an excellent source of support and guidance for individuals who are struggling to navigate independent living while managing a mental or physical disability, mental illness, or other challenges
- Follow-up on appointments, community activities, and forms to ensure they're properly completed
- Completes NOM's service tool questionnaire with participants at required intervals.
- Reviews NOM's documentation for deficiencies and completeness ensuring readiness for abstracting data entry and completing patient demographic information.
- Assists in scheduling and coordinating services in the community as needed.
- Familiar with community resources available to Native Americans in Yellowstone County.
- Provides outreach and case management to connect participants with social services in the community (i.e. workforce development center, housing services, homeless shelters, domestic violence shelters, food assistance, etc.).
- Implements goals and objectives with the Project Director.
- Works with community partners to support mutual efforts and successfully accomplish project objectives.
- Performs general office functions i.e. answering phones, email, correspondence, greeting participants, scheduling, cancellations, etc.
- Local travel as required to fulfill project roles and responsibilities.
- Participate in staff meetings, prevention meetings, and training as required or needed.
- Prepare quarterly and annual reports as required by Project Director.
- Attend and represent BUIHWC at required meetings and other meetings as assigned.
- Perform other duties as assigned in order to meet BUIHWC's mission and the goals and objectives of COVID-19 ERSP Project.
- Follow up on referrals sent through community partners within 24-48 hours.
- Community support specialists may provide vital support services during a mental health crisis by contacting family members, notifying law enforcement, and contacting the client's psychiatrist for hospital placement.

**Minimum Qualifications (Experience/Education):**

- Bachelor's degree in Public Health, Behavioral Health, or two years' experience in case management.
- Experience providing case management services and community outreach in Yellowstone County, Montana.
- Experience with crisis intervention and triage preferred.
- Demonstrated ability to work collaboratively with others in order to achieve meaningful results.
- Ability to present ideas, transmit information, and/or convey concepts to individuals or groups of people of varying educational, cultural, and experiential levels.
- Experience administering survey questionnaires and data entry.
- Education, experience, or knowledge in suicide prevention and early intervention.

- Knowledge of HIPAA, patient confidentiality, and mandatory reporting requirements.
- Experience documenting in the electronic health record and telehealth applications.
- COVID-19 Vaccination

**Competencies or Knowledge, Skills and Abilities (KSA's):**

- Knowledge of 12 federally recognized tribes in Montana and the local Native American population through work experience, academic background, and/or training.
- Knowledge of how to provide services that are culturally appropriate.
- Knowledge of best practices in suicide treatment and prevention.
- Knowledge of public mental health and related human services fields.
- Experience in working with evidence-based practice models and approaches.
- Use effective communication with diverse audiences in groups and individually by employing active listening and the use of clear, concise verbal and written communication that is accurate, timely, and courteous.
- Complete CPR and first aid training.

**Physical Demands & Working Conditions:**

- Position is expected to interact in-person and virtually with adults 25 years old in physical activities, such as hiking, walking, bending, stooping, kneeling, squatting, crouching, balancing reaching overhead, pulling, pushing, talking, hearing/listening, and climbing stairs.
- Frequently sitting, with continuous full use of hands in repetitive hand motion, such as typing.
- Clear vision, as well as speak and hearing with normal conversations.
- Requires high attention to detail with frequent deadlines and internal and external social interaction.
- Regular lifting, moving, and carrying items 5-30 pounds. Occasionally lifting items up to 75 pounds.
- Work is primarily in an office environment. Must be able to work within an office/clinic/at-home setting, with the flexibility to change settings as needed.
- Occasional outdoor environment for physical activities described above.
- Occasionally exposed to on-street driving and moving vehicles with overnight stays away from home.
- Work hours are generally Monday through Friday, 8AM-5PM, but will include early morning, evenings and weekend events.

**NADC-BUIHWC** is an Equal Opportunity Employer. **NADC-BUIHWC** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **NADC-BUIHWC** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_/Date:  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_/Date:  
\_\_\_\_\_



# D'Anthony Willis

## Work History

### **Grounded For Lyfe 501c-3 - Program Administrator**

05/2020 through 06/2022

- Administrative duties including but not limited to:
- Marketing Public Relations, Social Media Management, Role Delegations, Event Planning, and Community Coordination

### **Joy's Haven Recovery Home - Recovery Coordinator**

11/2020 – 06/2022

- Assisted in the opening, daily functioning, and advocating for the continued success of men in the homes focusing on reunification with their children

### **Rimrock Foundation-Care Coordinator/Case Manager**

04/2022 - Current

- Completed admission, transition, and discharge planning for clients receiving inpatient and residential care
- Collaborated with physicians, nurse leaders, and therapists on the clinical management of clients
- Aided clients with identifying resources, acquiring SS and Medicaid benefits, securing housing, and document processing

### **Rimrock Foundation – Rehabilitation Technician, PACT Paraprofessional**

Billings, MT

05/2021 – 04/2022

- Maintained healthy relationships, advocating for the members to ensure needs are met.
- Provides care to patients in a manner that promotes safety, comfort, and the therapeutic environment.
- Assists patients with activities of daily living; attends to patient behavioral problems and aids in crisis intervention, as needed.
- Participates in the development and implementation of patient treatment programs.
- Maintains confidentiality of patient records.



## Education

**Yellowstone Christian College –  
pursuing a bachelor's in psychology  
2019-2021**

Billings, MT

**Walden University - Pursuing a  
bachelor's in Social Work**

Currently enrolled

Columbia, MD

## Certifications

- Master Life Coach,  
Transformation Academy
- Transformation Life Coach,  
Transformation Academy
- Peer Coach Basic Training,  
MT Peer Network
- Mental Health First Aid
- CPR Heart saver

## Trainings

- De-Escalation
- Motivational Training
- Workplace Communication
- Suicide prevention
- Narcan Training
- Trauma – Informed Care

- Transports patients to and from appointments, clinics, laboratories, and/or treatments, as and when appropriate.
- Performed crisis de-escalation and stabilization for high-needs clients

### **BrandSafway - Scaffold Foreman**

Billings, MT

12/2018 - 03/2020

- Ran a crew and build scaffolding around the Exxon refinery.
- Planned each job with appropriate safety measures, addressing weight limits and fall protection
- Inspected all scaffold erections for condition and compliance with standards
- Managed team of 3 employees erecting scaffolds up to 120 feet
- Disassembled scaffolding and equipment when projects were completed or after each shift according to strict schedules
- Calculated materials and labor required to complete jobs on schedule and prepared estimates

### **Randash Auto - Car Salesman**

Billings, MT

01/2017 - 11/2018

- Lead Car Salesman. Sold over 300 cars in one year. Cold calling and off the lot.
- Negotiated purchase prices and explained sales, warranty, and optional products
- Drove team revenue totals by bringing in top sales numbers

### **BrandSafway - Scaffold Builder**

Billings, MT

01/2014 - 12/2016

Scaffold and Laborer Foreman for Exxon Refinery

- Disassembled scaffolding and equipment when projects were completed or after each shift according to strict schedules
- Carefully read blueprints, sketches, and technical drawings to inform comprehensive understanding of project scope and specifications
- Completed all tasks according to technical document requirements and specifications to work with accuracy
- Assembled durable, high-quality structures by working with forming systems, hand tools, and a range of equipment
- Safely operated electric cordless and hammer drills and cutting torches
- Followed protocols and stayed organized to provide personal and teammate safety

### **Avitus Group Lockwood Exxon – Assistant Manager**

Lockwood, MT

09/2011 – 10/2013

- Assess the strengths and weaknesses of the sales team and manage the sales program accordingly

- Complete store operational requirements by scheduling and assigning employees; following up on work results
- Maintain store staff by recruiting, selecting, orienting, and training employees
- Maintain store staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results
- Ensure availability of merchandise and services by approving contracts, maintaining inventories
- Protect employees and customers by providing a safe and clean store environment
- Maintain the stability and reputation of the store by complying with legal requirements



Report of Independent Auditors  
and Financial Statements for

**Native American Development  
Corporation**

September 30, 2022

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**SUBMITTED BY**



**McKenzie FORENSIC AUDITORS, INC.**

NATHANIEL MCKENZIE

2900 N 26TH AVE STE 211

FORT LAUDERDALE, FL 33301

PHONE: (786) 231-6694

FAX: (954) 251-0030

EMAIL:

[NATHAN@MCKENZIECPAGROUP.COM](mailto:NATHAN@MCKENZIECPAGROUP.COM)

[HTTP://WWW.MCKENZIEFORENSIC.COM/](http://WWW.MCKENZIEFORENSIC.COM/)

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Management of  
Native American Development Corporation

### ***Opinion***

We have audited the financial statements of Native American Development Corporation, which comprise the Balance Sheet for year ended September 30, 2022 and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position Native American Development Corporation as of September 30, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Native American Development Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Native American Development Corporation ability to continue as a going concern for financial year 2023.

### *Auditor's Responsibility*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Native American Development Corporation internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Native American Development Corporation ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



McKenzie Forensic Group, Inc.  
Firm Audit License #: **AD67362**  
Individual License #: **AC44080**

Principal: Nathaniel McKenzie, MBA, CPA, CVA, CFE, CAM

Fort Lauderdale  
May 10, 2023

**NATIVE AMERICAN DEVELOPMENT CORPORATION**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS OF SEPTEMBER 30, 2022**

| <b>ASSETS</b>                                          | <b>\$</b>               |
|--------------------------------------------------------|-------------------------|
| <b>CURRENT ASSETS</b>                                  |                         |
| Cash and Cash Equivalents                              | 4,395,908               |
| Accounts Receivable                                    | 133,551                 |
| Related Party Receivables                              | -                       |
| Grants Receivable                                      | 994,295                 |
| Contracts Receivables                                  | 115,425                 |
| Notes Receivables - Current Portion                    | 187,168                 |
| Prepaid expenses                                       | 16,669                  |
| <b>TOTAL CURRENT ASSETS</b>                            | <u><b>5,843,017</b></u> |
| <b>PROPERTY AND EQUIPMENT</b>                          |                         |
| Buildings and Improvement                              | 1,161,683               |
| Equipment                                              | 249,613                 |
| Furniture and vehicles                                 | 52,135                  |
| Leasehold improvements                                 | 87,802                  |
| Construction in Progress                               | -                       |
| Less : Accumulated Depreciation                        | <u>(334,352)</u>        |
| <b>TOTAL PROPERTY AND EQUIPMENT</b>                    | <u><b>1,216,880</b></u> |
| <b>OTHER ASSETS</b>                                    |                         |
| Other                                                  | 2,150                   |
| Notes Receivable, Net of Current Portion and Allowance | <u>689,163</u>          |
| <b>TOTAL OTHER ASSETS</b>                              | <u><b>691,313</b></u>   |
| <b>TOTAL ASSETS</b>                                    | <u><b>7,751,210</b></u> |
| <b>LIABILITIES AND NET ASSETS</b>                      |                         |
| <b>CURRENT LIABILITIES</b>                             |                         |
| Accounts Payable                                       | 329,229                 |
| Accrued Expenses                                       | 388,307                 |
| Deferred Revenue                                       | 4,628,313               |
| Line of Credit                                         | 100,000                 |
| Note Payable - Current Portion                         | -                       |
| Long Term Debt - Current Portion                       | <u>252,498</u>          |
| <b>TOTAL CURRENT LIABILITIES</b>                       | <u><b>5,698,347</b></u> |
| <b>OTHER LIABILITIES</b>                               |                         |
| Long Term Debt - Net of Current Portion                | <u>796,647</u>          |
| <b>TOTAL OTHER LIABILITIES</b>                         | <u><b>796,647</b></u>   |
| <b>TOTAL LIABILITIES</b>                               | <u><b>6,494,993</b></u> |
| <b>NET ASSETS</b>                                      |                         |
| Without Donor Restrictions                             | (6,702,120)             |
| With Donor Restrictions                                | <u>7,958,336</u>        |
| <b>TOTAL NET ASSETS</b>                                | <u><b>1,256,216</b></u> |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>                | <u><b>7,751,210</b></u> |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION**  
**CONSOLIDATED STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

|                                      | Without<br>Donor<br>Restriction | With<br>Donor<br>Restriction | Total            |
|--------------------------------------|---------------------------------|------------------------------|------------------|
| <b>OPERATING REVENUE AND SUPPORT</b> |                                 |                              |                  |
| Grant Revenue                        | 2,362                           | 5,236,518                    | 5,238,880        |
| Private Grant Revenue                | 15,958                          | 131,804                      | 147,762          |
| In-kind contributions                | -                               | 60,200                       | 60,200           |
| Consulting and contract Fees         | 399,565                         | 909,341                      | 1,308,906        |
| Rental Income                        | 67,079                          | -                            | 67,079           |
| Loan Fee and Interest Revenue        | 27,484                          | 4,001                        | 31,485           |
| Other Revenues                       | 1,120,381                       | 72,595                       | 1,192,976        |
| Released from restrictions           | 6,387,933                       | (6,387,933)                  | -                |
|                                      | <u>8,020,762</u>                | <u>26,526</u>                | <u>8,047,288</u> |
| <b>EXPENSES</b>                      |                                 |                              |                  |
| Management and General               | 1,390,231                       | -                            | 1,390,231        |
| Program services                     | 6,780,108                       | -                            | 6,780,108        |
| Total expenses                       | <u>8,170,339</u>                | <u>-</u>                     | <u>8,170,339</u> |
| <b>CHANGE IN NET ASSETS</b>          |                                 |                              |                  |
|                                      | (149,577)                       | 26,526                       | (123,051)        |
| Net Assets, Beginning of Year        | (164,610)                       | 1,543,877                    | 1,379,267        |
| <b>NET ASSETS, END OF YEAR</b>       | <u>(314,187)</u>                | <u>1,570,403</u>             | <u>1,256,216</u> |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION**  
**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2022**

|                                   | <b>Management<br/>and General</b> | <b>Program<br/>Services</b> | <b>Total</b>        |
|-----------------------------------|-----------------------------------|-----------------------------|---------------------|
| Accounting Fees                   | 53,739.75                         | 21,487.95                   | 75,227.70           |
| Advertising                       | 9,615.85                          | 49,476.94                   | 59,092.79           |
| Bad Debt Expense                  | 10,163.20                         | -                           | 10,163.20           |
| Contributions                     | 966.11                            | 144.90                      | 1,111.01            |
| Depreciation                      | 65,210.63                         | -                           | 65,210.63           |
| Dues and subscriptions            | 9,535.09                          | 26,613.31                   | 36,148.40           |
| Educational                       | 3,492.68                          | 43,774.75                   | 47,267.43           |
| Employee benefits                 | 105,310.97                        | 240,886.91                  | 346,197.88          |
| Equipment costs                   | 5,185.42                          | 4,343.57                    | 9,528.99            |
| Fees                              | 1,957.82                          | 42.00                       | 1,999.82            |
| In-Kind expenses                  | -                                 | 60,200.40                   | 60,200.40           |
| Insurance - Professional          | 5,409.00                          | 25,564.95                   | 30,973.95           |
| Interest Expense                  | 36,125.93                         | 10,312.50                   | 46,438.43           |
| Janitorial Services               | 3,850.72                          | 13,401.31                   | 17,252.03           |
| Legal Services                    | 29,761.22                         | 19,519.25                   | 49,280.47           |
| Medical Supplies                  | 316.08                            | 100,208.38                  | 100,524.46          |
| Miscellaneous expense             | 12,224.89                         | 12,013.62                   | 24,238.51           |
| Meetings                          | 64,768.57                         | 10,782.95                   | 75,551.52           |
| Payroll Taxes                     | 72,969.84                         | 217,296.82                  | 290,266.66          |
| Postage and Shipping              | 815.35                            | 1,234.32                    | 2,049.67            |
| Printing and Postage              | 4,283.88                          | 15,453.27                   | 19,737.15           |
| Professional services             | 97,742.66                         | 872,429.93                  | 970,172.59          |
| Rent, Parking, and Occupancy      | 35,503.00                         | 201,572.38                  | 237,075.38          |
| Repairs and Maintenance           | 4,178.69                          | 1,856.77                    | 6,035.46            |
| Salaries and wages                | 598,965.28                        | 2,487,869.25                | 3,086,834.53        |
| Security                          | 2,076.72                          | 1,002.25                    | 3,078.97            |
| Staff Development                 | 56.00                             | 38,873.15                   | 38,929.15           |
| Supplies                          | 35,840.08                         | 229,233.28                  | 265,073.36          |
| Taxes                             | 11,424.72                         | -                           | 11,424.72           |
| Telephone and communications      | 12,461.63                         | 59,507.93                   | 71,969.56           |
| Travel                            | 45,443.96                         | 149,725.15                  | 195,169.11          |
| Utilities                         | 13,838.56                         | 710.18                      | 14,548.74           |
| Vehicle Maintenance               | 494.20                            | 3,861.90                    | 4,356.10            |
| Capital Outlay                    | -                                 | 421,735.04                  | 421,735.04          |
| Construction/ Improvements        | -                                 | 119,620.79                  | 119,620.79          |
| Sub-Recipient Agreement           | -                                 | 298,687.00                  | 298,687.00          |
| In Direct Cost                    | -                                 | 613,108.76                  | 613,108.76          |
| Legal Settlement                  | 75,000.00                         | -                           | 75,000.00           |
| Cash Match Expenses               | 60,991.00                         | 69,175.16                   | 130,166.16          |
| Lending Expenses                  | -                                 | 25,000.00                   | 25,000.00           |
| Transfer To/From Funds            | 1,653.84                          | -                           | 1,653.84            |
| Gains and Losses                  | -                                 | 12,500.00                   | 12,500.00           |
| Other Non-Cash Expenses           | 1,928.23                          | -                           | 1,928.23            |
| <b>TOTAL EXPENSES BY FUNCTION</b> | <b>1,493,301.57</b>               | <b>6,479,227.02</b>         | <b>7,972,528.59</b> |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2022**

| <b>CASH FLOW FROM OPERATING ACTIVITIES</b>               | <b>NADC</b>           | <b>AICS</b>         | <b>Total</b>          |
|----------------------------------------------------------|-----------------------|---------------------|-----------------------|
| Change in Net Assets                                     | (103,856)             | (43,273)            | (147,129)             |
| Adjustments to reconcile Change in Net Asset to Net Cash |                       |                     |                       |
| Flows provided by Operating Activities:                  |                       |                     |                       |
| Depreciation                                             | 65,211                | -                   | 65,211                |
| <br>(Increase)/Decrease in Assets:                       |                       |                     |                       |
| Accounts Receivable                                      | (5,966)               | 16,665              | 10,698                |
| Grants Receivable                                        | (341,489)             | -                   | (341,489)             |
| Other Receivables                                        | 53,836                | -                   | 53,836                |
| Prepaid expenses                                         | (3,600)               | -                   | (3,600)               |
| Other Assets                                             | 95,523                | -                   | 95,523                |
| <br>Increase/(Decrease) in Liabilities:                  |                       |                     |                       |
| Accounts Payable                                         | (25,332)              | 79,462              | 54,130                |
| Accrued expenses                                         | 81,722                | 10,616              | 92,338                |
| Deferred Revenue                                         | 505,472               | -                   | 505,472               |
| <br><b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>     | <hr/> 321,520         | <hr/> 63,470        | <hr/> 384,989         |
| <br><b>CASH FLOW FROM INVESTING ACTIVITIES</b>           |                       |                     |                       |
| Purchases of Property and Equipment                      | (178,532)             | -                   | (178,532)             |
| Purchases Received on Loans Receivable                   | (180,826)             | -                   | (180,826)             |
| <br><b>NET CASH USED IN INVESTING ACTIVITIES</b>         | <hr/> (359,358)       | <hr/> -             | <hr/> (359,358)       |
| <br><b>CASH FLOW FROM FINANCING ACTIVITIES</b>           |                       |                     |                       |
| Principal repayment of Debt                              | (196,900)             | 25,000              | (171,900)             |
| <br><b>NET CASH USED IN FINANCING ACTIVITIES</b>         | <hr/> (196,900)       | <hr/> 25,000        | <hr/> (171,900)       |
| <br><b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>       | <hr/> (234,738)       | <hr/> 88,470        | <hr/> (146,268)       |
| <br><b>CASH AND CASH EQUIVALENTS BEGINNING OF YEAR</b>   | <hr/> 4,461,382       | <hr/> 70,631        | <hr/> 4,532,013       |
| <br><b>CASH AND CASH EQUIVALENTS END OF YEAR</b>         | <hr/> <hr/> 4,226,644 | <hr/> <hr/> 159,101 | <hr/> <hr/> 4,385,745 |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION**  
**CONSOLIDATING STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2022**

| ASSETS                                                 | NADC                    | AICS                  | ELIMINATION            | TOTAL                   |
|--------------------------------------------------------|-------------------------|-----------------------|------------------------|-------------------------|
| <b>CURRENT ASSETS</b>                                  |                         |                       |                        |                         |
| Cash and Cash Equivalents                              | 4,236,807               | 159,101               | -                      | 4,395,908               |
| Accounts Receivable                                    | 20,359                  | 113,193               | -                      | 133,551                 |
| Related Party Receivables                              | 31,040                  | -                     | (31,040)               | -                       |
| Grants Receivable                                      | 994,295                 | -                     | -                      | 994,295                 |
| Contracts Receivables                                  | 115,425                 | -                     | -                      | 115,425                 |
| Notes Receivables - Current Portion                    | 187,168                 | -                     | -                      | 187,168                 |
| Prepaid expenses                                       | 16,669                  | -                     | -                      | 16,669                  |
| TOTAL CURRENT ASSETS                                   | <u>5,601,764</u>        | <u>272,293</u>        | <u>(31,040)</u>        | <u>5,843,017</u>        |
| <b>PROPERTY AND EQUIPMENT</b>                          |                         |                       |                        |                         |
| Buildings                                              | 949,008                 | -                     | -                      | 949,008                 |
| Equipment                                              | 156,927                 | 92,686                | -                      | 249,613                 |
| Furniture and vehicles                                 | 52,135                  | -                     | -                      | 52,135                  |
| Improvements                                           | 212,674                 | -                     | -                      | 212,674                 |
| Leasehold improvements                                 | 87,802                  | -                     | -                      | 87,802                  |
| Less : Accumulated Depreciation                        | (241,666)               | (92,686)              | -                      | (334,352)               |
| TOTAL PROPERTY AND EQUIPMENT                           | <u>1,216,880</u>        | <u>-</u>              | <u>-</u>               | <u>1,216,880</u>        |
| <b>OTHER ASSETS</b>                                    |                         |                       |                        |                         |
| Investment in AICS                                     | (97,340)                | -                     | 97,340                 | -                       |
| Other                                                  | 2,150                   | -                     | -                      | 2,150                   |
| Notes Receivable, Net of Current Portion and Allowance | 751,866                 | -                     | (62,703)               | 689,163                 |
| TOTAL OTHER ASSETS                                     | <u>656,675</u>          | <u>-</u>              | <u>34,637</u>          | <u>691,313</u>          |
| <b>TOTAL ASSETS</b>                                    | <u><b>7,475,320</b></u> | <u><b>272,293</b></u> | <u><b>3,597</b></u>    | <u><b>7,751,210</b></u> |
| <b>LIABILITIES AND NET ASSETS</b>                      |                         |                       |                        |                         |
| <b>CURRENT LIABILITIES</b>                             |                         |                       |                        |                         |
| Accounts Payable                                       | 263,537                 | 65,692                | -                      | 329,229                 |
| Accrued Expenses                                       | 374,602                 | 13,705                | -                      | 388,307                 |
| Deferred Revenue                                       | 4,628,313               | -                     | -                      | 4,628,313               |
| Line of Credit                                         | 100,000                 | -                     | -                      | 100,000                 |
| Related Party Note Payable - Current Portion           | -                       | 31,040                | (31,040)               | -                       |
| Long Term Debt - Current Portion                       | 252,498                 | 62,703                | (62,703)               | 252,498                 |
| TOTAL CURRENT LIABILITIES                              | <u>5,618,949</u>        | <u>173,141</u>        | <u>(93,743)</u>        | <u>5,698,347</u>        |
| <b>OTHER LIABILITIES</b>                               |                         |                       |                        |                         |
| Related Party Note Payable - Net of Current Portion    | -                       | -                     | -                      | -                       |
| Long Term Debt - Net of Current Portion                | 796,647                 | -                     | -                      | 796,647                 |
| TOTAL OTHER LIABILITIES                                | <u>796,647</u>          | <u>-</u>              | <u>-</u>               | <u>796,647</u>          |
| <b>TOTAL LIABILITIES</b>                               | <u><b>6,415,596</b></u> | <u><b>173,141</b></u> | <u><b>(93,743)</b></u> | <u><b>6,494,993</b></u> |
| <b>NET ASSETS</b>                                      |                         |                       |                        |                         |
| With Donor Restrictions                                | 1,381,510               | -                     | -                      | 1,381,510               |
| Without Donor Restrictions                             | (321,786)               | 99,153                | 97,340                 | (125,293)               |
| TOTAL NET ASSETS                                       | <u>1,059,723</u>        | <u>99,153</u>         | <u>97,340</u>          | <u>1,256,216</u>        |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>                | <u><b>7,475,320</b></u> | <u><b>272,293</b></u> | <u><b>3,597</b></u>    | <u><b>7,751,210</b></u> |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION  
CONSOLIDATING STATEMENT OF ACTIVITIES  
FOR THE YEARS ENDED SEPTEMBER 30, 2022**

|                                      | Without<br>Donor<br>Restriction | With<br>Donor<br>Restriction | Total     | AICS     | Elimination | Total     |
|--------------------------------------|---------------------------------|------------------------------|-----------|----------|-------------|-----------|
| <b>OPERATING REVENUE AND SUPPORT</b> |                                 |                              |           |          |             |           |
| Grant Revenue                        | 2,362                           | 5,236,518                    | 5,238,880 | -        | -           | 5,238,880 |
| Private Grant Revenue                | 15,958                          | 131,804                      | 147,762   | -        | -           | 147,762   |
| In-kind contributions                | -                               | 60,200                       | 60,200    | -        | -           | 60,200    |
| Consulting and contract Fees         | 220,949                         | 909,341                      | 1,130,290 | 281,686  | (103,070)   | 1,308,906 |
| Rental Income                        | 67,079                          | -                            | 67,079    | -        | -           | 67,079    |
| Loan Fee and Interest Revenue        | 27,484                          | 4,001                        | 31,485    | -        | -           | 31,485    |
| Other Revenues                       | 1,120,381                       | 72,595                       | 1,192,976 | -        | -           | 1,192,976 |
| Released from restrictions           | 6,387,933                       | (6,387,933)                  | -         | -        | -           | -         |
| Total operating revenue and Support  | 7,842,146                       | 26,526                       | 7,868,672 | 281,686  | (103,070)   | 8,047,288 |
| <b>EXPENSES</b>                      |                                 |                              |           |          |             |           |
| Management and General               | 1,493,302                       | -                            | 1,493,302 | -        | (103,070)   | 1,390,231 |
| Program services                     |                                 | 6,479,227                    | 6,479,227 | 300,881  |             | 6,780,108 |
| Total expenses                       | 1,493,302                       | 6,479,227                    | 7,972,529 | 300,881  | (103,070)   | 8,170,339 |
| <b>CHANGE IN NET ASSETS</b>          | 6,348,844                       | (6,452,701)                  | (103,856) | (19,194) | -           | (123,051) |
| Net Assets, Beginning of Year        | (380,297)                       | 1,543,877                    | 1,163,580 | 118,347  | 97,340      | 1,379,267 |
| <b>NET ASSETS, END OF YEAR</b>       | 5,968,547                       | (4,908,824)                  | 1,059,724 | 99,153   | 97,340      | 1,256,216 |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION  
SCHEDULE OF FEDERAL EXPENDITURE  
FOR THE YEARS ENDED SEPTEMBER 30, 2022**

| <b>Federal Grantor/Pass-through Grantor/Program</b>        | <b>CFDA#</b> | <b>Award Period</b>      | <b>Grant #</b>      | <b>Total Federal Expenditures</b> |
|------------------------------------------------------------|--------------|--------------------------|---------------------|-----------------------------------|
| <b><u>U.S. DEPARTMENT OF DEFENSE</u></b>                   |              |                          |                     |                                   |
| Direct Funding:                                            |              |                          |                     |                                   |
| Procurement Technical Assistance for Business Firms        | 12.002       | 10/01/2021-09/30/2022    | SP4800-21-2-2198    | 605,425.00                        |
| <b>Total U.S. Department of Defense</b>                    |              |                          |                     | <b>605,425.00</b>                 |
| <b><u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b> |              |                          |                     |                                   |
| Direct Funding:                                            |              |                          |                     |                                   |
| Substance Abuse and Mental Health Services Administraiton  |              |                          |                     |                                   |
| Standing Buffalo Strong - Year 3 of 5                      | 93.243       | 6/30/2021 to 6/29/2022   | 1H79SM082169-01     | 506,329.67                        |
| Standing Buffalo Strong - Year 4 of 5                      | 93.243       | 6/30/2022 to 6/29/2023   | 1H79SM082169-01     | 128,984.41                        |
| Billings Native Connections Yr2                            | 93.243       | 07/31/2021-07/30/2022    | 1H79SM082707-01     | 181,380.86                        |
| Billings Native Connections Yr3                            | 93.243       | 07/31/2022-07/30/2023    | 1H79SM082707-01     | 46,353.58                         |
| 16 Mo Emergency Response                                   | 93.665       | 08/15/2021-9/30/2023     | 6H79FG000535-01MOC  | 297,550.60                        |
| Urban Indian Health & Wellness- 4 in 1_Year 4              |              | 04/01/2021-03/31/2022    | H722IHS0247-01-01   | 227,158.80                        |
| Urban Indian Health & Wellness- 4 in 1_Year 1              |              | 04/01/2022-03/31/2023    | H722IHS0247D-01-01  | 103,459.09                        |
| Opioid Pilot Project- Year 1                               | 93.933       | 04/1/2021-03/31/2022     | H1H5IHS0032-01-00   | 81,908.89                         |
| Opioid Pilot Project- Year 2                               | 93.933       | 04/1/2022-03/31/2023     | H1H5IHS0032-01-00   | 342,753.31                        |
| <b>Office of Minority Health</b>                           |              |                          |                     |                                   |
| Demonstration Sites Year 1                                 | 93.137       | 09/30/2021-09/29/2022    | 1 CPIMP211313-01-00 | 329,756.86                        |
| Demonstration Sites Year 2                                 | 93.137       | 09/30/2022-09/29/2023    | 1 CPIMP211313-01-00 | 6,541.85                          |
| <b>Total U.S. Department of Health and Human Services</b>  |              |                          |                     | <b>2,252,177.92</b>               |
| <b><u>U.S. DEPARTMENT OF AGRICULTURE</u></b>               |              |                          |                     |                                   |
| Direct Funding:                                            |              |                          |                     |                                   |
| USDA Legal Summit                                          | 10.351       | 6/28/2019-9/30/2022      | RBDG                | 5,000.00                          |
| <b>Total U.S. Department of Agriculture</b>                |              |                          |                     | <b>5,000.00</b>                   |
| <b><u>U.S. DEPARTMENT OF TREASURY</u></b>                  |              |                          |                     |                                   |
| Direct Funding:                                            |              |                          |                     |                                   |
| Rapid Response Program Yr1                                 | 21.024       | 06/15/2021 to 09/30/2022 | 21RRP057549         | 151,917.52                        |
| <b>Total U.S. Department of the Treasury</b>               |              |                          |                     | <b>151,917.52</b>                 |
| <b><u>U.S. SMALL BUSINESS ADMINISTRATION</u></b>           |              |                          |                     |                                   |
| Direct Funding:                                            |              |                          |                     |                                   |
| 7J Management and Technical Services Yr2                   | 59.007       | 10/01/2020 to 9/30/2021  | SBAOEDNA200007-01   | 3,847.77                          |
| <b>Total U.S. Small Business Administration</b>            |              |                          |                     | <b>3,847.77</b>                   |
| <b><u>U.S. Department of Commerce</u></b>                  |              |                          |                     |                                   |
| MBDA E-Commerce Phase II Yr1                               | 11.804       | 09/01/2021 to 08/31/2022 | MB21OBD8040244      | 149,602.33                        |
| MBDA E-Commerce Phase II Yr2                               | 11.804       | 09/01/2022 to 08/31/2023 | MB21OBD8040244      | 21,634.63                         |
| EDA Build Back Better-FBCF                                 | 11.307       |                          |                     | -                                 |
| <b>Total U.S. Department of Commerce</b>                   |              |                          |                     | <b>171,236.96</b>                 |
| <b>Total Federal Funding</b>                               |              |                          |                     | <b>3,189,605.17</b>               |

See accompanying notes.

**NATIVE AMERICAN DEVELOPMENT CORPORATION  
NOTES TO ACCOUNTS  
FOR THE YEARS ENDED SEPTEMBER 30, 2022**

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**Note 1 – Description of the Organization**

The Native American Development Corporation (NADC) is a nonprofit organization established in 1996 and located in Billings, Montana. In 2001, NADC became a certified Native Community Development Finance Institution (CDFI) and in 2009, launched a Native Procurement Technical Assistance Center (PTAC) to assist entrepreneurs in navigating government contracting opportunities. Late in 2018, the Organization opened the Billings Urban Indian Health and Wellness Center (BUIHWC) to serve the American Indian population living in Billings and Yellowstone County through a range of culturally appropriate medical services.

NADC has historically and consistently remained an organization that works to create, stimulate, and advocate for Native American people and societies. The Organization was founded on the basic premise of "combating community deterioration, poverty, unemployment, racial discrimination and prejudice; to reduce neighborhood tensions; to relieve the poor, distressed and underprivileged within poverty-stricken Indian reservations" by providing programs and resources that seek to alleviate the underlying issues related to generational poverty in Indian Country.

Our mission is to be a high-quality, high-performing, sustainable community and economic development corporation providing the tools and resources necessary for individuals and families, businesses and communities in rural reservation and urban Native areas in Montana, Wyoming, North Dakota, and South Dakota to not just survive, but to thrive. We view this as a long-term commitment and continue to make progress towards this end by leveraging existing and new human and financial resources.

The Organization serves entrepreneurs, individuals, families, and regions working towards self-sufficiency, economic and social stability through core activity areas of: Technical Assistance; Business Lending; Health and Wellness; and Entrepreneurial Advocacy and Support. Our work is driven by a desire to provide a "hand up" and not a "hand out".

In 2011, the Organization created American Indian Consulting Services, Inc. (AICS), a for-profit subsidiary, which works closely with the Organization to provide services to Native American entrepreneurs. AICS is a wholly owned subsidiary, and the results of its financial operations are included in this consolidated report.

**Note 2 – Summary of Significant Accounting Policies**

**Basis of presentation** –The consolidated financial statements of Native American Development Corporation have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require Native American Development Corporation to report information regarding its financial position and activities according to the following net asset classifications:

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of Native American Development Corporation's management and the board of directors.

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of Native American Development Corporation or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

**Consolidated Financial statements** – The consolidated financial statements include the accounts of Native American Development Corporation and American Indian Consulting Services. The entities are consolidated since Native American Development Corporation has both an economic interest in and control of American Indian Consulting Services through a majority voting interest in their governing board. The Native American Development Corporation also provides administrative services for American Indian Consulting Services. All significant interorganizational transactions have been eliminated.

**Measure of operations** – The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to Native American Development Corporation's ongoing services and interest and dividends earned on investments. Nonoperating activities are limited to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

**Cash and cash equivalents** – Native American Development Corporation's cash consists of cash on deposit with banks. Cash equivalents represent money market funds or short-term investments with original maturities of three months or less from the date of purchase, except for those amounts that are held in the investment portfolio which are invested for long-term purposes.

**Concentrations of credit risk** – Financial instruments that potentially subject Native American Development Corporation to concentrations of credit risk consist principally of cash and cash equivalents and investments. Native American Development Corporation maintains its cash and cash equivalents in various bank accounts that, at times, may exceed federally insured limits. Native American Development Corporation's cash and cash equivalent accounts have been placed with high credit quality financial institutions. Native American Development Corporation has not experienced, nor does it anticipate, any losses with respect to such accounts.

**Grants receivable** - The Organization is the recipient of various grant awards, some of which are of a cost reimbursement type and others are advance-funded. Revenue is recognized when the specified costs described in the grant agreements are incurred. Grants receivable represent amounts due from the various federal and nonfederal granting agencies for reimbursement of expenses for various programs. Management has determined that the receivables are fully collectible; therefore, no allowance for uncollectable accounts is considered necessary as of September 30, 2022. Amounts collected in advance of incurring specified costs are reflected as deferred revenues.

**Due to/from related parties** – In February 2015, NADC signed a note with American Indian Consulting Services, Inc. (AICS), a wholly owned subsidiary, whereby NADC agreed to loan AICS up to \$100,000, with the proceeds to be used for start-up expenses. The note calls for interest to accrue monthly at an annual rate of 7.0%. The note was amended in May 2015 and July 2015, with a maturity date of November 15, 2024. The revised terms of the note require monthly principal and interest payments of \$1,101.40, some outstanding back payments of which were added to the loan balance. The interest rate remained unchanged. As of September 30, 2022, the outstanding balance on this note was \$79,329.60. The balance of this note has been eliminated on the consolidated statement of financial position. The amount in the Balance Sheet does not match the \$79,329.60 as the loan was reissued in January 2023, and is a carryover from prior years of non-payment.

In August 2015, the Organization agreed to lend \$295,546.30 to Northern Arapaho Tribal Industries (NATI), a wholly owned enterprise of the Northern Arapaho Tribe, for the purpose of installing fiber optic cable within the Wind River Indian Reservation. The note states payments are due monthly in the amount of \$2,260.68 and the note accrues interest at a rate of 7.0% with a maturity date in 2030. The chairman of NATI's board of directors is also a member of NADC's board of directors. As of September 30, 2022, the outstanding balance on this loan was \$291,370.30.

**Property and equipment, net** – Property and equipment are stated at cost at the date of purchase or, for donated assets, at fair value at the date of donation, less accumulated depreciation. Depreciation is calculated using the straight-line method over the lesser of the estimated useful lives of the assets or the lease term. The useful lives range from three to thirty-nine years. Native American Development Corporation's policy is to capitalize renewals and betterments acquired for greater than \$5,000 and expense normal repairs and maintenance as incurred. Native American Development Corporation's management periodically evaluates whether events or circumstances have occurred indicating that the carrying amount of long-lived assets may not be recovered.

The Organization reports gifts of property and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash and other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

**Contributions** – Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Contributed property and equipment are recorded at fair value at the date of donation. Contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as net assets with donor restrictions; otherwise, the contributions are recorded as net assets without donor restrictions.

**Grant Revenue** – The Organization’s grant awards are contributions which are evaluated for conditions and recognized as revenue when conditions in the award are satisfied. Unconditional awards are recognized as revenue when the award is received. Amounts received in which conditions have not been met are reported as a deferred revenue.

**In-kind donations** – Native American Development Corporation received donated professional services of \$19,520 for the year ended September 30, 2022. Such amounts, which are based upon information provided by third-party service providers, are recorded at their estimated fair value determined on the date of contribution and are reported as contributions in-kind and supporting services on the accompanying statements of activities and statements of functional expenses.

**Functional expenses** – The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among program and related services benefited. Such allocations are determined by management on an equitable basis. Accordingly, salaries and related benefits have been allocated based on estimated time spent in program and supporting services. Other shared costs such as depreciation and occupancy expenses are allocated based on square footage occupied by program services.

**Use of estimates** – The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

**Income taxes** –Native American Development Corporation is exempt from income tax under IRC section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. Native American Development Corporation has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. Native American Development Corporation has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements.

AICS is organized as a C corporation and is subject to taxation at the federal and state level. AICS applies generally accepted accounting principles for recognition of uncertainty in income taxes and prescribing a recognition threshold and measurement attribute for the recognition and measurement of a tax position taken or expected to be taken in a tax return.

In the course of its assessment, AICS has determined that it is subject to examination of their income tax filings in the United States and state jurisdictions for the three previous tax years. In the event that AICS is assessed penalties and or interest, these amounts will be charged to expense in the period when assessed.

### **Note 3 – Availability and Liquidity**

The following represents Native American Development Corporation’s financial assets at September 30, 2022 and 2021:

#### LIQUIDITY AND AVAILABILITY

|                                                     |                  |
|-----------------------------------------------------|------------------|
| Cash and Cash Equivalents                           | 4,395,908        |
| Accounts Receivable                                 | 133,551          |
| Less : Net Assets without Donor Restriction Deficit | (314,187)        |
| Less : Net Assets with Donor Restriction            | 1,570,403        |
| TOTAL                                               | <u>5,785,676</u> |

Native American Development Corporation's goal is generally to maintain financial assets to meet operating expenses. Native American Development Corporation has a \$100,000 line of credit available to meet cash flow needs.

The Organization maintains a line of credit with First Interstate Bank in the amount of \$50,000 with interest at 8.00%. The outstanding balance at September 30, 2022, was \$50,000. The line of credit is partially collateralized by a savings account.

The Organization maintains a second line of credit with Wells Fargo of \$50,000 with interest at 11.75%. The line of credit is not collateralized. As of September 30, 2022, the outstanding balance was \$50,000.

#### **Note 4 - Property and Equipment, Net**

Property and equipment, net consisted of the following at September 31, 2022:

|                                     | <b>Sep 30,2021</b>            | <b>Additions</b> | <b>Deduction</b> | <b>Sep 30,2022</b>            |
|-------------------------------------|-------------------------------|------------------|------------------|-------------------------------|
| Property and equipments:            |                               |                  |                  |                               |
| Buildings and Improvements          | 1,042,062                     | 119,621          |                  | 1,161,683                     |
| Leasehold improvements              | 87,802                        |                  |                  | 87,802                        |
| Equipment                           | 190,702                       | 58,911           |                  | 249,613                       |
| Furniture and Vehicles              | 52,135                        |                  |                  | 52,135                        |
| Construction in progress            | 57,500                        |                  | 57,500           | -                             |
| Subtotal                            | <u>1,430,201</u>              | <u>178,531</u>   | <u>57,500</u>    | <u>1,551,232</u>              |
| Less : Accumulated Depreciation for |                               |                  |                  |                               |
| Buildings & Improvement             | 90,996                        | 34,703           | -                | 125,699                       |
| Leasehold improvements              | 14,141                        | 5,854            | -                | 19,995                        |
| Equipment                           | 58,803                        | 18,138           | -                | 76,941                        |
| Furniture and Vehicles              | 105,203                       | 6,517            | -                | 111,720                       |
|                                     | <u>269,143</u>                | <u>65,211</u>    | <u>-</u>         | <u>334,354</u>                |
| <b>TOTAL</b>                        | <b><u>\$ 1,161,058.00</u></b> |                  |                  | <b><u>\$ 1,216,878.53</u></b> |

Note: There is a historical correction in asset categorization of \$15,890, from Building & Improvement to Leasehold Improvement.

For the years ended September 30, 2021 and 2022, depreciation expense totaled \$53,681 and \$65,211, respectively.

#### **Note 5 - Note Receivable**

The Organization extends notes to various tribal organizations within its service area using grant monies, revolving loan funds, and other loan proceeds. As of September 30, 2022, the Organization has 11 Notes Receivable totaling \$724,913. Of these totals, approximately \$209,080 in principal will mature in the coming years. Interest rates range from 4% to 8%.

There were no impaired notes or notes on nonaccrual status as of September 30, 2022. However, the Organization routinely reviews their notes receivable and evaluates each note for repayment. As a result, they had an allowance for note losses of \$62,500 at September 30, 2022.

Long Term notes receivable consist of the following:

|                                                                                 |                |
|---------------------------------------------------------------------------------|----------------|
| NADC Loan Portfolio                                                             | 938,831        |
| Less : Notes receivable - current portion                                       | (187,168)      |
| Less : Allowance for Loan Loss                                                  | (62,500)       |
| Notes receivable - Long term Portion, Net of<br>Allowance for Doubtful Accounts | <u>689,163</u> |
| Balance - Beginning of Year                                                     | 62,500         |
| Loans charged off                                                               | -              |
| Bad debt expense                                                                | -              |
| Balance - End of Year                                                           | <u>62,500</u>  |

The Organization considers loans impaired when, based on current information, it is probable that the Organization will not collect all amounts due in accordance with contractual terms of the loan agreement. This generally includes all loans over 180 days delinquent and other loans where management has received indications suggesting future nonperformance is likely. Loans that are deemed impaired are evaluated for impairment individually. Loans that are not impaired are evaluated for impairment collectively based on past loss experience, current economic risks and other relevant factors. During the year ended September 30, 2022, there were zero loans that were considered impaired and written off.

**Note 6 – Lease Commitments**

Effective June 1, 2018, the Organization entered into a five-year lease agreement to lease space in Billings on a per square foot basis. Total rent expense incurred under operating leases totaled \$237,075 and \$232,504 for the years ended September 31, 2022 and 2021 respectively.

For years subsequent to 2022, minimum annual future rental commitments under the lease agreements, are as follows:

OPERATING LEASE

Year ending September 30

2023

152,106.45

152,106.45

Deferred rent consists of the excess of the rental expenses on a straight-line basis over the payments required by the lease and is included in other liabilities in the statements of financial position. As of September 31, 2022 and 2021, the deferred rent liability balance was \$95,000 and \$96,000, respectively.

**Note 7 –Net Assets**

Net assets with donor restrictions were as follows for the years ended September 30, 2022 and 2021:

NET ASSETS WITH DONOR RESTRICTIONS

|                           |                  |
|---------------------------|------------------|
| Northwest Area Foundation | 300,000          |
| MBDC (Restricted Amount)  | 40,800           |
| CDFI Loan Program         | 1,040,710        |
| Total                     | <u>1,381,510</u> |

## Note 8 – Employee Benefit Plan

The Native American Development Corporation has a SIMPLE IRA defined contribution plan covering all employees. The assets are held for each employee in an individual account maintained by an investment firm. Native American Development Corporation's match is 3% of each qualified employee's basic contribution. Plan contribution before non-vesting forfeiture incurred by Native American Development Corporation during the years ended September 30, 2022 and 2021 totaled \$35,232 and \$26,068, respectively.

## Note 9 – Long Term Debt

Native American Development Corporation has the following notes payable as of September 30, 2022:

|                                                                                                                                                                                                                                                                                        |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Note payable to First Montana Title Co.; used to purchase new building; interest rate of 5.0%; requires monthly principal and interest payments of \$3,800 which progressively increase with each passing year, and remaining outstanding balance due at maturity; matures March 2025. | 1,049,145        |
| Total long term Notes payable                                                                                                                                                                                                                                                          | <u>1,049,145</u> |

Less : Current Portion

|                                                                                                                                                                                                                                                                           |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Note Payable to Montana Department of Commerce, used to increase revolving micro-loan fund, interest rate of 2.2%, requires quarterly interest payments with balloon payment at maturity, matures June 2024; secured by revolving business micro loan depository account. | (240,000)       |
| Others                                                                                                                                                                                                                                                                    | <u>(12,498)</u> |
| Total long term Portion                                                                                                                                                                                                                                                   | <u>796,647</u>  |

## Long term debt maturities are as follows:

### Year ending September 30

|      |                  |
|------|------------------|
| 2023 | 54,590           |
| 2024 | 56,773           |
| 2025 | 444,041          |
| 2026 | <u>668,729</u>   |
|      | <u>1,224,133</u> |

## Note 10 – Economic Dependency

The Organization received \$5,238,880 in grant revenues from the United States federal government and private sources during 2022 for various grants and contracts. If the grants were terminated, without obtaining funding from alternative sources, the decrease in revenue could impair the Organization's operations.

## Note 11 – Subsequent Events

Native American Development Corporation has evaluated subsequent events through May 10, 2023, which is the date the financial statements were available to be issued. Native American Development Corporation is not aware of any material subsequent events.

## **NOTES TO SCHDEULE OF FEDERAL EXPENDITURE**

### **NOTE 1 GENERAL**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Native American Development Corporation under programs of the federal government for the year ended September 30, 2022. The information in this schedule is presented in accordance with requirements of the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Native American Development Corporation, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of Native American Development Corporation.

### **NOTE 2 BASIS OF ACCOUNTING**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

### **NOTE 3 INDIRECT COST RATE**

Native American Development Corporation has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance. The Organization instead uses a provisional rate of 25.60% based on total direct costs less any capital expenditures.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Native American Development Corporation  
Billings, Montana

We have audited, in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the consolidated financial statements of Native American Development Corporation (a nonprofit organization) and its subsidiary, which comprise the consolidated statement of financial position as of September 30, 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated May 10, 2023. The consolidated financial statements of the subsidiary, American Indian Consulting Services, were not audited in accordance with Government Auditing Standards, and accordingly, this report does not include reporting on the internal controls over financial reporting or instances of reportable noncompliance associated with American Indian Consulting Services.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the consolidated financial statements, we considered Native American Development Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Native American Development Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Native American Development Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as item 2022-001 that we consider to be a material weakness.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Native American Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the consolidated financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

***Native American Development Corporation's Response to Findings***

Native American Development Corporation's response to the findings identified in our audit is described in the accompanying Management's Corrective Action Plan. Native American Development Corporation's response was not subjected to the auditing procedures applied in the audit of the consolidated financial statements and, accordingly, we express no opinion on it.

***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of Native American Development Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Native American Development Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



McKenzie Forensic Group, Inc.

Firm Audit License #: **AD67362**

Individual License #: **AC44080**

Principal: Nathaniel McKenzie, MBA, CPA, CVA, CFE, CAM

Fort Lauderdale

May 10, 2023



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH  
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
Native American Development Corporation  
Billings, Montana

***Report on Compliance for Each Major Federal Program***

We have audited Native American Development Corporation's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022. Native American Development Corporation's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Native American Development Corporation's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Native American Development Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on Native American Development Corporation's compliance.

***Opinion on Each Major Federal Program***

In our opinion, Native American Development Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022.

### ***Report on Internal Control Over Compliance***

Management of Native American Development Corporation is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Native American Development Corporation's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Native American Development Corporation's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify a certain deficiency in internal control over compliance, described in the accompanying schedule of findings and questioned costs as item 2022-002, that we consider to be significant deficiencies.

Native American Development Corporation's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. Native American Development Corporation's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



McKenzie Forensic Group, Inc.

Firm Audit License #: **AD67362**

Individual License #: **AC44080**

Principal: Nathaniel McKenzie, MBA, CPA, CVA, CFE, CAM

Fort Lauderdale  
May 10, 2023

**NATIVE AMERICAN DEVELOPMENT CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED SEPTEMBER 30, 2022**

**Section I – Summary of the Auditors’ Results**

**Basic Financial Statements**

1. Type of auditors’ report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified?     x     yes            no
  - Significant deficiency(ies) identified?            yes     x     none reported
3. Noncompliance material to basic financial statements noted?            yes     x     no

**Federal Awards**

1. Internal control over major federal programs:
- Material weakness(es) identified?            yes     x     no
  - Significant deficiency(ies) identified?            yes     x     no
2. Type of auditors’ report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?            yes     x     no

**Identification of Major Federal Programs**

**CFDA Number(s)**

**Name of Federal Program or Cluster**

93.243

Substance Abuse and Mental Health Services  
Projects of Regional and National Significance

Dollar threshold used to distinguish between

Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

           yes     X     no

NATIVE AMERICAN DEVELOPMENT CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED SEPTEMBER 30, 2022

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***Section II – Financial Statement Findings***

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**2022-001     **Material Weakness in Internal Control - Audit Adjustments****

Criteria or Specific Requirement: An internal control structure should be designed to identify adjusting journal entries, which are significant to an Organization's financial statements prepared in accordance with accounting principles generally accepted in the United States (GAAP).

Condition: As part of our audit, a number of adjustments and were proposed and recorded, significant in the aggregate, to properly state the consolidated financial statements in accordance with GAAP.

Context: During the audit, we identified various adjustments necessary to balance intercompany balances between Native American Development Corporation and its subsidiary American Indian Consulting Services (AICS).

Effect: We drafted several adjustments during the audit in order for balances to be materially correct.

Cause: Significant account balances were not reconciled to supporting detail.

Recommendation: McKenzie recommends a detail review of account balances on a periodic basis including the opening balances to the last audited financials. Implementation of a closing checklist would be beneficial to ensure all accounts are reconciled.

View of Responsible Official: See Management's Corrective Action Plan.

## Section IV – Prior Year Audit Findings

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### **Financial Statement Findings:**

#### **2021-001      Material Weakness in Internal Control - Audit Adjustments**

Criteria or Specific Requirement: An internal control structure should be designed to identify adjusting journal entries, which are significant to an Organization's financial statements prepared in accordance with accounting principles generally accepted in the United States (GAAP).

Condition: As part of our audit, a number of adjustments were proposed and recorded, significant in the aggregate, to properly state the consolidated financial statements in accordance with GAAP.

Context: During the audit, we identified various adjustments necessary across many different account balances including those between Native American Development Corporation and its subsidiary.

Effect: We drafted several adjustments during the audit in order for balances to be materially correct.

Cause: Significant account balances were not reconciled to supporting detail.

Recommendation: CLA recommends a detail review of account balances on a periodic basis. Implementation of a closing checklist would be beneficial to ensure all accounts are reconciled.

View of Responsible Official: See Management's Corrective Action Plan.

## **Federal Award Findings:**

### **2020-002      Significant Deficiency in Internal Controls - Reporting - Late Audit Submission**

Funding Agency: All Federal Agencies

Title: All Federal Awards

Assistance Listing Number: All assistance listing numbers listed on the Schedule of Expenditures of Federal Awards.

Criteria or Specific Requirement: As required by the Federal Register notice dated June 26, 2007, auditees are required to submit a completed Form SF-SAC, along with one complete reporting package to the Federal Audit Clearinghouse on/before the earlier of 30 days after receipt of the auditor's report or nine months after the end of the audit period. During 2020, this requirement was extended by six months for audits due June 30, 2022.

Condition: An SF-SAC report was not timely filed.

Context: Due to the COVID-19 pandemic and other extenuating circumstances the 2020 audit was not completed until April 2022. Management worked to engage a new CPA firm and began the transition in late April and May 2022. Audit fieldwork was not able to begin until June 2022 based on the new firm's availability. Due condensed timeline from the late issuance of the 2020 audit, the 2021 audit was unable to be submitted to the Federal Audit Clearinghouse in a timely manner.

Questioned Costs: To be determined by grantor.

Effect: The Organization is at risk of jeopardizing the continued funding provided by the federal agency.

Cause: Delays in issuing the September 30, 2020 financial statements led to a delay in this audit.

Recommendation: CLA recommends the Organization implement processes to ensure tasks are being completed timely and ready to be presented for audit within a timeframe that allows for the audit to be completed timely.

View of Responsible Official: See Management's Corrective Action Plan.

# Native American Development Corporation



17 North 26<sup>th</sup> Street Billings, Mt 59101 | P: 406.259.3804 | [www.nadc-nabn.org](http://www.nadc-nabn.org)

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## Financial Statement Findings – Corrective Action Plan 2022

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### 2022-001 Material Weakness in Internal Control - Audit Adjustments

**Recommendation:** McKenzie recommends a detail review of account balances on a periodic basis including the opening balances to the last audited financials. Implementation of a closing checklist would be beneficial to ensure all accounts are reconciled. The context of this finding is specifically to balance the intercompany balances between Native American Development Corporation and its subsidiary American Indian Consulting Services (AICS)

**Explanation of disagreement with audit finding:** Only a few balances were in question and resolution was provided by the client. Some of the balances in question are a result of the accounting system and the inability to correct errors or to adjust within the QuickBooks system.

**Action planned/taken in response to finding:** NADC has purchased a new accounting package that will fit our needs and adjust to the organization's growth. It was implemented on January of 2023. The accounts in question between AICS and NADC have been reconciled for the new system and the two companies are set up as separate entities with any revenue or expenditures being handled as intercompany transfers and balanced with the monthly close.

**Name(s) of the contact person(s) responsible for corrective action:** Marilyn Klein, CPA

**Planned completion date for corrective action plan:** 9/30/23

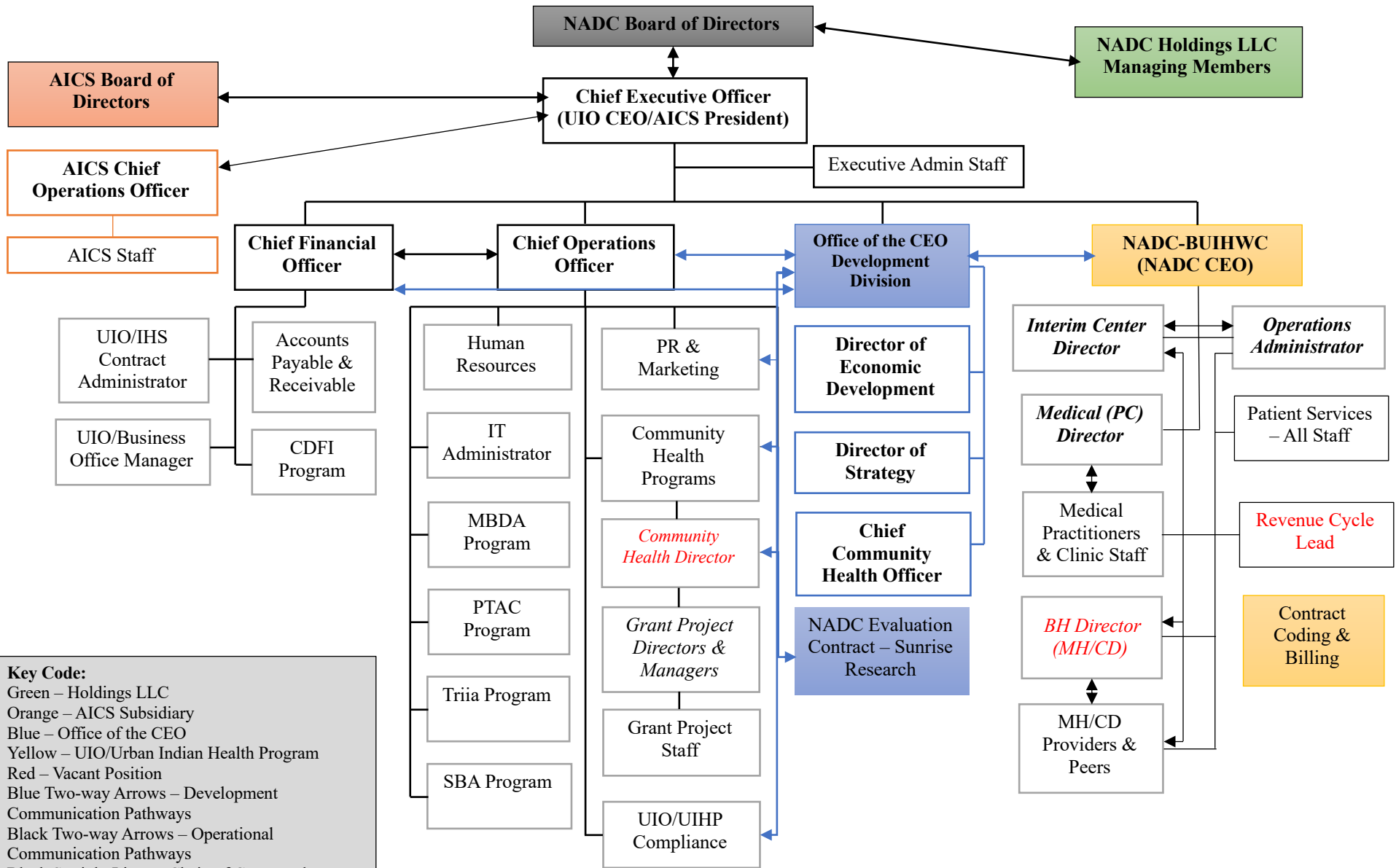
Signed:  Ben Sanders, CFO

Signed:  Leonard Smith, CEO

If the Department of Health and Human Services has questions regarding this plan, please call Marilyn Klein, CPA at (406) 259-3804.



Native American Development Corporation – Organizational Structure



**Key Code:**  
 Green – Holdings LLC  
 Orange – AICS Subsidiary  
 Blue – Office of the CEO  
 Yellow – UIO/Urban Indian Health Program  
 Red – Vacant Position  
 Blue Two-way Arrows – Development Communication Pathways  
 Black Two-way Arrows – Operational Communication Pathways  
 Black Straight Lines – Chain of Command  
 Bold – C-Suite & Executive Leadership Cabinet  
 Bold & Italics – Senior Management  
 Italics – Middle Management

| <b>PROJECT SOURCES AND USES</b>                                                                                                                                                                                       |                                                                     |                                                          |                                                          |                                                          |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| <i>Include all costs directly related to delivering this service or accomplishing this project. Must include all itemized costs above \$500. Sources must equal total project costs.</i>                              |                                                                     |                                                          |                                                          |                                                          |                                                          |
| <b>Organization Name:</b>                                                                                                                                                                                             |                                                                     | <b>Native American Development Corporation</b>           |                                                          |                                                          |                                                          |
| Revenue Sources                                                                                                                                                                                                       | Source:                                                             | Source:                                                  | Source:                                                  | Source:                                                  | Total Project Cost:                                      |
|                                                                                                                                                                                                                       |                                                                     | HOME-ARP                                                 |                                                          |                                                          |                                                          |
|                                                                                                                                                                                                                       | \$1,029,623                                                         | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| <i>Is this source confirmed and committed to the project?</i>                                                                                                                                                         | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>PROJECT STAFFING</b>                                                                                                                                                                                               |                                                                     |                                                          |                                                          |                                                          |                                                          |
| <i>Include all costs directly related to delivering this service or accomplishing this project. If HOME-ARP funding will be used for Salaries / Wages, identify the source of all other funding for the position.</i> |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Job Title: Project Coordinator                                                                                                                                                                                        | \$81,096                                                            | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Job Title: Outreach Case Manager                                                                                                                                                                                      | \$77,233                                                            | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Job Title: Community Support Specialist                                                                                                                                                                               | \$64,375                                                            | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Job Title: Special Projects Coord. (.2 FTE)                                                                                                                                                                           | \$14,923                                                            |                                                          |                                                          |                                                          |                                                          |
| <b>OPERATING COSTS</b>                                                                                                                                                                                                |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Outside Provider Payments                                                                                                                                                                                             | \$0                                                                 | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Supplies                                                                                                                                                                                                              | \$2,880                                                             | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Insurance                                                                                                                                                                                                             | \$1,800                                                             | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Printing                                                                                                                                                                                                              | \$900                                                               | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Information Technology                                                                                                                                                                                                | \$1,920                                                             | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Travel                                                                                                                                                                                                                | \$0                                                                 | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Contract Services                                                                                                                                                                                                     | \$0                                                                 | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Other: Occupancy                                                                                                                                                                                                      | \$96,000                                                            | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Other: Client Supports                                                                                                                                                                                                | \$554,197                                                           | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| Other: Administration                                                                                                                                                                                                 | \$134,299                                                           | \$                                                       | \$                                                       | \$                                                       | \$                                                       |
| <b>Grand Total:</b>                                                                                                                                                                                                   | <b>\$1,029,623</b>                                                  | <b>\$</b>                                                | <b>\$</b>                                                | <b>\$</b>                                                | <b>\$</b>                                                |
| % of Budget Costs Considered Administration:                                                                                                                                                                          |                                                                     |                                                          |                                                          |                                                          | 15%                                                      |
| <i>Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.</i>                                                                       |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Outside Provider Payments:                                                                                                                                                                                            |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Supplies: \$75 per month per 3.2 FTE for program-related supplies.                                                                                                                                                    |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Insurance: \$150 per month for general liability insurance                                                                                                                                                            |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Printing: \$75 per month printer contract for a network printer                                                                                                                                                       |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Information Technology: \$50 per month per 3.2 FTE                                                                                                                                                                    |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Travel:                                                                                                                                                                                                               |                                                                     |                                                          |                                                          |                                                          |                                                          |
| Contract Services:                                                                                                                                                                                                    |                                                                     |                                                          |                                                          |                                                          |                                                          |

Other: Occupancy, \$8,000 per month including market-rate rent and a proportionate share of the utilities

Other: Client Supports, to include allowable and unduplicated expenses such as: education services; employment assistance; financial assistance for rent, utilities, security deposits, and payment of rental arrears; food; transportation; and life skills training.

Other: Administration of 15% in lieu of the organization's Indirect Cost Rate of 27.7%

Eligible Supportive Service Activities

\$554,197 – which equates to an average per beneficiary of \$1,583

Direct Provision of Services

\$475,426 – which equates to an average per beneficiary of \$1,358

# Native American Development Corporation

17<sup>th</sup> North 26<sup>th</sup> Street Billings, MT 59101 | P: 406.259.3804 F: 406.259.4569 | [www.nadc-nabn.com](http://www.nadc-nabn.com)



Billings Planning and Community Services  
Community Development (CD) Board  
2825 3<sup>rd</sup> Avenue North, 6<sup>th</sup> Floor  
Billings, MT 59101

RE: Home-ARP Request of Qualifications (RFQ)

Native American Development Corporation is honored to provide the Home-ARP Request of Qualifications (RFQ) responses to help with informed decision-making on the funding allocation entrusted to the City of Billings under the direction of the City Council.

As such, please accept the following responses to the RFQ.

1. Please describe NADC's ability to maintain and manage multiple waiting lists.

In keeping with the expectations of managing the distribution and equity of services, client waiting lists are organized much like patient waiting lists. Each department must conduct an initial intake assessment that captures individual demographic information, healthcare, housing, and other socio-economic or social determinants of health needs and priorities. When an individual is placed on a waiting list, the information is entered into an internal database tracking system. The tracking system includes the individuals' legal name, available contact information, the best way to reach individuals without reliable contact information, health, housing, and socio-economic indicators of needs are selected, service utilization, and is prioritized using a triage matrix (e.g., individual and others safety, non-emergent but urgent needs, emotional distressing situations or mental health crisis, non-emergent but critical risks). All efforts are made to provide an appointment with the wrap-around service team within 24 to 72 hours, depending on the date/time of the individual request for services. Every individual receives an appointment card that also provides essential contact information. In addition, each client works with the intake coordinator to complete an empowerment plan that helps identify all needs and what areas of supportive services are most important to the client to guide the care and recovery teams.

2. Please describe your policies and procedures for internal program referrals for clients (e.g., participants) within the organization.

NADC's policies and procedures place client safety, medical necessity, and critical needs at the forefront of the prioritization of referrals. Much like medical or mental health triage, all policies and procedures require staff to screen for safety, additional risk factors, and protective mechanisms to determine the acuity and urgency of medical and other direct services. From the medical model, NADC Billings Urban Indian Health



and Wellness Centers uses an integrative and multidisciplinary approach, more commonly a warm hand-off, where individuals with emergent needs are immediately linked to 911, and those in urgent and immediate need receive same-day crisis intervention and stabilization support. Individuals in non-emergent or non-urgent situations receive an appointment within 24 to 72 hours. Individuals with stable situations but upcoming risks are scheduled using the next best available appointment, at most 1 to 2 weeks of wait time, depending on the department and provider availability. Like other healthcare organizations, some wait times extend up to 3 weeks, but NADC takes every measure to manage waitlists using same-day appointment options when other individuals call and cancel a scheduled appointment with medical, mental health, and chemical dependency providers. Finally, the wrap-around service team with the NADC Native American Empowerment Program (NAEP) is responsible for coordinating, following up, and monitoring timely appointments and services. NADC's administrative management also provides direct oversight to ensure the timeliness of services, client and patient safety, and high-quality relational experiences that improve outcomes.

3. Please describe NADC's understanding of housing discrimination and the "Fair Housing Act".

NADC has a firm understanding of housing discrimination and the "Fair Housing Act" due to our commitment to serve identified needs of the clients we assist. Darrell LaMere is an NADC staff person with a passion for and experience in all aspects of Fair Housing and we have one current staff person, Maddison Wilhite, and two previous employees who have served as testers for Fair Housing compliance.

Mr. LaMere is the President of Montana Fair Housing, an anti-discrimination housing advocacy group. He is also on the Billings Salvation Army Advisory Board and a member of the Billings City Council's Human Relations Commission.

4. Has NADC's staff participated in any Fair Housing training in the last three years? If yes, please list training type(s), and date(s) of training.

Annual in-service training – most recent October 2023

5. What procedures will NADC implement to collect follow-up client data?

Our current NAEP follow up process includes completing a NOMS assessment six months after discharge. At the same time, our team keeps communication open on an ongoing basis through email, phone calls, text messages, and by asking for basic updates. It is part of our practice and values to remain a resource for the clients we serve, and they know they can come to us with a relapse or challenge of any kind. For the HOME-ARP program, we would implement a similar process, following the below structure:

Conduct adapted (simplified) NOMS assessments at 3 months, 6 months, and after that, annually. Simplified NOMS (National Outcome Measures) assessment outline:

**A. Substance Use**

- Have you used any substances (alcohol, drugs) in the past 30 days?
- Do you have any sober support, sponsorship, social support?



- Are you using any self-help such as Talking Circles, AA or other resources?

### **B. Employment/Education**

- Are you currently employed or enrolled in an educational or vocational training program?

### **C. Physical Health**

- How would you rate your overall physical health currently?
- Have you had any significant health issues or hospitalizations since your last assessment?

### **D. Mental Health**

- How would you rate your overall mental health currently?
- Have you experienced symptoms of anxiety, depression, or other mental health concerns since your last assessment?

### **E. Housing Status**

- What is your current housing situation within the last 30 days (e.g., stable, temporary, homeless)?
- If not homeless: are you renting or do you own, at sober living, staying with friends, other?

### **F. Social Connectedness**

- Do you feel supported by family? Friends? Others in your community?

### **G. Legal Issues**

- Have you had any new legal issues or involvement with the criminal justice system since your last assessment?
- Are you currently on probation or parole?

### **H. Access to Services**

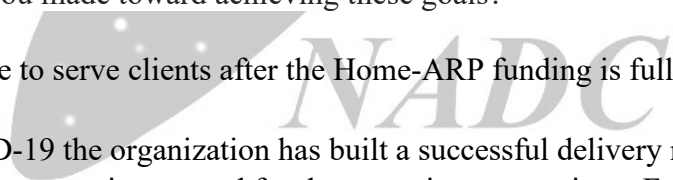
- Have you had any difficulties accessing mental health, substance use treatment, or other supportive services?
- Are there services you need that you have not been able to access?

### **I. Recovery or Treatment Goals**

- Have you identified specific goals as part of your recovery or treatment plan?
- What progress have you made toward achieving these goals?

## 6. How will NADC continue to serve clients after the Home-ARP funding is fully expended?

Since the onset of COVID-19 the organization has built a successful delivery model for wraparound services, and we have seen a consistent need for these services to continue. For the past 28 months NADC was able to leverage funding from the Substance Abuse and Mental Health Services Administration to launch and refine a suite of services for homeless individuals and families or those at risk of homelessness. NADC operates a number of programs that support these clients, including recovery communities, peer support, restorative justice, housing equity, financial literacy, and other supportive services from a sustainability perspective. We will continue to seek funding, partnerships, and agreements to support these services from appropriate sources to continue this vital work prior to Home-ARP funding being fully expended. Future provision of this service delivery is important to the people being served, to this organization, and to the community as a whole.



7. Does NADC currently use the Homeless Management Information System HMIS? If not, is NADC willing to implement HMIS to meet program requirements?

NADC does not currently use the HMIS. However, NADC is willing and has extensive experience implementing and integrating new information systems for client data collection, analysis, and management. NADC's information systems integrations include but are not limited to: electronic health records, laboratory information systems, grants management systems, financial information systems, funding agency data portals, and national database information systems to ensure the accuracy of data collection, practical analysis, performance metric, data management, and to support federal, state, and local funding allocation based on quantitative needs analysis.

8. After reviewing these additional questions, requirements, and clarifications, NADC does not want to adjust any of the supportive services activities proposed in the original application. However, we do intend to expand on the program as time and resources allow. This will include establishing a weekly schedule of additional on-site client support services such as financial literacy, healthy foods education, immunizations, medical services, and behavioral health services. Basically, creating a One-Stop Shop for a range of client-driven supportive services.
9. NADC is not hiring staff to carry out the Home-ARP supportive services. NADC's current positions were previously funded through a 16-month SAMHSA COVID-19 emergency response opportunity. The creative flexibility of these funds permitted NADC to create and refine the existing and proposed supportive services. As this SAMHSA funding concludes, NADC's impact evaluation highlighted the essential importance of the services proposed and requires additional funding to help continue these endeavors while pursuing a more suitable framework and other sources of funding. NADC is confident that with the Home-ARP funds we will be able to continue the delivery of services and secure additional funds through private and public funding sources. The development team is actively seeking funds that will allow service to be sustained.
10. In response to the position description and required Project Manager qualifications, NADC is in the process of updating the job description. Due to the process involved in updating we have not been able to complete this as quickly as needed.

The organization currently employs two people who are qualified to serve as an interim PM and we will advertise for the PM position to ensure the integrity of the position requirements and the fiduciary responsibilities being entrusted to NADC. We also request input from a member of the City's Home-ARP Citizen advisory committee on the final job description as well as participation in the interview process to ensure that NADC meets or exceeds expectations for this pivotal position.

11. In response to what building is currently being rented to carry out these activities, and how the rent is currently being paid, and why Home-ARP is needed?

The current NAEP positions are housed within the Billings Urban Indian Health & Wellness Center (BUIHWC) and over the past several years, NADC and Billings First Church have cultivated a strong



partnership with mission alignment. Home-ARP funds will be used to pay rent at First Church as NADC believes this is a more appropriate and well-established location for the provision of services in this proposal. Full execution of the proposed services will require more space than is available or feasible at BUIHWC and First Church is willing to be an active partner in this project.

Home-ARP funds are needed to pay rent in this larger, more suitable facility which can accommodate the range of supportive services requested to fulfill the intent of the funding and meet the needs of the homeless prevention supportive service activities.

Please let us know if you have any additional questions.

The NADC/BUIHWC/NAEP Team



#3

**COMPLETE**

**Collector:** Copy of Web Link 1 (Web Link)  
**Started:** Tuesday, November 14, 2023 9:16:05 AM  
**Last Modified:** Thursday, November 16, 2023 4:48:19 PM  
**Time Spent:** Over a day  
**IP Address:** 4.4.79.238

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Page 1: Qualifications, Experience, &amp; Capacity

**Q1** Yes

Is organization staff familiar with the HOME-ARP Request for Qualifications Guidebook?

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**Q2**

Contact Person Information:

|                 |                                                     |
|-----------------|-----------------------------------------------------|
| Full Name       | Eric Owen                                           |
| Position Title  | Vice President, Public Health and Clinical Services |
| Email           | eric.owe@riverstonehealth.org                       |
| Phone Number(s) | 406-247-3365                                        |

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**Q3**

Organization Information:

|                     |                                                                 |
|---------------------|-----------------------------------------------------------------|
| Organization Name   | Yellowstone City County Health Department dba RiverStone Health |
| Street Address      | 123 S 27th                                                      |
| City                | Billings                                                        |
| State               | MT                                                              |
| ZIP + 4             | 59101                                                           |
| Email Address       | eric.owe@riverstonehealth.org                                   |
| Phone & FAX Numbers | 406-237-3200, 406-247-3202                                      |

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**Q4**

Organization website: Please enter complete URL.

www.riverstonehealth.org

Page 2: Organization Type

**Q5**

Organization Type: Please select one of the following.

Other (please specify):

Quasi-governmental

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Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter Acceptable formats PDF, JPG, JPEG

Respondent skipped this question

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**Q7**

Current Bylaws Acceptable formats PDF, JPG, JPEG

Respondent skipped this question

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**Q8**

Articles of Incorporation Acceptable formats PDF, JPG, JPEG

Respondent skipped this question

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**Q9**

Governing body list: A list of the current Board of Directors or other governing body of the organization. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. (Acceptable formats PDF, DOC, DOCX, JPG, JPEG)

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Respondent skipped this question

Page 4: Organizational Details / Financial Information

**Q10**

Organizational chart: The chart must illustrate the organization's administrative framework and staff positions. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**Organizational%20Chart.pdf (248.4KB)**

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**Q11**

Most recent organizational audit or IRS Form 990. Acceptable formats PDF, JPG, JPEG

**FY22%20Audit%20Report%20-%20RiverStone%20Health.pdf (2MB)**

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**Q12**

Treasurer / Financial Report through December 31. Acceptable formats PDF, JPG, JPEG

**RiverStone%20Health%20Organization-wide%202022%20Financial%20Statements.pdf (103.9KB)**

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**Q13**

Unique Entity Identification (UEI) Number: A UEI is a number issued by the federal government's System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI replaces the DUNS number. If your entity is already registered in SAM.gov, it has already been assigned a UEI number. Simply log into SAM.gov to access it. Entities intending to bid on contracts or grants directly from the federal government should visit SAM.gov and choose "Register Entity" to receive a UEI. Those who would like a UEI for sub-award reporting should choose "Get Unique Entity ID." There is no cost to register for a UEI and it can usually be created within one business day. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org. Enter your UEI number below.

GJ14HLKXRNR5

**Q14**

System for Award Management (SAM) Registration: SAM is an official website of the U.S. federal government. All entities that receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register; Register Online. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org.

Please click or enter the organization's SAM registration date:

**01/09/2024****Q15**

Commercial and Government Entity (CAGE) Code. A CAGE code is a unique identifier assigned to government agency suppliers, to government agencies themselves, and to organizations funded by federal grants.

CAGE Code:

**3SGV8****Q16**

Authorized Responsible Party Signature: This is the person with organizational legal authority to bind the organization in grant administration matters.

Full Name:

**Jon Forte**

Position / Job Title:

**President and CEO**

Phone Number

**406-247-3200**

Email Address:

**jon.for@riverstonehealth.org**

**Q17**

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

Since 1974, RiverStone Health has had a rich history of providing health services to our community, from our role as the health department to seeing patients in our medical and dental clinics. We provide training for doctors through our Residency program, and numerous services that improve community health. In our clinics, we serve all patients, regardless of ability to pay. We continue to meet the needs of our community and are engaged in community health concerns.

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**Q18**

Describe the types of supportive services currently being provided by the organization. (2,000 characters maximum)

RiverStone Health provides a broad range of outpatient health services to a diverse population of over 13,000 individuals annually. Community Health Center services are comprised of full scope-all ages primary care services including pediatrics, OB, case management/wrap-around support, insurance enrollment, dental, pharmacy, x-ray, integrated mental health, and outpatient substance abuse treatment services. Primary care services are provided in our primary facility in Billings, two Healthcare for the Homeless locations, and two school-based health centers in Orchard Elementary and Medicine Crow Middle School. Our Healthcare for the Homeless team provides direct patient care, street care, mental health, substance use treatment, and outreach services to unhoused individuals in our community. Public Health Services provided include WIC and home visiting nursing services offering support to pregnant individuals, families with young children, children in the foster care system and children with complex healthcare needs. Our Child Advocacy Center works hand-in-hand with law enforcement to support victims of sexual assault and their families through the process of testifying and case management support. RiverStone Health services are designed to be easily accessible to individuals from historically marginalized populations and employees receive specialized training in providing culturally responsive care to individuals from these populations. All RiverStone Health services are available to unhoused individuals and individuals at risk of homelessness. Year-to-date RiverStone Health has served 786 unhoused individuals in our primary care service. Pathways have been established to promote streamlined access for individuals who are victims of intimate partner violence, sexual assault, and human trafficking to ensure these individuals can safely use our services.

---

**Q19**

How many people has the organization served over the past 12 months? (whole numbers only; no ranges, no percentages)

13749

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**Q20**

What percentage of those served meet criteria for at least one of the qualifying populations as defined in the HOME-ARP Notice: CPD-21-10? (decimal format to show the percentage [e.g., .25 for 25%; .5 for 50%; etc.]

0.57

---

**Q21**

Describe the organization's experience and compliance with federally funded programs. (1,000 characters maximum)

We have extensive experience with federal, state, local and private funding. Federal funds support initiatives including our Federally Qualified Health Center (via multiple HRSA grants), HIV Services (Ryan White), WIC Services (USDA) and our collaborative health promotion activities through grants such as the CDC. The books are prepared in accordance with FASB. Award contracts are tracked in accordance with 45 CFR 75. The CFO completes fund withdrawal requests. The accounts payable staff ensure expenses are approved in alignment with RSH's policies and procedures, including travel requirements. When grant funds are received, a new project is set up RSH's financial reporting software, to allow invoices to be directly allocated to grant funds. Reports are easily generated funds need to be requested or reports need to be submitted. The program manager works closely with fiscal to ensure deadlines are met and reports are accurate.

---

**Q22**

Describe the agency's policy for maintaining confidentiality of individuals and families served. (1,000 characters maximum)

We are a HIPPA covered entity. Our privacy and security policies are reflective of that. We manage all information in accordance with HIPPA.

---

**Q23**

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

The books are prepared in accordance with FASB. Award contracts are tracked in accordance with 45 CFR 75. The chief financial officer, CFO, completes fund withdrawal requests. The accounts payable staff ensure expenses are approved in alignment with RSH's policies and procedures, including travel requirements. When grant funds are received, a new project is set up in Great Plains (GP), RSH's financial reporting software, to allow invoices to be directly allocated to grant funds.

Personnel Management

We have a dedicated human resources department that oversees policies and procedures for the organization in relationship to hiring, disciplinary action, code of conduct and salary and benefits.

Procurement & Purchasing

We have dedicated purchasing staff and policies and procedures that require supervisory/managerial approval. Supervisors/Managers are also responsible for review of budgets to ensure aligned purchases and accuracy of expenses.

Recordkeeping & Reporting

Program staff are responsible for documenting activities, progress and outcomes per funder requirements. These are overseen by program managers and reviewed regularly. Program managers work alongside the fiscal team to ensure activities and expenses align. Program and fiscal staff also review expenses, invoicing, drawdowns, and remaining balances to ensure accuracy and fidelity.

---

**Q24**

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

Staff accounting record salaries/wages, fringe benefits, and overhead entries. Payroll assists with salary/wage and fringe benefits entries. Timesheets include separate projects for employees to code time to; payroll time sheets are collected on a bi-weekly basis.

---

**Q25**

Describe the standards the organization uses for code-of-conduct covering conflicts of interest and governing the actions of its officers, Board of Directors, and employees. (2,000 characters maximum)

RiverStone Health's code-of-conduct is rooted in our mission to "improve health, life and safety" and uses the framework of "we provide S.E.R.V.I.C.E.: stewardship, excellence, respect, vision, integrity, customer focus, and education." Each of the areas is broken down with specific definitions accompanied by examples of desired and expected behaviors. For example, stewardship is defined as, "the conducting, supervising, or managing of something; and the careful and responsible management that's entrusted to one's care. To do this I/we will: recognize my role and responsibilities in management of equipment, time, supplies, and people; be mindful and proactive in the things directly and indirectly responsible for; accept ownership of my work and the mission of RSH in service to the community; demonstrate accountability for the success of the organization. All employees review these during onboarding and annually and sign an acknowledgment of receipt and agreement to follow the behavior standards. Additionally, individuals on any RiverStone Health boards and its officers are required to disclose any potential conflicts of interest and sign a conflict of interest statement when voted on to a board and/or upon hire. Conflict of interest statements are re-signed annually.

**Q26**

**Yes**

Does the organization carry fidelity bond coverage for responsible officials?

**Q27**

CERTIFICATIONS: Please certify compliance with each of the following by checking the box next to each:

**Funded activities must exclusively benefit individuals and families in qualifying populations in the City of Billings.**

,

**Subrecipients must prevent the duplication of funds to prevent fraud, waste, and abuse by verifying a qualifying household is not already receiving the same eligible supportive service or has been approved to receive the same service through another program or service provider. Subrecipients must immediately repay the City of Billings for assistance that is determined to be duplicative.**

,

**Subrecipients must maintain procedures to prohibit employees, board members, and officers from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.**

,

**Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.**

,

**Subrecipients shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and/or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.**

,

**Subrecipients hiring personnel to carry out HOME-ARP activities, follow all Equal Employment Opportunity (EEO) policies. These may include the documentation of advertising methodology, demographics for interviewees, and reasons for the hiring decision; to the greatest extent feasible, direct all employment, contract, and training opportunities to low- and very-low-income persons and businesses, including seasonal and temporary employment opportunities; and recruit potential employees residing in lower-income areas and those residing in public or federally assisted housing. Required documentation includes: a summary of the**

number of applicants for each position; the number that are minorities, women, and/or disabled; reasons for the hiring decision; personnel policies; and employee training, promotion, and salary levels.

,

Subrecipients must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

Subrecipients are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles that require costs be necessary and reasonable, and Audit requirements set forth in 2 CFR Part 200.

,

Funds, materials, property, or services, provided directly or indirectly through HOME-ARP, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

,

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing a maximum degree of open and free competition.

,

Organizations that are directly funded under the HOME-ARP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through HOME-ARP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HOME-ARP, and participation must be voluntary for the beneficiaries of the HOME-ARP programs or services.

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**Q28**

**Yes**

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

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**Q29**

**Yes**

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

---

**Q30**

**Yes**

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

---

**Q31**

Signature of Authorized Responsible Party Entering your full name in the box below will convey the same meaning as a wet signature.

Jon Forte, President and CEO

---

**Q32**

Please enter or click today's **11/16/2023** date below:

Request for Qualification - Part 1 Submittal Date

---

# #4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, November 13, 2023 9:24:38 AM  
**Last Modified:** Thursday, November 16, 2023 5:24:06 PM  
**Time Spent:** Over a day  
**IP Address:** 4.4.79.238

---

## Page 1: Supportive Service Program & Activities

**Q1** **Yes**

Have you completed and submitted the HOME-ARP Request for Qualifications - Part 1 online form?

---

---

## Page 2: Supportive Service Program & Activities

**Q2**

Organization Name. Must be the same as entered in the Part 1 - Qualifications online form.

3. Yellowstone City-County Health Department dba RiverStone Health

---

**Q3**

Please provide the proposed supportive service program location: (please be specific)

|                |                   |
|----------------|-------------------|
| Street Address | <b>123 S 27th</b> |
| City           | <b>Billings</b>   |
| State          | <b>MT</b>         |
| Zip Code + 4   | <b>59101</b>      |

---

**Q4** **Yes**

Is the program location within the Billings city limits?

---

**Q5**

Which qualifying populations does your agency propose to serve with HOME-ARP funds? (choose one or more)

**Homeless, as defined in 24 CFR 91.5,**  
**At Risk of Homelessness, as defined in 24 CFR 91.5,**  
**Fleeing, or Attempting to Flee, Domestic Violence,**  
**Dating Violence, Sexual Assault, Stalking, or Human**  
**Trafficking**  
,  
**Other Populations including: Other families requiring**  
**housing assistance services to prevent homelessness,**  
**or those at greatest risk of housing instability**  
,  
**Veterans and Families that include a Veteran Family**  
**Member that meets the criteria for one or more of the**  
**qualifying populations**

**Q6**

Which eligible supportive service categories does your agency propose to carry out? (choose one or more)

**McKinney-Vento Supportive Services (see McKinney-**  
**Vento Homeless Assistance Act)**  
,  
**Homeless Prevention Services**

**Q7**

Which eligible activities associated with the above service categories does your agency propose to implement? Full descriptions of activities can be found in HOME-ARP Supportive Services: Eligible Costs & Services (Please choose at least one of the following)

**Mental Health Services,**  
**Outpatient Health Services,**  
**Outreach Services,**  
**Substance Abuse Treatment Services,**  
**Transportation,**  
**Case Management**

**Q8**

Describe the need for the proposed supportive services at your organization in relation to homeless prevention and increasing housing stability. (1,000 character maximum)

As a patient-centered medical home, we meet individuals where they are. Services offered to those being served at RiverStone Health begin with access to behavioral (including substance misuse treatment and counseling) and physical health services. While providing access to mental and physical health services the door to identifying additional needs and navigation is opened. With the trust of a healthcare providers, we can identify additional supports like case management to move individuals toward stability. Funds will cover non-reimbursed supportive services. Funds will be used where all other funding is exhausted.

**Q9**

**Yes**

Is the above-stated need identified within the City of Billings' HOME-ARP Allocation Plan?

**Q10**

Please estimate the number of qualifying HOUSEHOLDS your agency expects to serve with HOME-ARP supportive services in one year. (Whole numbers only; no ranges, no percentages; a single individual = one household; one family = one household)

775

---

**Q11**

What is the organization's timeframe in MONTHS for carrying out the proposed activity? Please enter a whole number (no comma, decimal point, etc.)

72

---

Page 3: Organizational Experience and Capacity

**Q12**

Provide a detailed description of the organization's ability to serve the identified qualifying population(s). Describe similar projects or activities that have been / are being successfully carried out at the organization, as well as sources of funding for the programs or activities. (2,000 character maximum)

RiverStone Health, has served the community since 1974. It has had a dedicated Healthcare for the Homeless program since 1992. Clinic services are offered in various outreach settings including schools and surrounding community satellite clinics. Sources of funding for these programs include federal grants and fees for services. Grants include a HRSA Federally Qualified Health Center grant, which provides base funding, but does not cover many of the staff salaries needed to provide services such as those provided through our dedicated Healthcare for the Homeless Clinic. Healthcare for the Homeless has a primary clinic location and does outreach to unhoused individuals at various locations throughout the community.

---

**Q13**

Please explain any identified obstacles to carrying out this activity prior to the expenditure deadline of September 30, 2030. (1,000 character maximum)

None anticipated. We have a long history of service to our community with established business and fiscal practices. A barrier could be provider and nursing shortages, which we have navigated in the past.

---

**Q14**

Describe how the organization plans to market the program to participants to ensure people know how to access services or resources. (1,000 character maximum)

We have a dedicated communications team that uses mixed methodologies to publicize services. We anticipate continued relationships with other service organizations and regular outreach specifically among other providers service unhoused individuals, families and youth. We are a member of the Continuum of Care Coalition as well as the Substance Abuse Coalition allowing for ongoing connection and communication.

---

**Q15**

The City has not implemented a preference for any qualifying populations or subpopulations. Describe how the agency will maintain a waiting list of any program participants and/or a waiting list for services. (1,000 character maximum)

We utilize clinic scheduling and regular outreach services. We will schedule or will provide point-in-time on demand services to clients and patients. We currently have locations for service that support the City of Billings at our main clinic, Healthcare for the Homeless location and regular services at St. Vincent de Paul.

---

**Q16**

Describe how the agency will verify a program participant meets at least one of the qualifying populations prior to service approval. (1,000 character maximum)

We formally register our patients/clients. During the registration process we ask them for their housing status. If a person self identifies as unhoused, they automatically qualify for no out-of-pocket expenses. We use verbal attestation as our verification.

---

**Q17**

How will the organization verify the income of the individuals / households served? Check all that apply.

- Federal Tax Forms,**
  - Pay Stubs,**
  - Client Self-Report**
- 

**Q18**

Describe how the agency will assess duplication of benefits, including a process for verifying that a program participant is not currently receiving and/or been approved to receive the same service through another funding source. (1,000 characters maximum)

Funding made available through this program will only support those who are un-insured and/or under-insured individuals (unhoused, and at risk of homelessness), thus no billing for services will be available.

---

**Q19**

Has any program participant been required to repay due to an overpayment and / or duplication of funds at your agency? If yes, how were repaid funds reinvested into another program participant and / or activity?

**No**

---

**Q20**

Describe the methods or programs the agency will use to document and verify a program participant's eligibility. (1,000 characters maximum)

At the point of registration we ask them to disclose housing status; HCH has access to the coordinated entry system to verify whether the person is already being served by another entity. We are also a member of the Continuum of Care Coalition.

---

**Q21**

What is the total HOME-ARP funding requested for supportive service activities? (Please enter whole numbers in each field (no dollar sign, comma, decimal point, etc.)

|                                       |               |
|---------------------------------------|---------------|
| For supportive services activities:   | <b>0</b>      |
| For the direct provision of services: | <b>200000</b> |

---

**Q22**

**Yes**

If included in the project budget, will the cost of labor or supplies and materials be incurred in directly providing supportive services to program participants? (i.e., direct provision of services)

---

**Q23**

If the direct provision of services will be funded, please describe the employee positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum)

1 Behavioral Health: either LCPC/LCSW treats mental, emotional or substance issues. Therapy, crisis intervention, case management, client advocacy, prevention/education. MA/MS in psychology, counseling, social work or related. 1 Patient Access: Schedules, patient info EHR, answers questions, refers to resources. High School Diploma/GED. .5 Care Manager: identify barriers, navigate interplay between physical/mental health, social issues and resource needs. BA social work or related.

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**Q24**

Upload job descriptions and resumes of any staff that will directly carry out supportive service activities for program participants.

**Job%20Descriptions%20and%20Resumes.pdf (3.4MB)**

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**Q25**

Identify the organization's key staff members that will be responsible for HOME-ARP activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1,000 characters maximum for each)

Activity Oversight:

**Joan Brewer, Senior Director of Operations, Clinic, RiverStone Health; Trained as a mastered prepared registered nurse, Joan has multiple years of experience in various clinical and medical leadership roles in the Billings area and other parts of the country. Her work includes decades of experience in supervision, team leadership as well as project and initiative execution.**

Implementation:

**Misty LaFranier, Healthcare for the Homeless Clinic Manager; Misty is trained as a master prepared registered nurse. She has experience with supervision as well as serving at-risk and marginalized populations in traditional nursing capacities and case management and home visiting.**

Financial Management:

**Financial Management: Shanna Zier, Interim Chief Financial Officer; A professional with degrees in financial management and accounting with decades of experience in accounting law, regulation and communication. Shanna has federal security clearance and a magnitude of leadership experience as well as institutional knowledge at RiverStone Health.**

Quarterly Reporting:

**Joan Brewer, Senior Director of Operations, Clinic, RiverStone Health; Trained as a mastered prepared registered nurse, Joan has multiple years of experience in various clinical and medical leadership roles in the Billings area and other parts of the country. Her work includes decades of experience in supervision, team leadership as well as project and initiative execution.**

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**Q26**

**No**

If awarded HOME-ARP funding, will the organization hire new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting low- and very-low-income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

**Q27**

Respondent skipped this question

Please upload job descriptions for each new position.  
Acceptable formats PDF, DOC, DOCX, JPG, JPEG

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Page 6: Sources & Uses

**Q28**

Please upload your completed Sources & Uses spreadsheet. Acceptable formats PDF, JPG, JPEG

**HOME-ARP%20Sources%20and%20Uses.pdf (173.5KB)**

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Page 7: Authorization / Certification / Signature

**Q29**

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity. Acceptable formats PDF, JPG, JPEG

**AuthorizationRequestFunds\_2023.11.pdf (198.7KB)**

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**Q30**

Signature: Typing your full name in the box below will be considered signing.

Shanna Zier, Interim Chief Financial Officer

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**Q31**

HOME-ARP Request for Qualifications - Part 2 Submittal Date

Please click or enter the date **11/16/2023** below:

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**RiverStone Health Clinic Board**  
**Vice President of Clinical Operations Report**

October 2023

**Funding, Grants, and Contracts**

- ARPA “H8F” grant: One time funding of \$3,341,250.00 for COVID mitigation and response. Grant is being used to fund purchasing supplies, equipment, pay for staff time and staff related expenses, and complete renovations at Worden.
  - Supplies continue to arrive as supply chain allows. Generator installation has started.
  - Quarterly report has been submitted
- Base Grant “H80” and 330H:
  - We received notification from HRSA that our Operational Site Visit is tentatively scheduled for between July-September 2024. The HRSA team is generally on-site for about a week.
    - Staff attending an OSV prep webinar in November.
  - Our H80 grant annual progress report is due 11/3/23.
    - Work in progress to submit on time.
- City of Billings HOME-ARP Funding: The city has released an RFQ for Billings based organizations who can provide supportive services to unhoused individuals. The city has received a grant to fund approx. \$1.2MM of supportive services. We will have staff attending a technical assistance session on October 18<sup>th</sup> and then we will determine if we are going to submit an RFQ.

**Staffing**

- We are holding on filling vacant MA positions while we right-size our MA staffing to available/scheduled provider time.
- We have 4 RN and 2 care manager vacancies that we are actively recruiting to fill.
- Joan, Blake, and I have been conducting a series of listening sessions with staff working in the Billings location in preparation for the Kaizen and to further our orientation in our (relatively) new leadership roles. We are using the IHI Joy in Work Framework to conduct the sessions and follow-up.
  - Next round of listening sessions is scheduled for early November.

**Facilities**

- Generator installation work is ongoing.

**Policies, Procedures, Compliance, and Risk Management**

- FTCA Redeeming: We’ve started the 2024 FTCA redeeming application process. Applications are due 6/23/23.
  - Our redeeming application is complete and ready to submit pending board approval.
  - Application has been submitted and we have been providing supplemental documentation as requested.

- We received our notice of FTCA deeming for 2024.

### General Operations

- We've contracted with a company (Ero) to assess our use of eCW and provide recommendations on how we can optimize it's use. Ero started their assessment this week with fact finding meetings. They will be on-site next to shadow our staff and see how they use eCW in real time. They will then provide us with recommendations by the end of July. At that point we will develop a remediation plan.
  - Recommendations are being provided on July 14<sup>th</sup> and I will provide a verbal summary of recommendations during the meeting.
  - Recommendations were received from the vendor and evaluated by Senior Leadership in consultation with content experts. Senior leadership weighed many factors and decided to start the optimization process in two areas where significant deficits were identified in the way ECW is currently configured: rebuilding the dental and billing office modules.
  - Dental module and billing office module rebuild work has started and modules will roll out the last week of October.
- We were approached by Catholic Social Services to house a 0-3 boutique service. They will be on-site 2 ½ days a week to distribute free clothes, diapers and other infant care products for free to families.
- We have been actively involved with the City of Billings in educating the public on the public health benefits of parks leading up to the Parks, Recreation, and Trails bond being on the ballot this November.
- In October we confirmed that we are a registered provider in the VA's community provider program.
- Several CHC and PH employees are engaging in the work around the Behavioral Health for Future Generations Initiative funded by the state legislature.
- On October 11<sup>th</sup> we hosted our Women's Fair highlighting the various services we have available for women and families.
- We've made the decision to move forward with a new credentialing software package, RegLantern. This product also has functionality to help with operational sight visit and FTCA coverage compliance. We will be implementing this new system in November-December.
- Public Health and CHC leadership continue to collaborate on streamlining connections between services offered to pregnant women.

Respectfully submitted,



Eric Owen

Vice President of Public Health and Clinical Services

**RiverStone Health Clinic  
Financial Report for the Board  
October 21, 2023**

**Finance Committee Meeting**

The Finance Committee of RiverStone Health Clinic met on October 13, 2023.

The meeting was called to order at 10:30 a.m. by committee chair Dale Anderson.

Staff present at the meeting included Eric Owen, John Felton, and Shanna Zier.

**September 2023 Financial Statements**

The September 2023 financial statements were reviewed and discussed. Highlights and significant variances included in the financial statements are summarized in the “Financial Statement Highlights” section following later in this report and as noted on the financial statement dashboard report included with the board packet.

Cash noted on the balance sheet at the end of September totaled approximately \$6,100,000 and is being held together with RiverStone Health’s other cash reserves in an overnight sweep account. The grant draw-down process remains up-to-date as discussed previously. There were no capital purchases in the month of September.

The September statement of revenue and expenditures reflects net operating revenue of approximately \$311,000 which was above the \$161,000 amount budgeted for the month. Patient services revenue totaled \$1,185,000 compared to budget of \$1,183,000 for the month. While patient services revenue is slightly over budget for the month, the bulk of this variance is due to high Medicare revenue. There has been a change in billing/coding for Medicare claims. Claim amounts are now being adjusted after payment is received rather than an adjustment to the Medicare PPS Rate prior to claim submission. This results in higher Medicare revenue in the month of service and a larger contractual adjustment in the month payment is received. Medicare revenue for September totaled \$551,000 compared to budget of \$230,000. We are continuing to see a decreasing trend in Medicaid revenue along with an increasing trend in Self Pay revenue, likely attributed to Medicaid unwinding. YTD Medicaid revenue was approximately \$392,000 below budget, while YTD Self Pay revenue was approximately \$93,000 over budget. Through September, Medicare revenue was 46% over budget, Medicaid revenue was 17% below budget, Insurance revenue was 3% below budget, and Self Pay revenue was 13% above budget. Through September, other revenue is over budget by about \$280,000 mainly due to 340B revenue. Through September, 340B revenue was about \$261,000 over budget and 340B supplies were about \$38,000 over budget. Contract/grant revenue is slightly under budget through September. This is due to the timing of budgeted revenue for ARPA H8F grant revenue. Through September, we have recognized \$69,000 in revenue associated with this grant.

Salaries and benefits expense was \$60,000 below budget in September and is about \$142,000 below budget for the YTD period. This variance is largely from vacancies in new positions anticipated in this year’s budget that have not yet been filled yet. Bad debt expense is higher than budgeted as we work through the older A/R balances. Through September, this totaled \$164,000 compared to a budget of \$59,000.

A breakdown of operating results at the various medical clinic locations (*excluding Ryan White*) for the month of **September 2023** is as follows:

|                             | Revenue     | Expense     | Net       |
|-----------------------------|-------------|-------------|-----------|
| Main Clinic (inc HCH sites) | \$1,606,273 | \$1,343,431 | \$262,842 |
| Bridger Clinic              | \$69,181    | \$58,658    | \$10,523  |
| Joliet Clinic               | \$50,362    | \$35,980    | \$14,382  |
| Worden Clinic               | \$56,688    | \$64,865    | (\$8,177) |
| Orchard School Clinic       | \$25,248    | \$25,015    | \$233     |
| MCM School Clinic *         | \$58,452    | \$39,443    | \$19,009  |

\* inclusive of SD2 AWARE contract

The dental clinic reflects net operating revenue of approximately \$14,000 in the month of September (versus a budgeted amount of approximately \$43,000). Net patient services revenue is about \$30,000 over budget for the month. Salaries and benefits are approximately \$18,000 over budget and bad debt expense is approximately \$25,000 over budget for the month of September.

Additional comments are also included on the financial statement dashboard that were distributed in the board packet.

**City of Billings HOME-ARP Funding Update**

The City of Billings has released an RFQ for Billings based organizations who can provide supportive services to unhoused individuals. The city has received a grant to fund approx. \$1.2 million of supportive services. Staff recently attended a technical assistance session on October 18th and we are planning to submit an RFQ to be eligible for this funding.

***After review and discussion of the attached financial statements and related information, the Finance Committee is recommending acceptance of the September 2023 financial statements as presented herein. The Finance Committee is also recommending approval of the RFQ for the City of Billings HOME-ARP Funding.***

There being no further discussion the meeting was adjourned at 11:03 a.m.

**RiverStone Health**  
**Balance Sheets**  
**As of December 31, 2022 and June 30, 2022**

|                                                             | 12/31/2022           | 6/30/2022            |
|-------------------------------------------------------------|----------------------|----------------------|
| <b>ASSETS &amp; DEFERRED OUTFLOWS</b>                       |                      |                      |
| Operating Cash                                              | \$8,556,725          | \$7,812,575          |
| Cash on Deposit with Yellowstone County                     | 779,031              | 308,789              |
|                                                             | 9,335,756            | 8,121,364            |
| Accounts Receivable                                         | 4,783,666            | 4,470,872            |
| Less Allowance for Billing Adjustments & Bad Debts          | (1,079,863)          | (832,839)            |
|                                                             | 3,703,803            | 3,638,033            |
| Grants Receivable                                           | 671,408              | 2,055,320            |
| Contracts Receivable                                        | 3,088,236            | 2,640,488            |
| Taxes Receivable                                            | 0                    | 38,891               |
| Interest Receivable                                         | 26,247               | 55,937               |
| Other Receivables                                           | 226,240              | 49,720               |
| Inventory                                                   | 947,125              | 764,525              |
| Prepaid Expenses                                            | 545,028              | 407,162              |
| <b>Total Current Assets</b>                                 | <b>18,543,843</b>    | <b>17,771,440</b>    |
| <b>Fixed Assets</b>                                         |                      |                      |
| Property, Plant & Equipment (at cost)                       | 7,017,673            | 6,858,909            |
| Accumulated Depreciation                                    | (3,882,219)          | (4,689,293)          |
| <b>Net Fixed Assets</b>                                     | <b>3,135,454</b>     | <b>2,169,616</b>     |
| Other Long-Term Assets (due from YHP)                       | 6,878,243            | 6,878,263            |
| Leased Assets, net                                          | 25,808               | 25,808               |
| Deferred Outflows (pension contributions & adjustments)     | 4,376,635            | 4,376,635            |
| <b>TOTAL ASSETS &amp; DEFERRED OUTFLOWS</b>                 | <b>\$ 32,959,983</b> | <b>\$ 31,221,762</b> |
| <b>LIABILITIES, DEFERRED INFLOWS &amp; NET ASSETS</b>       |                      |                      |
| Accounts Payable                                            | \$1,459,398          | \$1,483,507          |
| Wages & Benefits Payable                                    | 1,096,039            | 985,300              |
| Unearned Revenue                                            | 2,674,334            | 1,495,158            |
| Accrued Vacation & Sick Leave                               | 2,061,461            | 2,276,271            |
| Lease Liability                                             | 25,373               | 25,373               |
| <b>Total Current Liabilities</b>                            | <b>7,316,605</b>     | <b>6,265,609</b>     |
| Net Pension Liability                                       | 15,932,514           | 15,932,514           |
| Deferred Inflows (pension adjustments)                      | 6,569,761            | 6,569,761            |
| <b>TOTAL LIABILITIES &amp; DEFERRED INFLOWS</b>             | <b>29,818,880</b>    | <b>28,767,884</b>    |
| <b>Net Assets</b>                                           |                      |                      |
| Current Year Net Revenue Over (Under) Expenses              | 687,225              |                      |
| Balance at Beginning of Year                                | 2,453,878            |                      |
| <b>Total Net Assets</b>                                     | <b>3,141,103</b>     | <b>2,453,878</b>     |
| <b>TOTAL LIABILITIES, DEFERRED INFLOWS &amp; NET ASSETS</b> | <b>\$ 32,959,983</b> | <b>\$ 31,221,762</b> |

**RiverStone Health**  
**Statements of Revenues and Expenditures**  
**For the Periods Ending December 31, 2022**

|                                         | Month            |                  |                 | YTD              |                  |                    | FY23              |
|-----------------------------------------|------------------|------------------|-----------------|------------------|------------------|--------------------|-------------------|
|                                         | Actual           | Budget           | Variance        | Actual           | Budget           | Variance           | Budget            |
| <b>Operating Revenue</b>                |                  |                  |                 |                  |                  |                    |                   |
| County Taxes                            | \$250,831        | \$250,831        | \$0             | \$1,504,986      | \$1,504,986      | \$0                | \$3,010,000       |
| Health Insurance Mill Levy              | 178,691          | 195,993          | (17,302)        | 1,035,603        | 1,175,958        | (140,355)          | 2,367,917         |
| Medicare                                | 643,776          | 722,840          | (79,064)        | 4,044,335        | 4,323,285        | (278,950)          | 8,625,770         |
| Medicaid                                | 1,421,223        | 1,428,780        | (7,557)         | 8,289,796        | 8,553,261        | (263,465)          | 17,140,605        |
| Insurance                               | 356,356          | 319,497          | 36,859          | 1,670,596        | 1,914,428        | (243,832)          | 3,832,130         |
| Private Pay                             | 148,937          | 208,276          | (59,339)        | 823,162          | 1,249,744        | (426,582)          | 2,500,085         |
| Contracts/Grants                        | 1,908,801        | 1,766,991        | 141,810         | 10,501,530       | 10,199,954       | 301,576            | 19,809,791        |
| Other                                   | 480,464          | 424,083          | 56,381          | 2,506,066        | 2,377,694        | 128,372            | 4,714,556         |
| Total Operating Revenue                 | 5,389,079        | 5,317,291        | 71,788          | 30,376,074       | 31,299,310       | (923,236)          | 62,000,854        |
| <b>Operating Expenditures</b>           |                  |                  |                 |                  |                  |                    |                   |
| Wages & Benefits                        | 3,154,285        | 3,273,913        | 119,628         | 18,256,139       | 19,637,935       | 1,381,796          | 40,534,317        |
| Supplies                                | 1,245,869        | 1,037,426        | (208,443)       | 7,045,824        | 6,216,554        | (829,270)          | 12,441,427        |
| Operating Expenses                      | 122,722          | 139,956          | 17,234          | 831,633          | 860,041          | 28,408             | 1,725,331         |
| Contract Services                       | 239,964          | 252,133          | 12,169          | 1,726,670        | 1,702,622        | (24,048)           | 3,206,862         |
| Travel & Education                      | 36,923           | 41,706           | 4,783           | 292,936          | 284,463          | (8,473)            | 637,580           |
| Insurance                               | 31,581           | 32,584           | 1,003           | 191,797          | 195,504          | 3,707              | 403,650           |
| Rent & Maintenance                      | 182,768          | 161,252          | (21,516)        | 1,013,514        | 965,510          | (48,004)           | 1,936,626         |
| Janitorial                              | 20,969           | 19,859           | (1,110)         | 119,756          | 119,154          | (602)              | 238,315           |
| Depreciation & Amortization             | 29,542           | 33,166           | 3,623           | 175,198          | 182,564          | 7,366              | 401,506           |
| Bad Debt Expense                        | 42,683           | 30,025           | (12,658)        | 146,928          | 180,150          | 33,222             | 360,300           |
| Total Operating Expenditures            | 5,107,306        | 5,022,020        | (85,286)        | 29,800,395       | 30,344,497       | 544,102            | 61,885,914        |
| <b>Net Operating Income</b>             | <b>281,773</b>   | <b>295,271</b>   | <b>(13,498)</b> | <b>575,679</b>   | <b>954,813</b>   | <b>(379,134)</b>   | <b>114,940</b>    |
|                                         |                  |                  |                 | 1.9%             | 3.1%             |                    | 0.2%              |
| <b>Non-Operating Revenue</b>            |                  |                  |                 |                  |                  |                    |                   |
| Donations/Memorials from Foundation     | 10,000           | 10,000           | 0               | 60,000           | 60,000           | 0                  | 120,000           |
| Interest Income                         | 5,144            | 7,750            | (2,606)         | 85,475           | 46,500           | 38,975             | 93,000            |
| Other                                   | 16,023           | 1,625            | 14,398          | 112,402          | 9,750            | 102,652            | 19,500            |
| Total Non-Operating Revenue             | 31,167           | 19,375           | 11,792          | 257,877          | 116,250          | 141,627            | 232,500           |
| <b>Non-Operating Expenditures</b>       |                  |                  |                 |                  |                  |                    |                   |
| Foundation Wages & Benefits             | 15,682           | 21,840           | 6,158           | 69,294           | 131,895          | 62,600             | 271,566           |
| Foundation Supplies/Other Non-oper Exp  | 12,835           | 7,778            | (5,057)         | 77,037           | 46,666           | (30,371)           | 100,852           |
| Total Non-Operating Expenditures        | 28,517           | 29,618           | 1,101           | 146,331          | 178,561          | 32,230             | 372,418           |
| <b>Net Non-Operating Income</b>         | <b>2,650</b>     | <b>(10,243)</b>  | <b>12,893</b>   | <b>111,546</b>   | <b>(62,311)</b>  | <b>173,857</b>     | <b>(139,918)</b>  |
| <b>Net Revenue Over (Under) Expense</b> | <b>\$284,423</b> | <b>\$285,028</b> | <b>(\$605)</b>  | <b>\$687,225</b> | <b>\$892,502</b> | <b>(\$205,277)</b> | <b>(\$24,978)</b> |



# MINNIE BELL

*LCPC - Candidate*

*BS, MS - Psychology, MSU-Billings*

## PERSONAL OBJECTIVE

Compassionate, empathetic, practical mental health therapist candidate with community mental health experience and a desire to assist others in achieving a state of healthy mental well-being and self-awareness.

## CERTIFICATIONS

Mental Health First Aid - January 2021

Adult Mental Health First Aid Instructor – October 2022

Advanced Mindfulness Toolbox for Rewiring the Brain – March 2022

EMS Safety Certified in Adult, Child, Infant CPR - February 2024

MANDT Certified - February 2024

## SKILLS

Counseling and coordinating care for those living with severe mental illness as well as treatment planning, assessment, and assisting with activities of daily living. Coordination and advocacy with community partners to help meet the needs of clients. Utilizing an electronic medical record system for documentation requirements and maintain detailed case files. Excellent listening and communication skills, proficient in boundary setting, and skilled in behavioral therapy and cognitive therapy techniques.

## EDUCATION

MSU-Billings - Master of Psychology - GPA 3.73 - May 2023

MSU-Billings - B.S. of Psychology - GPA 3.66 - May 2020

Boise State University - A.S. Health Information - GPA 3.33 - June 1996

CONTACT INFO





# MINNIE BELL

LCPC - Candidate

BS, MS - Psychology, MSU-Billings

## WORK EXPERIENCE

**2022 - 2023**

*Mental Health  
Center*

### **PACT TEAM LEAD/CARE COORDINATOR/THERAPIST-IN-TRAINING**

Assisted individuals living with severe mental illness with activities of daily living and medication management. Advocated to ensure assistance with community partners and coordinated care surrounding their mental and physical health. Led a team consisting of care coordinators, rehab technicians, peer support, and therapists that ensured care coordination and support for a large caseload of clients. Lead responsibilities included scheduling staff, ensuring necessary contacts, coordinating with community partners to ensure access to mental and physical health services, on-call responsibilities daily, daily team meetings and weekly reporting to management. Provided therapy to individuals living with severe mental illness utilizing CBT, DBT, mindfulness, and coping strategies.

**2020 - 2021**

*Montana State  
University-Billings*

### **STUDENT WORKER**

Assisted the Wellness Advisor with reporting and record keeping requirements around student participation in activities and events, designed and produced marketing campaigns centered around health, wellness, diversity and new laws and requirements that affect students.

**2018 - 2021**

*Montana State  
University-Billings*

### **BYSTANDER INTERVENTION SPECIALIST**

Assisted in live trainings that comply with NCAA requirements, created and managed events that educated students on prevention and awareness strategies and resources around sexual violence and healthy relationships, and designed and administered poster and social media campaigns around SAAM, DVAM, Healthy Relationships, and Bystander Intervention techniques using best practices and evidence based strategies.

**CONTACT INFO**





# Job Description

*RiverStone Health is an equal opportunity employer and shall upon request provide reasonable accommodations to otherwise qualified individuals with disabilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position.*

**Working title:** Healthcare for the Homeless Behavioral Health Provider (LCPC/LCSW)

**Position #(s):**

**Classification title:** Mental Health and Substance Abuse Social Workers (21-1023)

**Division:** Healthcare for the Homeless

**Program:** Behavioral Health

**Class category:**

**UKG Project Code:**

**FLSA status:** Exempt:  Non-Exempt:

**UKG Cost Category Code:**

**Reports to:** Substance Use Disorder Services Manager

**Date revised:** January 2023

## RiverStone Health Overview:

Serving the Yellowstone County community and south-central Montana for nearly 50 years, RiverStone Health is an essential provider of personal and public health services. **Health, Education, Leadership and Protection – HELP** is what we do. From medical, dental and behavioral healthcare; home care and hospice; public health services like immunizations, WIC, health promotion and restaurant inspections; and educating the next generation of health professionals, our expertise spans all ages and stages of life.

Underlying principles of access, affordability, compassion and quality in all interactions, RiverStone Health improves life, health and safety for all of the communities we serve. Foremost, we are committed to the values of **Justice, Equity, Diversity and Inclusion (JEDI)** by cultivating an environment that protects and acknowledges the unique identities within our diverse community.

## Behavioral Health Overview:

RiverStone Health recognizes that depression is the third most common reason for a visit to a health center and one in four adults suffer from a mental disorder in a given year. The Behavioral Health team provides mental health and substance abuse counseling and treatment for patients and provides referrals to other community-based services.

## Job Summary:

The Healthcare for the Homeless Behavioral Health Provider; either Licensed Clinical Professional Counselor (LCPC) or Licensed Clinical Social Worker (LCSW) position assesses

and treats individuals with mental, emotional or substance abuse issues. Duties include individual and/or group therapy, crisis intervention, case management, client advocacy, prevention and education. The position consults with physicians and other clinic staff to provide solution-focused care. The position coordinates and connects patients and clients to appropriate social services to meet the physical, financial, social and/or environmental needs of patients and their families as needed.

**Essential Functions/Major Duties and Responsibilities:** *(The individual must be able to perform the essential functions of the job. This is not an inclusive list of all duties the incumbent will perform. The percentages of time spent for each area will fluctuate. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)*

*Each job description consists of A) core duties performed by the occupational classification, and B) department or discipline specific duties performed by individual positions. Managers may customize this job description template by removing core duties that are not applicable and/or adding duties specific to the program or position. **If more than 50% of the work performed by a specific position differs from this core job description, the manager should contact Human Resources to determine if an alternative classification is appropriate.***

**A. Licensed Clinical Professional Counselor (LCPC) services** **65%**

- Counsel clients in individual or group sessions to assist them in dealing with substance abuse, mental or physical illness, poverty, unemployment, physical abuse, etc.
- Collaborate with counselors, physicians, or nurses to plan or coordinate treatment, drawing on social work experience and patient needs.
- Monitor, evaluate, and record client progress with respect to treatment goals.
- Interview clients, review records, conduct assessments, or confer with other professionals to evaluate the mental or physical condition of clients or patients.
- Modify treatment plans according to changes in client status.
- Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, or providing support.
- Educate clients or community members about mental or physical illness, abuse, medication, or available community resources.
- Counsel or aid family members to assist them in understanding, dealing with, or supporting the client or patient.
- Increase social work knowledge by reviewing current literature, conducting social research, or attending seminars, training workshops, or classes.
- Refer patient, client, or family to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy.
- Represent RiverStone Health in meetings, trainings or public events when needed.
- Help coordinate with case management for patients and their families.
- Performs a variety of community outreach services, including conducting informative workshops, providing information, advise, and counsel to other community agencies, referral sources, an the general public as requested.

**B. Discipline or program-specific duties** **30%**

- Attend essential clinic and all staff meetings.
- Attend continuing education trainings to maintain licensure.
- Prepare and give presentataions during clinic, all staff, and other meetings within the organization.
- Potential requests to do community presentations.
- Involvement in media publications.

- Project involvement
- Building community relationships

## Non-Essential Functions/Other duties as assigned ≥5%

*(Functions performed either very infrequently or that could be performed by others without altering the underlying reason the job exists.)*

- Perform other duties as assigned in support of RiverStone's mission and goals.

**Education and Experience:** *(List education, years of experience, certifications, licenses & registrations needed by an individual to perform the essential functions on the first day of employment or the minimum requirements that must be present at the time of hire. Do not include education or experience developed through on the job training after hire).*

### Minimum Qualifications

- Master's degree in psychology, counseling, social work or related behavioral health field.
- Any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### Preferred Qualifications:

- Considerable social work experience specific to the position.

### Required Certificates, Licenses, Registrations:

- Valid State of Montana driver's license
- Current Montana LCPC license in good standing

**Knowledge, Skills, and Abilities:** *(Examples include: 1) Computer literacy, including Excel, Outlook and Word. 2) Knowledge of modern office procedures, practices and equipment. 3) Ability to maintain a calm and positive demeanor during difficult client interactions. 4) Ability to display non-judgmental and empathetic listening skills. 5) High degree of detail-oriented level of skill. 6) Knowledge and understanding of protected sensitive patient health information (HIPAA) and confidentiality. 7) Ability to work collaboratively and maintain a positive work environment. 8) Ability to meet deadlines.)*

- Ability to maintain a calm and positive demeanor during difficult client interactions.
- Ability to display non-judgmental and empathetic listening skills.
- High degree of detail-oriented skill level.
- Knowledge and understanding of protected sensitive patient health information (HIPAA) and confidentiality.
- Ability to work collaboratively and maintain a positive work environment.
- Ability to communicate clearly and accurately with supervisors, other RiverStone Health employees, community resources and clients and patients.
- Ability to perform job duties with integrity and innovation to ensure completion and a high level of quality.
- Ability to understand and adhere to required administrative policies and procedures.
- Ability to meet deadlines, including completing treatment plans, assessments and other duties.
- Knowledge of the DSM-5 and/or DSM-5-TR.
- Motivational interviewing skills.
- Ability to work with underserved and vulnerable populations.

**Customer Service Excellence:** *(Provides Customer Service Excellence to RiverStone Health's customers, including patients, clients, family members, visitors, medical staff, and co-workers.)*

- Doing things right the first time
- Making people feel welcome
- Showing respect for each customer
- Anticipating customer needs and concerns
- Keeping customers informed
- Helping and going the extra mile
- Responding quickly
- Protecting privacy and confidentiality
- Demonstrating proper telephone etiquette
- Taking responsibility for handling complaints
- Being professional
- Taking ownership of your attitude toward Service Excellence.

**Supervision:** *(List number of direct and indirect FTE, job titles & work units supervised.)*

- None

**Physical Demands and Working Conditions:**

[List the physical location(s), travel requirements and physical demands and conditions the employee is required to do while performing the essential functions of the job.]

*(Examples: 1) Work is mainly performed in a clinic setting. 2) Work in outreach settings including outdoors and at community events. 3) Standing, bending, sitting, lifting required. 4) Required to travel to different clinic locations 1-2 times per month. 5) Required to wear N95 mask.)*

- Work is mainly performed in-person with clients, patients and their families.
- Create and maintain a safe/secure working environment by adhering to safety, security, and health requirements. Integrates injury, illness, and loss prevention into job activities by attending any necessary training and implementing best practices.

**Freedom to Act & Decision Making:** [Depth of control, supervision received, and the degree of judgement, initiative, and discretion exercised when performing the essential functions of the job.]

*(Example: Responsible for the service of 20-30 clients per day; supervised by section manager; uses independent judgment; has someone readily available to ask questions if needed.)*

- Meet with direct supervisor weekly, then reduce to a minimum of once per month.
- Responsible clinical judgment in making appropriate mental health diagnoses for patients.
- Utilize other Behavioral Health team members in determining diagnoses when needed.

**Communications & Networking:** (Liaison with others, type and level of communications, responsible for confidential medical/non-medical information.)

*(Example: Daily written and verbal communication with patients, patient family members, co-workers and providers.)*

- Responsible for confidential medical and non-medical information.
- Work with all clinical staff for appropriate patient care.
- Communication with other agencies concerning appropriate patient care.

**Budget & Resource Management:** (Scope of budget authority, program funding types and guidelines, forecasting, FTE resources) Complete only if position is responsible for budget and FTE resources.

*(Example: Program funded through a combination of 3 grants; \$500,000 annual budget; Program supported by 4 FTE.)*

- 

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*Your signature below identifies you have read, understand and agree to perform the essential job duties and responsibilities on this position in a manner as described in this document.*

---

Employee Signature

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Date

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Print Name

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---

Supervisor or HR Designee

---

Date

---

Print Name

# Margarita Antrim

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## Work experience

### Asset Manager

2415 1<sup>st</sup> Ave. Billings, MT 59101

HomeFront

06/2021-Present

- Manage 127 Federal Public Housing Units.
- Complied with policy and procedure for HUD
- Update Income information and changes to reflect rent and report to HUD.
- Solve tenant issues and find solutions within HUD guidelines and Lease.
- Drive by units and create reports on issues and find solutions.
- Send notices for late payments following Federal Housing guidelines.
- Reconcile invoices for utility bills for 127 units.
- Contact tenant to request Federal requested paperwork and update information.

### Housing Specialist

2415 1<sup>st</sup> Ave. Billings, MT 59101

HomeFront

04/2020-05/2021

- Manage a caseload of 474 clients.
- Follow the Administrative plan for the Montana Department of Commerce.
- Contact clients to request missing paperwork and answer questions.
- Work with the State of Montana Housing Contract Manager and follow their process and procedures.
- Follow deadlines and procedures for the State of Montana.
- Reach out to clients and submit all paperwork to Montana Housing.
- Update income information and client changes.

### Eligibility Specialist

HomeFront

2415 1<sup>st</sup> Ave. Billings, MT 59101

HomeFront

09/2019-04/2020

- Determine Eligibility for clients coming into the Section 8 program.
- Process applications and follow policy and procedure to issue vouchers.
- Schedule meetings for clients.
- Prepare letters and files for clients.
- Answer questions regarding the HCV program for clients.
- Create spreadsheets to keep records of all incoming applicant applications.
- Plan strategic and timely manner plans to issue vouchers for clients.
- Process paperwork for new admission to the program.
- Multi-task between answering emails, phone calls, and files.
- Update and track preferential referrals for vouchers.

**Administrative Assistant**  
**207 N. Broadway. Billings, MT 59101**

**Public Defender's Office**  
**06/2015-09/2019**

- Assist the Regional Public Defender with cases by creating files, scanning documents, and making appointments.
- Keep records of all the invoices, and bills for contract attorneys and reconcile payments.
- Distribute court documents to Contract/Conflict attorneys.
- Answer questions from Contract Attorneys, clients, and the conflict office regarding cases in Region 9.
- Receive conflict referrals from the Regional Public Defender and send the referrals to the conflict office, and record all referrals in JustWare,
- Multi-task: answering emails, phone calls, and processing paperwork for cases.
- Create spreadsheets for billing information, conflict cases, and sign-up sheets for events.
- Help coordinate office events, such as Family Drug Court Picnic, Downtown Treat or Trick, Christmas Angel Tree Giving, and office potlucks.
- Assist legal assistants when needed.

**Office Legal Assistant**  
**207 N. Broadway. Billings, MT 59101**

**Public Defender's Office**  
**03/2013-06/2015**

- Greeted clients in person at the front desk, answered their questions and checked them in for appointments with attorneys.
- Answered incoming phone calls from clients, transferred the calls to the appropriate attorney or assistant and/or took messages, and checked in with clients.
- Provided English to Spanish translation as needed.
- Filed paperwork at the Billings Municipal Court, and sent letters to clients with information regarding their cases.
- Assisted an attorney with projects for trial.
- Distributed mail to the appropriate assistant.
- Helped with transcriptions when needed.

**Office Assistance**  
**Vernon, California**

**Fox Luggage**  
**10/2003-10/2012**

- Answer phone calls
- Assist sales personnel
- Help with different task
- Help clients with orders and tracking information

**Education**

Cal State L.A, 5151 State University Dr. Los Angeles, CA 1997-2000

**Languages**

English, Spanish



# Job Description

*RiverStone Health is an equal opportunity employer and shall upon request provide reasonable accommodations to otherwise qualified individuals with disabilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position.*

**Working title:** Patient Access Specialist

**Position #:**

**Classification title:**

**Division:** Various

**Classification Code:**

**Program:** CHC – Main Clinic

**Class category:**

**UKG Project Code:**

**FLSA status:** Non-Exempt:

**UKG Cost Category Code:**

**Reports to:** Registration Team Coordinator

**Date revised:** 08/09/2023

## Overview:

Serving the Yellowstone County community and south-central Montana for nearly 50 years, RiverStone Health is an essential provider of personal and public health services. Health, Education, Leadership and Protection – HELP is what we do.

From medical, dental and behavioral healthcare; home care and hospice; public health services like immunizations, WIC, health promotion and restaurant inspections; and educating the next generation of health professionals, our expertise spans all ages and stages of life. Underlying principles of access, affordability, compassion and quality in all interactions, RiverStone Health improves life, health and safety for all of the communities we serve.

Foremost, we are committed to the values of Justice, Equity, Diversity and Inclusion (JEDI) by cultivating an environment that protects and acknowledges the unique identities within our diverse community.

## Job Summary:

This position is responsible for providing excellent customer service to RiverStone Health Clinic clients over the phone and in person. Duties include scheduling appointments, collecting and entering patient information into the electronic health record (EHR), taking payments, answering questions and referring clients to appropriate resources and people. The work environment is typically fast paced. Work is performed with integrity and innovation to ensure a high level of customer service delivery.

**Essential Functions/Major Duties and Responsibilities:** *(The individual must be able to perform the essential functions of the job. This is not an inclusive list of all duties the incumbent will perform. The*

*percentages of time spent for each area will fluctuate. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)*

*Each job description consists of A) core duties performed by the occupational classification, and B) department or discipline specific duties performed by individual positions. Managers may customize this job description template by removing core duties that are not applicable and/or adding duties specific to the program or position. **If more than 50% of the work performed by a specific position differs from this core job description, the manager should contact Human Resources to determine if an alternative classification is appropriate.***

## A. Patient Access Services

95%

- Compassionate, friendly, and professional customer communications in person, over the phone and in writing.
- Contributes to a positive working environment by demonstrating the RiverStone Health Mission, Vision, and Values.
- Collect, prepare, and enter data accurately into the electronic health record in a timely manner.
- Provide patient services, which may include greeting, registration, making appointments, rescheduling, follow-up, outreach, medical records requests, and escorting patients to applicable service areas.
- Help patients determine any assistance programs for which the patient may qualify and/or directing the patient to Care Management Services for referral to other RiverStone Health services or community support services as needed.
- Proper documentation and verification of patient's insurance information, requesting copays/payment for services, money handling, answering, and routing calls, scanning patient documents, and preparing correspondence.
- Review and provide information to outside entities ensuring that all confidentiality and HIPAA policies and procedures are followed.
- Excellent internal communication with other RiverStone employees, and providers to ensure efficiencies and quality customer service.
- Willingness and ability to ensure excellent work, support of others and participate in quality improvement processes.
- Prepare and coordinate special projects as needed.
- Resolve problems and concerns, and report issues and incidents using RiverStone processes.
- Keep public facing areas clean and tidy.
- Attend staff and educational meetings.
- Represent RiverStone Health in meetings, trainings or public events when needed.

## Non-Essential Functions/Other duties as assigned

≥5%

*(Functions performed either very infrequently or that could be performed by others without altering the underlying reason the job exists.)*

- Perform other duties as assigned in support of RiverStone Health's mission and goals.

**Education and Experience:** *(List education, years of experience, certifications, licenses & registrations needed by an individual to perform the essential functions on the first day of employment or the minimum requirements that must be present at the time of hire. Do not include education or experience developed through on the job training after hire).*

## Minimum Qualifications

- High School diploma or equivalent
- Any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### Preferred Qualifications:

- One or more years of medical office and/or electronic health record experience
- Medical terminology training or experience
- Experience working with an underserved population
- Experience working in a customer service environment

### Certificates, Licenses, Registrations:

- Valid Montana Driver's License in good standing.

### Knowledge, Skills, and Abilities:

- Computer literacy, including Excel, Outlook, and Word.
- Knowledge of modern office procedures, practices, and equipment.
- Ability to maintain a calm and positive demeanor during difficult client interactions.
- Ability to display non-judgmental and empathetic listening skills.
- High degree of detail-oriented skill level.
- Knowledge and understanding of protected sensitive patient health information (HIPAA) and confidentiality.
- Ability to work collaboratively and maintain a positive work environment.
- Ability to meet deadlines.

### Customer Service Excellence: *(Provides Customer Service Excellence to RiverStone Health's customers, including patients, clients, family members, visitors, medical staff, and co-workers.)*

- Doing things right the first time
- Making people feel welcome
- Showing respect for each customer
- Anticipating customer needs and concerns
- Keeping customers informed
- Helping and going the extra mile
- Responding quickly
- Protecting privacy and confidentiality
- Demonstrating proper telephone etiquette
- Taking responsibility for handling complaints
- Being professional
- Taking ownership of your attitude toward Service Excellence.

### Supervision: *(List number of FTE, job titles & work units supervised.)*

- None

### Physical Demands and Working Conditions: *(List the physical location(s), travel requirements and physical demands and conditions the employee is required to do while performing the essential functions of the job.)*

[Examples: 1) Work is mainly performed in a clinic setting. 2) Work in outreach settings including outdoors and at community events. 3) Standing, bending, sitting, lifting required. 4) Required to travel to different clinic locations 1-2 times per month. 5) Required to wear N95 mask.]

- Work is mainly performed on a computer up to 8 hours per day.

- Create and maintain a safe/secure working environment by adhering to safety, security, and health requirements. Integrates injury, illness, and loss prevention into job activities by attending any necessary training and implementing best practices.

**Freedom to Act & Decision Making:** *(Depth of control, supervision received, scope of budget authority, program funding types and guidelines, and the degree of judgement, initiative, and discretion exercised when performing the essential functions of the job.)*

[Example: Responsible for the service of 20-30 clients per day; supervised by section manager; uses independent judgment; has someone readily available to ask questions if needed.]

- Work is structured by public health regulations and established medical practices. Decisions directly affect the quality of services provided to the public.

**Communications & Networking:** *(Liaison with others, type and level of communications.)*

[Example: Daily written and verbal communication with patients, patient family members, co-workers and providers.]

- Work directly with other team members to provide quality customer service for patients.

**Budget & Resource Management:** *(Scope of budget authority, program funding types and guidelines, forecasting, FTE resources) Complete only if position is responsible for budget and FTE resources.*

[Example: Program funded through a combination of 3 grants; \$500,000 annual budget; Program supported by 4 FTE.]

- Not applicable

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*Your signature below identifies you have read, understand and agree to perform the essential job duties and responsibilities on this position in a manner as described in this document.*

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Employee Signature

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Date

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Print Name

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Supervisor or HR Designee

---

Date

---

Print Name

| Personal Information |                                                                                            |                      |                                                              |
|----------------------|--------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------|
| Candidate:           | <b>Snyder, Deborah A</b>                                                                   | Date Created:        | <b>12/11/2020 12:23:08 PM</b>                                |
|                      |                                                                                            | Date of Application: | <b>11/24/2020 3:45:14 PM</b>                                 |
| Position:            | <b>HEA-20-00004 - Administrative Assistant, Healthcare for the Homeless</b>                | Application Method:  | <b>Web</b>                                                   |
| Location:            | <b>Healthcare for the Homeless sites in downtown Billings and main RSH Clinic facility</b> | Referral Source:     | <b>Employee Referral, Employee Referral, Karla Maslowski</b> |
| Main Phone:          |                                                                                            | Alternate Phone:     |                                                              |
| Address:             |                                                                                            |                      |                                                              |
| Email Address:       |                                                                                            |                      |                                                              |

| Core Questions                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please enter the name of the specific source where you learned about this position:                                                                                                                                    |
| <b>Employee Referral, Karla Maslowski</b>                                                                                                                                                                              |
| Are you at least 18 years of age?                                                                                                                                                                                      |
| <b>Yes</b>                                                                                                                                                                                                             |
| Do you have unrestricted authorization to work in the United States?                                                                                                                                                   |
| <b>Yes</b>                                                                                                                                                                                                             |
| Have you ever worked for RiverStone Health (formerly Deering Clinic and Yellowstone City-County Health Department)? If Yes, provide your former title, supervisor, and dates of employment. If No, please enter "N/A." |
| <b>N/A</b>                                                                                                                                                                                                             |

| Education    |                           |                   |                    |
|--------------|---------------------------|-------------------|--------------------|
| Institution: | <b>Wilson High School</b> | Institution Type: | <b>High School</b> |
| Location:    | <b>Easton, PA US</b>      |                   |                    |
| Degree:      | <b>Diploma</b>            | Overall GPA:      |                    |
| Major:       | <b>busine</b>             |                   |                    |
| Notes:       |                           |                   |                    |

| Employment History   |                                                                                                                                                                                                                                                                                                                   |                              |                                    |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|
| Employer:            | <b>Montana Rescue Mission</b>                                                                                                                                                                                                                                                                                     |                              |                                    |
| Address:             | <b>Billings, MT - Billings - MT US</b>                                                                                                                                                                                                                                                                            |                              |                                    |
| Phone:               | <b>259-6079</b>                                                                                                                                                                                                                                                                                                   |                              |                                    |
| Job Title:           | <b>MRM Intake Specialist</b>                                                                                                                                                                                                                                                                                      |                              |                                    |
| Duties:              | <b>Worked with the homeless population coming into the shelter. Intake specialist for guests staying at the shelter. Directed persons to other programs for assistance where needed. Completed all other daily duties such as check in for lunch/dinner, answering phones. made appointments where necessary.</b> |                              |                                    |
| Reason for Leaving:  | <b>Started employment at HRDC7 as a child Care Case Manager.</b>                                                                                                                                                                                                                                                  |                              |                                    |
| Dates of Employment: | <i>From:</i> <b>01/01/2016</b>                                                                                                                                                                                                                                                                                    | <i>To:</i> <b>09/01/2019</b> | Rate of Pay: <b>13.00 - Hourly</b> |

Employment History continued...

|                      |                                      |                |                             |
|----------------------|--------------------------------------|----------------|-----------------------------|
| May we contact?      | No                                   |                |                             |
| Supervisor           | Brad Holiday/Karla Maslowski         |                |                             |
| Employer:            | Lowes                                |                |                             |
| Address:             | 1214King Ave - Billings - MT US      |                |                             |
| Phone:               | 655-9317                             |                |                             |
| Job Title:           | Customer service returned materials  |                |                             |
| Duties:              | All facets of customer service       |                |                             |
| Reason for Leaving:  | Employment at Montana Rescue Mission |                |                             |
| Dates of Employment: | From: 01/01/2000                     | To: 01/01/2006 | Rate of Pay: 15.20 - Hourly |
| May we contact?      | Yes                                  |                |                             |
| Supervisor           | Glenda Stahl                         |                |                             |
| Employer:            |                                      |                |                             |
| Address:             |                                      |                |                             |
| Phone:               |                                      |                |                             |
| Job Title:           |                                      |                |                             |
| Duties:              |                                      |                |                             |
| Reason for Leaving:  |                                      |                |                             |
| Dates of Employment: | From:                                | To:            | Rate of Pay:                |
| May we contact?      |                                      |                |                             |
| Supervisor           |                                      |                |                             |

| Skills Experience |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------|
| Skill:            | Customer Service,case management                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |          |
| Last Used:        | 11/01/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Skill Level:         | Advanced |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Years of Experience: | 35       |
| Skill Summary:    | Communicate n a kind manner to all persons working with, whether it be fellow employees or the people I am serving. Professional telephone etiquette. Able to multi task & I am very self motivated & organized. Ability to manage time sensitive projects. Able to communicate between fellow workers and clients as needed to ensure tasks are done appropriately. Thorough knowledge of the homeless population & the community support that is needed for this population. |                      |          |
| Skill:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |          |
| Last Used:        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Skill Level:         |          |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Years of Experience: |          |
| Skill Summary:    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |          |
| Skill:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |          |
| Last Used:        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Skill Level:         |          |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Years of Experience: |          |
| Skill Summary:    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |          |

| Licenses and Certifications |  |                      |  |
|-----------------------------|--|----------------------|--|
| Certification Type:         |  | Registration Number: |  |
| Geographic Area:            |  | Certification Date:  |  |
| Additional:                 |  |                      |  |
| Certification Type:         |  | Registration Number: |  |
| Geographic Area:            |  | Certification Date:  |  |
| Additional:                 |  |                      |  |
| Certification Type:         |  | Registration Number: |  |
| Geographic Area:            |  | Certification Date:  |  |
| Additional:                 |  |                      |  |

| Work Schedule |                          |
|---------------|--------------------------|
| Day           | Hours Available for Work |
| Sunday        | not available            |
| Monday        | anytime                  |
| Tuesday       | anytime                  |
| Wednesday     | anytime                  |
| Thursday      | anytime                  |
| Friday        | anytime                  |
| Saturday      | anytime                  |

| Previous Names |  |
|----------------|--|
| Name:          |  |
| Name:          |  |
| Name:          |  |

| Criminal History                                                                                      |  |         |           |
|-------------------------------------------------------------------------------------------------------|--|---------|-----------|
| <b>Have you been convicted of a felony? If yes, please include the year and nature of the felony.</b> |  |         |           |
| Have you been convicted of a felony? If yes, please include the year and nature of the felony.        |  |         | <b>No</b> |
| Agency:                                                                                               |  |         |           |
| Type of Crime:                                                                                        |  |         |           |
| Disposition:                                                                                          |  |         |           |
| Date Involved:                                                                                        |  | County: |           |
| <b>Explanation:</b>                                                                                   |  |         |           |
|                                                                                                       |  |         |           |
| Agency:                                                                                               |  |         |           |
| Type of Crime:                                                                                        |  |         |           |

Criminal History continued...

|                     |  |         |  |
|---------------------|--|---------|--|
| Disposition:        |  |         |  |
| Date Involved:      |  | County: |  |
| <b>Explanation:</b> |  |         |  |
| Agency:             |  |         |  |
| Type of Crime:      |  |         |  |
| Disposition:        |  |         |  |
| Date Involved:      |  | County: |  |
| <b>Explanation:</b> |  |         |  |

**References**

|               |                                                           |                     |            |
|---------------|-----------------------------------------------------------|---------------------|------------|
| Name:         | <b>Karla Maslowski</b>                                    | Personal Reference? | <b>No</b>  |
| Organization: | <b>Riverstone Health</b>                                  | Title:              | <b>LAC</b> |
| Phone:        |                                                           | Email:              |            |
| Address:      | <b>Billings, MT 59103, USA</b>                            |                     |            |
| Name:         | <b>Brad Holliday</b>                                      | Personal Reference? | <b>No</b>  |
| Organization: | <b>US Forest Department 5</b>                             | Title:              |            |
| Phone:        |                                                           | Email:              |            |
| Address:      | <b>Great Falls, MT 59079, United States</b>               |                     |            |
| Name:         | <b>Troy McGinnis</b>                                      | Personal Reference? | <b>No</b>  |
| Organization: | <b>Spectrum</b>                                           | Title:              |            |
| Phone:        |                                                           | Email:              |            |
| Address:      | <b>6025 Chicago Rd, Billings, Mt 59105, United States</b> |                     |            |

**Additional Information**

|  |
|--|
|  |
|--|

**Please read carefully before signing**

Please read carefully and sign below.

I hereby authorize investigation of all statements contained in this application and any attached resume, and agree that if any misrepresentation or omission has been made by me herein or the results of an investigation are not satisfactory for any reason, any offer of employment made to me by the Company may be terminated immediately without obligation or liability to me.

continued...

I hereby authorize any person(s) or concern, except as provided above, including former employers, to furnish any and all information including personal character, habits, work record and skills, or any other pertinent information in their possession without liability or exposure to damages whatsoever on account of having furnished such information.

I understand that any offer of employment made to me may be conditioned upon taking and passing an employment test if requested. I further understand and agree that I will provide the Company with any all information deems necessary in processing my employment application. By signing or clicking below, I am also acknowledging that I understand that an Office of Inspector General (OIG) background study will be performed on me to verify that I am not excluded from participating in Medicare, Medicaid and other federal healthcare programs. My continued employment with RiverStone Health is contingent upon successful passing of the OIG and other background checks that may be done periodically.

As terms and conditions of my employment, I understand I will be required to comply with RiverStone Health's mandatory influenza vaccine immunization policy, sign a HIPAA and a Confidentiality agreement and maybe required to sign a non-compete or non-solicitation agreement.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such guarantee is binding upon the Company unless in writing by RiverStone Health and signed by both parties.

By signing or clicking below, you acknowledge that all information in this application for employment is true. The discovery of any false information will disqualify this application for further consideration.

Print Name: **Deborah A Snyder**

Signature: **Electronic Authorization Received - ID: 58694752** Date: **11/24/2020 3:45:53 PM**

**Please read carefully before signing**

The verification statement is not available at this time. Just click "I accept" to go to continue to the next page.

continued...

Print Name:

Signature:

Date:



# Job Description

*RiverStone Health is an equal opportunity employer and shall upon request provide reasonable accommodations to otherwise qualified individuals with disabilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position.*

**Working title:** Care Manager - Specialty Populations **Position #(s):**

**Classification title:** Patient Representatives **Division:** Main Clinic

**Classification Code:** 29-2099.08 **Program:** Care Management

**Class category:** **UKG Project Code:** RSH C Fed Grant

**FLSA status:** Non-Exempt:  **UKG Cost Category Code:** Care Coordination

**Reports to:** Care Management Services Manager **Date revised:** October 6, 2023

## Organizational Overview

Serving the Yellowstone County community and south-central Montana for nearly 50 years, RiverStone Health is an essential provider of personal and public health services. Health, Education, Leadership and Protection – HELP is what we do. From medical, dental and behavioral healthcare; home care and hospice; public health services like immunizations, WIC, health promotion and restaurant inspections; and educating the next generation of health professionals, our expertise spans all ages and stages of life. Underlying principles of access, affordability, compassion and quality in all interactions, RiverStone Health improves life, health and safety for all of the communities we serve.

Foremost, we are committed to the values of Justice, Equity, Diversity and Inclusion (JEDI) by cultivating an environment that protects and acknowledges the unique identities within our diverse community.

## Division and Program Overview:

Coordinates, monitors and works closely in conjunction with the Patient Care Team in a Patient Centered Medical Home model, to ensure effective quality and coordination of services. Managing patient care is a team effort that involves clinical and nonclinical staff (e.g. physicians, nurse practitioners, physician assistants, nurses, medical assistants, educators, front desk staff, schedulers, etc) interacting with patients to achieve stated objectives.

## Job Summary:

The Care Manager position will provide care management to individuals experiencing homelessness and who are at risk for poor health outcomes and provide Care Management for those patients. This position will also provide family support and resources to a high risk pediatric population, which may include individuals with children in foster care. The Care

Manager will act as a member of the Patient Care Team to identify barriers to care and to understand the interplay between physical health, mental health, social issues and resource needs. This position encourages patients and families to actively engage in their own health and work toward maintenance or improvement of health status by creating care plan objectives.

**Essential Functions/Major Duties and Responsibilities:** *(The individual must be able to perform the essential functions of the job. This is not an inclusive list of all duties the incumbent will perform. The percentages of time spent for each area will fluctuate. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)*

*Each job description consists of A) core duties performed by the occupational classification, and B) department or discipline specific duties performed by individual positions. Managers may customize this job description template by removing core duties that are not applicable and/or adding duties specific to the program or position. **If more than 50% of the work performed by a specific position differs from this core job description, the manager should contact Human Resources to determine if an alternative classification is appropriate.***

#### A. Care Manager Duties

80%

- Provides Care Management to specialty populations to include pediatrics, patients experiencing homelessness, and others.
- Performs patient assessment and develops individual care plans for each patient. Care Plan documentation includes evaluating the patient's medical, psychological, social, financial and educational/employment history, any history of substance abuse and any services currently being received by the patient.
- Maintains active caseload for populations served to include conducting follow-up calls to monitor patient symptoms, provide patient education and work on patient goals.
- Scheduling and rescheduling appointments. Ongoing weekly outreach to patients and families regarding reminders of appointments and addresses barriers to keeping scheduled appointments.
- Sending documents and follow up to ensure forms sent to outside agencies are returned in a timely manner and entered into patient's electronic medical record.
- Accurately complete Release of Information requests and submit medical records requests as needed.
- Coordinate patient care needs with internal and external teams.
- Community outreach with the Healthcare for the Homeless team in meeting the needs of individuals experiencing homelessness, and reaching them where they are at.
- Availability in clinic for all pediatric specialty clinic sessions, to meet with patients and parents face to face for assessing of community resource needs.
- Work with each patient to identify individualized clinical and personal healthcare goals such as improving therapeutic outcomes. Works to set and document attainable long and short term goals for individual progress as well as detailed documentation for pediatric patients, and assists patients with addressing barriers to achieving those goals
- Ensure that patients have access to primary medical and dental services by assisting them with understanding the role of a primary care provider, general health insurance terminology and how to appropriately use health coverage options.
- Coordinate communication between patients, family members, medical staff, administrative staff, outside agencies or regulatory agencies.
- Respond to patient's questions and comments in a courteous and timely manner.
- Explain policies, procedures, or services to patients using medical or administrative knowledge.
- Identify and refer clients to appropriate community resources and programs.

- Reviews patient medical records regularly and follows up with outside care providers, agencies and community service providers to ensure that the patient receives appropriate assistance.
- Track pediatric patient outcomes using established outcome measures; design and implement strategies to improve outcomes
- Educate and assist individuals to enroll in Medicaid, Healthy Montana Kids, and other insurances.

## B. Specialty Populations Care Management

15%

- Significant knowledge of community resources, services and programs available to assist patients, especially having an awareness of waiting lists for various agencies that provide services for patients
- Ongoing updating and revising pediatric resources in Social Services Resource database.
- Attend monthly meetings for the pediatric population as identified by the patient care team, including coordination of the pediatric integrated behavioral health team meetings and agendas.
- Acts as an advocate for patients within the patient care team and other community support services and organizations.
- Provides support to and utilizes motivational interviewing techniques to guide patients in following treatment plans and achieving life goals.
- Maintains proficiency in computer skills to include the electronic health record, Microsoft programs, and other computer based programs.
- Utilizes electronic medical record to retrieve patient information and to develop and enter patient data.
- Accurately and appropriately document patient information in a timely manner and in accordance with RiverStone Health Clinic policies and procedures.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

## Non-Essential Functions/Other duties as assigned

≥5%

*(Functions performed either very infrequently or that could be performed by others without altering the underlying reason the job exists.)*

- Keep immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Perform other duties as assigned in support of RiverStone's mission and goals.

**Education and Experience:** *(List education, years of experience, certifications, licenses & registrations needed by an individual to perform the essential functions on the first day of employment or the minimum requirements that must be present at the time of hire. Do not include education or experience developed through on the job training after hire).*

### Minimum Qualifications

- High School diploma or equivalent
- Experience in a social work or medical setting
- Any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Must have vehicle in good working condition and demonstrate proof of insurance coverage

### Preferred Qualifications:

- Bachelor's Degree in social work, sociology, human services, psychology, or closely related field
- Experience working with underserved and at risk populations

### Required Certificates, Licenses, Registrations:

- Valid Montana driver's license

**Knowledge, Skills, and Abilities:** *(Examples include: 1) Computer literacy, including Excel, Outlook and Word. 2) Knowledge of modern office procedures, practices and equipment. 3) Ability to maintain a calm and positive demeanor during difficult client interactions. 4) Ability to display non-judgmental and empathetic listening skills. 5) High degree of detail-oriented level of skill. 6) Knowledge and understanding of protected sensitive patient health information (HIPAA) and confidentiality. 7) Ability to work collaboratively and maintain a positive work environment. 8) Ability to meet deadlines.)*

- Knowledge and understanding of protected sensitive patient health information (HIPAA) and confidentiality
- Ability to work collaboratively and maintain a positive work environment
- Ability to maintain a calm and positive demeanor during difficult client/patient interactions
- Ability to display non-judgmental and empathetic listening skills
- Ability to demonstrate cultural sensitivity when providing care and services to patients, maintain awareness of social and/or medical issues, and a willingness to work with underserved, under- or un-insured, and low-income patients, treating each with dignity and respect
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language as appropriate to the situation.

**Customer Service Excellence:** *(Provides Customer Service Excellence to RiverStone Health's customers, including patients, clients, family members, visitors, medical staff, and co-workers.)*

- Doing things right the first time
- Making people feel welcome
- Showing respect for each customer
- Anticipating customer needs and concerns
- Keeping customers informed
- Helping and going the extra mile
- Responding quickly
- Protecting privacy and confidentiality
- Demonstrating proper telephone etiquette
- Taking responsibility for handling complaints
- Being professional
- Taking ownership of your attitude toward Service Excellence.

**Supervision:** *(List number of direct and indirect FTE, job titles & work units supervised.)*

- This position does not have supervisory authority.

### Physical Demands and Working Conditions:

*(Examples: 1) Work is mainly performed in a clinic setting. 2) Work in outreach settings including outdoors and at community events. 3) Standing, bending, sitting, lifting required. 4) Required to travel to different clinic locations 1-2 times per month. 5) Required to wear N95 mask.)*

- Frequent standing, bending, sitting, lifting required
- Frequent customer interaction via telephone
- May travel between outreach clinic sites within the Billings community
- Create and maintain a safe/secure working environment by adhering to safety, security, and health requirements. Integrates injury, illness, and loss prevention into job activities by attending any necessary training and implementing best practices.

**Freedom to Act & Decision Making:** [Depth of control, supervision received, and the degree of judgement, initiative, and discretion exercised when performing the essential functions of the job.]

*(Example: Responsible for the service of 20-30 clients per day; supervised by section manager; uses independent judgment; has someone readily available to ask questions if needed.)*

- Ability to manage multiple tasks throughout the day and ensure tasks are completed in a timely manner.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to organize day to day responsibilities independently with assistance from Care Management team and/or Care Management Services Manager as needed.

**Communications & Networking:** (Liaison with others, type and level of communications, responsible for confidential medical/non-medical information.)

*(Example: Daily written and verbal communication with patients, patient family members, co-workers and providers.)*

- Daily written and verbal communication with patients and their families, co-workers and community partners.
- Maintain HIPPA compliant records and communication.

**Budget & Resource Management:** (Scope of budget authority, program funding types and guidelines, forecasting, FTE resources) Complete only if position is responsible for budget and FTE resources.

*(Example: Program funded through a combination of 3 grants; \$500,000 annual budget; Program supported by 4 FTE.)*

- No budgetary authority.

---

*Your signature below identifies you have read, understand and agree to perform the essential job duties and responsibilities on this position in a manner as described in this document.*

---

Employee Signature

---

Date

---

Print Name

---

---

Supervisor or HR Designee

---

Date

---

Print Name



**YELLOWSTONE CITY-COUNTY  
HEALTH DEPARTMENT dba**



**FINANCIAL REPORT**

**June 30, 2022 and 2021**



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## INDEPENDENT AUDITOR'S REPORT

To the Board of Health  
Yellowstone City-County Health Department  
dba RiverStone Health  
Billings, Montana

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of Yellowstone City-County Health Department dba RiverStone Health (RiverStone Health) as of and for the years ended June 30, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the RiverStone Health's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the RiverStone Health, as of June 30, 2022 and 2021, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the RiverStone Health and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Emphasis of Matter

As discussed in Note 1 to the financial statements, RiverStone Health adopted Governmental Accounting Standards Board Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the RiverStone Health's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the RiverStone Health's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the RiverStone Health's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of proportionate share of the net pension liability and the schedule of contributions be presented to supplement the basic financial statements.



Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the RiverStone Health's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 29, 2022, on our consideration of the RiverStone Health's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the RiverStone Health's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering RiverStone Health's internal control over financial reporting and compliance.

*Anderson Zurmuehlen + Co, P.C.*

Billings, Montana  
December 29, 2022

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
Years Ended June 30, 2022 and 2021

This section of RiverStone Health's annual financial report presents management's discussion and analysis of the organization's performance during the fiscal year ended June 30, 2022. Information presented in this section should be read in conjunction with the financial statements, notes, and accompanying schedules included with this report.

RiverStone Health is a multi-jurisdictional service district whose predecessor organizations were created originally in 1974 under an inter-local agreement between the City of Billings, Montana; the City of Laurel, Montana; and Yellowstone County, Montana. RiverStone Health currently operates under a 2004 inter-local agreement between the City of Billings, Montana; the City of Laurel, Montana; and Yellowstone County, Montana. Both the City of Billings and the City of Laurel are located within the boundaries of Yellowstone County. "RiverStone Health" is an assumed business name for Yellowstone City – County Health Department, the legal name of the entity, under which the entity has done business since June 30, 2008.

RiverStone Health provides a variety of public health, health services, social services, and education programs and services, primarily serving communities in Yellowstone County by providing HELP – Health, Education, Leadership, and Protection.

Through its approximate 450 employees, RiverStone Health's services and facilities include a federally-qualified health center / community clinic providing comprehensive primary care and preventive medical, behavioral health, enabling, and dental services; a healthcare for the homeless program; a retail pharmacy; a hospice and home care program including operation of a 12-bed inpatient level care hospice facility; a family medicine residency program (the physician residents and faculty provide the medical staffing for the community health center and its patients at various sites including the local inpatient hospitals); administration of the Women, Infants and Children (WIC) supplemental nutrition program and Maternal Child Health (MCH) programs; Yellowstone County's rural school nursing program; well child/early and periodic screening, diagnosis, and treatment of children within Yellowstone County placed in foster care; oversight of an electronic health record network that provides network management services to other Montana community health center sites; and, as the local public health agency for Yellowstone County, numerous environmental health and public health services.

### **Financial Statements**

The financial statements are designed to be "corporate-like" in that all business activities are consolidated such that when combined they comprise the total operations of RiverStone Health. The statements include a Statement of Net Position, which summarizes an organization's financial condition at a specific point in time.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)  
Years Ended June 30, 2022 and 2021

**Financial Statements (Continued)**

The focus of the Statement of Net Position is to present all available resources or assets and deferred inflows net of all obligations or liabilities and deferred outflows, and the resulting "Net Position" (often referred to as "Equity" in a for-profit, corporate entity) is then reported in three broad categories defined as follows:

Net investment in capital assets: This component of net position consists of all capital assets plus capital-related deferred outflows, reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and capital related deferred inflows that are attributable to the acquisition, construction, or improvement of those assets.

Restricted: This component of net position is restricted by constraints placed on the assets by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc. Restrictions are further classified as either expendable or nonexpendable, which are subject to stipulations that they be maintained permanently by the organization.

Unrestricted: This component of net position consists of any remaining net position that does not meet the definition of "Net investment in capital assets" or "Restricted."

The financial statements also include a Statement of Revenues, Expenses, and Changes in Net Position (similar to an "Income Statement"). This statement includes operating revenues, operating expenses, and any non-operating revenue and expenses. The focus of the Statement of Revenues, Expenses, and Changes in Net Position is to report the "Increase or Decrease in Net Position," which is similar to net income or loss reported in a corporate Income Statement.

Lastly, the financial statements include a third statement, the Statement of Cash Flows, the purpose of which is to illustrate what activities generated sources of cash during the year and on what activities and/or acquisitions cash was used during the year.

**Summary of Financial Changes**

The following summarizes significant changes from the prior year's financial data.

- Cash and cash equivalents decreased close to \$400,000 from FY21 to FY22. Approximately \$750,000 more cash was generated from operating activities in FY22 as compared to FY21, as volumes in the health center began picking up again following two years of substantially lower volumes brought about by the Covid-19 pandemic. Additionally, in November 2021 RiverStone Health's public health division received approximately \$1.5 million funding from the State of Montana to assist with Covid-19 activities including increasing organizational capacity to allow for Covid-19 vaccinations to socially vulnerable populations; increased access to Covid-19 vaccines through outreach and education; and professional development, training and recruitment to ensure a proficient workforce in providing services to at-risk communities and areas of high social vulnerability. Approximately \$1.2 million of this funding was still on hand at the end of FY22. However, this supplementary cash was more than offset by less amounts of cash collected by the end of FY22 on grants receivable, as drawdowns on federal grants were a bit in arrears due to fiscal staffing transitions occurring near the end of the fiscal year.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)  
Years Ended June 30, 2022 and 2021

**Summary of Financial Changes (Continued)**

- Contracts receivable at the end of FY21 were notably higher than normal due to the timing of billing and subsequent collection of pass-through payments pertaining to RiverStone Health's operation of the family medicine residency program on behalf of MFMR. This process was more current at the end of FY22 and as such, the balance in contracts receivable reflected a more normal year-end level. RiverStone Health anticipates fully collecting these receivables based on past experience.
- As noted in the aforementioned comments pertaining to changes reflected in cash, grants receivable had increased substantially at the end of FY22 from the balance at the end of FY21. The grant drawdowns process had again been brought more current within the first couple months of FY23.
- Endowment funds decreased in value by approximately \$568,000 during the year as investment returns were rather unfavorable and resulted in notable unrealized and realized losses on investments maintained in the organization's two endowment funds (one fund benefitting the hospice program and the other fund benefitting the family medicine residency program).
- During FY15 GASB Statement 68, pertaining to the reporting of pension liabilities, and GASB Statement 71, pertaining to the reporting of pension contributions subsequent to the measurement date of June 30, 2015, were implemented. This implementation resulted in RiverStone Health's net position at the beginning of FY15 being restated to reflect a previously unrecognized pension liability associated with participation in the State of Montana's Public Employees Retirement System (PERS) plan and also to recognize a deferred outflow of resources for pension contributions and adjustments and a deferred inflow of resources for pension adjustments. Adjustments made at the end of FY22 to reflect RiverStone Health's updated actuarially determined portion of pension liability associated with the PERS plan as well as adjust its deferred outflow and deferred inflow of resources resulted in increasing pension benefits expense by more than \$1 million and also recognizing other revenue totaling approximately \$1.4 million, or a net *positive* impact on FY22 operations of close to \$400,000. This amount was a net *decrease* of approximately \$2.1 million in FY21. As a result of the FY22 pension adjustments, the pension related deferred outflow of resources decreased by about \$900,000 and the deferred inflow of resources increased by about \$5.7 million while the net pension liability decreased by approximately \$7 million (see additional information included in Note 8 of the accompanying financial statements). Importantly, while recognition of these adjustments is required each year for financial reporting purposes, these non-cash adjustments have no impact on RiverStone Health's cash flow.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)  
Years Ended June 30, 2022 and 2021

**Summary of Financial Changes (Continued)**

- Net position decreased approximately \$739,000 in FY22 as compared to an increase of approximately \$189,000 in FY21. This change resulted despite FY22 including a positive impact of \$400,000 from pension related adjustments as compared to a negative \$2.1 million impact in FY21. While both FY22 and FY21 resulted in net losses from operations totaling approximating \$200,000, differences in the amount of non-operating endowment investment gains and losses were significantly different between the two years: in FY22 there was a net investment loss (including both realized and unrealized gains/losses) of \$454,000 while in FY21 there was a net investment gain of \$861,000, representing a \$1.3 million negative swing in valuation of the endowment funds.
- Operating revenue and operating expenses both decreased from FY21 to FY22 by roughly \$1.1 million, or about a 2% decrease in each. While patient / client service revenue increased roughly \$600,000 over the previous year, revenue from contracts and grants decreased about \$1.9 million. This resulted largely from decreased funding, as well as decreased applicable costs, associated with pandemic-related activities.
- Operating expenses were relatively similar between FY22 and FY21 with exception of salaries and benefits expense where there was a decrease of about \$1.8 million. However, this decrease resulted from the aforementioned accounting entries necessitated by the year-end GASB 68 pension adjustments. These adjustments included \$1.0 million of pension benefits expense in FY22 compared to \$3.3 million such expense in FY21. Excluding the non-cash pension related adjustments, salaries and benefits expense increased about \$500,000 due to increases associated with recruitment and retention. Additionally, a very low unemployment rate coupled with impacts from enduring the “year of the great resignation” throughout the pandemic resulted in the need to make various market-based / equity adjustments to staff wage levels during the year. These adjustments have continued into FY23, as well.
- One other notable change in operating expenses was an increase of \$456,000 in bad debts expense. FY22 includes write-offs totaling \$231,000 of some contracts receivable that were deemed uncollectible. Additionally, because there was an increase in self-pay patient receivables during FY22 that had been outstanding greater than 120 days, and by policy an allowance is provided for the full amount of any such receivables at year-end, this resulted in increased bad debt expense during FY22. This increased aging of self-pay receivables was fairly temporary, however, as it resulted from some issues with a third-party billing service in getting timely patient statements generated and mailed out to clinic patients in the last few months of FY22. This issue was resolved fairly early in FY23 and patient statements were again being generated and mailed in a timely manner by the end of August.
- As previously noted, net non-operating income/loss changed rather notably from FY21 to FY22 due to investment market volatility (both realized and unrealized activity) recognized in RiverStone Health’s two endowment fund portfolios.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)  
 Years Ended June 30, 2022 and 2021

**Financial Position Summary**

RiverStone Health's financial position at the end of FY22 as compared to FY21 is summarized below.

|                                                              | <u>2022</u>                 | <u>2021</u>                 | <u>Change</u>                |
|--------------------------------------------------------------|-----------------------------|-----------------------------|------------------------------|
| <b>Assets and Deferred Outflows</b>                          |                             |                             |                              |
| Current assets                                               | \$ 17,870,428               | \$ 17,616,123               | \$ 254,305                   |
| Property and equipment, net                                  | 23,560,399                  | 24,361,975                  | (801,576)                    |
| Other assets                                                 | 4,572,274                   | 5,861,246                   | (1,288,972)                  |
| Deferred outflow of resources                                | <u>4,376,635</u>            | <u>5,302,044</u>            | <u>(925,409)</u>             |
| <b>Total Assets and Deferred Outflows</b>                    | <b><u>\$ 50,379,736</u></b> | <b><u>\$ 53,141,388</u></b> | <b><u>\$ (2,761,652)</u></b> |
| <b>Liabilities, Deferred Inflows, and Net Position</b>       |                             |                             |                              |
| Current liabilities                                          | \$ 7,095,662                | \$ 7,009,167                | \$ 86,495                    |
| Long-term liabilities                                        | 26,000,476                  | 33,835,413                  | (7,834,937)                  |
| Deferred inflow of resources                                 | 6,569,761                   | 844,062                     | 5,725,699                    |
| Net Position:                                                |                             |                             |                              |
| Net investment in capital assets                             | 13,814,696                  | 13,874,675                  | (59,979)                     |
| Restricted                                                   | 4,546,466                   | 5,791,841                   | (1,245,375)                  |
| Unrestricted                                                 | <u>(7,647,325)</u>          | <u>(8,213,770)</u>          | <u>566,445</u>               |
| <b>Total Liabilities, Deferred Inflows, and Net Position</b> | <b><u>\$ 50,379,736</u></b> | <b><u>\$ 53,141,388</u></b> | <b><u>\$ (2,761,652)</u></b> |

RiverStone Health continues to maintain a stable and healthy liquidity level. One standard used to measure an organization's liquidity level as well as its general financial health is the current ratio, which is a measure that tells how readily an organization can meet its short-term financial obligations. RiverStone Health's current ratio at the end of FY22 remained solid at 2.5, unchanged from the current ratio at the end of FY21. Stated another way, RiverStone Health had two and one-half dollars in current assets for every one dollar of current liabilities. As evidenced by its continued healthy liquidity, RiverStone Health remains well positioned to adequately meet its financial obligations, has the financial strength to remain flexible and responsive as necessary, continues to have adequate cash flow while also maintaining some cash reserves, and has the ability to continue investment in strategic growth and activities considered vital in helping to further its mission.

Total assets decreased close to \$2.8 million from FY21 to FY22. This decrease stemmed from depreciation expense on property and equipment, decreased bond fund reserves as the 2016 bonds were fully paid off in October 2021, decreased endowment fund balances from the downturn in financial markets, and a decrease in deferred outflow of resources pertaining to the pension-related accounts / activity.

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**Results of Operations Summary**

RiverStone Health recognized a net operating loss of approximately \$155,000 in FY22 and also recognized net non-operating expense of approximately \$834,000, resulting in a net loss before capital contributions of \$989,000. A capital contribution of \$250,000 was recognized in FY22 from receiving title to the outlying clinic facility located in Worden following a donation from an unrelated party from whom the facility was previously leased for one dollar per year. This resulted in an overall decrease in net position for the year totaling approximately \$739,000, which was about \$928,000 less than in FY21. As previously noted, from FY21 to FY22 there was nearly a \$1.3 million negative swing in the valuation of endowment fund investments, so this large investment devaluation more than offset the capital contribution of the Worden Clinic.

The following summarizes RiverStone Health's revenues and expenses from its operating activities during FY22 as compared to FY21:

|                                | <u>2022</u>          |             | <u>2021</u>          |             | <u>Change</u>         |
|--------------------------------|----------------------|-------------|----------------------|-------------|-----------------------|
| <b>Revenue Sources</b>         |                      |             |                      |             |                       |
| Community Health Center        | \$ 22,143,057        | 38%         | \$ 21,610,916        | 37%         | \$ 532,141            |
| Hospice/Home Care              | 7,118,204            | 13%         | 7,346,669            | 13%         | (228,465)             |
| Medical Education              | 7,617,553            | 13%         | 7,335,721            | 12%         | 281,832               |
| Public/Family Health           | 8,520,177            | 15%         | 10,280,322           | 17%         | (1,760,145)           |
| Pharmacy                       | 9,883,963            | 17%         | 9,959,821            | 17%         | (75,858)              |
| Other                          | 2,273,301            | 4%          | 2,117,595            | 4%          | 155,706               |
| <b>Total Operating Revenue</b> | <u>\$ 57,556,255</u> | <u>100%</u> | <u>\$ 58,651,044</u> | <u>100%</u> | <u>\$ (1,094,789)</u> |

|                                 | <u>2022</u>          |             | <u>2021</u>          |             | <u>Change</u>         |
|---------------------------------|----------------------|-------------|----------------------|-------------|-----------------------|
| <b>Expense Sources</b>          |                      |             |                      |             |                       |
| Community Health Center         | \$ 21,880,243        | 38%         | \$ 19,382,127        | 33%         | \$ 2,498,116          |
| Hospice/Home Care               | 7,660,427            | 13%         | 7,054,723            | 12%         | 605,704               |
| Medical Education               | 7,701,805            | 13%         | 7,341,077            | 12%         | 360,728               |
| Public/Family Health            | 8,001,042            | 14%         | 11,138,246           | 19%         | (3,137,204)           |
| Pharmacy                        | 9,684,005            | 17%         | 9,771,679            | 17%         | (87,674)              |
| Other                           | 2,783,523            | 5%          | 4,193,895            | 7%          | (1,410,372)           |
| <b>Total Operating Expenses</b> | <u>\$ 57,711,045</u> | <u>100%</u> | <u>\$ 58,881,747</u> | <u>100%</u> | <u>\$ (1,170,702)</u> |

Community Health Center operations generated a 1.2% margin in FY22 compared to a 10.3% margin in FY21. In FY21, the CHC received some pandemic-related funding for which a portion covered certain capital purchases, thus resulting in a more favorable margin last year despite last year having continued lower volume associated with the pandemic. The CHC volume picked up some in FY22 over the prior year level but this volume increase did not translate into increased margin.

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**Results of Operations Summary (Continued)**

The CHC has historically struggled somewhat with keeping provider positions fully staffed, so while expanded capacity still exists, capacity continued to remain somewhat limited over the last year despite some of the pandemic effect on volume waning. Staffing shortages in non-provider clinical positions also created challenges throughout the year. An increased focus on staff recruitment and retention that began several years ago still actively continues, with continuing efforts to reduce burnout and increase work-life balance. Various market-based and internal equity wage adjustments were also necessary during FY22 and have continued into FY23, as well. As such, expanding capacity by continuing to focus efforts on provider and staff recruitment and retention remains a key initiative.

The hospice and home care programs generated a negative margin of close to 8% in FY22 compared to a positive operating margin of 4% in FY21. Interestingly, this 8% loss in FY22 was actually about the same as the loss generated by these programs in FY20. While the financial results from home care operations remained relatively stable between FY21 and FY22, hospice operations generated a loss approximating 15% in FY22 as compared to a positive margin of about 6% in FY21. However, two estate gifts totaling \$275,000 were received by the hospice program in FY21; without these two donations, the hospice program would've generated a margin of only about break-even in FY21. Volume of the hospice program trended downward throughout the pandemic and the average length of stay for hospice patients also continued to decrease over this period. This is not unlike what other hospice programs around the country have also been experiencing. RiverStone Health's hospice program average daily census (ADC) was 11% lower compared to the prior year (49.6 in FY22 and 55.6 in FY21). A similar decrease in ADC was also noted in the previous two-year period (62.4 in FY20). The COVID-19 pandemic necessitated having to put a capacity limit at varying times on the number of patients that could be cared for at RiverStone Health's hospice facility as well as in the community-based hospice program. While there of course also always remains some level of uncertainty surrounding future Medicare reimbursement levels for hospice services, effective in October 2021, rates for routine level hospice care (which comprises roughly 90% of hospice service) increased about 2%; another similar increase was made to the rate effective in October 2022. Unfortunately, RiverStone Health's gradually decreasing hospice market share and drop in the average length of stay combined with continued increases in personnel and supplies costs have more than offset the rate increase. Favorably, though, the hospice ADC has picked back up somewhat in FY23.

Home care operations generated about a 3% margin in FY22 compared to just a slight margin of 0.4% in FY21; however, this was considerably improved over the FY20 home care loss of 15%. Home care operations were fairly challenging for several years prior to FY21, as fairly significant losses had been generated over a period of multiple years. Home care Medicare reimbursement rates either decreased or remained relatively stable for several years prior to CY20. But effective January 1, 2020, CMS implemented a new payment methodology referred to as PDGM, or Patient Driven Grouping Model, which replaced the previous PPS payment model.

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**Results of Operations Summary (Continued)**

Under PDGM, home care providers essentially had to double the number of claims submitted in a 60-day episode of care, and this model requires more detailed information to be gathered on intake plus a more specific diagnosis from referring physicians in order to receive appropriate reimbursement from Medicare. While payment rates were reported to have been reduced by an overall average of more than 4%, reimbursement is mainly based upon diagnosis and accurate documentation of the plan of care for each client, so this percentage can vary. Beginning January 1, 2021, CMS further revised Medicare home care payments such that the Request for Anticipated Payment (or RAP, which historically was an initial payment provided when home care was initiated) that in CY20 was reduced from more than 50% of the total episodic payment rate down to 20%, was no longer provided and instead the entire Medicare payment is now provided following the end of a 30-day episode of care. Despite eliminating the RAP in CY21 and in CY20 implementing the PDGM methodology which decreased an episode of care from 60 days to 30 days, there was a 2% increase in the home care Medicare rate at the start of CY21 followed by an increase of 2.6% at the start of CY22. Recent information from the Centers for Medicare and Medicaid Services (CMS) indicates only a relatively modest increase of 0.7% in home care rates will occur in CY23, and a decrease in rates is expected to occur in CY24 as CMS begins pulling back additional reimbursement distributed during the first three years of PDGM.

Similarly, to the health center, increased wages and benefits have also impacted the hospice and home care division. Accordingly, increasing hospice and home care census levels by continuing to explore the potential for additional community partnerships and focusing on continued refinement of workflows and processes remains a key initiative, especially as reimbursement levels in home health continue to be closely scrutinized at the federal level and future reductions in Medicare reimbursement seem likely.

The medical education division consists of the Montana Family Medicine Residency (MFMR) program (see additional information in the "Other Information" section of this report), and also the Eastern Montana Area Health Education Center (AHEC) program as well as a relatively small five-year geriatric workforce enhancement program grant that began in 2015 and was subsequently renewed for a second five-year period. The MFMR program, which accounts for approximately 90% of the medical education division's operating activities, is generally expected to approximately break-even. Also included in this division is funding received for operation of a program at RiverStone Health that coordinates clinical rotations in the Billings area for medical students participating in the University of Washington's WWAMI (Washington, Wyoming, Alaska, Montana, and Idaho) program and Pacific Northwest University. This, too, is generally expected to result in approximately break-even financial results.

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**Results of Operations Summary (Continued)**

Programs included in the public / family health services division consist largely of: the provision of various local health department functions for Yellowstone County (e.g. environmental health, disease and cancer control, immunizations, tobacco cessation, emergency preparedness, and general health promotion); operation of Yellowstone County's supplemental nutrition for Women, Infants, and Children (WIC) program; the Maternal Child Health (MCH) program (provides comprehensive education on pregnancy and parenting aspects including intensive social work, nutrition, and nursing services for families with high-risk pregnancies and infants and children at risk of developmental delays); Yellowstone County's rural school nursing program; outreach, testing, and case management support services for persons living with HIV/AIDS and their families; HIV/AIDS training for medical and dental providers, pharmacists, nurses, and dental hygienists throughout all of Montana; oversight responsibilities for Yellowstone County's Child Advocacy Center program; and, the provision of case management services and nurse home visits to certain children in Yellowstone County living in foster care placement.

The revenue and expenses of the public health services division decreased rather considerably from FY21 to FY22. This resulted from the COVID-19 pandemic and RiverStone Health's response to it. Close to \$2.0 million added revenue was reflected in the prior year associated with RiverStone Health's Public Health Division's response to the public health emergency. This additional funding pertained to activities associated with increased public health responsibilities pertaining to case investigation and contact tracing, operation of community testing and vaccine distribution sites, temporary community enforcement personnel, enhanced protective measures, and added personal protective equipment.

Most of the public health funding received to enable response to the pandemic was fully exhausted by fairly early in CY21. Ongoing response activities continued to be necessary throughout all of FY21, however, so RiverStone Health had to use a portion of its existing cash reserves to support the ongoing activities. Accordingly, the public health division incurred expenses that exceeded the total amount of revenues in FY21 by about \$900,000, representing a negative margin of about 8%. Activities related to the pandemic response lessened somewhat beginning in FY22 and RiverStone Health's public health division had adequate funding to cover its pandemic-related activities. As such, the public health division generated a positive margin of about 6%. Also contributing to this positive margin in FY22 was the fact that in November 2021 RiverStone Health's public health division received approximately \$1.5 million additional funding from the State of Montana via an amendment to its existing immunization services contract.

Approximately \$1.2 million of this funding remained unused at the end of FY22 and is to be used to:

- Identify additional programs and partners within Yellowstone County and develop partnerships for COVID-19 vaccine outreach, education, and planning.
- Create outreach programs and increase organizational capacity to provide opportunities for COVID-19 vaccination in socially vulnerable populations.

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**Results of Operations Summary (Continued)**

- Provide funding for professional development, training, and recruitment to ensure a workforce that is proficient in providing services to at-risk communities and areas of high social vulnerability.
- Increase access to COVID-19 vaccine by continuing to fund, host, or organize COVID-19 vaccination pop-up clinics that focus on at-risk communities or areas of high social vulnerability.

In November 2022, the public health division received an additional \$1.35 million from the State of Montana via another amendment to its immunization services contract. Refer to additional information in Note 15 of the accompanying financial statements.

RiverStone Health also received a grant award in FY22 totaling \$595,429, made available by the CARES Act and provided through the Centers for Disease Control and Prevention (CDC), to support Resilient Integrated Systems Enhancement (RISE) in Yellowstone County. This grant is to run over the three years from September 2021 to September 2024 and the \$595,429 was the approved grant budget amount for the first year, with future year funding based on satisfactory programmatic progress and the availability of funds. The grant application was submitted by Yellowstone County's Healthy By Design (HBD) Coalition for which RiverStone Health, as part of its local health department function, acts as the fiscal agent. The HBD Coalition was founded in 2010 by and continues to receive financial support and leadership from Yellowstone County's local health department (dba RiverStone Health) and the two regional hospitals, Billings Clinic and St. Vincent Healthcare. The HBD Coalition works with more than 30 individuals or organizations in the community on a variety of initiatives that promote healthy eating, active living, social connection, healthy community design, and health equity. The goal of this grant funding is to enable training and deployment of community health workers to pandemic response efforts by building and strengthening community resilience to fight COVID-19 through addressing existing health disparities. A second year grant amount also totaling \$595,429 was awarded in September 2022.

Despite the aforementioned funding, the future stability of federal and state funding levels available for the provision of public / family health services continues to be somewhat uncertain. Stable or slightly increasing federal funding levels for most programs and services has continued; however, public health funding is being closely scrutinized by the State of Montana's current administration and reductions in funding following Montana's 2023 state legislative session are certainly possible.

Providing some positive outlook, though, the tax revenue provided by Yellowstone County for the provision of local health department functions by RiverStone Health is anticipated to remain relatively stable or perhaps even increase somewhat in future years.

Pharmacy volume has remained strong and reflected either a stable or increasing trend over the last approximately seven years; however, the resulting margin produced by pharmacy operations over this period has declined. This trend is likely to continue as pharmaceutical costs as well as staffing costs continue increasing and insurance reimbursement doesn't necessarily keep pace with the cost increases.

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**Results of Operations Summary (Continued)**

The programs and services comprising the majority of RiverStone Health's remaining revenue and expenses consist of information technology support services of an electronic health record system used by several health centers in the state; contributions received from RiverStone Health Foundation to support RiverStone Health's programs and services and/or capital improvements; plus, certain administrative / overhead revenue and expenses as well as contracted management / administrative support services provided to RiverStone Health Foundation. The administrative / overhead revenue and expenses also include the year-end GASB 68 pension adjustments, which have been both significant and highly variable from year to year. As previously mentioned, while the revenue recognized as part of the pension adjustments was comparable between FY22 and FY21, there was considerably more expense recognized in the prior year (\$1.0 million in FY22 compared to \$3.3 million in FY21).

**Capital Assets**

At the end of FY22 RiverStone Health had approximately \$23.6 million (*net* of accumulated depreciation) reflected in capital assets, which was about \$800,000 lower than the amount at the end of FY21. Purchases of property and equipment during FY22 totaled close to \$500,000 while depreciation expense totaled about \$1.4 million. Additionally, a donation of the clinic facility in Worden with an estimated market value of \$250,000 was received early in the fiscal year, and the sale of property with a book value of approximately \$150,000 that was being used as a temporary quarantine and isolation site during the height of the pandemic was sold. The majority of capital purchases in FY22 were funded by health center grant funding made available by HRSA through passage of the American Rescue Plan Act (ARPA) of 2021. Capital purchases during FY22 included the following:

- IT, dental and other miscellaneous equipment \$180,000
- improvements made to the staff entrance on the south end of the health center Ballard Center building \$71,000
- upgrade of accounting system software \$28,000
- new signage for Bridger and Worden clinics \$19,000
- website redesign \$25,000
- remodel of human resources space \$47,000
- HVAC improvements to Lil Anderson Center (LAC) building \$43,000
- auto sliding doors at LAC building front entrance \$13,000
- main clinic expansion planning \$50,000 (see CIP information immediately below)
- planning costs associated with the Worden Clinic renovation \$21,000 (see CIP information immediately below)

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**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)**  
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**Capital Assets (Continued)**

Construction in progress (CIP) at the end of FY22 totaled approximately \$71,000 and pertained to two projects being almost entirely funded with federal ARPA grants. These projects include the renovation of approximately 3,000 square feet of a portion of vacated space in RiverStone Health's old clinic facility to better accommodate patient care, specifically creating added patient care space for behavioral health, clinical pharmacy and care management services. This project is expected to cost approximately \$670,000 and be completed early in 2023. The second project pertains to alterations and renovation work (i.e., deferred maintenance repairs & upgrades) being completed on the clinic facility located in Worden. This project is expected to cost approximately \$490,000 and anticipated to be completed in March 2023.

The following table summarizes capital assets at the end of FY22 and FY21:

|                                        | <u>FY22</u>          | <u>FY21</u>          |
|----------------------------------------|----------------------|----------------------|
| Land and parking lots                  | \$ 3,060,431         | \$ 3,124,431         |
| Construction in progress               | 70,613               | 3,151                |
| Computers, equipment, and other assets | 3,627,753            | 3,459,135            |
| Buildings and improvements             | 28,214,485           | 27,845,492           |
| Furniture and fixtures                 | 2,294,589            | 2,253,179            |
| Accumulated depreciation               | <u>(13,707,472)</u>  | <u>(12,323,413)</u>  |
|                                        | <u>\$ 23,560,399</u> | <u>\$ 24,361,975</u> |

The table below summarizes the changes in capital assets during the year. These changes are also presented in greater detail in Note 5 of the accompanying financial statements.

|                                           | <u>FY22</u>          | <u>FY21</u>          |
|-------------------------------------------|----------------------|----------------------|
| Balance at beginning of year              | \$ 24,361,975        | \$ 24,568,291        |
| Additions                                 | 748,362              | 1,221,658            |
| Disposals, net of accumulated depreciator | (152,831)            | (100,961)            |
| Depreciation expense                      | <u>(1,397,107)</u>   | <u>(1,327,013)</u>   |
|                                           | <u>\$ 23,560,399</u> | <u>\$ 24,361,975</u> |

**Debt**

Industrial revenue bonds were issued in 2003 to provide for the purchase of RiverStone Health's main CHC clinic site and office building along with various land parcels for a new parking lot as well as current and future site development. (Refer to additional information pertaining to YHP in the "Other Information" section of this report). In June 2013, the 2003 bonds were refinanced. Terms of the loan agreement issued in conjunction with the bond refinancing require annual principal payments to be paid each October and semi-annual interest payments to occur each April and October. Refinancing the bonds reduced the interest rate from 5.5% to 2.88%. The 2013 bonds are collateralized similarly to bonds issued in 2009, which were then advance refunded in December 2014 and are described further in the immediately following paragraphs as well as in Note 7 of the accompanying financial statements.

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**Debt (Continued)**

At June 30, 2022, a total of \$1,400,000 in 2013 bonds remained outstanding, with principal totaling \$185,000 due in the next year. Additionally, approximately \$222,000 remained on deposit with the bond trustee for future debt service, and unamortized premium on the 2013 bonds (being amortized over the life of the bonds) totaled approximately \$4,000 at the end of FY22.

In September 2009, Yellowstone Health Partnership issued \$11,805,000 in healthcare lease revenue bonds to finance construction of an office building located on RiverStone Health's existing main campus and also to renovate the second floor of the old clinic building. The 2009 bonds were advance refunded in December 2014. Terms of the loan agreement issued in conjunction with the bond refunding require principal payments to be paid each October and semi-annual interest payments to occur each April and October. The advance refunding of the 2009 bonds using proceeds of the 2014 bonds reduced the interest rate from 4.87% to 3.41%; eliminated the need for an ongoing debt reserve fund; and also provided more than \$1.7 million cash to finance future capital improvements, which were all used by the end of FY17 for a clinic expansion project. The bonds are collateralized similarly to the 2009 bonds that were advance refunded by the 2014 bonds and also similarly to bonds issued in 2013. At June 30, 2022, a total of \$8,985,000 in 2014 bonds was outstanding, with principal totaling \$540,000 due in the next year. Additionally, approximately \$776,000 remained on deposit with the bond trustee for future debt service, and unamortized premium on the 2014 bonds (being amortized over the life of the bonds) totaled approximately \$364,000 at the end of FY22.

In December 2016, Yellowstone Health Partnership issued an additional \$3,060,000 in healthcare lease revenue bonds to assist in financing construction of a clinic expansion project while RiverStone Health Foundation conducted a capital campaign to garner philanthropic support for the project. (Refer to additional information in the "Other Information" section of this report). Terms of the loan agreement issued in conjunction with the 2016 bonds, which were issued in parity with the 2014 and 2013 bonds, required principal payments to be paid each October and semi-annual interest payments to occur each April and October. The bonds matured on October 1, 2021.

The bond issues are collateralized by a senior pledge of the tax revenues levied by Yellowstone County and appropriated to RiverStone Health and a subordinate pledge of health care and health department services revenue. The bonds are also secured by a subordinate mortgage lien on, security interest in, and an assignment of rents and leases of the project, subject to permitted encumbrances.

Other long-term liabilities of the organization consist of amounts owed to employees for compensated absences (i.e., vacation pay and sick leave) and an amount reflecting RiverStone Health's allocated portion of net pension liability associated with the State of Montana's Public Employees Retirement System (PERS) plan. Additional information is presented in the notes to the accompanying financial statements.

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**Other Information**

In September 2005, RiverStone Health employed the physicians and staff of Montana Family Medicine Residency (MFMR), a separate 501(c)(3) tax-exempt entity, and subsequently transitioned the operations of MFMR's family medicine residency educational program into RiverStone Health's operations. However, the MFMR corporation still exists as an independent, 501(c)(3) tax-exempt entity, and as such, has its own Board of Directors. Board members of MFMR include representatives from its three member organizations (St. Vincent Healthcare, Billings Clinic, and RiverStone Health); there is also representation on MFMR's Board from the Montana WWAMI undergraduate medical education program, the Montana Hospital Association, and the Montana Academy of Family Physicians. Through the end of FY21, the MFMR program trained 24 family medicine residents at any given time graduating eight residents each year and also maintained a sports medicine fellowship program training one physician each year. Beginning in FY22, the MFMR program received increased grant funding to enable the training of ten residents each year (now 30 total residents).

RiverStone Health maintains a professional services agreement with MFMR to provide medical education program services as well as administrative and reporting functions, invoicing MFMR for these services on a monthly basis. MFMR in turn invoices St. Vincent Healthcare and Billings Clinic, as these hospital systems receive Medicare reimbursement for direct graduate medical education and indirect graduate medical education services provided on their campuses. Additionally, RiverStone Health is continuing to receive (via pass-through from MFMR) federal grant funding related to the THCGME (Teaching Health Center Graduate Medical Education) program. This funding was made available by the Affordable Care Act and initially ran through June 30, 2020, with subsequent approval received through at least June 30, 2023 and ongoing funding contingent upon future federal authorization and appropriation.

The resident and faculty physicians of the MFMR program, along with non-physician providers, provide medical staffing for RiverStone Health's community health center, including its outlying clinic sites, and also provide inpatient medical services at the two local hospitals to patients enrolled in RiverStone Health's community health center, as well as other services as required by the respective hospital's medical staff bylaws and rules and regulations.

Unlike YHP, which is further explained in the paragraph that follows, MFMR is *not* considered a blended component unit of RiverStone Health and is therefore *not* included in RiverStone Health's financial reporting entity.

YHP, also a 501(c)(3) tax-exempt entity, is a supporting organization for the programs and services provided by RiverStone Health. It is considered a blended component unit of RiverStone Health, and as such, all of YHP's assets, deferred outflow of resources, liabilities, deferred inflow of resources, and net position, in addition to its revenues and expenses from operations, are combined with those of RiverStone Health for external financial reporting purposes. Detailed information pertaining to YHP's assets and deferred outflows, liabilities and deferred inflows, and its statements of revenues, expenses and change in net position and cash flows is presented in the notes to the accompanying financial statements included with this report.

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**Other Information (Continued)**

YHP's sole member is the RiverStone Board of Health, the governing body of Yellowstone City-County Health Department dba RiverStone Health (the "Board of Health"). YHP has no employees of its own. Four individuals currently serve on YHP's Board of Directors, of which two of the members are also members of the Board of Health and two of the members are employed as part of RiverStone Health's executive management team.

YHP holds title to the land and buildings upon which RiverStone Health's main campus is located, and it is also the entity obligated by the bonds that were issued for purchase, construction, and/or improvement of the property on RiverStone Health's main campus. RiverStone Health has a long-term lease arrangement with YHP whereby RiverStone Health ensures payment of funds to YHP necessary to cover the principal and interest payments associated with outstanding bonds.

YHP also holds two endowment funds that support RiverStone Health programs. One endowment fund was established in 2001 to benefit the ongoing operations of RiverStone Health's hospice program. This fund had a balance of approximately \$2.3 million as of June 30, 2022.

Additionally, as a result of the transition of the MFMR program into RiverStone Health's operations, YHP also holds an endowment fund established to benefit the ongoing operations of MFMR. This fund had a balance of approximately \$1.2 million as of June 30, 2022.

RiverStone Health also employs two to three fundraising staff whereby, pursuant to a professional services agreement with RiverStone Health Foundation (Foundation), the staff promote local fundraising through activities and special events benefiting not just RiverStone Health's hospice and residency programs, but all of RiverStone Health's programs and services.

RiverStone Health Foundation, a Montana non-profit corporation, was created in 2008 for the purpose of engaging in philanthropic and fundraising related activities to support RiverStone Health and its programs. In 2009 the Foundation received recognition from the Internal Revenue Service as an organization described in Section 501(c)(3) of the Code, and it is exempt from federal taxation as a result of the application of Section 501(a) of the Code.

Undertaking its first major activity late in 2008, the Foundation, under the auspices of YHP and with the active support of other local healthcare providers, launched a capital campaign for purposes of raising funds to build RiverStone Health's hospice facility located on the west end of Billings. The hospice facility was constructed on a site owned by St. John's United, which was initially leased to the Foundation and subsequently assigned to YHP (see paragraphs immediately following) under a 75-year lease for a payment of \$1 annually. Effective July 1, 2009, the fundraising related assets and liabilities previously maintained on YHP's books, excluding endowed funds that remain on the YHP books, were transferred from YHP to the Foundation. Because the Foundation exists outside the control and management of RiverStone Health, the Foundation is *not* included as a component unit of RiverStone Health's reporting entity.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)  
Years Ended June 30, 2022 and 2021

**Other Information (Continued)**

During FY15, the Foundation recognized a donation (and YHP recognized similar contribution revenue) totaling close to \$1.7 million when it contributed the hospice facility to YHP. The Foundation initiated a second major fundraising activity late in 2015 by embarking upon another capital campaign to raise funds for construction of a \$9 million medical clinic facility located on RiverStone Health's main campus. The new clinic (i.e., Ballard Center), which is located directly south of the old clinic and initiated operations in January 2018, allows for expanded patient access and outcomes, enhanced healthcare education training partnerships, improved efficiency of RiverStone Health's services and staff coordination, and provides the ability to serve additional patients and families in need of care, likely well into the future.

Following completion of the Ballard Center, a second phase of the expansion project was completed in early FY19 at a total cost of about \$900,000 to provide for space connecting the new clinic to the old clinic facility and also provide some renovations to a portion of the old clinic facility.

In January 2019, a third and final phase of the clinic expansion project was initiated. This phase included additional renovations to portions of the old clinic facility and allowed for integration of clinic and residency administrative leadership staff, increased office space for physician and non-physician providers, improvements to the dental clinic's office space, and an enlarged staff break area / lounge. This final phase was completed by the end of FY19 at a total cost of approximately \$1.3 million.

In July 2021 the satellite facility operated by RiverStone Health Clinic in Worden, MT, which was being leased for \$1 per year, was donated to Yellowstone Health Partnership. The market value of the facility at the time of donation was estimated to be \$250,000. Late in FY22 RiverStone Health began a deferred maintenance alteration & renovation project. The clinic, which was constructed in 1962, has not had any major investment in its structure with exception of a roof replacement and replacement of the main sewer line. The cabinetry, windows and cement walkways are original and, while they have been well-maintained, they are need of significant repair and upgrade for safety and efficiency. The total project cost is estimated at \$490,000 and is being almost entirely funded by ARPA funding. The two-year grant period runs from April 1, 2021 through March 31, 2023 and the total funding provided by this grant was \$3,275,750, of which less than \$200,000 was received (and recognized as revenue) in FY21, \$730,000 was recognized as revenue in FY22, and the balance of the grant is anticipated to be recognized in FY23.

In addition to the Worden Clinic project, the initial grant covered approximately \$1.2 million in wages and benefits of staff, \$460,000 medical, dental and information technology equipment, \$300,000 supplies, \$280,000 for various contractual services, and approximately \$550,000 for a student loan matching program, retention and resiliency project incentives and staff training curriculum. A prior approval budget request authorization is being prepared to submit to HRSA to request some modification of the initial budgeted items.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) (CONTINUED)  
Years Ended June 30, 2022 and 2021

**Other Information (Continued)**

If approved, RiverStone Health plans to allocate a larger portion of the grant funding to some necessary equipment purchases (largely comprised of a backup generator for the Ballard Center building and a new telehealth technology platform) and allocate a smaller portion of the grant funding to the student loan matching program and other retention and resiliency incentives.

FINANCIAL STATEMENTS

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 STATEMENTS OF NET POSITION  
 June 30, 2022 and 2021

|                                                                                                         | <u>2022</u>          | As Restated<br><u>2021</u> |
|---------------------------------------------------------------------------------------------------------|----------------------|----------------------------|
| <b>ASSETS AND DEFERRED OUTFLOWS</b>                                                                     |                      |                            |
| <b>CURRENT ASSETS</b>                                                                                   |                      |                            |
| Cash and cash equivalents                                                                               | \$ 8,275,955         | \$ 8,661,255               |
| Accounts receivable, net of allowance for doubtful<br>accounts of \$832,839 and \$585,322, respectively | 3,638,035            | 3,432,818                  |
| Contracts receivable                                                                                    | 2,645,603            | 3,998,098                  |
| Grants receivable                                                                                       | 2,055,320            | 386,273                    |
| Taxes receivable                                                                                        | 38,891               | 29,042                     |
| Other receivables                                                                                       | 44,938               | 12,246                     |
| Inventory                                                                                               | 764,525              | 679,619                    |
| Prepaid expense                                                                                         | <u>407,161</u>       | <u>416,772</u>             |
| Total current assets                                                                                    | <u>17,870,428</u>    | <u>17,616,123</u>          |
| <b>PROPERTY AND EQUIPMENT</b>                                                                           |                      |                            |
| Property and equipment, not being depreciated                                                           | 1,435,635            | 1,368,173                  |
| Property and equipment, net of accumulated depreciation                                                 | <u>22,124,764</u>    | <u>22,993,802</u>          |
| Total property and equipment                                                                            | <u>23,560,399</u>    | <u>24,361,975</u>          |
| <b>OTHER ASSETS</b>                                                                                     |                      |                            |
| Lease asset, net of accumulated amortization of<br>\$87,195 and \$43,598, respectively                  | 25,808               | 69,405                     |
| Endowment funds - restricted cash and cash equivalents                                                  | 172,941              | 77,174                     |
| Endowment funds - restricted investments                                                                | 3,365,668            | 4,028,935                  |
| Bond reserve funds - restricted cash and cash equivalents                                               | <u>1,007,857</u>     | <u>1,685,732</u>           |
| Total other assets                                                                                      | <u>4,572,274</u>     | <u>5,861,246</u>           |
| <b>DEFERRED OUTFLOW OF RESOURCES</b>                                                                    |                      |                            |
| Pension contributions and adjustments                                                                   | <u>4,376,635</u>     | <u>5,302,044</u>           |
| Total deferred outflow of resources                                                                     | <u>4,376,635</u>     | <u>5,302,044</u>           |
| Total assets and deferred outflows                                                                      | <u>\$ 50,379,736</u> | <u>\$ 53,141,388</u>       |

The Notes to Financial Statements are an integral part of these statements.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 STATEMENTS OF NET POSITION (CONTINUED)  
 June 30, 2022 and 2021

|                                                                                                      | <u>2022</u>          | As Restated<br><u>2021</u> |
|------------------------------------------------------------------------------------------------------|----------------------|----------------------------|
| LIABILITIES, DEFERRED INFLOWS, AND NET POSITION                                                      |                      |                            |
| CURRENT LIABILITIES                                                                                  |                      |                            |
| Accounts payable                                                                                     | \$ 1,486,532         | \$ 1,279,977               |
| Accrued and withheld payroll liabilities                                                             | 985,301              | 1,483,402                  |
| Accrued interest payable                                                                             | 119,744              | 106,848                    |
| Bonds payable - current portion                                                                      | 725,000              | 1,380,000                  |
| Lease liability - current portion                                                                    | 25,373               | 41,491                     |
| Compensated absences payable - current portion                                                       | 2,236,869            | 2,258,919                  |
| Split interest agreements                                                                            | 21,685               | 21,685                     |
| Unearned revenue                                                                                     | <u>1,495,158</u>     | <u>436,845</u>             |
| Total current liabilities                                                                            | <u>7,095,662</u>     | <u>7,009,167</u>           |
| LONG-TERM LIABILITIES                                                                                |                      |                            |
| Bonds payable, net of current portion, plus bond premium of<br>\$368,560 and \$407,779, respectively | 10,028,560           | 10,792,779                 |
| Net pension liability                                                                                | 15,932,514           | 22,971,957                 |
| Lease liability, net of current portion                                                              | -                    | 25,373                     |
| Compensated absences payable, net of current portion                                                 | <u>39,402</u>        | <u>45,304</u>              |
| Total long-term liabilities                                                                          | <u>26,000,476</u>    | <u>33,835,413</u>          |
| DEFERRED INFLOW OF RESOURCES                                                                         |                      |                            |
| Pension adjustments                                                                                  | <u>6,569,761</u>     | <u>844,062</u>             |
| Total deferred inflow of resources                                                                   | <u>6,569,761</u>     | <u>844,062</u>             |
| NET POSITION                                                                                         |                      |                            |
| Net investment in capital assets                                                                     | <u>13,814,696</u>    | <u>13,874,675</u>          |
| Restricted                                                                                           |                      |                            |
| Endowment funds - nonexpendable                                                                      | 3,538,609            | 4,106,109                  |
| Bond reserve funds - expendable                                                                      | <u>1,007,857</u>     | <u>1,685,732</u>           |
| Total restricted                                                                                     | <u>4,546,466</u>     | <u>5,791,841</u>           |
| Unrestricted                                                                                         | <u>(7,647,325)</u>   | <u>(8,213,770)</u>         |
| Total net position                                                                                   | <u>10,713,837</u>    | <u>11,452,746</u>          |
| Total liabilities, deferred inflows, and net position                                                | <u>\$ 50,379,736</u> | <u>\$ 53,141,388</u>       |

The Notes to Financial Statements are an integral part of these statements.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
 Years Ended June 30, 2022 and 2021

|                               | <u>2022</u>       | As Restated<br><u>2021</u> |
|-------------------------------|-------------------|----------------------------|
| OPERATING REVENUE             |                   |                            |
| Medicare                      | \$ 7,347,268      | \$ 7,363,087               |
| Medicaid                      | 14,620,069        | 14,240,634                 |
| Private insurance             | 3,297,889         | 3,074,467                  |
| Fee income (self-pay)         | 2,994,607         | 3,178,742                  |
| Contracts                     | 11,384,174        | 12,320,523                 |
| Tax revenue                   | 5,040,166         | 4,912,108                  |
| Contributions and grants      | 7,417,650         | 8,441,408                  |
| Immunizations                 | 462,732           | 322,920                    |
| Schools                       | 267,135           | 270,125                    |
| Rent income                   | 51,468            | 58,041                     |
| Other income                  | <u>4,673,097</u>  | <u>4,468,989</u>           |
| Total operating revenue       | <u>57,556,255</u> | <u>58,651,044</u>          |
| OPERATING EXPENSES            |                   |                            |
| Bad debt                      | 588,943           | 132,957                    |
| Contracted services           | 3,042,439         | 3,055,415                  |
| Depreciation and amortization | 1,440,705         | 1,432,745                  |
| Insurance                     | 384,365           | 366,606                    |
| Janitorial                    | 237,076           | 259,686                    |
| Miscellaneous                 | 1,800,586         | 1,590,732                  |
| Postage                       | 81,984            | 94,815                     |
| Property taxes                | 24,056            | 29,818                     |
| Rent                          | 77,548            | 136,012                    |
| Repairs and maintenance       | 265,730           | 238,884                    |
| Salaries and benefits         | 36,148,610        | 37,938,864                 |
| Supplies                      | 12,817,590        | 12,920,598                 |
| Telephone                     | 312,951           | 333,977                    |
| Travel and education          | <u>488,462</u>    | <u>350,638</u>             |
| Total operating expenses      | <u>57,711,045</u> | <u>58,881,747</u>          |
| Operating loss                | <u>(154,790)</u>  | <u>(230,703)</u>           |

The Notes to Financial Statements are an integral part of these statements.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 STATEMENTS OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION  
 (CONTINUED)  
 Years Ended June 30, 2022 and 2021

|                                                            | <u>2022</u>          | As Restated<br><u>2021</u> |
|------------------------------------------------------------|----------------------|----------------------------|
| NON-OPERATING REVENUE (EXPENSE)                            |                      |                            |
| Interest expense                                           | (378,323)            | (391,077)                  |
| Investment gain (loss) (including unrealized portion), net | (453,969)            | 861,479                    |
| Net loss on disposal of assets                             | <u>(1,827)</u>       | <u>(50,968)</u>            |
| Total non-operating revenue (expense)                      | <u>(834,119)</u>     | <u>419,434</u>             |
| Income (loss) before capital contributions                 | (988,909)            | 188,731                    |
| Capital contributions                                      | <u>250,000</u>       | <u>-</u>                   |
| Change in net position                                     | (738,909)            | 188,731                    |
| Net position, beginning of year                            | <u>11,452,746</u>    | <u>11,264,015</u>          |
| Net position, end of year                                  | <u>\$ 10,713,837</u> | <u>\$ 11,452,746</u>       |

The Notes to Financial Statements are an integral part of these statements.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 STATEMENTS OF CASH FLOWS  
 Years Ended June 30, 2022 and 2021

|                                                                 | <u>2022</u>        | As Restated<br><u>2021</u> |
|-----------------------------------------------------------------|--------------------|----------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                     |                    |                            |
| Cash received from:                                             |                    |                            |
| Patient receipts                                                | \$ 24,471,066      | \$ 23,847,308              |
| Fees (including self-pay patient receipts)                      | 2,994,607          | 3,178,742                  |
| Contracts                                                       | 12,736,669         | 10,044,382                 |
| Tax revenue                                                     | 5,030,317          | 4,912,108                  |
| Immunizations                                                   | 462,732            | 322,920                    |
| Contributions and grants                                        | 6,806,916          | 7,363,023                  |
| Schools                                                         | 267,135            | 270,125                    |
| Rent                                                            | 51,468             | 58,041                     |
| Other                                                           | <u>3,219,399</u>   | <u>3,262,152</u>           |
| Cash received from operating activities                         | <u>56,040,309</u>  | <u>53,258,801</u>          |
| Cash paid for:                                                  |                    |                            |
| Salaries and benefits                                           | 35,629,097         | 33,814,389                 |
| Supplies                                                        | 12,695,941         | 12,660,495                 |
| Contracted services                                             | 3,042,439          | 3,055,415                  |
| Postage and telephone                                           | 394,935            | 428,792                    |
| Occupancy                                                       | 594,799            | 731,415                    |
| Travel and education                                            | 488,462            | 350,638                    |
| Other                                                           | <u>2,184,951</u>   | <u>1,957,339</u>           |
| Cash paid for operating activities                              | <u>55,030,624</u>  | <u>52,998,483</u>          |
| Net cash flows from operating activities                        | <u>1,009,685</u>   | <u>260,318</u>             |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b> |                    |                            |
| Purchase of property and equipment                              | (498,362)          | (1,233,799)                |
| Proceeds on disposal of property and equipment                  | 151,004            | -                          |
| Payment on lease liability                                      | (41,491)           | (46,139)                   |
| Payments on long-term debt                                      | (1,380,000)        | (1,330,000)                |
| Payments of interest expense                                    | <u>(417,542)</u>   | <u>(439,082)</u>           |
| Net cash flows from capital and related financing activities    | <u>(2,186,391)</u> | <u>(3,049,020)</u>         |

The Notes to Financial Statements are an integral part of these statements.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 STATEMENTS OF CASH FLOWS (CONTINUED)  
 Years Ended June 30, 2022 and 2021

|                                                                                                              | <u>2022</u>         | As Restated<br><u>2021</u> |
|--------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                                                  |                     |                            |
| Purchases of investments                                                                                     | (510,468)           | (1,267,344)                |
| Proceeds from maturities or sales of investments                                                             | 596,204             | 1,189,937                  |
| Proceeds from investment income                                                                              | <u>123,562</u>      | <u>102,285</u>             |
| Net cash flows from investing activities                                                                     | <u>209,298</u>      | <u>24,878</u>              |
| Net change in cash and cash equivalents                                                                      | (967,408)           | (2,763,824)                |
| Cash and cash equivalents, beginning of year                                                                 | <u>10,424,161</u>   | <u>13,187,985</u>          |
| Cash and cash equivalents, end of year                                                                       | <u>\$ 9,456,753</u> | <u>\$ 10,424,161</u>       |
| <b>AS PRESENTED IN THE ACCOMPANYING<br/>STATEMENT OF NET POSITION</b>                                        |                     |                            |
| Cash and cash equivalents                                                                                    | \$ 8,275,955        | \$ 8,661,255               |
| Endowment funds - restricted cash and cash equivalents                                                       | 172,941             | 77,174                     |
| Bond reserve funds - restricted cash and cash equivalents                                                    | <u>1,007,857</u>    | <u>1,685,732</u>           |
|                                                                                                              | <u>\$ 9,456,753</u> | <u>\$ 10,424,161</u>       |
| <b>RECONCILIATION OF OPERATING INCOME TO NET<br/>CASH FLOWS FROM OPERATING ACTIVITIES</b>                    |                     |                            |
| Operating loss                                                                                               | \$ (154,790)        | \$ (230,703)               |
| Adjustments to reconcile operating loss to net cash flows from operating activities:                         |                     |                            |
| Depreciation and amortization                                                                                | 1,440,705           | 1,432,745                  |
| Bad debt expense                                                                                             | 588,943             | 132,957                    |
| Pension adjustments                                                                                          | (388,335)           | 2,145,317                  |
| Changes in operating assets, deferred outflows of resources, liabilities, and deferred inflows of resources: |                     |                            |
| Accounts receivable                                                                                          | (794,160)           | (830,880)                  |
| Contracts/grants/other receivables                                                                           | (359,094)           | (2,354,919)                |
| Inventory                                                                                                    | (84,906)            | 19,231                     |
| Prepaid expenses                                                                                             | 9,611               | (67,015)                   |
| Accounts payable                                                                                             | 206,555             | 240,872                    |
| Accrued and withheld payroll liabilities                                                                     | (485,205)           | 529,734                    |
| Compensated absences                                                                                         | (27,952)            | 253,399                    |
| Unearned revenue                                                                                             | <u>1,058,313</u>    | <u>(1,010,420)</u>         |
| Net cash flows from operating activities                                                                     | <u>\$ 1,009,685</u> | <u>\$ 260,318</u>          |
| <b>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES</b>                                                  |                     |                            |
| Lease assets obtained in exchange for lease liabilities                                                      | <u>\$ -</u>         | <u>\$ 113,003</u>          |
| Assets obtained with capital contributions                                                                   | <u>\$ 250,000</u>   | <u>\$ -</u>                |

The Notes to Financial Statements are an integral part of these statements.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

The financial statements include the accounts of Yellowstone City-County Health Department, dba RiverStone Health, and Yellowstone Health Partnership (YHP), a component unit of Yellowstone City-County Health Department presented on a blended basis (collectively referred to as RiverStone Health). The criteria for including organizations within RiverStone Health's reporting entity are set forth in generally accepted accounting principles (GAAP), which defines the financial reporting entity as the primary government, as well as its component units, which are legally separated organizations for which the officials of the primary government are financially accountable.

GAAP has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of RiverStone Health to impose its will on that organization or (2) the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, RiverStone Health. Management of RiverStone Health has determined that YHP meets the above criteria and, as such, it has been included as a component unit in the accompanying financial statements. In addition, RiverStone Health is not aware of any other entity that would exercise such financial accountability resulting in RiverStone Health being considered a component unit of that entity.

All significant intercompany transactions and accounts have been eliminated between YHP and RiverStone Health.

**Organization**

Yellowstone City-County Health Department, dba RiverStone Health, is a Montana multi-jurisdictional health district established by the RiverStone Board of Health under MCA 7-11-110(2)(i) to promote individual, community, and environmental health by understanding, anticipating, and responding to the health-related needs of Montanans. RiverStone Health is managed by the RiverStone Board of Health and by a central administration appointed by and responsible to the Board.

YHP is a non-profit corporation established under the laws of the State of Montana, whose sole member is the RiverStone Board of Health. YHP is a supporting organization for the programs through which RiverStone Health provides public health and clinical health related services.

**Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus, Basis of Accounting, and Basis of Presentation**

RiverStone Health follows proprietary fund reporting. Accordingly, the accompanying financial statements are presented using the economic resources measurement focus and the accrual method of accounting. Under the accrual method of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. RiverStone Health applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net funds are available.

Net position is classified into three components – net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

- Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation plus capital related deferred outflows, and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and capital related deferred inflows that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of “net investment in capital assets.” Rather, that portion of the debt is included in the same net position component as the unspent proceeds.
- Restricted – This component of net position is restricted by external constraints imposed by creditors (such as debt covenants), contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation. Two classifications of restrictions are as follows:
  - *Expendable* – Net position subject to constraints externally imposed by creditors, grantors, contributors, or laws or regulations of other governments.
  - *Nonexpendable* – Net position subject to stipulations that they be maintained permanently by the organization. The restrictions on these assets may permit the organization to use the income earned and capital gains, if any, from the investment assets as support for general or specific purposes, unless otherwise specified by the donor.
- Unrestricted – This component of net position consists of any remaining net position that does not meet the definition of “Restricted” or “Net investment in capital assets.”

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**New Accounting Pronouncements**

RiverStone Health has adopted the provisions of the following GASB pronouncement for fiscal year 2022:

Statement No. 87, *Leases*. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about a government's leasing activities. The requirements of this Statement have been applied retrospectively.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, RiverStone Health considers cash on hand, cash in banks, and pooled deposits within the Yellowstone County investment pool with maturities of 90 days or less to be cash equivalents. Cash and cash equivalents held by bond trustees and brokerage houses are also classified as cash and cash equivalents. FDIC coverage is limited to \$250,000 per account holder. From time to time, certain bank accounts that are subject to limited FDIC coverage exceed their insured limits.

**Receivables**

RiverStone Health records receivables from third-party insurance companies, various contracts, property taxes, and grant agreements. RiverStone Health utilizes the allowance method to account for uncollectible accounts receivable and routine medical/dental billing adjustments. At June 30, 2022 and 2021, the allowance account had a balance of \$832,839 and \$585,322, respectively, based on management's estimates of collectability. Management estimated an allowance based on 100% of private pay accounts receivable that had been outstanding more than 120 days. RiverStone Health has not recognized an allowance for grants and taxes receivable as management considers all amounts collectible.

**Inventory**

Inventory consists mainly of medical, dental, and pharmaceutical supplies and is valued at the lower of cost (on a first-in, first-out basis) or net realizable value.

**Property and Equipment**

Property and equipment is recorded at historical cost. Donated property and equipment is reported at estimated fair value at the date received. Depreciation is calculated on the straight line basis over estimated useful lives of 3 – 40 years in accordance with applicable industry standards. RiverStone Health capitalizes all expenditures for property and equipment over \$5,000.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Lease Assets**

RiverStone Health has elected not to capitalize lease assets less than \$5,000. The related lease liabilities, principal and interest are not material and have not been included in the financial statements. Payments for these leases have been recorded as lease expense in accordance with the accrual method of accounting as described on page 28.

**Investments and Investment Income**

RiverStone Health reports all investments at fair value based on quoted market prices. Net investment income or loss (including realized and unrealized gains and losses on investments plus interest and dividends) is included in the statement of revenues, expenses and changes in net position as an increase or decrease to unrestricted net position unless its use is restricted by explicit donor stipulation or law. Investment income is considered a non-operating revenue source.

RiverStone Health categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets (these investments are valued using prices quoted in active markets); Level 2 inputs are significant other observable inputs (these investments are valued using matrix pricing); Level 3 inputs are significant unobservable inputs (these investments are valued using consensus pricing).

**Compensated Absences**

Accrued compensated absences are an obligation relating to employees' rights to receive compensation for future absences and are attributable to employees' services already rendered. RiverStone Health recognizes a liability for the full cost of unused vacation benefits and 25% of the cost of unused sick leave benefits earned by its personnel.

**Other Post-Employment Benefits**

RiverStone Health participates in Yellowstone County's health insurance plan and at this time, the County has not allocated a portion of the OPEB liability to RiverStone Health.

**Third-Party Contractual Adjustments**

RiverStone Health has agreements with certain third-party payers that provide for payments at amounts different from its established rates. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined. Provisions for estimated third-party payer settlements are provided in the period related services are rendered. Differences between the estimated amounts accrued and interim and final settlements are reported in operations in the year of settlement.

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NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Property Tax Revenues**

Yellowstone County is responsible for assessing, collecting, and distributing property taxes. Property taxes become a lien on the first day of the levy year and may be paid in two equal installments. The first installment is due on or before November 30<sup>th</sup> of each year, and the second installment is due on or before May 31<sup>st</sup> of the following year. All property taxes are recognized on a full accrual basis in the accompanying financial statements.

**Operating Revenues and Expenses**

Operating revenues are those revenues that are either generated directly from the primary activities of RiverStone Health or are a principal source of financing for on-going operations. For RiverStone Health, these revenues include patient and clinic related revenue streams, tax revenue, contributions and grants, and other income. Operating expenses are necessary costs incurred to provide the services that are the primary activities of RiverStone Health.

**Advertising Costs**

RiverStone Health expenses any costs related to advertising as incurred.

**Reclassifications**

Certain amounts presented in the prior year have been reclassified to conform to current year financial statement presentation. The reclassifications have no impact on previously reported net position or change in net position.

**Subsequent Events**

Management has evaluated subsequent events through December 29, 2022, the date which the financial statements were available for issue.

**NOTE 2. CASH AND INVESTMENTS**

All cash and investments meet collateral requirements specified by State law. There are no legal provisions that limit RiverStone Health as to the type of cash and investments that it can maintain other than those funds on deposit with Yellowstone County.

Cash and cash equivalents are stated at cost and consist of balances in federally insured checking, savings, money market, and certificates of deposit accounts. Restricted cash and cash equivalents are stated at cost and consist of a government insured money market account held by US Bank & Trust and funds held at The Bank of New York Mellon.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
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 June 30, 2022 and 2021

**NOTE 2. CASH AND INVESTMENTS (CONTINUED)**

The following reflects the custodial credit risk for bank deposits held as of June 30, 2022 and 2021:

|                                                                                             | <u>2022</u>  | <u>2021</u>  |
|---------------------------------------------------------------------------------------------|--------------|--------------|
| Insured, including funds backed by the U.S. Government                                      | \$ 1,484,274 | \$ 2,081,844 |
| Collateralized:                                                                             |              |              |
| Collateral held by pledging bank's trust department in<br>RiverStone Health's or YHP's name | \$ 7,983,709 | \$ 8,226,930 |

In addition to funds held in financial institutions, RiverStone Health has funds in a cash and investment pool managed by Yellowstone County (the Pool); these funds are under the control of the Yellowstone County Treasurer. The composition of the cash held at the County is available in the County's audited financial statements, which can be obtained by calling the County Fiscal Office at (406) 256-2718. RiverStone Health had cash and cash equivalents totaling \$308,789 and \$197,940 maintained by Yellowstone County at June 30, 2022 and 2021, respectively.

Because of the pooled funds concept, it is not possible to allocate RiverStone Health's portion of the Pool into risk categories. However, all participants in the Pool share the risks proportionately; that is, each dollar invested shares proportionately in the risk of the pooled investments. Cash and cash equivalents may include cash and cash items, demand, money market, time savings, fiscal agent deposits, investments in the Montana Short-Term Investment Pool (S.T.I.P.), repurchase agreements, and direct obligations of the United States Government.

All cash, certificates of deposit, and investments with a maturity date of 90 days or less when purchased are treated as cash equivalents for purposes of cash flow reporting. Investments are stated at fair value.

RiverStone Health's investments maintained as part of its endowment funds are stated at fair value and consisted of the following at June 30, 2022:

|                                  | <u>Fair Value</u><br><u>June 30, 2022</u> | <u>Valuation</u><br><u>Inputs</u> |
|----------------------------------|-------------------------------------------|-----------------------------------|
| U.S. equity securities           | \$ 1,316,945                              | Level 1                           |
| Developed foreign equities       | 532,344                                   | Level 1                           |
| Emerging foreign equities        | 222,812                                   | Level 1                           |
| Mutual funds:                    |                                           |                                   |
| Taxable U.S.                     | 822,377                                   | Level 1                           |
| Taxable high yield               | 143,303                                   | Level 1                           |
| Taxable other income             | 69,465                                    | Level 1                           |
| Commodities                      | 115,561                                   | Level 1                           |
| U.S. listed real estate funds    | 142,861                                   | Level 1                           |
| Total endowment fund investments | <u>\$ 3,365,668</u>                       |                                   |

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
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 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 2. CASH AND INVESTMENTS (CONTINUED)**

RiverStone Health's investments maintained as part of its endowment funds are stated at fair value and consisted of the following at June 30, 2021:

|                                  | <u>Fair Value</u><br><u>June 30, 2021</u> | <u>Valuation</u><br><u>Inputs</u> |
|----------------------------------|-------------------------------------------|-----------------------------------|
| U.S. equity securities           | \$ 1,709,306                              | Level 1                           |
| Developed foreign equities       | 665,378                                   | Level 1                           |
| Emerging foreign equities        | 325,000                                   | Level 1                           |
| Mutual funds:                    |                                           |                                   |
| Taxable U.S.                     | 1,073,336                                 | Level 1                           |
| Taxable other income             | 86,973                                    | Level 1                           |
| U.S. listed real estate funds    | <u>168,942</u>                            | Level 1                           |
| Total endowment fund investments | <u>\$ 4,028,935</u>                       |                                   |

The calculation of realized gains or losses is independent of the calculation of the net change in fair value of investments. The following summarizes the investment return for the year ended June 30, 2022 and 2021, respectively:

|                                            | <u>2022</u>         | <u>2021</u>       |
|--------------------------------------------|---------------------|-------------------|
| Interest and dividends                     | \$ 123,561          | \$ 101,960        |
| Net unrealized gains (losses)              | (784,073)           | 607,625           |
| Realized gains on sale of investments, net | <u>206,543</u>      | <u>151,894</u>    |
| Investment return (loss), net              | <u>\$ (453,969)</u> | <u>\$ 861,479</u> |

**NOTE 3. ENDOWMENT FUNDS**

Endowment funds are reflected in the balance sheet as follows at June 30, 2022 and 2021, respectively:

|                                                        | <u>2022</u>         | <u>2021</u>         |
|--------------------------------------------------------|---------------------|---------------------|
| Endowment funds - restricted cash and cash equivalents | \$ 172,941          | \$ 77,174           |
| Endowment funds - restricted investments               | <u>3,365,668</u>    | <u>4,028,935</u>    |
| Total endowment funds                                  | <u>\$ 3,538,609</u> | <u>\$ 4,106,109</u> |

In May 2007, the Montana Family Medicine Residency (MFMR) made a restricted gift to YHP in the amount of \$715,007. Under the terms of this gift, until sufficient principal has been added to the endowment so the value of the endowment is \$1,000,000, only 75% of the income of the endowment shall be available to fund the uses permitted under the gift agreement.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
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 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 3. ENDOWMENT FUNDS (CONTINUED)**

At the time the endowment reaches \$1,000,000, all interest income of the endowment may be available. Permitted uses consist of: scholarships to MFMR residents; innovative educational activities and research in the field of family medicine; and such other uses and in such amounts as are approved by the Project Committee, as defined by the gift agreement.

During the year ended June 30, 2022 and 2021, interest and dividends earned by the MFMR endowment fund totaled \$28,652 and \$20,854, respectively.

For amounts maintained in YHP's remaining endowment fund, all interest income is expendable by RiverStone Health for its hospice operations. During the year ended June 30, 2022 and 2021, interest and dividends earned by the hospice endowment totaled \$57,536 and \$43,125, respectively.

**NOTE 4. ACCOUNTS RECEIVABLE**

The following summarizes amounts included in accounts receivable at June 30, 2022 and 2021, respectively:

|                                        | <u>2022</u>         | <u>2021</u>         |
|----------------------------------------|---------------------|---------------------|
| Medicare (includes Medicare Advantage) | \$ 1,427,855        | \$ 1,598,028        |
| Medicaid                               | 749,306             | 615,144             |
| Insurance                              | 754,007             | 683,552             |
| Private pay                            | 1,539,706           | 1,085,879           |
| Other                                  | -                   | 35,537              |
| Less - allowance for doubtful accounts | <u>(832,839)</u>    | <u>(585,322)</u>    |
| Total accounts receivable              | <u>\$ 3,638,035</u> | <u>\$ 3,432,818</u> |

**YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT**  
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June 30, 2022 and 2021

**NOTE 5. PROPERTY AND EQUIPMENT**

The following represents the changes in property and equipment during fiscal year 2022:

|                                                    | <u>July 1, 2021</u>  | <u>Increases</u>    | <u>Decreases</u>    | <u>June 30, 2022</u> |
|----------------------------------------------------|----------------------|---------------------|---------------------|----------------------|
| Property and equipment not being depreciated       |                      |                     |                     |                      |
| Land                                               | \$ 1,365,022         | \$ -                | \$ -                | \$ 1,365,022         |
| Construction in progress                           | <u>3,151</u>         | <u>70,613</u>       | <u>(3,151)</u>      | <u>70,613</u>        |
| Total property and equipment not being depreciated | <u>1,368,173</u>     | <u>70,613</u>       | <u>(3,151)</u>      | <u>1,435,635</u>     |
| Property and equipment being depreciated           |                      |                     |                     |                      |
| Land improvements                                  | 1,759,409            | 29,750              | (93,750)            | 1,695,409            |
| Computers, equipment, and other assets             | 3,459,135            | 168,618             | -                   | 3,627,753            |
| Buildings and improvements                         | 27,845,492           | 441,122             | (72,129)            | 28,214,485           |
| Furniture and fixtures                             | <u>2,253,179</u>     | <u>41,410</u>       | <u>-</u>            | <u>2,294,589</u>     |
| Total                                              | 35,317,215           | 680,900             | (165,879)           | 35,832,236           |
| Accumulated depreciation                           | <u>(12,323,413)</u>  | <u>(1,397,107)</u>  | <u>13,048</u>       | <u>(13,707,472)</u>  |
| Net property and equipment being depreciated       | <u>22,993,802</u>    | <u>(716,207)</u>    | <u>(152,831)</u>    | <u>22,124,764</u>    |
| Total net property and equipment                   | <u>\$ 24,361,975</u> | <u>\$ (645,594)</u> | <u>\$ (155,982)</u> | <u>\$ 23,560,399</u> |

The following represents the changes in property and equipment during fiscal year 2021:

|                                                    | <u>July 1, 2020</u>  | <u>Increases</u>   | <u>Decreases</u>      | <u>June 30, 2021</u> |
|----------------------------------------------------|----------------------|--------------------|-----------------------|----------------------|
| Property and equipment not being depreciated       |                      |                    |                       |                      |
| Land                                               | \$ 1,365,022         | \$ -               | \$ -                  | \$ 1,365,022         |
| Construction in progress                           | <u>110,682</u>       | <u>884,684</u>     | <u>(992,215)</u>      | <u>3,151</u>         |
| Total property and equipment not being depreciated | <u>1,475,704</u>     | <u>884,684</u>     | <u>(992,215)</u>      | <u>1,368,173</u>     |
| Property and equipment being depreciated           |                      |                    |                       |                      |
| Land improvements                                  | 1,096,285            | 663,124            | -                     | 1,759,409            |
| Computers, equipment, and other assets             | 3,233,878            | 323,576            | (98,319)              | 3,459,135            |
| Buildings and improvements                         | 27,505,645           | 342,489            | (2,642)               | 27,845,492           |
| Furniture and fixtures                             | <u>2,253,179</u>     | <u>-</u>           | <u>-</u>              | <u>2,253,179</u>     |
| Total                                              | 34,088,987           | 1,329,189          | (100,961)             | 35,317,215           |
| Accumulated depreciation                           | <u>(10,996,400)</u>  | <u>(1,389,147)</u> | <u>62,134</u>         | <u>(12,323,413)</u>  |
| Net property and equipment being depreciated       | <u>23,092,587</u>    | <u>(59,958)</u>    | <u>(38,827)</u>       | <u>22,993,802</u>    |
| Total net property and equipment                   | <u>\$ 24,568,291</u> | <u>\$ 824,726</u>  | <u>\$ (1,031,042)</u> | <u>\$ 24,361,975</u> |

At June 30, 2021, approximately \$3,000 was included in construction in progress (CIP) pertaining to a minor remodel project to create additional space for human resources staff. At June 30, 2022, CIP totaling approximately \$71,000 pertained to two projects being entirely funded with federal grants made possible by the American Rescue Plan Act (ARPA) of 2021 from the Health Resources Services Administration (HRSA) to RiverStone Health Clinic.

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**NOTE 5. PROPERTY AND EQUIPMENT (CONTINUED)**

These projects include the renovation of approximately 3,000 square feet of a portion of vacated space in RiverStone Health's old clinic facility to better accommodate patient care, specifically creating added patient care space for behavioral health, clinical pharmacy and care management services. This project is expected to cost approximately \$670,000 and be completed early in 2023. The second project pertains to alterations and renovation work (i.e., deferred maintenance repairs & upgrades) being completed on the outlying clinic facility located in Worden. This project is expected to cost approximately \$490,000 and anticipated to be completed in March 2022.

**NOTE 6. LEASES**

RiverStone Health has a long-term lease arrangement with YHP, a blended component unit, whereby RiverStone Health ensures payment of funds to YHP necessary to cover the principal and interest payments associated with outstanding bonds. RiverStone Health leases the operating facility, including the main clinic, administration building, and other program and administrative offices, from YHP.

The lease was effective September 1, 2009 and terminates on August 31, 2034. The lease required monthly payments \$126,661 during the years ending June 30, 2022 and 2021. In August 2021, Riverstone Health began leasing the outlying medical clinic space located in Worden from YHP for \$2,000 per month (see additional information pertaining to the Worden clinic site in the immediately following paragraphs). Total rent expense under these agreements during the years ended June 30, 2022 and 2021 was \$1,541,935 and \$1,519,934, respectively.

In addition, YHP recognized rent income of \$1,541,935 and \$1,519,935 under this arrangement during the years ended June 30, 2022 and 2021, respectively. As described in Note 1, RiverStone Health has eliminated these transactions in the statement of revenues, expenses and changes in net position. GASB Statement No. 87, *Leases*, does not apply to leases where the lessor is included as a blended component unit of the primary government; therefore, the lease with YHP has been excluded from the lease liability included in the statements of net position.

RiverStone Health has entered into various lease agreements for office and clinic space, vehicles, equipment and short-term rental space. These leases include space pertaining to the operation of outlying medical clinic sites in Bridger and Joliet. Additionally, in-kind rent expense of \$20,620 was recorded during the year ended June 30, 2021 for space provided free of charge by an unrelated party for operation of the medical clinic in Worden.

In July 2021, this facility was donated to YHP at an estimated market value of \$250,000 and in August 2021 RiverStone Health began leasing the facility from YHP as described in the immediately preceding paragraph.

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 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 6. LEASES (CONTINUED)**

A short-term lease is a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of the probability of the options being exercised. For a lease that is cancelable by either the lessee or the lessor, such as a rolling month-to-month lease or a year-to-year lease, the maximum possible term is the noncancelable period, including any notice periods. Short-term leases are not subject to GASB Statement No. 87, *Leases*, and are recorded as lease expense in accordance with the accrual method of accounting.

The below table summarizes the total amount of lease assets, related accumulated amortization and lease liabilities related to the lessee leasing arrangements as of June 30, 2022 and 2021, respectively.

| Lease assets                   | July 1, 2021     | Increases          | Decreases          | June 30, 2022    | Current<br>Portion |
|--------------------------------|------------------|--------------------|--------------------|------------------|--------------------|
| Vehicle                        | \$ 43,338        | \$ -               | \$ -               | \$ 43,338        |                    |
| Building                       | <u>69,665</u>    | <u>-</u>           | <u>-</u>           | <u>69,665</u>    |                    |
|                                | <u>113,003</u>   | <u>-</u>           | <u>-</u>           | <u>113,003</u>   |                    |
| Less: accumulated amortization |                  |                    |                    |                  |                    |
| Vehicle                        | (14,859)         | (14,859)           | -                  | (29,718)         |                    |
| Building                       | <u>(28,739)</u>  | <u>(28,738)</u>    | <u>-</u>           | <u>(57,477)</u>  |                    |
|                                | <u>(43,598)</u>  | <u>(43,597)</u>    | <u>-</u>           | <u>(87,195)</u>  |                    |
| Total lease assets, net        | <u>\$ 69,405</u> | <u>\$ (43,597)</u> | <u>\$ -</u>        | <u>\$ 25,808</u> |                    |
| Lease liabilities              | <u>\$ 66,864</u> | <u>\$ -</u>        | <u>\$ (41,491)</u> | <u>\$ 25,373</u> | <u>\$ 25,373</u>   |

| Lease assets                   | July 1, 2020      | Increases          | Decreases          | June 30, 2021    | Current<br>Portion |
|--------------------------------|-------------------|--------------------|--------------------|------------------|--------------------|
| Vehicle                        | \$ 43,338         | \$ -               | \$ -               | \$ 43,338        |                    |
| Building                       | <u>69,665</u>     | <u>-</u>           | <u>-</u>           | <u>69,665</u>    |                    |
|                                | <u>113,003</u>    | <u>-</u>           | <u>-</u>           | <u>113,003</u>   |                    |
| Less: accumulated amortization |                   |                    |                    |                  |                    |
| Vehicle                        | -                 | (14,859)           | -                  | (14,859)         |                    |
| Building                       | <u>-</u>          | <u>(28,739)</u>    | <u>-</u>           | <u>(28,739)</u>  |                    |
|                                | <u>-</u>          | <u>(43,598)</u>    | <u>-</u>           | <u>(43,598)</u>  |                    |
| Total lease assets, net        | <u>\$ 113,003</u> | <u>\$ (43,598)</u> | <u>\$ -</u>        | <u>\$ 69,405</u> |                    |
| Lease liabilities              | <u>\$ 113,003</u> | <u>\$ -</u>        | <u>\$ (46,139)</u> | <u>\$ 66,864</u> | <u>\$ 41,491</u>   |

The below table details amortization by class and total interest on lease liabilities for the years ended June 30, 2022 and 2021:

| Lease expense                       | 2022             | 2021             |
|-------------------------------------|------------------|------------------|
| Amortization expense by asset class |                  |                  |
| Vehicle                             | \$ 14,859        | \$ 14,859        |
| Building                            | <u>28,739</u>    | <u>28,739</u>    |
| Total amortization expense          | 43,598           | 43,598           |
| Interest on lease liabilities       | <u>1,848</u>     | <u>3,705</u>     |
| Total                               | <u>\$ 45,446</u> | <u>\$ 47,303</u> |

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
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 June 30, 2022 and 2021

**NOTE 6. LEASES (CONTINUED)**

Principle and interest requirements to maturity as of June 30, 2022 are as follows:

|                           | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|---------------------------|------------------|-----------------|--------------|
| Year Ending June 30, 2023 | \$ 25,373        | \$ 451          | \$ 25,824    |

**NOTE 7. LONG-TERM LIABILITIES**

In September 2003, YHP issued \$3,830,000 in industrial revenue bond debt to purchase a building and land used by RiverStone Health located at 123 South 27<sup>th</sup> Street in Billings, Montana. Bond proceeds were also used to purchase other property adjacent to the east and south of this property and to allow for demolition of the structures and construction of a new parking lot.

The bonds are collateralized by a first mortgage lien on, and security interest in, the project facilities and all equipment and fixtures included therein, as well as the gross receivables from the project facilities.

In June 2013, the 2003 bonds were refinanced. Terms of the loan agreement issued in conjunction with the bond refinancing require annual principal payments to be paid on October 1 of each year and semi-annual interest payments to be paid on April 1 and October 1 of each year. Refinancing these bonds reduced the interest rate from 5.5% to 2.88%. The 2013 bonds are collateralized similarly to bonds issued in 2009, which were then advance refunded in December 2014, and are described in the immediately following two paragraphs.

In September 2009, YHP issued \$11,805,000 in subordinate health care lease revenue bond debt to finance construction of a new office building located on RiverStone Health's existing campus and also to renovate the second floor of the clinic building used by RiverStone Health.

The 2009 bonds were advance refunded in December 2014. Terms of the loan agreement issued in conjunction with the bond refunding require annual principal payments to be paid on October 1 of each year and semi-annual interest payments to be paid on April 1 and October 1 of each year. The advance refunding of the 2009 bonds using proceeds of the 2014 bonds reduced the interest rate from 4.87% to 3.41%.

In December 2016, YHP issued an additional \$3,060,000 in subordinate health care lease revenue bonds to assist in financing construction of a clinic expansion project while RiverStone Health Foundation conducted a capital campaign to garner philanthropic support for the project. Terms of the loan agreement issued in conjunction with the bonds, which were issued in parity with the 2014 and 2013 bonds, require principal payments to be paid each October and semi-annual interest payments to occur each April and October. The bonds had an interest rate of 2.48% and matured on October 1, 2021.

**YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT**  
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June 30, 2022 and 2021

**NOTE 7. LONG-TERM LIABILITIES (CONTINUED)**

The bonds are collateralized by a senior pledge of the tax revenues levied by Yellowstone County for RiverStone Health and a subordinate pledge of health care and health department services revenue. The bonds are also secured by a subordinate mortgage lien on, security interest in, and an assignment of rents and leases of the project, subject to permitted encumbrances. In addition, the bonds require compliance with specific loan covenants, of which RiverStone Health was in substantial compliance at June 30, 2022 and 2021.

Bond reserve funds totaling \$1,007,857 and \$1,685,732, consisting of cash and cash equivalents restricted for future debt, are reflected in the statement of net position as of June 30, 2022 and 2021, respectively.

The following represents activity on this debt during fiscal year 2022:

|                                                                                                                                                    | Balance,<br>July 1, 2021 | Additions   | Reductions            | Balance,<br>June 30, 2022 | Current<br>Portion |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------|-----------------------|---------------------------|--------------------|
| Bonds payable (2013 issue) to Yellowstone County, Montana, fixed interest rate of 2.88% payable semi-annually every April and October through 2028 | \$ 1,585,000             | \$ -        | \$ (185,000)          | \$ 1,400,000              | \$ 185,000         |
| Add: bond premium                                                                                                                                  | 4,748                    | -           | (687)                 | 4,061                     | -                  |
| Total bonds payable (2013 issue)                                                                                                                   | <u>1,589,748</u>         | <u>-</u>    | <u>(185,687)</u>      | <u>1,404,061</u>          | <u>185,000</u>     |
| Bonds payable (2014 issue) to Yellowstone County, Montana, fixed interest rate of 3.41% payable semi-annually every April and October through 2034 | 9,505,000                | -           | (520,000)             | 8,985,000                 | 540,000            |
| Add: bond premium                                                                                                                                  | 393,855                  | -           | (29,356)              | 364,499                   | -                  |
| Total bonds payable (2014 issue)                                                                                                                   | <u>9,898,855</u>         | <u>-</u>    | <u>(549,356)</u>      | <u>9,349,499</u>          | <u>540,000</u>     |
| Bonds payable (2016 issue) to Yellowstone County, Montana, fixed interest rate of 2.48% payable semi-annually every April and October through 2021 | 675,000                  | -           | (675,000)             | -                         | -                  |
| Add: bond premium                                                                                                                                  | 9,176                    | -           | (9,176)               | -                         | -                  |
| Total bonds payable (2016 issue)                                                                                                                   | <u>684,176</u>           | <u>-</u>    | <u>(684,176)</u>      | <u>-</u>                  | <u>-</u>           |
| Total bonds payable                                                                                                                                | <u>\$ 12,172,779</u>     | <u>\$ -</u> | <u>\$ (1,419,219)</u> | <u>\$ 10,753,560</u>      | <u>\$ 725,000</u>  |

The following represents a schedule of future interest and principal due on the bonds at June 30, 2022:

| <u>Year Ending June 30,</u>         | <u>Principal</u>     | <u>Interest</u>     | <u>Total</u>         |
|-------------------------------------|----------------------|---------------------|----------------------|
| 2023                                | \$ 725,000           | \$ 379,155          | \$ 1,104,155         |
| 2024                                | 760,000              | 348,825             | 1,108,825            |
| 2025                                | 790,000              | 316,525             | 1,106,525            |
| 2026                                | 815,000              | 292,825             | 1,107,825            |
| 2027                                | 835,000              | 268,375             | 1,103,375            |
| 2028 - 2032                         | 3,985,000            | 874,600             | 4,859,600            |
| 2033 - 2035                         | <u>2,475,000</u>     | <u>117,900</u>      | <u>2,592,900</u>     |
| Total minimum debt service payments | 10,385,000           | 2,598,205           | 12,983,205           |
| Add: bond premium                   | 368,560              | -                   | 368,560              |
| Total bonds payable                 | <u>\$ 10,753,560</u> | <u>\$ 2,598,205</u> | <u>\$ 13,351,765</u> |

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**NOTE 7. LONG-TERM LIABILITIES (CONTINUED)**

The following represents activity during the years ended June 30, 2022 and 2021 on amounts owed to employees for compensated absences:

|                   | <u>Balance,<br/>July 1, 2021</u> | <u>Net Additions/<br/>(Deductions)</u> | <u>Balance,<br/>June 30, 2022</u> |
|-------------------|----------------------------------|----------------------------------------|-----------------------------------|
| Current portion   | \$ 2,258,919                     | \$ (22,050)                            | \$ 2,236,869                      |
| Long-term portion | <u>45,304</u>                    | <u>(5,902)</u>                         | <u>39,402</u>                     |
| Total             | <u>\$ 2,304,223</u>              | <u>\$ (27,952)</u>                     | <u>\$ 2,276,271</u>               |

|                   | <u>Balance,<br/>July 1, 2020</u> | <u>Net Additions/<br/>(Deductions)</u> | <u>Balance,<br/>June 30, 2021</u> |
|-------------------|----------------------------------|----------------------------------------|-----------------------------------|
| Current portion   | \$ 2,012,927                     | \$ 245,992                             | \$ 2,258,919                      |
| Long-term portion | <u>37,897</u>                    | <u>7,407</u>                           | <u>45,304</u>                     |
| Total             | <u>\$ 2,050,824</u>              | <u>\$ 253,399</u>                      | <u>\$ 2,304,223</u>               |

**NOTE 8. RETIREMENT PLANS**

RiverStone Health participates in the State of Montana's Public Employees Retirement System (PERS) plan.

In accordance with GASB Statement 68, *Accounting and Financial Reporting for Pensions*, employers and the non-employer contributing entity are required to recognize and report certain amounts associated with their participation in the PERS. Employers are required to record and report their proportionate share of the collective net pension liability, pension expense, and deferred inflows and deferred outflows of resources associated with pensions.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

GASB Statement 68 allows a measurement date of up to 12 months before the employer's fiscal year-end can be utilized to determine the Plan's Total Pension Liability (TPL). The basis for the TPL as of June 30, 2021, was determined by taking the results of the June 30, 2020 actuarial valuation and applying standard roll forward procedures. The roll forward procedure uses a calculation that adds the annual normal cost (also called the service cost), subtracts the actual benefit payments and refunds for the plan year, and then applies the expected investment rate of return for the year. The roll forward procedures include the effects of any assumption changes and legislative changes. The update procedures are in conformity with Actuarial Standards of Practice issued by the Actuarial Standards Board.

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

The TPL minus the Fiduciary Net Position equals the Net Pension Liability (NPL). The proportionate shares of RiverStone Health's and the State of Montana's net pension liability as of June 30, 2021 and 2020, are displayed below. RiverStone Health's proportionate share equals the ratio of their contributions to the sum of all employer and non-employer contributions during the measurement period. The state's proportionate share for a particular employer equals the ratio of the contributions for a particular employer to the total state contributions paid. As of June 30, 2022 and 2021, RiverStone Health recorded a liability of \$15,932,514 and \$22,971,957, respectively and its proportionate share was 0.8787% and 0.8707%, respectively.

| <u>As of Reporting Date</u>                                            | <u>Net Pension Liability as of June 30, 2022</u> | <u>Net Pension Liability as of June 30, 2021</u> | <u>Percent of Collective NPL as of June 30, 2022</u> | <u>Percent of Collective NPL as of June 30, 2021</u> | <u>Change in Percent of Collective NPL</u> |
|------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------------------|
| RiverStone Health proportionate share                                  | \$ 15,932,514                                    | \$ 22,971,957                                    | 0.8787%                                              | 0.8707%                                              | 0.0079%                                    |
| State of Montana proportionate share associated with RiverStone Health | <u>4,752,136</u>                                 | <u>7,313,258</u>                                 | <u>0.2621%</u>                                       | <u>0.2772%</u>                                       | <u>-0.0151%</u>                            |
| Total                                                                  | <u>\$ 20,684,650</u>                             | <u>\$ 30,285,215</u>                             | <u>1.1408%</u>                                       | <u>1.1479%</u>                                       | <u>-0.0072%</u>                            |

***Changes in actuarial assumptions and methods:*** The following changes in assumptions or other inputs were made that affected the measurement of the TPL:

1. The discount rate was lowered from 7.34% to 7.06%
2. The investment rate of return was lowered from 7.34% to 7.06%

***Changes in benefit terms:***

There have been no changes in benefit terms since the previous measurement date.

***Changes in proportionate share:***

There were no changes between the measurement date of the collective NPL and the employer's reporting date that are expected to have a significant effect on the employer's proportionate share of the collective NPL.

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Pension Expense**

During the years ended June 30, 2022 and 2021, RiverStone Health recognized a pension expense of \$1,125,400 and \$3,510,003, respectively, for its proportionate share of the Plan's pension expense. RiverStone Health also recognized other revenue of \$1,421,005 and \$1,196,025, respectively, for the support provided by the State of Montana for its proportionate share of the pension expense associated with RiverStone Health.

|                                                                             | Pension Expense<br>for the year ended<br><u>June 30, 2022</u> | Pension Expense<br>for the year ended<br><u>June 30, 2021</u> |
|-----------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| RiverStone Health's proportionate share                                     | \$ 1,125,400                                                  | \$ 3,510,003                                                  |
| State of Montana's proportionate share<br>associated with RiverStone Health | <u>1,421,005</u>                                              | <u>1,196,025</u>                                              |
| Total                                                                       | <u>\$ 2,546,405</u>                                           | <u>\$ 4,706,028</u>                                           |

**Recognition of Deferred Inflows and Outflows**

At June 30, 2022 and 2021, RiverStone Health reported its proportionate share of the Plan's deferred outflows of resources and deferred inflows of resources from the following sources:

|                                                                                                                                       | <u>2022</u>                               |                                          | <u>2021</u>                               |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------|-------------------------------------------|------------------------------------------|
|                                                                                                                                       | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
| Actual vs. expected experience                                                                                                        | \$ 170,029                                | \$ 115,335                               | \$ 370,814                                | \$ 656,803                               |
| Changes in assumptions                                                                                                                | -                                         | 6,454,426                                | 1,590,720                                 | -                                        |
| Actual vs. expected investment earnings                                                                                               | 2,359,902                                 | -                                        | 1,989,167                                 | -                                        |
| Changes in proportionate share and differences<br>between RiverStone Health contributions and<br>proportionate share of contributions | 357,077                                   | -                                        | -                                         | 187,259                                  |
| Contributions paid to PERS subsequent<br>to the measurement date                                                                      | <u>1,489,627</u>                          | <u>-</u>                                 | <u>1,351,343</u>                          | <u>-</u>                                 |
| Total                                                                                                                                 | <u>\$ 4,376,635</u>                       | <u>\$ 6,569,761</u>                      | <u>\$ 5,302,044</u>                       | <u>\$ 844,062</u>                        |

Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

| <u>Year Ended June 30:</u> | <u>Amount of deferred<br/>outflows and deferred<br/>inflows recognized in<br/>future years as an<br/>increase or (decrease)<br/>to Pension Expense</u> |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023                       | \$ 372,067                                                                                                                                             |
| 2024                       | (435,497)                                                                                                                                              |
| 2025                       | (1,558,909)                                                                                                                                            |
| 2026                       | <u>(2,060,412)</u>                                                                                                                                     |
| Total                      | <u>\$ (3,682,751)</u>                                                                                                                                  |

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Plan Description**

The PERS-Defined Benefit Retirement Plan (PERS-DBRP), administered by the Montana Public Employee Retirement Administration (MPERA), is a multiple-employer, cost-sharing plan established July 1, 1945, and governed by Title 19, chapters 2 & 3, Montana Code Annotated (MCA). This plan provides retirement benefits to covered employees of the State, local governments, certain employees of the Montana University System, and school districts. Benefits are established by state law and can only be amended by Legislature.

All new members are initially members of the PERS-DBRP and have a 12-month window during which they may choose to remain in the PERS-DBRP or join the PERS-Defined Contribution Retirement Plan (PERS-DCRP) by filing an irrevocable election. Members may not be members of both the defined contribution and defined benefit retirement plans.

**Benefits Provided**

The PERS-DBRP provides retirement, disability, and death benefits to plan members and their beneficiaries. Benefits are based on eligibility, years of service, and highest average compensation (HAC). Member rights are vested after five years of service.

**Service retirement:**

- Hired prior to July 1, 2011:
  - Age 60, 5 years of membership service;
  - Age 65, regardless of membership service; or
  - Any age, 30 years of membership service.
- Hired on or after July 1, 2011:
  - Age 65, 5 years of membership service; or
  - Age 70, regardless of membership service.

**Early retirement:**

- Hired prior to July 1, 2011:
  - Age 50, 5 years of membership service; or
  - Any age, 25 years of membership service.
- Hired on or after July 1, 2011:
  - Age 55, 5 years of membership service

**Second retirement:** (requires returning to PERS-covered employer or PERS service):

- Retired before January 1, 2016 and accumulated less than 2 years additional service credit or retired on or after January 1, 2016 and accumulated less than 5 years additional service credit:
  - A refund of members' contributions plus return interest (currently 2.02% effective July 1, 2018);
  - No service credit for second employment;
  - Start the same benefit amount for month following termination; and
  - Guaranteed Annual Benefit Adjustment (GABA) starts again in the January immediately following the second retirement.
- Retired before January 1, 2016 and accumulated at least 2 years of additional service credit:

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Second Retirement (Continued):**

- A recalculated retirement benefit based on provisions in effect after the initial retirement; and
- GABA starts on the recalculated benefit in January after receiving the new benefit for 12 months.
- Retired on or after January 1, 2016 and accumulated 5 or more years of service credit:
  - The same retirement as prior to the return to service;
  - A second retirement benefit as prior to the second period of service based on laws in effect upon the rehire date; and
  - GABA starts on both benefits in the January after receiving the original and the new benefit for 12 months.

**Member's Highest Average Compensation (HAC)**

- Hired prior to July 1, 2011 – highest average compensation during any consecutive 36 months;
- Hired on or after July 1, 2011 – highest average compensation during any consecutive 60 months;

**Compensation Cap**

- Hired on or after July 1, 2013 – 110% annual cap on compensation considered as part of a member's highest average compensation.

**Monthly Benefit Formula**

- Members hired prior to July 1, 2011:
  - Less than 25 years of membership service: 1.785% of HAC per year of service credit;
  - 25 years of membership service or more: 2% of HAC per year of service credit.
- Members hired on or after July 1, 2011:
  - Less than 10 years of membership service: 1.5% of HAC per year of service credit;
  - 10 years or more, but less than 30 years of membership service: 1.785% of HAC per year of service credit;
  - 30 years or more of membership service: 2% of HAC per year of service credit.

**Guaranteed Annual Benefit Adjustment (GABA)**

After the member has completed 12 full months of retirement, the member's benefit increases by the applicable percentage (provided below) each January, inclusive of other adjustments to the member's benefit.

- 3% for members hired prior to July 1, 2007.
- 1.5% for members hired between July 1, 2007 and June 30, 2013.
- Members hired on or after July 1, 2013:
  - a) 1.5% for each year PERS is funded at or above 90%;
  - b) 1.5% reduced by 0.1% for each 2.0% PERS is funded below 90%; and
  - c) 0% whenever the amortization period for PERS is 40 years or more.

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Contributions**

The State Legislature has the authority to establish and amend contribution rates. Member and employer contribution rates are specified by Montana Statute and are a percentage of the member's compensation. Contributions are deducted from each member's salary and remitted by participating employers.

*Special Funding*

The State of Montana, as the non-employer contributing entity, paid to the Plan, additional contributions that qualify as *special funding*. Those employers who received *special funding* are all participating employers.

*Not Special Funding*

Per Montana law, state agencies and universities paid their own additional contributions. These employer-paid contributions are *not* accounted for as special funding for state agencies and universities but are reported as employer contributions.

Member and employer contribution rates are shown in the table below:

| Fiscal<br>Year | Member            |                   | State &<br>Universities | Local Government | State | School Districts |        |
|----------------|-------------------|-------------------|-------------------------|------------------|-------|------------------|--------|
|                |                   |                   | Employer                | Employer         |       | Employer         | State  |
|                | Hired<br><7/01/11 | Hired<br>>7/01/11 |                         |                  |       |                  |        |
| 2022           | 7.90%             | 7.90%             | 8.970%                  | 8.870%           | 0.10% | 8.60%            | 0.370% |
| 2021           | 7.90%             | 7.90%             | 8.870%                  | 8.770%           | 0.10% | 8.50%            | 0.370% |
| 2020           | 7.90%             | 7.90%             | 8.770%                  | 8.670%           | 0.10% | 8.40%            | 0.370% |
| 2019           | 7.90%             | 7.90%             | 8.670%                  | 8.570%           | 0.10% | 8.30%            | 0.370% |
| 2018           | 7.90%             | 7.90%             | 8.570%                  | 8.470%           | 0.10% | 8.20%            | 0.370% |
| 2017           | 7.90%             | 7.90%             | 8.470%                  | 8.370%           | 0.10% | 8.10%            | 0.370% |
| 2016           | 7.90%             | 7.90%             | 8.370%                  | 8.270%           | 0.10% | 8.00%            | 0.370% |
| 2015           | 7.90%             | 7.90%             | 8.270%                  | 8.170%           | 0.10% | 7.90%            | 0.370% |
| 2014           | 7.90%             | 7.90%             | 8.170%                  | 8.070%           | 0.10% | 7.80%            | 0.370% |
| 2012-2013      | 6.90%             | 7.90%             | 7.170%                  | 7.070%           | 0.10% | 6.80%            | 0.370% |
| 2010-2011      | 6.90%             |                   | 7.170%                  | 7.070%           | 0.10% | 6.80%            | 0.370% |
| 2008-2009      | 6.90%             |                   | 7.035%                  | 6.935%           | 0.10% | 6.80%            | 0.235% |
| 2000-2007      | 6.90%             |                   | 6.900%                  | 6.800%           | 0.10% | 6.80%            | 0.100% |

1. Member contributions to the system of 7.9% are temporary and will be decreased to 6.9% on January 1 following actuary valuation results that show the amortization period has dropped below 25 years and would remain below 25 years following the reduction of both the additional employer and additional member contribution rates.

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NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Contributions (Continued)**

*Not Special Funding (Continued)*

2. Employer contributions to the system:

- a) Effective July 1, 2014, following the 2013 Legislative Session, PERS-employer contributions increased an additional 0.1% a year and will continue over 10 years through 2024. The additional employer contributions including 0.27% added in 2007 and 2009, will terminate on January 1 following an actuary valuation that shows the amortization period of the PERS-DBRP has dropped below 25 years and remains below the 25 years following the reduction of both the additional employer and member contributions rates.
- b) Effective July 1, 2013, employers are required to make contributions on working retirees' compensation. Member contributions for working retirees are not required.
- c) The portion of employer contributions allocated to the Plan Choice Rate (PCR) is included in the employers reporting. The PCR was paid off effective March 2016 and the contributions previously directed to the PCR are now directed to member accounts.

3. Non-Employer Contributions:

- a) Special Funding
  - i. The State contributes 0.1% of members' compensation on behalf of local government entities.
  - ii. The State contributes 0.37% of members' compensation on behalf of school district entities.
  - iii. The State contributed a Statutory Appropriation from the General Fund of \$34,290,660.

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Actuarial Assumptions**

The total pension liability as of June 30, 2021 was determined on the results of an actuarial valuation date as of June 30, 2020, using the following actuarial assumptions, applied to all periods included in the measurement. Among the assumptions were the following:

|                                          |             |
|------------------------------------------|-------------|
| Investment return (net of admin expense) | 7.06%       |
| Admin expense as a percentage of payroll | 0.28%       |
| General wage growth*                     | 3.50%       |
| * includes inflation at                  | 2.40%       |
| Merit increases                          | 0% to 4.80% |

Postretirement benefit increases

1. Guaranteed Annual Benefit Adjustment (GABA) each January

After the member has completed 12 full months of retirement, the member's benefit increases by the applicable percentage each January, inclusive of all other adjustments to the member's benefit.

|                                                                      |      |
|----------------------------------------------------------------------|------|
| § Members hired prior to July 1, 2007                                | 3.0% |
| § Members hired between July 1, 2007 and June 30, 2013               | 1.5% |
| § Members hired on or after July 1, 2013                             |      |
| · For each year PERS is funded at or above 90%                       | 1.5% |
| - The 1.5% is reduced by 0.1% for each 2.0% PERS is funded below 90% |      |
| · 0% whenever the amortization period for PERS is 40 years or more   | 0.0% |

Mortality

|                                                                    |                                                                                                                       |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| § Contributing members, service retired members, and beneficiaries | RP-2000 Combined Employee and Annuitant Mortality Tables projected to 2020 with scale BB, set back one year for males |
| § Disabled members                                                 | RP-2000 Combined Mortality Tables, with no projections                                                                |

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**Discount Rate**

The discount rate used to measure the total pension liability was 7.06%. The projection of cash flows used to determine the discount rate assumed that contributions from participating plan members, employers, and non-employer contributing entities would be made based on the Board's funding policy, which established the contractually required rates under Montana Code Annotated. The State contributes 0.1% of salaries for local governments and 0.37% for school districts. In addition, the State contributed a statutory appropriation from the general fund. Based on those assumptions, the Plan's fiduciary net position was projected to be adequate to make all the projected future benefit payments of current plan members through the year 2126. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. A municipal bond rate was not incorporated in the discount rate.

**Target Allocations**

The long-term rate of return as of June 30, 2021, was calculated using the average long-term capital market assumptions published in the *Survey of Capital Market Assumptions 2021 Edition* by Horizon Actuarial Services, LLC, yielding a median real return of 4.66%. The assumed inflation is based on the intermediate inflation assumption of 2.40% in *2021 OASDI Trustees Report* used by the Chief Actuary for Social Security to produce 75-year cost projections. Combining these two results yields a nominal return of 7.06%. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation of June 30, 2021, are summarized below.

| <u>Asset Class</u>    | <u>Target Asset Allocation</u> | <u>Long-Term Expected Real Rate of Return Arithmetic Basis</u> |
|-----------------------|--------------------------------|----------------------------------------------------------------|
| Cash equivalents      | 3.0%                           | -0.33%                                                         |
| Domestic equity       | 30.0%                          | 5.90%                                                          |
| International equity  | 17.0%                          | 7.14%                                                          |
| Private investments   | 15.0%                          | 9.13%                                                          |
| Natural resources     | 5.0%                           | 4.03%                                                          |
| Real estate           | 9.0%                           | 5.41%                                                          |
| Core fixed income     | 15.0%                          | 1.14%                                                          |
| Non-core fixed income | 6.0%                           | 3.02%                                                          |
| Total                 | <u>100.0%</u>                  |                                                                |

**Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The below table presents Riverstone Health's sensitivity of the NPL to the discount rate. A small change in the discount rate can create a significant change in the liability. The NPL was calculated using the discount rate of 7.06%, as well as what the NPL would be if it were calculated using a discount rate 1.00% lower or 1.00% higher than the current rate.

|                                                         | <u>1.0% Decrease<br/>(6.06%)</u> | <u>Current<br/>Discount Rate</u> | <u>1.0% Increase<br/>(8.06%)</u> |
|---------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| RiverStone Health's proportion of Net Pension Liability | \$ 25,290,382                    | \$ 15,932,514                    | \$ 8,083,435                     |

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**NOTE 8. RETIREMENT PLANS (CONTINUED)**

**PERS Disclosure for the Defined Contribution Plan**

RiverStone Health contributed to the State of Montana PERS-DCRP for employees that have elected the DCRP. The PERS-DCRP is administered by the Montana Public Employees Retirement Board (PERB) and is reported as a multiple-employer plan established July 1, 2002, and governed by Title 19, chapters 2 & 3, MCA.

All new PERS members are initially members of the PERS-DBRP and have a 12-month window during which they may choose to remain in the PERS-DBRP or join the PERS-DCRP by filing an irrevocable election. Members may not be participants of both the *defined benefit* and *defined contribution* retirement plans.

Member and employer contribution rates are specified by state law and are a percentage of the member's compensation. Contributions are deducted from each member's salary and remitted by participating employers. The state Legislature has the authority to establish and amend contribution rates.

Benefits are dependent upon eligibility and individual account balances. Participants are vested immediately in their own contributions and attributable income. Participants are vested after 5 years of membership service for the employer's contributions to individual accounts and the attributable income. Non-vested contributions are forfeited upon termination of employment per 19-3-2117(5), MCA. Such forfeitures are used to cover the administrative expenses of the PERS-DCRP.

At the Plan level for the measurement period ended June 30, 2021 and 2020, PERS-DCRP employers did not recognize any net pension liability or pension expense for the *defined contribution* plan. Plan level non-vested forfeitures for the 329 employers that have participants in the PERS-DCRP totaled \$1,103,889 and \$775,195, respectively.

**Pension Plan Fiduciary Net Position**

The stand-alone financial statements of the Montana Public Employees Retirement Board (PERB) *Annual Comprehensive Financial Report* (ACFR) and the GASB 68 Report disclose the Plan's fiduciary net position. The reports are available from the PERB at PO Box 200131, Helena MT 59620-0131, (406) 444-3154 or both are available on the MPERA website at <http://mpera.mt.gov/about/annualreports1/annualreports>.

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**NOTE 9. RISK MANAGEMENT**

As a normal part of its operations, RiverStone Health faces numerous issues involving the potential for risks of loss, including, but not limited to: a) damage to and loss of property and contents; b) employee torts; c) professional liability (i.e., errors and omissions); d) environmental damage; e) workers' compensation (i.e., employee injuries); and f) medical insurance costs of employees. Commercial insurance policies transferring substantially all or portions of certain risks of loss are purchased to mitigate these risks. Settled claims did not exceed the commercial coverage for the fiscal years ended June 30, 2022 and 2021.

**NOTE 10. CONCENTRATIONS**

RiverStone Health derived approximately 71% and 69% of its revenues during fiscal years 2022 and 2021, respectively, from grants and contracts with various federal and state governmental agencies, including the U.S. Department of Health and Human Services, Medicare, and Medicaid. A significant variation in the level of this support, if this were to occur, could have a significant impact on RiverStone Health's programs and activities.

**NOTE 11. COMMITMENTS AND CONTINGENCIES**

RiverStone Health is periodically involved in legal actions and claims that arise as a result of events that occur in the normal course of operations. The ultimate resolution of these actions is not expected to have a material adverse effect on RiverStone Health's liquidity or financial position.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 12. YELLOWSTONE HEALTH PARTNERSHIP**

Yellowstone Health Partnership (YHP), included as a blended component unit in the accompanying financial statements, is a not-for-profit entity and is exempt from paying income taxes under IRS Code Sec. 501 (c)(3). The following represents the assets, liabilities, and net position of YHP in the accompanying financial statements (prior to elimination of intercompany activity) as of June 30, 2022 and 2021:

|                                                       | <u>2022</u>          | <u>2021</u>          |
|-------------------------------------------------------|----------------------|----------------------|
| <u>CURRENT ASSETS</u>                                 |                      |                      |
| Cash and cash equivalents                             | \$ 154,591           | \$ 187,944           |
| Accounts receivable                                   | -                    | 35,537               |
| Total current assets                                  | <u>154,591</u>       | <u>223,481</u>       |
| <u>PROPERTY AND EQUIPMENT</u>                         |                      |                      |
| Land (including parking lot)                          | 3,060,431            | 3,124,431            |
| Buildings and improvements                            | 25,282,452           | 24,997,019           |
| Furnishings and equipment                             | 2,066,080            | 2,066,080            |
| Construction in progress                              | -                    | 2,748                |
| Accumulated depreciation                              | <u>(9,018,178)</u>   | <u>(7,968,378)</u>   |
| Total property and equipment                          | <u>21,390,785</u>    | <u>22,221,900</u>    |
| <u>OTHER ASSETS</u>                                   |                      |                      |
| Endowment funds - cash and cash equivalents           | 172,941              | 77,174               |
| Endowment funds - investments                         | 3,365,668            | 4,028,935            |
| Bond reserve funds - cash and cash equivalents        | <u>1,007,857</u>     | <u>1,685,732</u>     |
| Total other assets                                    | <u>4,546,466</u>     | <u>5,791,841</u>     |
| Total assets                                          | <u>\$ 26,091,842</u> | <u>\$ 28,237,222</u> |
| <u>CURRENT LIABILITIES</u>                            |                      |                      |
| Accounts payable                                      | \$ 58,740            | \$ 245,253           |
| Accrued interest payable                              | 119,654              | 106,461              |
| Split interest agreements                             | 21,685               | 21,685               |
| Bonds payable - current portion                       | <u>725,000</u>       | <u>1,380,000</u>     |
| Total current liabilities                             | <u>925,079</u>       | <u>1,753,399</u>     |
| <u>LONG-TERM LIABILITIES</u> , net of current portion | <u>16,906,803</u>    | <u>17,671,022</u>    |
| <u>NET POSITION</u>                                   |                      |                      |
| Net investment in capital assets                      | <u>11,645,082</u>    | <u>11,734,853</u>    |
| Restricted                                            |                      |                      |
| Endowment funds - nonexpendable                       | 3,538,609            | 4,106,109            |
| Bond reserve funds - expendable                       | <u>1,007,857</u>     | <u>1,685,732</u>     |
| Total restricted                                      | <u>4,546,466</u>     | <u>5,791,841</u>     |
| Unrestricted                                          | <u>(7,931,588)</u>   | <u>(8,713,893)</u>   |
| Total net position                                    | <u>8,259,960</u>     | <u>8,812,801</u>     |
| Total liabilities, deferred inflow, and net position  | <u>\$ 26,091,842</u> | <u>\$ 28,237,222</u> |

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 12. YELLOWSTONE HEALTH PARTNERSHIP (CONTINUED)**

The activity of YHP for the years ended June 30, 2022 and 2021 is included on a blended basis in the accompanying financial statements as a component unit of RiverStone Health. A summary of this activity (prior to elimination of intercompany activity) is provided below:

|                                            | <u>2022</u>         | <u>2021</u>         |
|--------------------------------------------|---------------------|---------------------|
| <u>OPERATING REVENUE</u>                   |                     |                     |
| Rent income                                | \$ 1,541,935        | \$ 1,519,935        |
| Contributions                              | <u>250,000</u>      | <u>719,496</u>      |
| Total operating revenue                    | <u>1,791,935</u>    | <u>2,239,431</u>    |
| <u>OPERATING EXPENSE</u>                   |                     |                     |
| Miscellaneous                              | 413,237             | 251,871             |
| Depreciation                               | <u>1,062,848</u>    | <u>1,058,313</u>    |
| Total operating expense                    | <u>1,476,085</u>    | <u>1,310,184</u>    |
| Operating income                           | <u>315,850</u>      | <u>929,247</u>      |
| <u>NON-OPERATING REVENUE (EXPENSE)</u>     |                     |                     |
| Interest expense                           | (376,475)           | (387,372)           |
| Loss on disposal of property and equipment | (1,827)             | -                   |
| Interest and dividend income               | 87,141              | 64,639              |
| Realized gain on investments, net          | 206,543             | 151,894             |
| Unrealized gain (loss) on investments, net | <u>(784,073)</u>    | <u>607,625</u>      |
| Total non-operating revenue (expense), net | <u>(868,691)</u>    | <u>436,786</u>      |
| Change in net position                     | (552,841)           | 1,366,033           |
| Beginning net position                     | <u>8,812,801</u>    | <u>7,446,768</u>    |
| Ending net position                        | <u>\$ 8,259,960</u> | <u>\$ 8,812,801</u> |

The cash flow activity of YHP for the years ended June 30, 2022 and 2021 is included on a blended basis in the accompanying financial statements as a component unit of RiverStone Health. A summary of this activity (prior to elimination of intercompany activity) is provided below:

|                                             | <u>2022</u>      | <u>2021</u>      |
|---------------------------------------------|------------------|------------------|
| <u>CASH FLOWS FROM OPERATING ACTIVITIES</u> |                  |                  |
| Cash received from:                         |                  |                  |
| Rent                                        | \$ 1,541,934     | \$ 1,519,934     |
| Contributions                               | 35,537           | 683,959          |
| Cash paid for operating activities:         |                  |                  |
| Miscellaneous                               | <u>(586,556)</u> | <u>(194,753)</u> |
| Net cash flows from operating activities    | <u>990,915</u>   | <u>2,009,140</u> |

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 12. YELLOWSTONE HEALTH PARTNERSHIP (CONTINUED)**

The cash flow activity of YHP for the years ended June 30, 2022 and 2021, is continued below:

|                                                              | <u>2022</u>         | <u>2021</u>         |
|--------------------------------------------------------------|---------------------|---------------------|
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES     |                     |                     |
| Purchase of property and equipment                           | (134,564)           | (613,160)           |
| Proceeds from the sale of property and equipment             | 151,004             | -                   |
| Proceeds from long-term payable (to RiverStone Health)       | -                   | 455,000             |
| Payments on long-term debt                                   | (1,380,000)         | (1,330,000)         |
| Interest expense                                             | <u>(415,694)</u>    | <u>(435,765)</u>    |
| Net cash flows from capital and related financing activities | <u>(1,779,254)</u>  | <u>(1,923,925)</u>  |
| CASH FLOWS FROM INVESTING ACTIVITIES                         |                     |                     |
| Purchases of investments                                     | (510,468)           | (1,267,344)         |
| Proceeds from maturities or sales of investments             | 596,204             | 1,189,937           |
| Investment income                                            | <u>87,142</u>       | <u>64,964</u>       |
| Net cash flows from investing activities                     | <u>172,878</u>      | <u>(12,443)</u>     |
| Net change in cash and cash equivalents                      | (615,461)           | 72,772              |
| Cash and cash equivalents, beginning of year                 | <u>1,950,850</u>    | <u>1,878,078</u>    |
| Cash and cash equivalents, end of year                       | <u>\$ 1,335,389</u> | <u>\$ 1,950,850</u> |
| AS PRESENTED IN THE ACCOMPANYING STATEMENT OF NET POSITION   |                     |                     |
| Cash and cash equivalents                                    | \$ 154,591          | \$ 187,944          |
| Endowment funds - cash and cash equivalents                  | 172,941             | 77,174              |
| Bond reserve funds - cash and cash equivalents               | <u>1,007,857</u>    | <u>1,685,732</u>    |
| Total cash and cash equivalents                              | <u>\$ 1,335,389</u> | <u>\$ 1,950,850</u> |
| NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES         |                     |                     |
| Assets obtained with capital contributions                   | <u>\$ 250,000</u>   | <u>\$ -</u>         |

**NOTE 13. RELATED PARTY TRANSACTIONS**

Montana Family Medicine Residency (MFMR) contracts with RiverStone Health for the provision of education and training services to family practice residents. The training is provided in part by board certified family medicine physicians employed by RiverStone Health. MFMR passed through \$480,000 of Teaching Health Center grant funds to RiverStone Health during the years ended June 30, 2022 and 2021.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 13. RELATED PARTY TRANSACTIONS (CONTINUED)**

In addition, RiverStone Health provides administrative oversight, accounting services, and reports to and receives guidance from MFMR's board. Fees recognized by RiverStone Health related to services provided to MFMR during the years ended June 30, 2022 and 2021, totaled \$6,158,783 and \$5,762,426, respectively. Payments from MFMR to RiverStone Health during the years ended June 30, 2022 and 2021, totaled \$7,587,936 and \$4,329,462, respectively.

As of June 30, 2022 and 2021, one member of RiverStone Health's executive management staff was also a member of MFMR's board of directors as well as MFMR's appointed President and CEO.

RiverStone Health Foundation (the Foundation), a 501(c)(3) tax exempt entity that is not considered a component unit of RiverStone Health for financial reporting purposes, began operations in July 2009 for the primary purpose of aiding and assisting RiverStone Health in providing various services. RiverStone Health has entered into a Management Services Agreement with the Foundation for purposes of establishing the relationships between the entities and to facilitate the accomplishment of their mutual goals.

Pursuant to the agreement terms, the Foundation agrees to: 1) conduct and manage fundraising related activities for RiverStone Health; 2) disburse funds raised to benefit RiverStone Health's programs in accordance with donors' wishes; and 3) participate in RiverStone Health's functions as requested. In consideration for the assumption of enumerated responsibilities, RiverStone Health has agreed to provide the Foundation with various management and support services, including consultation and assistance in the development and implementation of charitable programs; the maintenance of financial records, reports, and controls; cash and investment management of assets; and other services as reasonably required. During the years ended June 30, 2022 and 2021, RiverStone Health recognized \$375,055 and \$376,081, respectively, in total expenses under the terms of this agreement, with these expenses largely pertaining to Foundation related salaries and benefits and various administrative and overhead costs.

As of June 30, 2022 and 2021, one member of RiverStone Health's executive management staff and one member of RiverStone Health's board of directors were also members of the Foundation's board of directors.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 14. RESTATEMENT**

The implementation of GASB Statement No. 87, *Leases*, had the following effect on net position as reported June 30, 2021.

|                                           |                      |
|-------------------------------------------|----------------------|
| Net position as of June 30, 2021          | \$ 11,450,592        |
| Adjustments:                              |                      |
| Lease and interest payable                | (67,251)             |
| Lease assets, net                         | <u>69,405</u>        |
| Restated net position as of June 30, 2021 | <u>\$ 11,452,746</u> |

**NOTE 15. SUBSEQUENT EVENTS**

In November 2022, RiverStone Health’s public health division received an additional \$1,355,851 from the State of Montana via an amendment to its existing immunization services contract. The funding is available to spend through June 30, 2024 and is to be used for the following:

- Identify additional programs and partners within local jurisdictions and develop partnerships for COVID-19 vaccine outreach, education, and planning.
- Create outreach programs and increase organizational capacity to provide opportunities for COVID-19 vaccination in socially vulnerable populations.
- Provide funding for professional development, training, and recruitment to ensure workforce that is proficient in providing services to at-risk communities and areas of high social vulnerability.
- Increase access to COVID-19 vaccines.
- Identify programs and partners within the community for Monkeypox vaccine outreach, education, and planning.
- Create and distribute educational materials and programs and increase organizational capacity to provide opportunities for Monkeypox vaccination for at-risk populations.
- Coordinate with the state and local health jurisdictions to ensure Monkeypox vaccine is transported to appropriate locations as needed.

REQUIRED SUPPLEMENTARY INFORMATION

**YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT**  
**dba RIVERSTONE HEALTH**  
**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**For the Last Ten Fiscal Years\***

| <u>As of the measurement date</u>                                                      | <u>2021</u>          | <u>2020</u>          | <u>2019</u>          | <u>2018</u>          | <u>2017</u>          | <u>2016</u>          | <u>2015</u>          | <u>2014</u>          |
|----------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RiverStone Health's proportion of the NPL                                              | \$ 15,932,514        | \$ 22,971,957        | \$ 17,447,862        | \$ 16,441,499        | \$ 19,787,191        | \$ 16,519,040        | \$ 13,504,357        | \$ 12,267,789        |
| RiverStone Health's proportionate share of the NPL                                     | 0.008787%            | 0.870740%            | 0.834702%            | 0.787752%            | 1.015964%            | 0.969800%            | 0.966065%            | 0.984565%            |
| State of Montana's proportionate share of the NPL<br>associated with RiverStone Health | <u>4,752,136</u>     | <u>7,313,258</u>     | <u>5,735,825</u>     | <u>5,573,453</u>     | <u>344,166</u>       | <u>201,844</u>       | <u>165,878</u>       | <u>149,808</u>       |
| Total                                                                                  | <u>\$ 20,684,650</u> | <u>\$ 30,285,215</u> | <u>\$ 23,183,687</u> | <u>\$ 22,014,952</u> | <u>\$ 20,131,357</u> | <u>\$ 16,720,884</u> | <u>\$ 13,670,235</u> | <u>\$ 12,417,597</u> |
| RiverStone Health's covered payroll <sup>1</sup>                                       | \$ 15,409,886        | \$ 14,614,754        | \$ 13,772,470        | \$ 12,985,377        | \$ 12,639,006        | \$ 11,616,499        | \$ 11,274,177        | \$ 11,451,041        |
| RiverStone Health's proportionate share of the NPL<br>to its covered payroll           | 103.39%              | 157.18%              | 126.69%              | 126.62%              | 156.56%              | 142.20%              | 119.78%              | 111.22%              |
| Plan fiduciary net position to the total pension liability                             | 79.91%               | 68.90%               | 73.85%               | 73.47%               | 73.75%               | 74.71%               | 78.40%               | 79.87%               |

\*The amounts presented for each fiscal year were determined as of June 30, the measurement date.

<sup>1</sup> All employer adjustments made in the current fiscal year 2022 but adjusting a payroll with a pay date in a prior fiscal year are considered prior year adjustments and are removed from the covered payroll report before the actuary calculates the employer's proportionate share.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 SCHEDULE OF CONTRIBUTIONS  
 For the Last Ten Fiscal Years\*

| <u>Reporting Date</u>                                                 | <u>2021</u>         | <u>2020</u>         | <u>2019</u>         | <u>2018</u>         | <u>2017</u>         | <u>2016</u>         | <u>2015</u>         | <u>2014</u>         |
|-----------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Contractually required defined benefit contributions                  | \$ 1,489,627        | \$ 1,375,452        | \$ 1,279,992        | \$ 1,184,525        | \$ 1,097,290        | \$ 1,054,898        | \$ 970,971          | \$ 929,038          |
| Plan choice rate required contributions                               | -                   | -                   | -                   | -                   | -                   | -                   | <u>123,183</u>      | <u>173,424</u>      |
| Contributions in relation to the contractually required contributions | <u>\$ 1,489,627</u> | <u>\$ 1,375,452</u> | <u>\$ 1,279,992</u> | <u>\$ 1,184,525</u> | <u>\$ 1,097,290</u> | <u>\$ 1,054,898</u> | <u>\$ 1,094,154</u> | <u>\$ 1,102,462</u> |
| Contribution deficiency (excess)                                      | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| RiverStone Health's covered payroll <sup>1</sup>                      | \$ 16,793,996       | \$ 15,409,886       | \$ 14,614,754       | \$ 13,772,470       | \$ 12,985,377       | \$ 12,639,006       | \$ 11,616,499       | \$ 11,274,177       |
| Contributions as a percentage of covered payroll                      | 8.87%               | 8.93%               | 8.76%               | 8.60%               | 8.45%               | 8.35%               | 9.42%               | 9.78%               |

\*The amounts presented for each fiscal year were determined as of June 30, the most recent fiscal year end.

<sup>1</sup> All employer adjustments made in the current fiscal year 2022 but adjusting a payroll with a pay date in a prior fiscal year are considered prior year adjustments and are removed from the covered payroll report before the actuary calculates the employer's proportionate share.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
Years Ended June 30, 2022 and 2021

**Changes of Benefit Terms**

The following changes to the plan provision were made as identified:

**2017:**

**Working Retiree Limitations -for PERS**

Effective July 1, 2017, if a PERS retiree returns as an independent contractor to what would otherwise be PERS-covered employment, general contractor overhead costs are excluded from PERS working retiree limitations.

**Refunds**

- 1) Terminating members eligible to retire may, in lieu of receiving a monthly retirement benefit, refund their accumulated contributions in a lump sum.
- 2) Terminating members with accumulated contributions between \$200 and \$1,000 who wish to rollover their refund must do so within 90 days of termination of service.
- 3) Trusts, estates, and charitable organizations listed as beneficiaries are entitled to receive only a lump-sum payment.

**Interest credited to member accounts**

Effective July 1, 2017, the interest rate credited to member accounts increased from 0.25% to 0.77%.

**Lump-sum payouts**

Effective July 1, 2017, lump-sum payouts in all systems are limited to the member's accumulated contribution rate rather than the present value of the member's benefit.

**Disabled PERS Defined Contribution (DC) Members**

PERS members hired after July 1, 2011 have a normal retirement age of 65. PERS-DC members hired after July 1, 2011 who became disabled were previously only eligible for a disability benefit until age 65. Effective July 1, 2017, these individuals will be eligible for a disability benefit until they reach 70, thus ensuring the same 5-year time period available to PERS-DC disabled members hired prior to July 1, 2011 who have a normal retirement age of 60 and are eligible for a disability benefit until age 65.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 NOTES TO REQUIRED SUPPLEMENTARY INFORMATION (CONTINUED)  
 Years Ended June 30, 2022 and 2021

**Changes in Actuarial Assumptions and Methods**

**Method and assumptions used in calculations of actuarially determined contributions**

The following Actuarial Assumptions were adopted from the June 30, 2020 actuarial valuation:

|                               |                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| General Wage Growth*          | 3.50%                                                                                                                                  |
| Investment Rate of Return*    | 7.65%                                                                                                                                  |
| *Includes inflation at        | 2.75%                                                                                                                                  |
| Merit salary increase         | 0% to 8.47%                                                                                                                            |
| Asset valuation method        | Four-year smoothed market                                                                                                              |
| Actuarial cost method         | Entry age Normal                                                                                                                       |
| Amortization method           | Level percentage of payroll, open                                                                                                      |
| Remaining amortization period | 30 years                                                                                                                               |
| Mortality (Healthy members)   | For Males and Females: RP 2000 Combined Employee and Annuitant Mortality Table projected to 2020 using Scale BB, males set back 1 year |
| Mortality (Disabled members)  | For Males and Females: RP 2000 Combined Mortality Table, with no projections                                                           |
| Admin Expense as % of Payroll | 0.28%                                                                                                                                  |

Administrative expenses are recognized by an additional amount added to the normal cost contribution rate for the System. The amount varies from year to year based on the prior year's actual administrative expenses. The actuarial assumptions and methods utilized in the June 30, 2020 valuation, were developed in the six year experience study for the period ending 2016.

S I N G L E   A U D I T   S E C T I O N

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 Year Ended June 30, 2022

|                                                                        | AL<br>Number | Contract<br>Number                   | Federal<br>Expenditures | Grants to<br>Subrecipients |
|------------------------------------------------------------------------|--------------|--------------------------------------|-------------------------|----------------------------|
| <b>U.S. Department of Health and Human Services</b>                    |              |                                      |                         |                            |
| <i>Direct Programs</i>                                                 |              |                                      |                         |                            |
| Ryan White Part C Outpatient EIS Program                               | 93.918       | 4H76HA00145-26-01                    | \$ 251,175              | \$ 47,103                  |
| Health Center Cluster                                                  | 93.224       | H80CS00418-20-00                     | 3,379,647               | -                          |
| Health Center Cluster - QI and IBHS supplemental funding               | 93.527       | H80CS00418-20-03                     | 71,614                  | -                          |
| Health Center Cluster                                                  | 93.224       | H80CS00418-21-01                     | 1,282,705               | -                          |
| Health Center Cluster - American Rescue Plan Act                       | 93.224       | H8FCS40630-01-00                     | 726,525                 | -                          |
| COVID-19 Infrastructure Support                                        | 93.526       | 6C8ECS43892-01-03                    | 42,006                  | -                          |
| Total Health Center Cluster                                            |              |                                      | <u>5,502,497</u>        | <u>-</u>                   |
| CDC Rise - Resilient Integrated Systems Enhancement                    | 93.495       | 1 NU58DP007025-01-00                 | 267,494                 | -                          |
| Maintaining Conformance with the FDA Retail Program Standards          | 93.103       | G-BM&A-202110-01088                  | 25,385                  | -                          |
| FDA Retail Training/Staff Development and Program Standards Engagement | 93.103       | g-OATR-202110-01090                  | 7,151                   | -                          |
| Total CFDA 93.103                                                      |              |                                      | <u>32,536</u>           | <u>-</u>                   |
| <i>Passed through Montana State University</i>                         |              |                                      |                         |                            |
| Eastern Montana Area Health Education Center                           | 93.107       | G139-16-W5696, Amendment 6           | 118,962                 | -                          |
| Eastern Montana Area Health Education Center                           | 93.107       | G229-22-W9286                        | 6,320                   | -                          |
| Total CFDA 93.107                                                      |              |                                      | <u>125,282</u>          | <u>-</u>                   |
| <i>Passed through the University of Montana</i>                        |              |                                      |                         |                            |
| Geriatric Workforce Enhancement                                        | 93.969       | U1QHP28733                           | 91,187                  | -                          |
| <i>Passed through the University of Washington</i>                     |              |                                      |                         |                            |
| AIDS Education and Training Center                                     | 93.145       | 5U1OHA29296-07-00                    | 65,496                  | -                          |
| <i>Passed through Montana Family Medicine Residency</i>                |              |                                      |                         |                            |
| Teaching Health Center Graduate Medical Education Payment Program      | 93.530       | 2T61HP21541-10-00, 2T9CHP42305-02-00 | 480,000                 | -                          |

See Notes to Schedule of Expenditures of Federal Awards.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
 Year Ended June 30, 2022

|                                                                            | AL<br>Number   | Contract<br>Number            | Federal<br>Expenditures | Grants to<br>Subrecipients |
|----------------------------------------------------------------------------|----------------|-------------------------------|-------------------------|----------------------------|
| <b>U.S. Department of Health and Human Services (Continued)</b>            |                |                               |                         |                            |
| <i>Passed through Montana Department of Health and Human Services</i>      |                |                               |                         |                            |
| Public Health Emergency Preparedness                                       | 93.069         | 20-07-6-11-058-0              | <u>199,174</u>          | -                          |
| Public Health Emergency Preparedness                                       | 93.323         | 20-07-6-11-058-0              | <u>315,332</u>          | -                          |
| Public Health Emergency Preparedness                                       | 93.354         | 20-07-6-11-058-0              | <u>56,000</u>           | -                          |
| Public Health Emergency Preparedness                                       | 93.069         | 20-07-6-11-058-0              | <u>154,000</u>          | -                          |
| Immunization Action Plan                                                   | 93.268         | 22-07-4-31-151-0              | 60,657                  | -                          |
| COVID-19 Immunization Action Plan                                          | 93.268         | 21-07-4-31-151-0              | 6,501                   | -                          |
| COVID-19 Immunization Action Plan                                          | 93.268         | 22-07-4-31-151-0              | <u>329,601</u>          | -                          |
| Total CFDA 93.268                                                          |                |                               | <u>396,759</u>          | -                          |
| Montana Cancer Control Programs, Montana Tobacco Use<br>Prevention Program | 93.898         | 21-07-3-01-013-0              | <u>86,382</u>           | -                          |
| Health Montana Families Home Visiting Program (MIECHV)                     | 93.870, 93.505 | 22-25-5-41-180-0              | <u>437,247</u>          | -                          |
| AIDS Consortium (HIV Treatment Program)                                    | 93.917         | 21-07-4-51-105-0              | 125,435                 | -                          |
| AIDS Consortium (HIV Treatment Program)                                    | 93.917, 93.628 | 22-07-4-51-105-0              | 62,557                  | -                          |
| HIV Treatment Program, Housing and Early Intervention Services             | 93.917         | 21-07-4-51-313-0              | 61,419                  | -                          |
| HIV Treatment Program, Housing and Early Intervention Services             | 93.917         | 22-07-4-51-313-0              | <u>51,587</u>           | -                          |
| Total CFDA 93.917                                                          |                |                               | <u>300,998</u>          | -                          |
| HIV Prevention Services                                                    | 93.940         | 18-07-4-51-009-0, Amendment 5 | 12,409                  | -                          |
| HIV Prevention Services                                                    | 93.940         | 18-07-4-51-009-0, Amendment 6 | <u>51,964</u>           | -                          |
|                                                                            |                |                               | <u>64,373</u>           | -                          |
| Maternal and Child Health Block Grant                                      | 93.994         | 21-25-5-01-060-0              | 40,179                  | -                          |
| Maternal and Child Health Block Grant                                      | 93.994         | 22-25-5-01-060-0              | <u>112,363</u>          | -                          |
|                                                                            |                |                               | <u>152,542</u>          | -                          |
| STD Prevention and Control for Health Departments - ARPA DIS Supplemental  | 93.997         | 22-07-4-51-0019-0             | <u>11,353</u>           | -                          |
| Total U.S. Department of Health and Human Services                         |                |                               | <u>8,989,827</u>        | <u>47,103</u>              |

See Notes to Schedule of Expenditures of Federal Awards.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
 Year Ended June 30, 2022

|                                                                       | AL<br>Number | Contract<br>Number | Federal<br>Expenditures | Grants to<br>Subrecipients |
|-----------------------------------------------------------------------|--------------|--------------------|-------------------------|----------------------------|
| <b>U.S. Department of Agriculture</b>                                 |              |                    |                         |                            |
| <i>Direct Programs</i>                                                |              |                    |                         |                            |
| Farmers Market Promotion Program                                      | 10.168       | AM180100XXXXG063   | <u>63,286</u>           | -                          |
| <i>Passed through Montana Department of Health and Human Services</i> |              |                    |                         |                            |
| Special Supplemental Nutrition for Women, Infants, and Children       | 10.557       | 21-25-5-21-022-0   | 252,363                 | -                          |
| Special Supplemental Nutrition for Women, Infants, and Children       | 10.557       | 22-25-5-21-022-0   | <u>579,123</u>          | -                          |
|                                                                       |              |                    | <u>831,486</u>          | -                          |
| Total U.S. Department of Agriculture                                  |              |                    | <u>894,772</u>          | -                          |
| <b>U.S. Environmental Protection Agency</b>                           |              |                    |                         |                            |
| <i>Passed through Montana Department of Environmental Quality</i>     |              |                    |                         |                            |
| Air Quality                                                           | 66.605       | 520010             | <u>32,492</u>           | -                          |
| Total U.S. Environmental Protection Agency                            |              |                    | <u>32,492</u>           | -                          |
| Total federal awards                                                  |              |                    | <u>\$ 9,917,091</u>     | <u>\$ 47,103</u>           |

See Notes to Schedule of Expenditures of Federal Awards.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year Ended June 30, 2022

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of RiverStone Health and is presented on the cash receipts and disbursements method of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the preparation of the financial statements.

**NOTE 2. INDIRECT COST RATE**

RiverStone Health has elected not to use the 10-percent De Minimis indirect cost rate allowed under Uniform Guidance.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT  
AUDITING STANDARDS*

To the Board of Health  
Yellowstone City-County Health Department  
dba RiverStone Health  
Billings, Montana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Yellowstone City-County Health Department, dba RiverStone Health (RiverStone Health), as of and for the years ended June 30, 2022 and 2021, and the related notes to the financial statements, and have issued our report thereon dated December 29, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audits of the financial statements, we considered RiverStone Health's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of RiverStone Health's internal control. Accordingly, we do not express an opinion on the effectiveness of RiverStone Health's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether RiverStone Health's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit; accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Anderson Zurmuehlen + Co, P.C.*

Billings, Montana  
December 29, 2022

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Health  
Yellowstone City-County Health Department  
dba RiverStone Health  
Billings, Montana

### **Report on Compliance for Each Major Federal Program**

#### **Opinion on Each Major Federal Program**

We have audited Yellowstone City-County Health Department, dba RiverStone Health's (RiverStone Health) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of RiverStone Health's major federal programs for the year ended June 30, 2022. RiverStone Health's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, RiverStone Health complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

#### **Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of RiverStone Health and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of RiverStone Health's compliance with the compliance requirements referred to above.

#### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to RiverStone Health's federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on RiverStone Health's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about RiverStone Health's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding RiverStone Health's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of RiverStone Health's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of RiverStone Health's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.



A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Anderson Zurmuehlen + Co, P.C.*

Billings, Montana  
December 29, 2022

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
 dba RIVERSTONE HEALTH  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 Year Ended June 30, 2022

**SUMMARY OF AUDIT RESULTS**

*Financial Statements:*

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified? No

Significant deficiency not considered material weakness identified? None reported

Noncompliance material to financial statements noted? No

*Federal Awards:*

Internal Control over major programs:

Material weakness identified? No

Significant deficiency not considered material weakness identified? None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? No

Identification of major programs:

| <u>Name of Federal Program or Cluster</u>                         | <u>CFDA Number</u> |
|-------------------------------------------------------------------|--------------------|
| Health Center Cluster                                             | 93.224/93.527      |
| Teaching Health Center Graduate Medical Education Payment Program | 93.530             |

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? Yes

**Section II – Financial Statement Findings:**

None reported.

**Section III – Federal Award Findings and Questioned Costs:**

None reported.

YELLOWSTONE CITY-COUNTY HEALTH DEPARTMENT  
dba RIVERSTONE HEALTH  
CURRENT STATUS OF PRIOR YEAR RECOMMENDATIONS  
Year Ended June 30, 2022

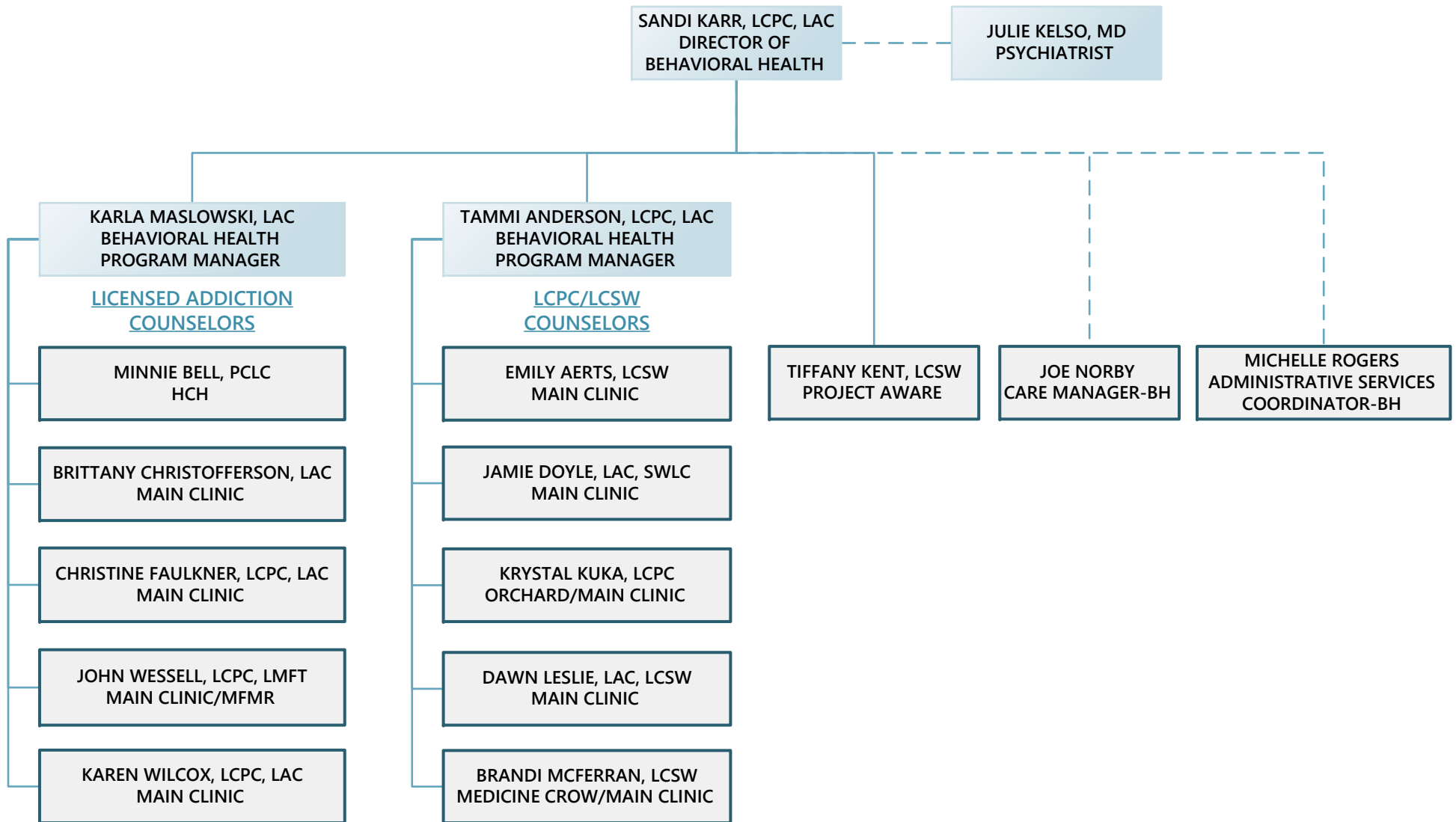
There were no findings, questioned costs, significant deficiencies, or material weaknesses reported for the year ended June 30, 2021.



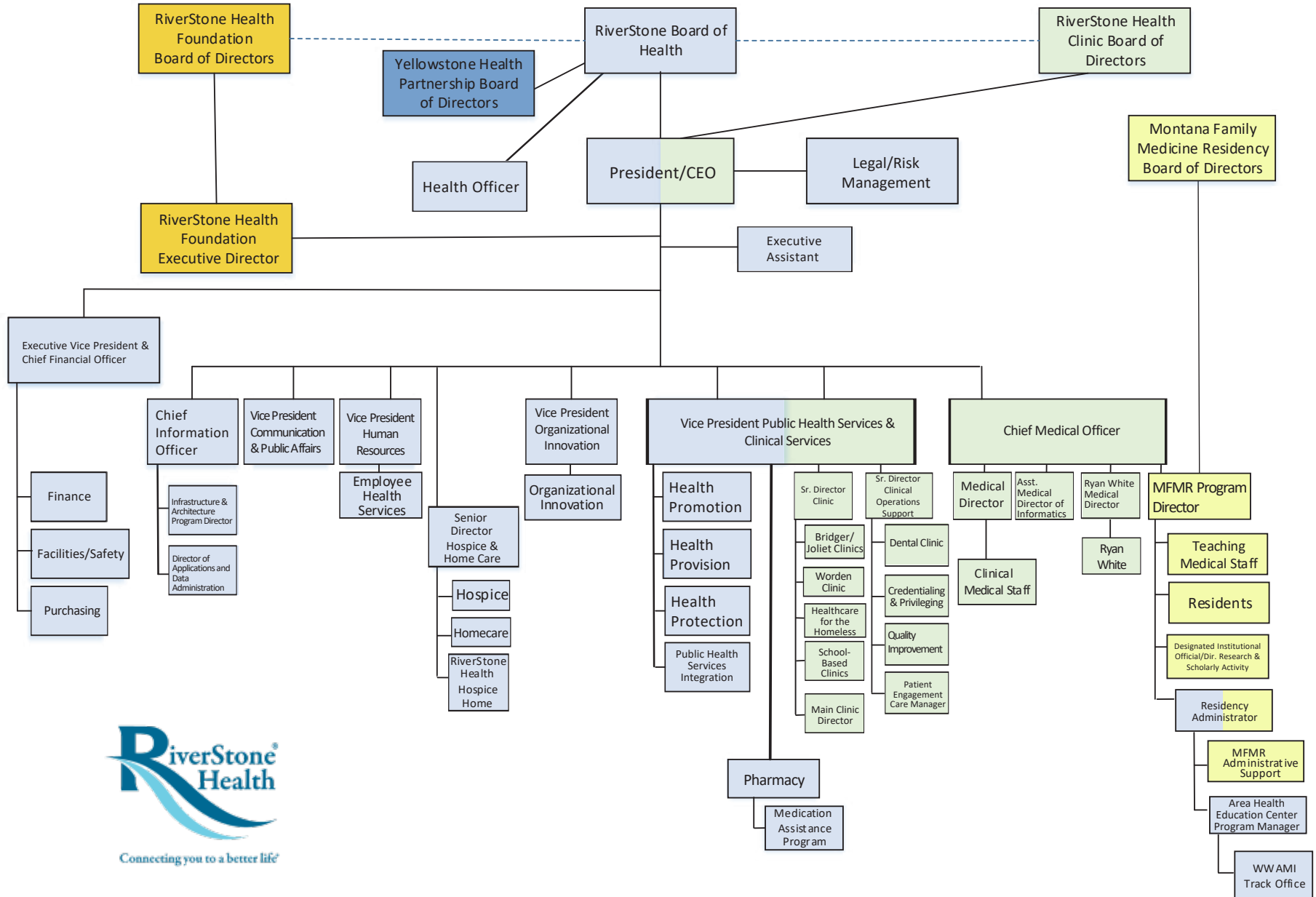
**azworld.com**

MEMBER: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

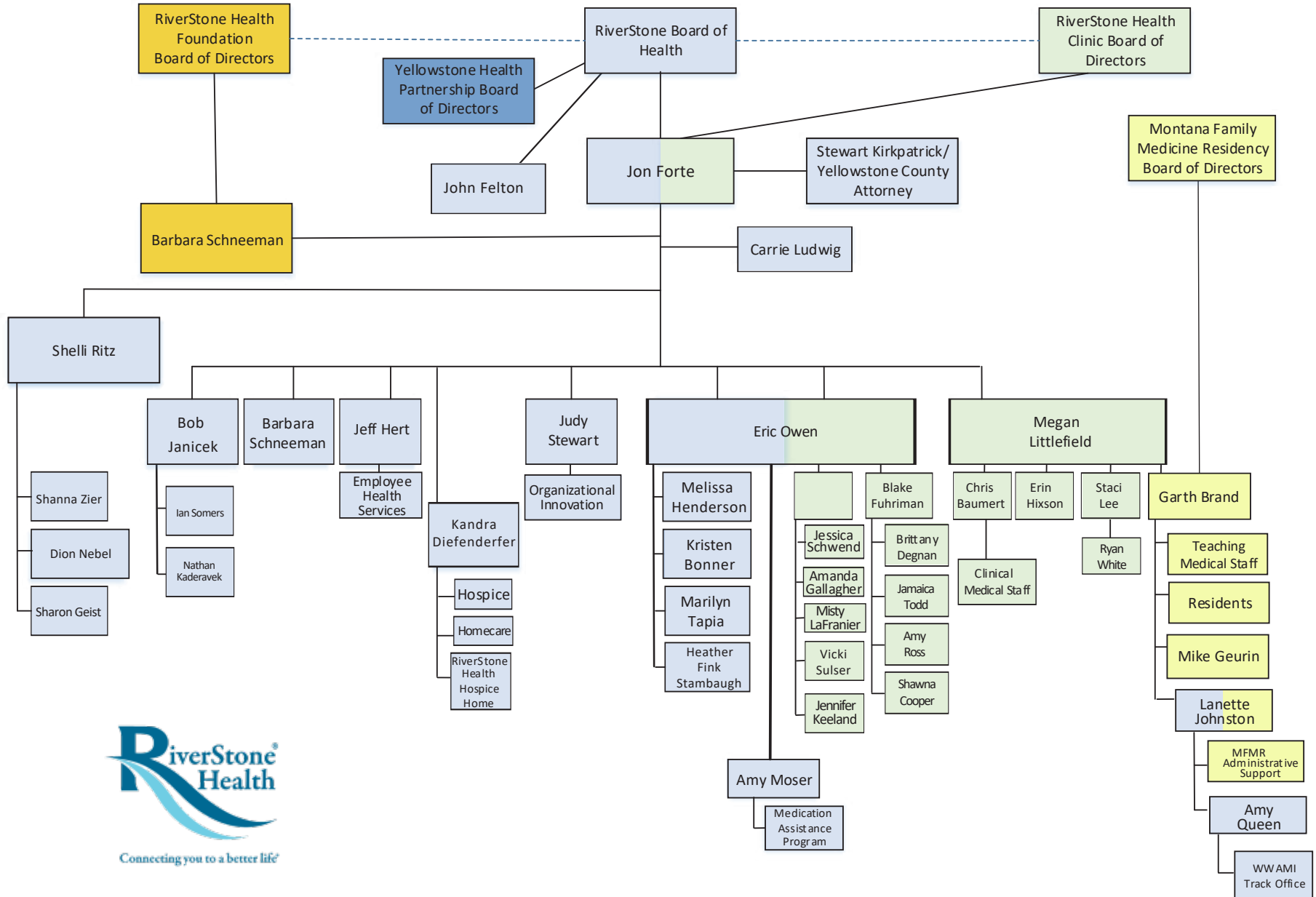
# BEHAVIORAL HEALTH ORGANIZATIONAL CHART



# ORGANIZATIONAL CHART



# ORGANIZATIONAL CHART



# HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project  
Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                                   |                                                                        |                                                                        |                                                                        |                                                                        |                              |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------|
| <b>Organization Name:</b>                                                                         | Yellowstone City-County Health Department dba RiverStone Health        |                                                                        |                                                                        |                                                                        |                              |
| <b>Revenue Sources</b>                                                                            | <b>Source:</b>                                                         | <b>Source:</b>                                                         | <b>Source:</b>                                                         | <b>Source:</b>                                                         | <b>Total Project Revenue</b> |
|                                                                                                   | <i>HOME-ARP</i>                                                        | <i>Federal 330 Funding</i>                                             | <i>HCH Lab Donations</i>                                               | <i>RlverStone Health Patient Services</i>                              |                              |
| <i>Enter amount for each revenue source:</i>                                                      | \$0                                                                    | \$996,029                                                              | \$120,000                                                              | \$133,000                                                              |                              |
| <i>Is this source confirmed and committed to the Project? (click the box next to your answer)</i> | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |                              |

### PROJECT STAFFING

|                                                  |          |           |     |     |           |
|--------------------------------------------------|----------|-----------|-----|-----|-----------|
| Job Title: <i>Staff RN</i>                       | \$0      | \$83,959  | \$0 | \$0 | \$83,959  |
| Job Title: <i>HCH Behavioral Health Provider</i> | \$82,313 | \$0       | \$0 | \$0 | \$82,313  |
| Job Title: <i>Patient Access Specialist</i>      | \$57,658 | \$0       | \$0 | \$0 | \$57,658  |
| Job Title: <i>HCH Manager</i>                    | \$0      | \$100,374 | \$0 | \$0 | \$100,374 |
| Job Title: <i>PA</i>                             | \$0      | \$158,337 | \$0 | \$0 | \$158,337 |
| Job Title: <i>HCH Care Manager</i>               | \$31,025 | \$0       | \$0 | \$0 | \$31,025  |
| Job Title: <i>Administrative Staff</i>           | \$0      | \$653,359 | \$0 | \$0 | \$653,359 |

### OPERATING COSTS

|                                                         |          |     |           |           |           |
|---------------------------------------------------------|----------|-----|-----------|-----------|-----------|
| Outside Provider Payments                               | \$0      | \$0 | \$0       | \$0       | \$0       |
| Supplies                                                | \$0      | \$0 | \$0       | \$61,965  | \$61,965  |
| Insurance                                               | \$0      | \$0 | \$0       | \$7,505   | \$7,505   |
| Printing                                                | \$0      | \$0 | \$0       | \$4,131   | \$4,131   |
| Information Technology                                  | \$0      | \$0 | \$0       | \$8,262   | \$8,262   |
| Travel                                                  | \$0      | \$0 | \$0       | \$0       | \$0       |
| Contract Services                                       | \$0      | \$0 | \$120,000 | \$188,782 | \$308,782 |
| Other (identify): <i>Uncompensated Patient Services</i> | \$0      | \$0 | \$0       | \$180,000 | \$180,000 |
| Other (identify): <i>Outreach</i>                       | \$0      | \$0 | \$0       | \$5,122   | \$5,122   |
| Other (identify): <i>Utilities/Internet</i>             | \$2,064  | \$0 | \$0       | \$156     | \$2,220   |
| Other (identify): <i>Rent for Site</i>                  | \$26,940 | \$0 | \$0       | \$0       | \$26,940  |

|                    |                  |                  |                  |                  |                    |
|--------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>Grand Total</b> | <b>\$200,000</b> | <b>\$996,029</b> | <b>\$120,000</b> | <b>\$455,923</b> | <b>\$1,771,952</b> |
|--------------------|------------------|------------------|------------------|------------------|--------------------|

% of Budget Costs Considered Administration | 0.00%

*Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.*

**Outside Provider Payments:**  
NA

**Supplies:**  
Office and medical supplies

**Insurance:**

*General liability insurance coverage*

**Printing:**

*advertising and marketing*

**Information Technology**

*Replacement IT supplies*

**Contract Services:**

*Lab contract services (\$120,000), IS Contract Services (Audit, EMR, Tableau, Credentialing)*

**Other (identify): Uncompensated Patient Services**

*Costs for medical services provided to HCH patients*

**Other (identify): Outreach**

*Outreach and enrollment supplies*

**Other (identify): Utilities/Internet**

*Northwestern Energy and Charter Internet Services*

**RiverStone Health Response to Request for Additional Information for  
HUD HOME-ARP Funding**

**Date:** 2/2/2024  
**From:** Eric Owen, Vice President of Public Health and Clinical Services  
**To:** Carly Collins, Grants Coordinator  
**Regarding:** RiverStone Health Response to Request for Additional Information for HUD HOME-ARP Funding

1. Organizations providing supportive services must ensure services are delivered equitably. A chronological waiting list, including the usage of date / time stamps, must be maintained for **every** service offered under HOME-ARP. This may differ from your organization's current waiting list policies and procedures. ***Please describe your organization's ability to maintain and manage multiple waiting lists.***

- All services provided use an electronic health record to schedule people requesting services. The electronic health record records the dates, times and individual who entered any information. Available appointments are scheduled on a first come, first served basis. Nurses provide medical triage and assessment if an individual indicates their health needs are significant and can't wait for the next available appointment. Walk-in services are available for unhoused individuals at our first avenue and St. Vincent de Paul locations.

2. Procedures for managing waiting lists may include information on handling referrals internally within an organization. If multiple services or programs are offered at your organization, ***please describe your policies and procedures for internal program referrals for participants within the organization.***

- Patients are referred to services internally by a few different mechanisms. First, staff can schedule appointments for some services directly in the electronic health record (for example, a patient being seen for health services at 1<sup>st</sup> avenue needs to see a provider for a specialty service at another location). Second, for some programs the electronic health record is used to generate an electronic referral (for example, a pregnant woman receiving OB services is referred to a nurse home visiting program). Last, in some instances a warm hand-off is done between programs if the programs don't share the same electronic health record (for example, a family being seen in primary care wants to get WIC services).

***3. Please describe your organization's understanding of housing discrimination and The Fair Housing Act.***

- While RiverStone Health is not a housing provider we do understand the basic principles of the Fair Housing Act. The Act prohibits discrimination in housing on the basis of race, color, national origin, religion, sex, familial status, and disability. In some cases individuals in federal housing programs may have additional protections. Most housing, with some exceptions, is covered under The Act. RiverStone Health has an expansive non-discrimination policy relating to individuals receiving services and our employees.

**4. Has your staff participated in any Fair Housing training in the last three years? If yes, please list training type(s) and date(s) of training:**

- I am not aware of any staff that have participated in this training but if we receive funding we would be happy to arrange that if required.

**5. Demonstrating long-term outcomes and participant success following a HOME-ARP funding allocation is crucial. *What procedures will your organization implement in order to collect follow-up data from participants?***

- As a Federally Qualified Health Center RiverStone Health is required to collect extensive demographic and clinic health outcomes data on every person who receives services with us. Data is collected in our electronic health record and reported annually to the Health Resources and Services Administration (HRSA).

**6. How will you continue to serve clients after HOME-ARP funding is fully expended? i.e. describe how your organization will provide aftercare services for program participants.**

- Once a client establishes care with us they are enrolled in the program for the duration of allowable program eligibility, dependent on the program. For example, clients receiving primary care, dental and other clinical services are considered established patients for up to three years following their first appointment. Other programs have eligibility periods, for example, individuals are eligible for WIC services through pregnancy and/or up to age 5 of their children. Clients can continue to receive services as long as they are established in care and/or meet the program criteria.

**7. Organizations will be required to use HMIS (Homeless Management Information System) to coordinate services and check for duplication of benefits. *Does your organization currently use HMIS? If not, is your organization willing to implement HMIS to meet program requirements?***

- RiverStone Health is a current HMIS user.

**8. After reviewing the additional questions / requirements / clarifications attached, would your organization like to adjust any of the supportive service activities that were proposed in your original application?**

- No adjustments are needed to our proposal.

**RiverStone Health**

**• If the organization is not hiring staff to carry out HOME-ARP supportive services, how are the positions funded today and why is HOME-ARP needed?**

- Currently, our Healthcare for the Homeless services are provided at a deficit to the organization so a combination of grant funds, flexible funds, and donor dollars are used to supplement the uncompensated care provided in that program.

**• What building is being rented to carry out these activities and how is the rent currently being paid? Why is HOME-ARP needed?**

- RiverStone Health is not requesting the use of HOME-ARP money to cover facility costs. Unhoused individuals can receive services at any of our 3 Billings-based locations.

- **Which eligible “Transportation” service(s) is the agency proposing to provide?** Please see the service definition and eligible costs on the attached table.
  - RiverStone Health currently provides transportation for patients to and from appointments at our facilities for those individuals for whom transportation is a barrier to receiving care. Transportation is provided through a combination of bus vouchers, paying for taxi services, and Uber Health. RiverStone Health pays for the appropriate service directly based on the needs of the individual. Individuals incur no out of pocket expense.

#5

**COMPLETE**

**Collector:** Copy of Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 10:16:17 AM  
**Last Modified:** Friday, November 17, 2023 11:24:16 AM  
**Time Spent:** 01:07:58  
**IP Address:** 69.145.98.35

---

## Page 1: Qualifications, Experience, &amp; Capacity

**Q1** Yes

Is organization staff familiar with the HOME-ARP Request for Qualifications Guidebook?

---

**Q2**

Contact Person Information:

|                 |                                   |
|-----------------|-----------------------------------|
| Full Name       | <b>Abigail Scherer</b>            |
| Position Title  | <b>AmeriCorps VISTA Volunteer</b> |
| Email           | <b>cocvista@uwyellowstone.org</b> |
| Phone Number(s) |                                   |

---

**Q3**

Organization Information:

|                     |                                                                                  |
|---------------------|----------------------------------------------------------------------------------|
| Organization Name   | <b>Yellowstone County Continuum of Care c/o United Way of Yellowstone County</b> |
| Street Address      | <b>2173 Overland Ave.</b>                                                        |
| City                | <b>Billings</b>                                                                  |
| State               | <b>MT</b>                                                                        |
| ZIP + 4             | <b>59102-6456</b>                                                                |
| Email Address       | <b>dwells@uwyellowstone.org</b>                                                  |
| Phone & FAX Numbers | <b>Phone: 406-272-8507 Fax: 406-252-3830</b>                                     |

---

**Q4**

Organization website: Please enter complete URL.

<https://www.unitedwayyellowstone.org/billings-continuum-care-coc>

---

## Page 2: Organization Type

**Q5**

**Nonprofit - 501(c)3 Charitable Nonprofit Corporation**

Organization Type: Please select one of the following.

---

Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter Acceptable formats PDF, JPG, JPEG

**IRS%20Determination%20Letter%20UWYC.pdf (601.7KB)**

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**Q7**

Current Bylaws Acceptable formats PDF, JPG, JPEG

**UWYC%20Bylaws%20-%206-22-2023.pdf (251.9KB)**

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**Q8**

Articles of Incorporation Acceptable formats PDF, JPG, JPEG

**Amended%20Articles%20of%20Incorporation%201970%201978.pdf (755.6KB)**

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**Q9**

Governing body list: A list of the current Board of Directors or other governing body of the organization. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. (Acceptable formats PDF, DOC, DOCX, JPG, JPEG)

**2023-2024%20Board%20of%20Directors%20Roster.pdf (454.2KB)**

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Page 4: Organizational Details / Financial Information

**Q10**

Organizational chart: The chart must illustrate the organization's administrative framework and staff positions. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**2023%20Organizational%20Chart%2010-26-2023.pdf (102.2KB)**

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**Q11**

Most recent organizational audit or IRS Form 990. Acceptable formats PDF, JPG, JPEG

**Form%20990\_UWYC\_2021-2022.pdf (2.6MB)**

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**Q12**

Treasurer / Financial Report through December 31. Acceptable formats PDF, JPG, JPEG

**UWYC%202021-2022%20audited%20financials.pdf (847KB)**

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**Q13**

Unique Entity Identification (UEI) Number: A UEI is a number issued by the federal government's System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI replaces the DUNS number. If your entity is already registered in SAM.gov, it has already been assigned a UEI number. Simply log into SAM.gov to access it. Entities intending to bid on contracts or grants directly from the federal government should visit SAM.gov and choose "Register Entity" to receive a UEI. Those who would like a UEI for sub-award reporting should choose "Get Unique Entity ID." There is no cost to register for a UEI and it can usually be created within one business day. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org. Enter your UEI number below.

81-0287507

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**Q14**

System for Award Management (SAM) Registration: SAM is an official website of the U.S. federal government. All entities that receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register; Register Online. FREE local assistance is available at the Montana Procurement Technical Assistance Program, 201 N Broadway, Billings, MT 59101 / 406.869.8410 / langman@bigskyeda.org.

Please click or enter the organization's SAM registration date:

**06/04/2023**

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**Q15**

Commercial and Government Entity (CAGE) Code. A CAGE code is a unique identifier assigned to government agency suppliers, to government agencies themselves, and to organizations funded by federal grants.

CAGE Code:

**55Z62**

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**Q16**

Authorized Responsible Party Signature: This is the person with organizational legal authority to bind the organization in grant administration matters.

Full Name:

**Dean Wells**

Position / Job Title:

**Director of Community Impact**

Phone Number

**406-272-8507**

Email Address:

**dwells@uwyellowstone.org**

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**Q17**

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

The Yellowstone County Continuum of Care is operated through United Way of Yellowstone County (UWYC), whose mission it is to improve lives by mobilizing the caring power of the community. UWYC has been the primary community-building organization in South Central Montana for 62 years. We provide leadership to effectively mobilize people and financial and strategic resources to improve people's lives and create community change.

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**Q18**

Describe the types of supportive services currently being provided by the organization. (2,000 characters maximum)

The Yellowstone County Continuum of Care (CoC) currently facilitates a Coordinated Entry System (CES) for the unhoused population. Coordinated Entry is a crucial system for people experiencing or at risk of experiencing homelessness, streamlining access to crisis response services. The Yellowstone County CES proudly delivers all four core components recommended by HUD (access, assessment, prioritization, referral) to every single CES client. All CES clients receive a standardized Coordinated Entry (MAP) Assessment, typically within five days of being identified as "literally homeless," according to HUD's Category I standard. Through community-wide collaboration, CES partners provide unhoused neighbors with streamlined services, with agencies committed to serving as a "front door," clients consistently find "no wrong door." In addition, case managers from participating agencies meet for CES case conferencing on a biweekly basis, where they prioritize clients by placing them on our community's "By Name List." Our CES team has also developed a solid referral mechanism locally, particularly for target populations such as unaccompanied youth, domestic violence victims and survivors, and veterans. The CoC also manages a diversion program, as funding allows, to rapidly redirect people away from homelessness in Billings. Diversion is a method to avert homelessness among individuals seeking shelter by guiding them to immediate alternative housing options and, when needed, expediting access to support services and financial aid to facilitate their transition back to stable, permanent housing. For example, some people have more robust support in other communities, but lack transportation; the CoC can use diversion funds to help someone relocate to permanent housing elsewhere. By diverting people from homelessness in Billings, the CoC relieves pressure on first responders and local service providers and conserves limited resources for more complex populations.

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**Q19**

How many people has the organization served over the past 12 months? (whole numbers only; no ranges, no percentages)

1972

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**Q20**

What percentage of those served meet criteria for at least one of the qualifying populations as defined in the HOME-ARP Notice: CPD-21-10? (decimal format to show the percentage [e.g., .25 for 25%; .5 for 50%; etc.])

1.0

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**Q21**

Describe the organization's experience and compliance with federally funded programs. (1,000 characters maximum)

United Way of Yellowstone County (UWYC) has a strong history of utilizing federal funds and supporting grant programs. Founded over 60 years ago, UWYC has evolved to be the region's premier convener and backbone for coalitions. UWYC has the expertise, experience, and organizational structure to successfully manage this funding. Evidence of this capacity includes: - Past Grants: UWYC and staff have managed multiple federal grants in the past, including grants through SAMHSA, CDC, OJJDP, and HHS. - Staff Expertise: The current Director of Impact has over 30 years of nonprofit experience with most of that time including grants and programs management. Through his work with the St. Vincent Healthcare Foundation, he oversaw up to 4 federal grant programs at a time. These programs consistently remained in full compliance with financial and programmatic outcomes. - Audit Success: The current Director of Impact has worked through federal audits for 6 federal grants with no findings.

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**Q22**

Describe the agency's policy for maintaining confidentiality of individuals and families served. (1,000 characters maximum)

All participating agencies in the Yellowstone County CoC's Coordinated Entry System (CES) are responsible for obtaining consent from clients to share and store personally identifying information for the purposes of assessing, prioritizing, and referring households through the CES process. People who do not consent still receive access to housing services and related resources but cannot be referred to by name (or have personally identifying information shared) at any point during the CES process, including case conferencing, until they provide written consent. The CES Privacy Policy is provided to all CoC clients regardless of whether they choose to engage in CES. Additionally, case managers in the CES sign a confidentiality agreement with their employer and with the Continuum of Care. This ensures that all participants engaging in case conferencing maintain the highest levels of client confidentiality.

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**Q23**

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

**The Finance Director has a degree in accounting along with over 20 years of experience, including work with federal funding. A Finance Committee and the Board of Directors review financials each month. The committee includes persons with expertise, including a CPA for a large accounting firm. An annual independent audit is conducted and reviewed with the Board. Policies and procedures specific to financial management have been created with guidance from an HR professional and approved by the Board of Directors. Specific topics and headings in the Financial Management Policies & Procedures include: • Accounting System • Receipts • Disbursements • Grants • Matching Contributions • Bank accounts • Checks • Petty Cash • Timesheets • Travel • Asset Management • Property Management • Finance Committee • Financial Statements Specific topics and headings in the Internal Control policy include: • Cash and Bank Reconciliations • Credit Cards • Support, Receivables, and Receipts (Including Grants) • Program Service Fees, Revenue, and Receivables • Investments • Expenses and Accounts Payable • Payroll • Journal Entries • Period End and Financial Close**

Personnel Management

**The Director of Impact has a Master's degree in Organizational Psychology as well as over 30 years' experience in non-profit work and 20 years' experience managing grants, including federal grants. This experience includes multiple federal grant trainings through Management Concepts and multiple federal audits with no findings. The President/CEO also has over 30 years' experience, including expertise in organizational and personnel management. An Employee Handbook was created with guidance from an HR professional and was approved by the Board of Directors. This handbook is reviewed with each employee upon hire and signed by the employee. The Board of Directors meets monthly and receives an update on personnel issues.**

Procurement & Purchasing

The Finance Director and Director of Community Impact have experience with federal grants. The Director of Impact has worked with multiple federal grants and has been through training that included procurement and purchasing. He has also completed multiple federal audits with no findings. The policies and procedures addressed above also provide guidance to assure compliance with procurement and purchasing. These policies were created with guidance from an HR professional and approved by the Board.

Recordkeeping & Reporting

The Finance Director and Director of Community Impact have experience in federal reporting systems and recordkeeping. The Director of Community Impact has also attended multiple federal grants management trainings and coordinated multiple federal audits with no findings. The policies and procedures addressed above also provide guidance to assure compliance. These policies were created with guidance from an HR professional and approved by the Board. Further, a Records Retention policy includes details specific to record retention, proper storage, and destruction. This includes a schedule of document retention.

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## Q24

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

Staff time is tracked to ensure proper allocation and accountability for grants. Each staff member completes a timesheet that includes hours by specific activity, program, and/or grant. Timesheets are submitted on a two-week pay period. Employees sign their timesheets and they are also reviewed and approved by a supervisor and the President/CEO. The Finance Director maintains separate tracking sheets for each grant and reconciles to timecards and the GL quarterly.

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## Q25

Describe the standards the organization uses for code-of-conduct covering conflicts of interest and governing the actions of its officers, Board of Directors, and employees. (2,000 characters maximum)

A Code of Conduct was created with guidance from an HR professional and was approved by the board of directors. The policy includes a Conflict of Interest statement where each person discloses any potential conflicts. It also includes standards of conduct. Board members and employees review and sign the form annually. The policy also includes a procedure for disclosing and assessing potential conflicts of interest as relevant in meetings and during decision-making. Specific topics and headings in the policy include:

- Personal and professional integrity
- Mission and core values
- Accountability
- Guidelines for appropriate conduct
- Governance
- Legal compliance
- Responsible stewardship
- Transparency and disclosure
- Solicitations and voluntary giving
- Diversity, equity and inclusion
- Nepotism
- Conflict of Interest
- Confidentiality and privacy
- Political contributions
- Guidance and disclosure
- Reporting complaints, concerns, or ethics violations

A member of the Board of Directors also serves as an ethics officer to address any concerns that arise.

**Q26**

**Yes**

Does the organization carry fidelity bond coverage for responsible officials?

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Page 6: Certifications / Authorization / Signature

**Q27**

**CERTIFICATIONS:** Please certify compliance with each of the following by checking the box next to each:

**Funded activities must exclusively benefit individuals and families in qualifying populations in the City of Billings.**

,

**Subrecipients must prevent the duplication of funds to prevent fraud, waste, and abuse by verifying a qualifying household is not already receiving the same eligible supportive service or has been approved to receive the same service through another program or service provider. Subrecipients must immediately repay the City of Billings for assistance that is determined to be duplicative.**

,

**Subrecipients must maintain procedures to prohibit employees, board members, and officers from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.**

,

**Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.**

,

**Subrecipients shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and/or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.**

,

**Subrecipients hiring personnel to carry out HOME-ARP activities, follow all Equal Employment Opportunity (EEO) policies. These may include the documentation of advertising methodology, demographics for interviewees, and reasons for the hiring decision; to the greatest extent feasible, direct all employment, contract, and training opportunities to low- and very-low-income persons and businesses, including seasonal and temporary employment opportunities; and recruit potential employees residing in lower-income areas and those residing in public or federally assisted housing. Required documentation includes: a summary of the**

number of applicants for each position; the number that are minorities, women, and/or disabled; reasons for the hiring decision; personnel policies; and employee training, promotion, and salary levels.

,

Subrecipients must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

Subrecipients are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles that require costs be necessary and reasonable, and Audit requirements set forth in 2 CFR Part 200.

,

Funds, materials, property, or services, provided directly or indirectly through HOME-ARP, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

,

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing a maximum degree of open and free competition.

,

Organizations that are directly funded under the HOME-ARP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through HOME-ARP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HOME-ARP, and participation must be voluntary for the beneficiaries of the HOME-ARP programs or services.

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**Q28**

**Yes**

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

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**Q29**

**Yes**

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

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**Q30**

**Yes**

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

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**Q31**

Signature of Authorized Responsible Party Entering your full name in the box below will convey the same meaning as a wet signature.

Dean Wells

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**Q32**

Please enter or click today's **11/17/2023** date below:

Request for Qualification - Part 1 Submittal Date

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#7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, November 17, 2023 11:26:18 AM  
**Last Modified:** Friday, November 17, 2023 1:42:01 PM  
**Time Spent:** 02:15:43  
**IP Address:** 69.145.98.35

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Page 1: Supportive Service Program & Activities

**Q1** **Yes**

Have you completed and submitted the HOME-ARP Request for Qualifications - Part 1 online form?

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Page 2: Supportive Service Program & Activities

**Q2**  
Organization Name. Must be the same as entered in the Part 1 - Qualifications online form.  
Yellowstone County Continuum of Care c/o United Way of Yellowstone County

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**Q3**  
Please provide the proposed supportive service program location: (please be specific)

|                |                           |
|----------------|---------------------------|
| Street Address | <b>2173 Overland Ave.</b> |
| City           | <b>Billings</b>           |
| State          | <b>Montana</b>            |
| Zip Code + 4   | <b>59102-6456</b>         |

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**Q4** **Yes**

Is the program location within the Billings city limits?

---

**Q5**

Which qualifying populations does your agency propose to serve with HOME-ARP funds? (choose one or more)

**Homeless, as defined in 24 CFR 91.5,**

**At Risk of Homelessness, as defined in 24 CFR 91.5, Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**

,

**Other Populations including: Other families requiring housing assistance services to prevent homelessness, or those at greatest risk of housing instability**

,

**Veterans and Families that include a Veteran Family Member that meets the criteria for one or more of the qualifying populations**

**Q6**

Which eligible supportive service categories does your agency propose to carry out? (choose one or more)

**McKinney-Vento Supportive Services (see McKinney-Vento Homeless Assistance Act)**

**Q7**

Which eligible activities associated with the above service categories does your agency propose to implement? Full descriptions of activities can be found in HOME-ARP Supportive Services: Eligible Costs & Services (Please choose at least one of the following)

**Housing Search and Counseling Services,**

**Outreach Services,**

**Case Management,**

**Landlord / Tenant Liaison,**

**Financial Assistance Costs (e.g., rental application fees, security deposits, utility payments, rental arrears, first, and last month's rent, etc.)**

**Q8**

Describe the need for the proposed supportive services at your organization in relation to homeless prevention and increasing housing stability. (1,000 character maximum)

The Needs Assessment from the City of Billings, as a part of the HOME-ARP allocation plan, identified that "accessing housing/case management, outreach services, transportation, food, and outpatient services were among the highest priority needs for individuals and families experiencing homelessness, at-risk of homelessness, and other populations." These needs are currently addressed by the Yellowstone County CoC. However, the need in Billings exceeds the current capacity of the CoC due to funding and staff limitations. The case managers who participate in the Coordinated Entry System are overburdened with extreme caseloads and/or program constraints that make it difficult to serve people effectively. The CoC is proposing additional case management and outreach services for the populations identified in the HOME-ARP grant, along with transportation and financial assistance costs for clients served by the CoC's Diversion Fund.

**Q9**

Yes

Is the above-stated need identified within the City of Billings' HOME-ARP Allocation Plan?

---

**Q10**

Please estimate the number of qualifying HOUSEHOLDS your agency expects to serve with HOME-ARP supportive services in one year. (Whole numbers only; no ranges, no percentages; a single individual = one household; one family = one household)

634

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**Q11**

What is the organization's timeframe in MONTHS for carrying out the proposed activity? Please enter a whole number (no comma, decimal point, etc.)

24

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Page 3: Organizational Experience and Capacity

**Q12**

Provide a detailed description of the organization's ability to serve the identified qualifying population(s). Describe similar projects or activities that have been / are being successfully carried out at the organization, as well as sources of funding for the programs or activities. (2,000 character maximum)

The Continuum of Care (CoC) already serves all of the identified qualifying populations. Through its Coordinated Entry System (CES), the CoC serves households that are Homeless, at Risk of Homelessness, those Fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking (as defined by HUD), and Veterans. The addition of a Supportive Services Specialist will allow the CoC to reach people at risk of homelessness by connecting with households exited from CES. This subpopulation experiences a greater risk of housing instability due to recent experiences of homelessness, combined with frequent reliance on temporary assistance to remain housed. The CoC's CES program, through community-wide collaboration, provides streamlined services to more than 1,200 households annually, successfully connecting 385 clients with stable housing in the past year. The CoC also manages a diversion fund to redirect people away from homelessness in Billings. Diversion is a method to avert homelessness by guiding people to immediate alternative housing and, when needed, expediting access to support services and financial aid to facilitate the transition back to stable housing. A combination of Public and Private funds support the CES and Diversion programs. Previously, the Diversion Fund received \$15,000 from the Yellowstone County Mental Health Mill Levy, further supplemented by donations channeled through United Way. This year, Yellowstone County is providing \$100,000 to administer the CES program. Previously, the CoC managed FEMA funds for emergency response to COVID-19 through the establishment of the Off The Streets project, which served as the community's quarantine and isolation site, as well as low-barrier shelter for a 14-month period. Last winter, with support from Public Safety Mill Levy funds from the City of Billings, the CoC was able to offer ADA-accessible and code-compliant seasonal shelter from Dec. 2022 – Mar. 2023.

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**Q13**

Please explain any identified obstacles to carrying out this activity prior to the expenditure deadline of September 30, 2030. (1,000 character maximum)

We do not foresee any obstacles in carrying out the proposed activities prior to the September 30, 2030 deadline.

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**Q14**

Describe how the organization plans to market the program to participants to ensure people know how to access services or resources. (1,000 character maximum)

The Yellowstone County Continuum of Care currently relies on its network of 17 participating agencies to disseminate information regarding the Coordinated Entry System. Each of our "Front Door" community partners participates in biweekly case conferencing and facilitates the intake process for Coordinated Entry. Therefore, when an individual seeks help from any "Front Door" organization in the community, they will be assessed and, when eligible, placed into Coordinated Entry. The Yellowstone County Continuum of Care currently has an AmeriCorps VISTA through the Billings Metro VISTA Project. As a part of the VISTA's assignment description, they will be focusing on community awareness and engagement on behalf of the CoC. Part of this objective is the creation of a website and the expansion of CoC's social media presence. This will allow the CoC to reach a wider portion of our target population and engage people who may have not known about the services offered in Billings.

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**Q15**

The City has not implemented a preference for any qualifying populations or subpopulations. Describe how the agency will maintain a waiting list of any program participants and/or a waiting list for services. (1,000 character maximum)

Clients are enrolled in Coordinated Entry once they complete a Matching for Appropriate Placement (MAP) assessment to determine their barriers to housing. Upon completion of the assessment, they are assisted on multiple levels. Each assessment provides a score, ranging from 0-22. The local CES team prioritizes clients scoring a 10 or above and adds them to the By Name List for intensive case management and housing assistance. If a client scores below 10, they receive referrals to additional community resources and housing navigation services. Once individuals are enrolled, their case stays active for a minimum of 90 days in the Homeless Management Information System (HMIS) and they remain on the By Name List as long as they are engaging with case management. If a client cannot be contacted for 90 consecutive days, they are exited out of the process. However, clients can be reassessed and referred back to CES as many times as necessary, once they begin seeking housing assistance again.

---

**Q16**

Describe how the agency will verify a program participant meets at least one of the qualifying populations prior to service approval. (1,000 character maximum)

Participants must be screened by partner agencies and assessed using the standardized coordinated entry MAP assessment to participate in Coordinated Entry. Once evaluated, clients scoring above the prioritization baseline of 10 are added to the By-Name list. Additionally, individuals who do not score high enough can be added by agencies if they have a reason to be prioritized. Diversion is handled similarly, with partner agencies screening potential participants and the Coordinated Entry coordinator processing client applications. All clients must meet the HUD definition of homelessness or at risk of homelessness to participate in the CES assessments. Once in CES, clients are provided case management and program application assistance. Therefore, the bulk of client eligibility verification is done by partner agencies and during application processes. Additionally, clients must provide a verification of homelessness statement to enroll in any assistance connected to rehousing projects.

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**Q17**

How will the organization verify the income of the individuals / households served? Check all that apply.

Other (please specify):

The Coordinated Entry System and the Continuum of Care do not have income verification, but the agencies that are members do, so the standards vary depending on which agency an individual goes through. However, all potential participants go through some form of income verification before they can access services.

---

**Q18**

Describe how the agency will assess duplication of benefits, including a process for verifying that a program participant is not currently receiving and/or been approved to receive the same service through another funding source. (1,000 characters maximum)

The Coordinated Entry System is a collaborative effort to ensure clients receive the assistance necessary to move from homelessness to permanent housing. Through community case conferencing, participant cases are discussed amongst 17 community non-profits to ensure wrap-around services are provided but not duplicated. We also utilize the Homeless Management Information System (HMIS), a shared statewide database, which allows community partners to be informed of current or past benefits received by any enrolled client.

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**Q19**

**No**

Has any program participant been required to repay due to an overpayment and / or duplication of funds at your agency? If yes, how were repaid funds reinvested into another program participant and / or activity?

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**Q20**

Describe the methods or programs the agency will use to document and verify a program participant's eligibility. (1,000 characters maximum)

Program participants are eligible to engage with the Coordinated Entry System if they are currently homeless or at risk of imminent homelessness for special populations (i.e. Youth up to age 25). Participants are evaluated using the standardized MAP assessment, and if eligible, are assigned to a case manager who determines eligibility for specific housing assistance programs. Coordinated Entry participants are able to access program assistance through all HUD-approved housing projects and other resources across the community, including Section 8, Public Housing, Foster Youth Initiative vouchers, Priority Housing vouchers for Domestic Violence, Homeless Preference or Family Reunification, Rapid Rehousing Assistance, General Assistance, Youth Homelessness Demonstration projects, income-based housing projects, and private housing resources. The majority of eligibility verification is provided by partner agencies during the application process for programs.

---

**Q21**

What is the total HOME-ARP funding requested for supportive service activities? (Please enter whole numbers in each field (no dollar sign, comma, decimal point, etc.)

For supportive services activities: **100000**

For the direct provision of services: **300000**

---

**Q22**

**Yes**

If included in the project budget, will the cost of labor or supplies and materials be incurred in directly providing supportive services to program participants? (i.e., direct provision of services)

---

**Q23**

If the direct provision of services will be funded, please describe the employee positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum)

Supportive Services Specialist 1.0 FTE and Program Coordinator 0.5 FTE

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**Q24**

Upload job descriptions and resumes of any staff that will directly carry out supportive service activities for program participants.

**Supplemental%20Project%20Information.pdf (58.4KB)**

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**Q25**

Identify the organization's key staff members that will be responsible for HOME-ARP activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1,000 characters maximum for each)

Activity Oversight:

**Program Coordinator** The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting. The Program Coordinator will also manage and oversee the Point-In-Time count and the distribution of the Diversion Fund. The Program Coordinator will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in permanent supportive housing and emergency shelter activities. The Program Coordinator must also be able to evaluate program effectiveness, identify areas for improvement, and implement new program initiatives to increase program impact.

Implementation:

**Supportive Services Specialist** The Supportive Services Specialist will be responsible for providing supportive services for people within the Coordinated Entry System who need additional assistance beyond the capacity of a traditional case manager. The Supportive Services Specialist will spend 30 hours a week providing intensive case management for clients requiring additional help, such as individuals needing assistance with the Medicaid Waiver and SSI/SSDI processes. The Supportive Services Specialist will be SOAR certified and provide SSI/SSDI application services for CES clients with concurring conditions. SSI/SSDI application assistance is a gap in the current Coordinated Entry System, and filling this gap will increase the number of clients accessing supplemental income. Finally, the Supportive Services Specialist will spend 10 hours a week tracking exits from Coordinated Entry and providing outreach, continuing to support people after they are housed.

Financial Management:

Dean Wells, Director of Community Impact and Operations at United Way Sonja Clayton, Finance Director at United Way The Director of Community Impact has a Master's degree in Organizational Psychology as well as over 30 years' experience in non-profit work and 20 years' experience managing grants, including federal grants. This experience includes multiple federal grant trainings through Management Concepts and multiple federal audits with no findings. The Finance Director has a degree in accounting along with over 20 years of experience, including work with federal funding. Additionally, a Finance Committee and the Board of Directors review financials each month. The committee includes persons with expertise, including a CPA for a large accounting firm. The Finance Director and Director of Community Impact also have experience in federal reporting systems and recordkeeping.

Quarterly Reporting:

Program Coordinator The Program Coordinator will be responsible for HOME-ARP quarterly reporting as a part of their job overseeing the HOME-ARP grant. Additionally, the Program Coordinator is responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting. The Program Coordinator will also manage and oversee the Point-In-Time count and the distribution of the Diversion Fund. The Program Coordinator must be able to evaluate program effectiveness, identify areas for improvement, and implement new program initiatives to increase program impact.

---

**Q26**

**Yes**

If awarded HOME-ARP funding, will the organization hire new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting low- and very-low-income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

**Q27**

Please upload job descriptions for each new position. Acceptable formats PDF, DOC, DOCX, JPG, JPEG

**Job%20Descriptions.pdf (54.9KB)**

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Page 6: Sources & Uses

**Q28**

Please upload your completed Sources & Uses spreadsheet. Acceptable formats PDF, JPG, JPEG

**HOME-ARP%2520Sources%2520and%2520Uses.pdf (122KB)**

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Page 7: Authorization / Certification / Signature

**Q29**

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity. Acceptable formats PDF, JPG, JPEG

**UWYC%20Bylaws%20-%206-22-2023.pdf (251.9KB)**

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**Q30**

Signature: Typing your full name in the box below will be considered signing.

Dean Wells

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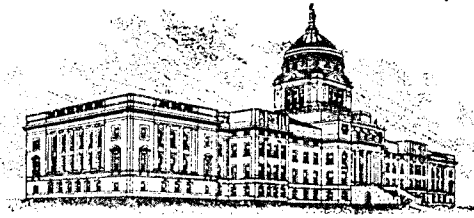
**Q31**

HOME-ARP Request for Qualifications - Part 2 Submittal Date

Please click or enter the date **11/17/2023** below:

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# Office of the Secretary of State



## OF THE STATE OF MONTANA

### CERTIFICATE OF AMENDMENT TO CERTIFICATE OF INCORPORATION

I, FRANK MURRAY, Secretary of State of the State of Montana, do hereby certify that duplicate originals of Articles of Amendment to the Articles of Incorporation of

UNITED WAY OF BILLINGS, INC.

duly executed pursuant to the provisions of Section 15-2335 of the Revised Codes of Montana, 1947, have been received in my office and found to conform to law.

NOW, THEREFORE, I, FRANK MURRAY, as such Secretary of State, by virtue of the authority vested in me by law, hereby issue this Certificate of Amendment to the Certificate of Incorporation of  
UNITED WAY OF YELLOWSTONE COUNTY, INC.

formerly  
UNITED WAY OF BILLINGS, INC.  
and attach hereto a duplicate original of the Articles of Amendment to the Articles of Incorporation.



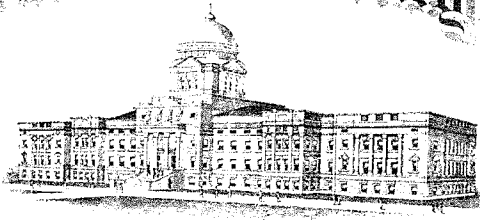
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Montana, at Helena, the Capital, this 28th day of August A.D. 1978

*Frank Murray*  
FRANK MURRAY  
Secretary of State

*Thomas Tucker*  
Thomas Tucker

By ~~GAYLOR D. WALKER~~  
Deputy

# Department of the Secretary of State



STATE OF MONTANA

## CERTIFICATE OF AMENDMENT TO CERTIFICATE OF INCORPORATION

I, FRANK MURRAY, Secretary of State of the State of Montana, do hereby certify that duplicate originals of Articles of Amendment to the Articles of Incorporation of

UNITED FUND OF BILLINGS

duly executed pursuant to the provisions of Section 15-2335 of the Revised Codes of Montana, 1947, have been received in my office and found to conform to law.

NOW, THEREFORE, I, FRANK MURRAY, as such Secretary of State, by virtue of the authority vested in me by law, hereby issue this Certificate of Amendment to the Certificate of Incorporation of

UNITED WAY OF BILLINGS, INC.

formerly

UNITED FUND OF BILLINGS

and attach hereto a duplicate original of the Articles of Amendment to the Articles of Incorporation.

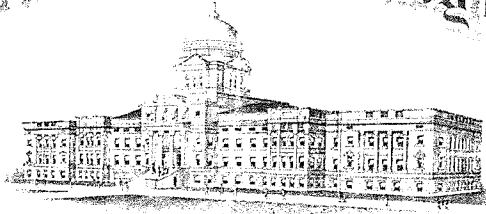


IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Montana, at Helena, the Capital, this 15th day of June A.D. 19 73.

*Frank Murray*  
FRANK MURRAY  
Secretary of State

*Gail M. DeWalt*  
By GAIL M. DeWALT  
Chief Deputy

# Department of the Secretary of State



OFFICE OF THE SECRETARY OF STATE  
STATE OF MONTANA

## CERTIFICATE OF AMENDMENT TO CERTIFICATE OF INCORPORATION

I, FRANK MURRAY, Secretary of State of the State of Montana, do hereby certify that duplicate originals of Articles of Amendment to the Articles of Incorporation of

UNITED NEIGHBORS OF GREATER BILLINGS

duly executed pursuant to the provisions of Section—15-2335—of the Revised Codes of Montana, 1947, have been received in my office and found to conform to law.

NOW, THEREFORE, I, FRANK MURRAY, as such Secretary of State, by virtue of the authority vested in me by law, hereby issue this Certificate of Amendment to the Certificate of Incorporation of

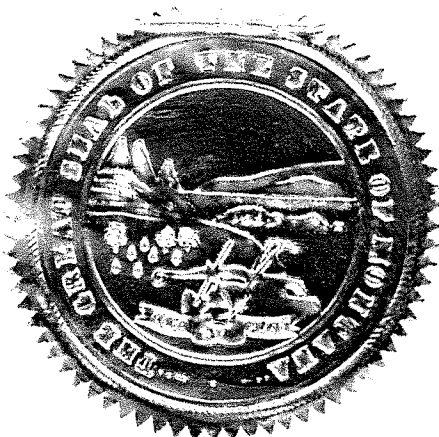
UNITED FUND OF BILLINGS

formerly

UNITED NEIGHBORS OF GREATER BILLINGS

and attach hereto a duplicate original of the Articles of Amendment to the Articles of Incorporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Montana, at Helena, the Capital, this — 22nd — day of — April — A. D. 19 70 —



*Frank Murray*  
FRANK MURRAY  
Secretary of State

*Gail M. DeWalt*  
By GAIL M. DeWALT  
Chief Deputy

ARTICLES OF INCORPORATION

OF

UNITED NEIGHBORS OF GREATER BILLINGS

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day voluntarily associated ourselves together for the purpose of forming a corporation under the laws of the State of Montana relating to religious, social and benevolent corporation, and

WE DO HEREBY CERTIFY:

FIRST: That the name of this corporation shall be UNITED NEIGHBORS OF GREATER BILLINGS.

SECOND: That the purposes for which said corporation is formed

are: To raise funds, in Billings and Yellowstone County, for the financing, in whole or in part, of local, state and national organizations conducted for charitable, health, welfare and allied purposes, by means of a unified campaign, with the object of reducing duplication of effort and expense caused by separate campaigns; and to provide the plans, facilities, manpower and community leadership for such unified fund-raising campaigns; provided, however, that it is not intended hereby to give the right to exercise any power or purpose above mentioned in any case where it is forbidden so to do by the provision of the Constitution or Statutes of the United States of America, or the State of Montana, and provided further that this corporation does not contemplate pecuniary gain or profit to any of the members thereof, and in the exercise of the foregoing powers:

(a) To solicit, receive and hold money and property, both real and personal, by gift, contribution, bequest, devise or otherwise; to sell and convert property into cash; and to disburse funds and other property held by it to organizations, including community chests, local, state and national organizations, conducted for charitable, health, welfare and allied purposes for their use, operation and maintenance in the accomplishment of such purposes:

(b) To assist contributors and the objects of their contributions by providing a central means for reviewing the appeals of such organizations and advising contributors regarding the nature of such organizations, their activities, methods of financing, use of funds and such other information as may be desirable in that respect.

(c) To provide adequate financial support for agencies participating in the corporation's program through unified community-wide appeals; to assist such participating agencies in achieving higher standards of service, in correlating their aims, in coordinating their programs and in integrating, so far as practicable, the services rendered by them; to promote economy and efficiency in the administration and operation of such participating agencies and in the elimination of overlapping and duplicating programs and services; to reduce the overhead cost of raising funds; to cooperate with other private and public agencies in studying and interpreting community needs and in seeking solutions for the problems disclosed by such studies; and to promote understanding of the needs for and the work of the corporation and such agencies.

(d) To receive gifts, devises and bequests of real and personal property and to hold, use, operate, mortgage, sell and dispose of the same for the objects and purposes herein described; to invest funds received, and to use such funds and the income therefrom and from any other property of this corporation for its operating and other expenses and for the other purposes herein specified; to purchase, hire or otherwise acquire, hold, or sell, convey, lease, encumber and otherwise dispose of and deal in and with all kinds of property real and personal; to borrow money, incur indebtedness and to secure the same by mortgage, pledge or otherwise; to contract for the services of employees, agents and others and to pay them reasonable compensation; and to do all other acts and things, not prohibited to a corporation organized under the laws of the State of Montana relating to charitable corporations, which are necessary, desirable or appropriate to the accomplishment of the objects and purposes of the corporation.

THIRD: That the complete mailing address and the place where the principal office for the transaction of the business of the corporation is to be located is the City of Billings, County of Yellowstone, State of Montana;

FOURTH: That the number of directors of said corporation shall be twenty-eight (28), and that the names and residences of those who are appointed for the first three (3) months and until their successors are elected and qualified are:

| <u>NAME</u>           | <u>RESIDENCE</u> |
|-----------------------|------------------|
| Dr. Herbert Caraway   |                  |
| Frank Connelly        |                  |
| E. A. Davenport       |                  |
| Nelson Lutey          |                  |
| Les Hardy             |                  |
| Russ Hart             |                  |
| Strand Hilleboe       |                  |
| Howard Hoene          |                  |
| Mrs. Clark Israel     |                  |
| Ed Kautsky            |                  |
| B. E. Longo           |                  |
| Fred Marble           |                  |
| A. G. Martin          |                  |
| Mrs. Agnes O'Leary    |                  |
| Carl Peters           |                  |
| Harry Schroth         |                  |
| O. B. Silvey          |                  |
| James Spelman         |                  |
| Irving Staid          |                  |
| George Washington     |                  |
| Miss Gertrude Whipple |                  |
| Mrs. Gayle Wymacht    |                  |
| Harold Turnquist      |                  |
| Paul O'Leary          |                  |
| Warren Hancock        |                  |
| Roy Burkhart          |                  |
| Earl Carlson          |                  |
| John E. Tenge         |                  |

FIFTH: That the authorized number and qualifications of the members of the corporation shall be as follows:

(a) Every individual, firm, association and corporation who makes a contribution to or for the benefit of this corporation shall be eligible for admission to membership in the corporation. In addition, each member of the Board of Directors of the corporation shall automatically upon his election become a member of the corporation and shall remain a member of the corporation during his term of office. The terms, conditions and prerequisites of membership, except as herein provided, shall be such as are prescribed by the By-Laws of the corporation.

SIXTH: The Board of Directors shall elect annually from among their number or from the members at large such officers for such duties and terms of office as shall be specified in the By-Laws of the corporation, providing, however, that the officers shall receive no compensation for their services as such officers and shall, ex-officio, be members of the Board of Directors. The Board of Directors may appoint such other officers, including an executive director or executive secretary, as the business of the corporation may require, each of whom shall hold office for such period, receive such compensation, have such authority and perform such duties as are provided in the By-Laws or as the Board of Directors may from time to time determine.

The Board of Directors may create an Executive Committee to consist of such number and with such powers and duties as shall be prescribed by the By-Laws or as the Board of Directors may from time to time determine. The Board of Directors shall create such standing and special committees and shall assign to them such duties and responsibilities as the purposes of the corporation may from time to time require.

SEVENTH: (a) This corporation is not organized for profit and in no event shall any of its money or assets be distributed to or inure to the benefit of any private individual or member of this corporation.

(b) The property of this corporation shall not be used or operated by this corporation or by any other person for profit; regardless of the purposes to which the profit shall be devoted; and the property of this corporation is irrevocably dedicated to charitable purposes.

(c) No organization shall be eligible to receive distribution of any of the funds of this corporation unless contributions thereto are deductible, or exempt, for the purpose of income and gift taxes, both federal and state.

(d) Upon liquidation or dissolution of this corporation or abandonment by it or its property, the same shall be distributed and disbursed to funds, foundations or corporations organized and operated exclusively for charitable purposes and shall not inure to the benefit of any private person.

(e) The duration of the existence of this corporation shall be perpetual.

EIGHTH: The Board of Directors of the corporation shall adopt such By-Laws, not inconsistent with these Articles, as shall be appropriate to the conduct of its affairs, and in accordance with the provisions of Section 15-303, R.C.M. 1947 shall alter, amend and repeal them as the purposes of the corporation may require. The By-Laws shall provide, among other things, for regular meetings of the Board of Directors, for the time, manner of calling and conduct of regular and special meetings of the Board, and for the time, manner of calling and conduct of the annual meeting and special meetings of the members.

The Board of Directors of the corporation shall have the power by By-Law to change at any time the number of directors of this corporation in order that there shall be a sufficient number of directors to carry out the duties and responsibilities as the purposes of the corporation may from time to time require. It shall be a limitation upon this right that it may be exercised only in furtherance of the objects and purposes for which the corporation has been formed, and that no amendment, alteration, change, addition or repeal shall be authorized which is prohibited by the laws of the State of Montana relating to charitable corporations.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_

day of May, 1961.

/s/ B. E. LONGO

/s/ HOWARD F. HOENE

/s/ CARL PETERS

/s/ JOHN E. TENGE

/s/ R. B. HART

/s/ PAUL E. O'LEARY

/s/ A. G. MARTIN

/s/ IRVING J. STAUD

/s/ WARREN HANCOCK

/s/ HARRY A. SCHROTH

/s/ FRANK G. CONNELLY

/s/ E. A. DAVENPORT

/s/ FRED MARBLE, JR.

/s/ HAROLD TURNQUIST

/s/ O. B. SILVEY

/s/ NELSON H. LUTEY

/s/ EARL CARLSON

/s/ ED KAUTSKY

/s/ ROY W. BURKHART

/s/ H. T. CARAWAY, M. D.

/s/ STRAND HILLEBOE

/s/ MRS. GAYLE WYNACHT

/s/ L. G. HARDY

/s/ MRS. CLARK ISRAEL

/s/ JAMES F. SPELMAN

/s/ GEORGE M. WASHINGTON

/s/ AGNES O'LEARY

/s/ GERTRUDE WHIPPLE

STATE OF MONTANA            )  
                                  ) ss.  
County of Yellowstone        )

On this 31st day of May, A.D., 1961, before me, B. E. LONGO, a  
Notary Public in and for said State, personally appeared:

|                     |                       |
|---------------------|-----------------------|
| Dr. Herbert Caraway | Carl Peters           |
| Frank Connelly      | Harry Schroth         |
| E. A. Davenport     | O. B. Silvey          |
| Nelson Lutey        | James Spelman         |
| Les Hardy           | Irving Staid          |
| Russ Hart           | George Washington     |
| Strand Hilleboe     | Miss Gertrude Whipple |
| Howard Hoene        | Mrs. Gayle Wynaecht   |
| Mrs. Clark Israel   | Harold Turnquist      |
| Ed Kautsky          | Paul O'Leary          |
| Fred Marble         | Roy Burkhardt         |
| A. G. Martin        | Earl Carlson          |
| Mrs. Agnes O'Leary  | John E. Tenge         |
|                     | Warren Hancock        |

known to me to be the persons whose names are subscribed to the foregoing  
Articles of Incorporation, and who acknowledged to me that they and each of them  
respectively, executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my  
Notarial Seal, the day and year in this certificate first above written.

(NOTARIAL SEAL)

/s/                    B. E. LONGO  
Notary Public for the State of Montana  
Residing at Billings, Montana  
My Commission Expires: Feb. 4, 1964.

STATE OF MONTANA            )  
County of Yellowstone        ) ss.

On this 31st day of May, A.D., 1961, before me, MARIE SORICONE, a Notary Public in and for said State, personally appeared B. E. LONGO, known to me to be the person whose name is subscribed to the foregoing Articles of Incorporation, and who acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal, the day and year in this certificate first above written.

(NOTARIAL SEAL)

/s/ MARIE SORICONE  
Notary Public for the State of Montana  
Residing at Billings, Montana  
My Commission Expires: July 1, 1961.

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

**ARTICLE 1: NAME**

The name of the corporation is United Way of Yellowstone County, Inc. (hereinafter referred to as UWYC).

**ARTICLE 2: PRINCIPAL OFFICE**

The principal office of UWYC shall be located at 2173 Overland Avenue, Billings, Montana 59102. This address will also be the address for the registered office in the State of Montana.

**ARTICLE 3: PURPOSE**

**Section 1. Mission & Vision**

Mission

To improve lives by mobilizing the caring power of the community.

To do this UWYC will:

- Inspire others to LIVE UNITED - to give, advocate and volunteer.
- Encourage volunteer and community involvement on priority issues.
- Actively involve diverse groups who represent the community.
- Utilize many community resources to implement strategies and achieve meaningful results.
- Encourage philanthropic investments to achieve UWYC's goals and vision.

Vision

UWYC is the primary community-building organization in South Central Montana. UWYC provides leadership to effectively mobilize people and financial and strategic resources to improve people's lives. UWYC identifies and addresses the community's priority needs and provides solutions that achieve measurable results and sustained community change.

Values

Respect, integrity, transparency, and service oriented.

Diversity, Equity and Inclusion (DEI) Statement

Diversity, equity and inclusion are vital to achieving the mission of UWYC, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. UWYC affirms the essence of all individuals including the realities, background, experiences, skills and perspectives that make each person who they are.

UWYC aspires to involve every segment of the community in every aspect of our work, to act in ways that respect the dignity, uniqueness, and intrinsic worth of every person, the community, the donors, our own Board members, staff, volunteers and representatives, and believe in a movement built from the rich diversity and gifts of all people in all systems.

Volunteers, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

UWYC recognizes that in order to effectively engage our community, staff, volunteers, donors and community partners to achieve our community impact goals, we must embrace the diversity of the communities we serve. Our culture, recruitment, partnerships and other business practices demonstrate inclusiveness.

**Section 2: Purpose**

The purposes for which this corporation is formed are:

- (a) To assess, on a continuing basis, the need for human service programs; to seek solutions to human problems; to assist in the development of new or modification of existing human service programs; to promote preventive activities and foster cooperation among local, state and national agencies serving the county;
- (b) To develop as fully as possible the financial resources needed to meet the human service needs of the county;
- (c) To encourage community support and commitment for the entire United Way enterprise through a systematic communications program which both speaks and listens to the community; and
- (d) To receive by gift, grant, devise, bequest or otherwise, and from any private or public sources, personal or real property, and to hold, administer, sell, invest, reinvest, manage, use, disburse and distribute, and apply the income and/or principal of the same in accordance with the directions and intent of the donor or donors of such property, or, in the absence of such directions, as the corporation may deem best from time to time, for the promotion of any or all of the foregoing purposes.

No substantial part of the activities of this corporation shall be for the purpose of carrying on propaganda or otherwise attempting to influence legislation. None of the activities of this corporation shall consist of participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

No part of the net earnings of this corporation shall inure to the benefit of any private shareholder or any individual. The property of this corporation is irrevocably dedicated to charitable purposes and upon liquidation, dissolution or abandonment of the corporation, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Sections 501 (c)(3) and 509 (a)(1),(2) or (3) of the Internal Revenue Code of 1986, as amended, or to the federal government, or a state or local government.

**Section 3. Nonprofit Status**

UWYC is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Laws.

**Section 4. Montana Nonprofit Corporation**

United Way of Yellowstone County, Inc. is a nonprofit corporation in the State of Montana and subject to the laws of the state and may exercise all powers granted to Montana nonprofit corporations by the Montana Nonprofit Corporation Act, Sections 35-2-113, *et seq.*, Montana Code Annotated, as now exists and afterwards amended.

**ARTICLE 4: MEMBERS**

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

The currently elected members of the Board of Directors are the current Members of the corporation and are authorized to elect board members to fulfill the duties and responsibilities as set forth in these Bylaws. The Members of the organization will elect the Board of Directors at the Annual Meeting as established in Article 5.

**ARTICLE 5: ANNUAL MEETING**

**Section 1. Annual Meeting**

The Members shall meet annually for the election of board members and for the transaction of such other business as may properly come before the meeting and at such time as may be designated by the Board of Directors. Provisions with respect to notice, quorum, and inspections of elections shall comply with the laws of the State of Montana.

**Section 2. Quorum**

The presence in person of a majority of the Members shall constitute a quorum at all meetings of the Members for the election of the Board or for the transaction of other business except as otherwise provided by law.

**Section 3. Minutes**

Minutes of the annual meeting will be taken, reviewed, and approved by the members.

**ARTICLE 6: BOARD OF DIRECTORS**

**Section 1. Powers and Duties**

The business and affairs of UWYC shall be under the supervision of a board of directors. The Board of Directors ("Board") shall have the control and management of the affairs and property of UWYC. The Board shall be responsible for strategic leadership, resource and relationship management, reputation building, stewardship of UWYC assets, performance management and measurement of the President & CEO, and oversight of a public policy agenda and advocacy. The Board adopts ethical, legal, and financial management policies to ensure that UWYC has adequate resources to advance its mission and work toward a sustainable future for the organization. The Board may delegate certain duties to the officers and committees of UWYC. In addition to the powers expressly conferred upon it by these Bylaws, the Board may exercise such powers and do such lawful acts and things as are not otherwise limited by these Bylaws and/or the Articles of Incorporation. A clear background check is required for each board member.

**Section 2. Board Member Responsibilities**

- a) **Set Direction and Measure Performance and Results:** UWYC makes decisions grounded in community priorities and effectively measures performance on impact, revenue, donors and community image to ensure those results are accomplished.
- b) **Deepen Relevance in Community:** Is visible in both words and deeds in the community, seeks to understand and be engaged in broader community issues, works to enhance UWYC's relevance, including advocating and/or influencing public policy as a critical function.
- c) **Grow Revenue and Donors:** Connects impact efforts and revenue generation in order to grow resources (financial, social) and advocates in order to achieve community results at scale. Makes calls and introductions on behalf of UWYC, opening his or her own networks for key financial asks and other supports. Assists with recruitment of Fundraising Volunteer Leaders and serves on committees/cabinets as appropriate.

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

- d) **Mission, Brand, Impact and Business Strategy:** Determines, articulates, and stewards the organization's mission, vision, brand, and core values, with which the community has entrusted the Board.
- e) **Governance and Fiscal Oversight:** Practices effective governance and fiscal oversight and fiscal integrity of the organization and ensures compliance with legal, regulatory reporting, and operating requirements.
- f) **Conduct business under Robert's Rules of Order.**
- g) **CEO Performance and Accountability:** The CEO leads the day-to-day activities of the organization; the Board monitors the CEO's performance and engages in the following responsibilities:
  - a) Hires and fires the CEO.
  - b) Supports the CEO and serves as a trusted advisor.
  - c) Evaluates the CEO's performance and reviews and approves CEO's compensation.

**Section 3. Number, Term of Office, and Election**

- a) The Board shall consist of at least 11 and no more than 16 persons broadly representative of Yellowstone County including the city of Billings, Montana, and consistent with the diversity statement in Article 9, Section 1. The President & CEO of UWYC shall be an ex officio member, without voting rights, of the Board of Directors.
- b) Board members are elected for three (3) year terms at the annual meeting. In unusual circumstances, Board members may be elected to a shorter term, per the needs of the Board. Members of the Board shall be elected by the Members of the organization in accordance with Article 4. Terms start on July 1 and conclude on June 30 in line with the fiscal year.
- c) Any board member who serves two consecutive three (3) year terms shall be ineligible for reelection until a minimum of one year has elapsed after expiration of the second term. Notwithstanding the foregoing limitation on Board terms, any board member who has served two consecutive three-year terms may be re-elected to fill a position as an officer of the Organization. If the term of a board member, who is Chair-elect of the Board, shall expire, then he or she shall be eligible for reelection for an additional year, as long as he or she may hold the office of Chair. A Director elected to an incomplete term may complete that term and remain eligible for two additional, consecutive terms.
- d) An immediate past Board Chair who has completed his or her term as an officer and is not eligible for reelection to the Board may serve one additional year on the Board and Executive Committee. In this case, the allowable size of the Board and Executive Committee would be increased by one member.
- e) Board Member expectations are outlined in the UWYC Board Handbook. Failure to fulfill the expectations and duties of a board Member may be a cause for removal. The Board Governance and Nominating Committee shall oversee the implementation of this Handbook and the expectations and policies therein.

**Section 4. Removal of a Board Member**

A member of the Board may be removed from the Board with or without cause by a vote of two-thirds (2/3) of the Board at a meeting at which quorum is present or, if such action is taken by written consent of the Board in lieu of a meeting as permitted by Section 9(d) hereof, then by a consent in writing signed by two-thirds (2/3) of the board members then in office and in good standing, not including the board member who is the subject of such removal.

**Section 5. Resignation**

A member of the Board may resign at any time by giving written notice to the Board. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt thereof by the Board Chair.

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

**Section 6. Vacancies**

All vacancies in the Board may be filled by the remaining board members according to the process in Article 6, Section 3.

**Section 7. Compensation and Reimbursement**

Board members shall be volunteers and shall not receive any compensation for their services.

**Section 8. Liability**

No Director of this corporation shall be personally liable for any action or omission unless the Director has breached or failed to perform the duties of his or her office as prescribed by state law and said breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness.

**Section 9. Meetings**

- a) Regular Meetings. The Board shall hold a minimum of two (2) regular meetings for each quarter of each year at such place or places as may be determined from time to time or as may be set forth in the notice of meeting, which notice shall be given not less than seven (7) days prior to the time of the meeting. The annual meeting of this corporation shall be held during the last quarter of the fiscal year (April-May-June), at such place and on such date and time as the Board of Directors may determine.
- b) Special Meetings. Special meetings of the Board may be called by the Chair or Chair-Elect of the Board on forty-eight (48) hours' notice, if possible, to each board member personally, by any acceptable method (phone, text, email, etc.); special meetings shall be called by a member of the Executive Committee in like manner on the written request of one-third of the board members in office. The written request must specify the basis for the meeting. Upon receipt of the call for a special meeting, the Board of Directors shall fix the date, time, and place for the meeting, which shall be held within fifteen (15) days after the receipt of the call for the meeting, and with five (5) days' notice of the meeting provided to the board members.
- c) Quorum and Voting. At all meetings of the Board, the presence of a majority of the currently elected Board shall constitute a quorum for the transaction of business, and any act of a majority of those in attendance at a meeting at which there is a quorum shall be adopted. Any business may be transacted by the Board at any meeting at which a quorum is present, although held without notice, upon a waiver signed by every member of the Board.
- d) Action Without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting by one or more written consents signed by 100 percent of the directors. The deliberation period for all Board action undertaken without a meeting is no less than one week from the date of transmission. The results of such action without a meeting will be filed with the minutes of proceedings of the Board. Such consent shall have the same force and effect as a unanimous vote provided 100 percent of all directors' consent to the action.
- e) Members participating by telephone or video conference. Participation in any meeting of the Board or a committee of the Board by means of conference telephone, video or any means of communication by which all persons participating in the meeting are able to hear one another shall constitute presence in person at the meeting.

**ARTICLE 7: OFFICERS OF THE ORGANIZATION**

**Section 1. Number, Qualification, Term of Office, and Election**

**UNITED WAY OF YELLOWSTONE COUNTY, INC.**  
**BYLAWS**

The officers of UWYC who shall be elected by the Board shall consist of a Board Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair. The President and CEO shall serve on the Board and be an Ex-Officio director with no voting rights, except with the Executive Committee.

- a) Term. All officers shall hold office for one year or until their successors are duly elected and qualified. In the unusual event a Board Chair serves two consecutive terms, he or she shall be ineligible for reelection as Chair until a year has elapsed after the expiration of the second of such terms.
- b) Election. Nominations for officers will be presented by the Board Governance and Nominating Committee. The officers of UWYC shall be elected by the Board.
- c) In case there is a vacancy in any office of the corporation, whether caused by failure to elect, death, resignation or otherwise, such vacancy may be filled by vote of the Board of Directors at any regular or special meeting. Such officers so elected to fill vacancies shall serve until the next annual meeting and until their successors are elected and qualify.

**Section 2. Resignation**

Any officer may resign at any time by giving written notice to the Board. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt thereof by the Board Chair.

**Section 3. Removal**

Any officer, employee, or agent appointed by the Board may be removed from office, either with or without cause, by a majority vote of the Board.

**Section 4. Vacancies**

The Board may fill any officer vacancy according to Section 1 in this Article.

**Section 5. Board Chair**

The Chair shall convene and preside at meetings of the Board, call special meetings whenever he or she deems it necessary, perform such duties as may be assigned from time to time by the Board, and shall perform the duties usually delegated upon a presiding officer.

- a) Coordinate the Board agenda preparation with the President and CEO;
- b) Help to guide the strategic direction through the strategic plan and the planning processes;
- c) Assures the Board formulates policies and programs to further the mission and objectives of the UWYC;
- d) Make emergent decisions in consultation with Executive Committee as needed regarding actions taken by UWYC;
- e) Appoint Committee and task force chairs;
- f) Designate and delegate tasks to Directors and other volunteers, as necessary. Ensures volunteer work is being completed as assigned;
- g) Represents the UWYC to the public and serves as the primary UWYC spokesperson on industry issues;
- h) Keeps the Board, committees and membership informed about the conditions and operations of the UWYC;
- i) Promotes active member engagement and participation;
- j) Develops and maintains a collegial relationship with the President and CEO;
- k) The Chair is an ex-officio member of all committees of the Board.

**Section 6. Chair-Elect**

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The Chair-Elect shall perform such duties as the Board may assign and may assist the Board Chair as requested. The Chair-Elect shall preside at meetings in the absence of the Chair. The Chair-Elect assumes the office of Chair of the Board if the Chair position is vacated for any reason. The Chair-Elect is an ex-officio member of all committees of the Board. The Chair-Elect serves as the chair of the Strategic Planning session.

**Section 7. Secretary**

The Secretary shall have the following functions and powers which may be delegated to UWYC staff with adequate oversight.

- a) Act as clerk of each meeting of the Board including annual and special meetings. The Secretary shall record all the proceedings and votes of such meetings and create a permanent record;
- b) Cause all notices to be duly given in accordance with the provisions of these Bylaws and as required by statute and, if required by resolution at any annual or special meeting;
- c) See that the minutes, reports, statements, policies, and all other documents and records of UWYC required by statute are properly kept and filed;
- d) The Secretary shall have access to the original copy of the Bylaws and all amendments thereof;
- e) Perform other duties as are given by these Bylaws or as from time to time may be assigned by the Board; and
- f) The Board Chair or Chair-Elect may designate a person other than the Secretary to record meeting minutes.

**Section 8. Treasurer**

The Treasurer shall also serve as Chair of the Finance Committee and shall report to the Board at each meeting on the financial condition of UWYC. The Treasurer shall be responsible for the following, which may be delegated to UWYC staff with adequate oversight:

- a) Be responsible for the funds, securities, receipts and disbursements of the UWYC; monitor the approved financial policies for adequacy and compliance;
- b) Ensure adequate financial controls are in place and the organization operates within a sound financial framework;
- c) Be responsible for receiving and giving receipts for monies due and payable to UWYC from any source whatsoever; cause the monies and other valuable effects of UWYC to be deposited in the name and to the credit of the Organization in such banks or other depositories as the Board may designate or select;
- d) Cause the funds of UWYC to be disbursed by checks or drafts, with such signatures as may be authorized by the Board, upon the authorized depositories of UWYC, and cause to be taken and preserved proper vouchers for all monies disbursed;
- e) Provide to the Board, whenever requested, a statement of the financial condition of UWYC, which may include an account of all transactions;
- f) Keep the books of account of all the business and transactions of the UWYC, and submit annually for external audit;
- g) In partnership with the President and CEO, develops an annual budget which is presented to the Finance Committee for review and recommendation to the Board;
- h) Serve as Chair of the Finance Committee; and
- i) Perform other duties as are given by these Bylaws or as from time to time may be assigned by the Board.

**Section 9. Immediate Past Chair**

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The Immediate Past Chair of the Board shall continue to serve as a member of the Board and as an officer of the organization, as well as a member of the Governance & Nominating Committee, for one year after his or her term as Chair has ended. The Past Chair may perform other duties as are given by these Bylaws or as from time to time may be assigned by the Board.

**Section 10. President & Chief Executive Officer**

The President, who shall be the Chief Executive Officer of UWYC and who shall be employed by the Board, shall in general supervise and control all of the business, affairs, and property of UWYC and shall have general supervision over all of its employees and agents under the direction of the Board. In general, the President shall perform all duties incident to the office and shall see that all orders and resolutions of the Board are carried into effect. The President shall serve on the Executive Committee of the Board and be an Ex-Officio director with full voting rights on the Executive Committee.

In the absence of the President, or in the event that the President is unable to carry out his or her duties, the Chair may delegate the President's powers to another UWYC employee, or the President may so delegate with the consent of the Board. In extremely unusual circumstances or when the absence is expected to last for an extended period of time, the Chair may recommend an alternate interim solution, which must be approved by the Board.

- a) Salaries. The salary and other remuneration of the President shall be fixed by the Board. An annual review of his or her compensation shall be conducted in accordance with approved policies, local and United Way Worldwide compensation information, and IRS intermediate sanction rules. Salaries and wages of other UWYC employees shall be fixed by the President based on the recommended salary ranges and subject to the approval of a general operating budget of the Board.
- b) Performance. The Executive Committee of the Board shall conduct an annual review of the President's performance to established strategic goals. The Board may recommend additional compensation based on the President's performance.

**ARTICLE 8: COMMITTEES OF THE ORGANIZATION**

**Section 1. Committees, Task Forces, and Special Committees**

The Chair of the Board may designate committees, special committees, or task forces authorized by the Board. Annually, the Chair of the Board appoints the Chair of each UWYC Committee, special committee, or task force that has been authorized by the Board. All standing committee chairs and other committee chairs shall be members of the Board. Committee Chairs will select committee members with support and guidance from the Governance and Nominating Committee. Volunteers from the community shall be considered for service on such committees, except as may be precluded by the law of Montana or these Bylaws. A clear background check is required for each committee member.

**Section 2. Standing Committees**

UWYC will maintain the following standing committees.

- a) Executive Committee. The Executive Committee consists of the officers of the Board of Directors and other board members as determined by the Board and duly elected as the Executive Committee. The Chair of the Board shall serve as Chair of the Executive Committee. The Executive Committee shall have and exercise all the powers of the Board of Directors subject to such limitations as the laws of the State of Montana or resolutions of the Board of Directors may impose, and shall have the power to affix the seal of the corporation to all papers requiring it, when the

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Board is unable to meet.

A majority thereof shall constitute a quorum. The Executive Committee shall keep regular minutes of its proceedings and report the same to the Board of Directors.

In matters requiring immediate action, the Executive Committee may act on behalf of the Board of Directors, except to 1) amend the Bylaws; 2) adopt a plan of merger or consolidation; or 3) sell, lease, exchange, mortgage, pledge or make any other disposition of any of the property and assets of the organization. Any action should be communicated to the Board no later than the next regularly scheduled Board meeting.

The Executive Committee's responsibilities shall include:

- a. evaluation and recommendation of the CEO's salary and the proposal of the management compensation policy to the Board;
  - b. management of the flow of work between the Board and Board-level committees;
  - c. development and maintenance of the ethics policy;
  - d. management of relationship with organized labor; and
  - e. development of a diversity policy.
- b) Governance and Nominating Committee. The Governance and Nominating Committee shall have responsibility for the recruitment, nomination, orientation, training, performance and evaluation of board members, including officers. The committee may evaluate Board functioning and provide Board education, review and compliance with the diversity and ethics policies. The Ethics Officer will serve on this committee.
- c) Finance Committee. The Board, with support and nominations from the Governance and Nominating Committee, shall appoint a Finance Committee. At least two of the committee members must possess financial expertise (as defined by the Sarbanes-Oxley legislation). The committee will be responsible for the development and management of the UWYC annual budget, the management of its financial resources (including making prudent investments), the evaluation of the financial control and accounting system, and compliance with federal and state legal requirements. The Finance Committee shall also receive quarterly financial statements. The Committee may request the designated independent auditor, or any officer or employee of the UWYC, to appear before it to report on the financial condition and answer any questions. The Finance Committee will report to the Board regularly. The Finance Committee will also serve as the Eligibility Committee for specified partner/agency grants, which includes reviewing financials annually. The Finance Committee will also be responsible for the outside and internal audits of all UWYC financial transactions, the necessary controls to ensure compliance with the organization's financial policies, and compliance with federal and state legal requirements. The Finance Committee shall designate the independent auditor every (three (3) years, shall meet privately with that auditor at least once each year, shall receive the management letter from that auditor, shall review the UWYC's IRS Form 990 prior to filing, and shall ensure that the Annual Report is timely prepared and submitted to the Board.
- d) Community Relations Committee. The Community Relations Committee will help establish and lead engagement activities related to revenue and revenue growth for UWYC. The Committee helps set short- and long-term corporate engagement goals, revenue goals and oversees efforts at increasing donors and revenue. The Committee will be responsible for year-round relationships with donors, agencies and improving communication with the community.

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- e) Community Impact Committee. The Board shall appoint a Community Impact Committee, which stewards the community impact-focused work of the organization in support of its goals. The Committee's primary role is to be responsible for the distribution of resources that address community need. The Committee will review and assist with activities related to funding priorities, community assessment, and distribution of funds to address priority needs, agency membership, agency relations and targeted community initiatives.
- f) Volunteer Engagement Committee. The Board shall appoint a Volunteer Engagement Committee, which advises and recommends policy to the UWYC Board on matters pertaining to Engagement and volunteerism.
- g) Parent Advisory Committee. The Board shall appoint a Parent Advisory Council. The Parent Advisory Committee (PAC) is comprised of parent representatives and family caregivers from each CARE Academy location. The PAC serves as an advisory, not a decision-making body, that makes recommendations and provides advice to CARE Academy Director relating to programs, activities, and resources in order to 1) help the program attain its goal of providing each child with the best Out Of School Time experience possible and 2) have policies and programs that support families' strengths and needs.
- h) Marketing Committee. The Board shall appoint a Marketing Committee. The Committee is responsible for overseeing the messaging of UWYC, and the overall marketing plan, including social media.

**Section 3. Other Committees and Task Forces**

The Board of Directors may, by resolution passed by a majority of the Board, designate additional committees, provided that each such committee shall include two (2) or more directors. Any such committee, to the extent provided in the resolution of the Board which establishes it and to the extent permitted by Montana law, shall have and may exercise the powers of the Board of Directors in the management of the business and affairs of the corporation and may authorize the seal of the corporation to be affixed to any papers which may require it; provided, however, that any committee that includes members who are not directors may not exercise the authority of the Board and shall act only in an advisory capacity to the Board. Any director may be a member of more than one (1) committee.

**Section 4. Affinity Groups**

The Board may create Affinity Groups of supporters as a vehicle for the engagement of subgroups of donors. These groups will be created by the Board and these affinity groups will function under the policies and guidelines of the Board.

**Section 5. Committee Operations**

Each committee shall have power to make rules and regulations for the conduct of its business subject to the Board's approval. A majority of the members of a committee shall constitute a quorum, and in every case the affirmative vote of a majority of all of the members of such committee shall be necessary for any committee action. Committee meetings may be held on forty-eight (48) hours' notice to each member personally, by any acceptable method (phone, text, email). Any action permitted to be taken at a meeting of the committee may be taken without a meeting if a written consent describing the action taken is signed by each member of the committee. Each committee shall keep regular minutes of its proceedings and transmit copies thereof to the Board. No committee of the Board may (i) authorize distributions; (ii) approve dissolution, merger or the sale, pledge or transfer of all or substantially all of the corporation's

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assets; (iii) elect, appoint or remove directors or fill vacancies on the Board or on any of its committees; or (iv) adopt, amend or repeal the Articles of Incorporation or these Bylaws.

**ARTICLE 9: GENERAL PROVISIONS**

**Section 1. Nondiscrimination**

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. Therefore, UWYC will have an approved Diversity, Equity and Inclusion statement and policy that takes the broadest possible view of diversity, going beyond visible differences to affirm the essence of all individuals including the realities, background, experiences, skills and perspectives that make each person who they are.

The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status and in support of the UWYC's Diversity and Inclusion statement and/or principle and policy.

**Section 2. Ethics**

UWYC will have an approved ethics policy made known to all volunteers and staff associated with the organization. An Ethics Officer will be designated for the organization to establish procedures for Board, staff, and community members to submit ethical complaints and conduct investigations of complaints in a confidential manner.

Ethics policies will include conflict-of-interest and disclosure and anti-sexual harassment. Board Members are required to review and sign annually. No contract or transaction relating to the operations conducted by UWYC or for furnishing supplies to UWYC and to which UWYC is a party shall be invalidated by reason of the fact that any board member, officer or employee of UWYC has a direct beneficial interest. Any such transaction must be fully disclosed in writing to the Board for its approval prior to the contract or transaction taking effect.

**Section 3. Organization Loans**

No loans, other than through the purchase of bonds, debentures, or similar obligations of the type customarily sold in public offerings, or through ordinary deposit of funds in a bank, shall be made by UWYC to its board members, officers or employees, or to any other corporation, firm, association, or other entity in which one or more of its board members, officers or employees are directors or officers or hold a substantial financial interest, except in a loan by UWYC to another entity having a comparable purpose to that set forth in Article 3 of these Bylaws. A loan made in violation of this section shall be a violation of the duty to UWYC by the Board, officers or employees authorizing it or participating in it, but the obligation of the borrower with respect to the loan shall not be affected thereby.

**Section 4. Fiscal Year**

The fiscal year of UWYC is July 1 to June 30.

**Section 5. Indemnification**

The corporation shall indemnify board members, officers, employees, or agents of UWYC to the full extent permitted by the indemnification provisions of the Montana Nonprofit Corporation Act as it may be amended from time to time. Any person, their heirs, executors, or administrators, may be indemnified or

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reimbursed by UWYC for reasonable expenses actually incurred in connection with any action, suit, or proceeding, civil or criminal, to which her or she shall have been made a party by reason of being or having been a director, officer, or employee of UWYC, or of any firm, corporation, or organization which her or she served in any such capacity at the request of UWYC provided however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit, or proceeding as to which her or she shall finally be adjudged to have been guilty of or liable for negligence or willful misconduct in the performance of his or her duties to UWYC; and provided further, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of (a) a court of competent jurisdiction, and (b) the Board, acting by vote of the directors not parties to the same or substantially the same action, suit, or proceeding constituting a majority of the directors voting. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his or her heirs, executors, or administrators, may be entitled as a matter of law. UWYC must maintain nonprofit liability Directors & Officers (D&O) insurance and be able to provide proof of such insurance upon request.

**Section 6. Amendments**

The Bylaws shall be reviewed every two years. The Board of Directors shall have the power to make, alter, amend, or repeal the Bylaws of UWYC by a two-thirds vote of those Directors present, at any regular or special meeting where notice of the proposed action has been announced in the notice of the meeting.

**Section 7. Gifts**

The UWYC solicits and accepts contributions of money, in-kind donations, property, and any other item of value for use in accordance with the purposes of the corporation and in accordance with the Gift Acceptance and Disbursement Guidelines Policy.

**Section 8. Property**

UWYC may hold, improve, own, manage, operate, lease as lessor or lease, sell, convey, and/or mortgage, either alone or in conjunction with others, real estate of every kind and character.

**ARTICLE 10: DISSOLUTION**

Upon the dissolution of UWYC, the Board shall, after paying or making provision for the payment of all of the liabilities of UWYC, distribute all assets of the corporation, pursuant to a plan of distribution adopted by the Directors, to any Qualified Organization, or to the federal government, or to a state or local government. For purposes of this ARTICLE, "Qualified Organization" shall mean an exempt organization in Montana (i) which is described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and (ii) whose purposes are closely related to, and no broader than, the charitable purposes of UWYC. Any assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of UWYC is then located, exclusively for the purposes specified in such plan of distribution (or if there is no plan of distribution, for purposes similar or analogous to the purposes described in Article 3 above), as determined by such court.

**Revision Approved:** November 2, 2020

**Revision Approved:** June 24, 2021

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**ARTICLE 1: NAME**

The name of the corporation is United Way of Yellowstone County, Inc. (hereinafter referred to as UWYC).

**ARTICLE 2: PRINCIPAL OFFICE**

The principal office of UWYC shall be located at 2173 Overland Avenue, Billings, Montana 59102. This address will also be the address for the registered office in the State of Montana.

**ARTICLE 3: PURPOSE**

**Section 1. Mission & Vision**

Mission

To improve lives by mobilizing the caring power of the community.

To do this UWYC will:

- Inspire others to LIVE UNITED - to give, advocate and volunteer.
- Encourage volunteer and community involvement on priority issues.
- Actively involve diverse groups who represent the community.
- Utilize many community resources to implement strategies and achieve meaningful results.
- Encourage philanthropic investments to achieve UWYC's goals and vision.

Vision

UWYC is the primary community-building organization in South Central Montana. UWYC provides leadership to effectively mobilize people and financial and strategic resources to improve people's lives. UWYC identifies and addresses the community's priority needs and provides solutions that achieve measurable results and sustained community change.

Values

Respect, integrity, transparency, and service oriented.

Diversity, Equity and Inclusion (DEI) Statement

Diversity, equity and inclusion are vital to achieving the mission of UWYC, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. UWYC affirms the essence of all individuals including the realities, background, experiences, skills and perspectives that make each person who they are.

UWYC aspires to involve every segment of the community in every aspect of our work, to act in ways that respect the dignity, uniqueness, and intrinsic worth of every person, the community, the donors, our own Board members, staff, volunteers and representatives, and believe in a movement built from the rich diversity and gifts of all people in all systems.

Volunteers, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

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UWYC recognizes that in order to effectively engage our community, staff, volunteers, donors and community partners to achieve our community impact goals, we must embrace the diversity of the communities we serve. Our culture, recruitment, partnerships and other business practices demonstrate inclusiveness.

**Section 2: Purpose**

The purposes for which this corporation is formed are:

- (a) To assess, on a continuing basis, the need for human service programs; to seek solutions to human problems; to assist in the development of new or modification of existing human service programs; to promote preventive activities and foster cooperation among local, state and national agencies serving the county;
- (b) To develop as fully as possible the financial resources needed to meet the human service needs of the county;
- (c) To encourage community support and commitment for the entire United Way enterprise through a systematic communications program which both speaks and listens to the community; and
- (d) To receive by gift, grant, devise, bequest or otherwise, and from any private or public sources, personal or real property, and to hold, administer, sell, invest, reinvest, manage, use, disburse and distribute, and apply the income and/or principal of the same in accordance with the directions and intent of the donor or donors of such property, or, in the absence of such directions, as the corporation may deem best from time to time, for the promotion of any or all of the foregoing purposes.

No substantial part of the activities of this corporation shall be for the purpose of carrying on propaganda or otherwise attempting to influence legislation. None of the activities of this corporation shall consist of participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

No part of the net earnings of this corporation shall inure to the benefit of any private shareholder or any individual. The property of this corporation is irrevocably dedicated to charitable purposes and upon liquidation, dissolution or abandonment of the corporation, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Sections 501 (c)(3) and 509 (a)(1),(2) or (3) of the Internal Revenue Code of 1986, as amended, or to the federal government, or a state or local government.

**Section 3. Nonprofit Status**

UWYC is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Laws.

**Section 4. Montana Nonprofit Corporation**

United Way of Yellowstone County, Inc. is a nonprofit corporation in the State of Montana and subject to the laws of the state and may exercise all powers granted to Montana nonprofit corporations by the Montana Nonprofit Corporation Act, Sections 35-2-113, *et seq.*, Montana Code Annotated, as now exists and afterwards amended.

**ARTICLE 4: MEMBERS**

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The currently elected members of the Board of Directors are the current Members of the corporation and are authorized to elect board members to fulfill the duties and responsibilities as set forth in these Bylaws. The Members of the organization will elect the Board of Directors at the Annual Meeting as established in Article 5.

**ARTICLE 5: ANNUAL MEETING**

**Section 1. Annual Meeting**

The Members shall meet annually for the election of board members and for the transaction of such other business as may properly come before the meeting and at such time as may be designated by the Board of Directors. Provisions with respect to notice, quorum, and inspections of elections shall comply with the laws of the State of Montana.

**Section 2. Quorum**

The presence in person of a majority of the Members shall constitute a quorum at all meetings of the Members for the election of the Board or for the transaction of other business except as otherwise provided by law.

**Section 3. Minutes**

Minutes of the annual meeting will be taken, reviewed, and approved by the members.

**ARTICLE 6: BOARD OF DIRECTORS**

**Section 1. Powers and Duties**

The business and affairs of UWYC shall be under the supervision of a board of directors. The Board of Directors ("Board") shall have the control and management of the affairs and property of UWYC. The Board shall be responsible for strategic leadership, resource and relationship management, reputation building, stewardship of UWYC assets, performance management and measurement of the President & CEO, and oversight of a public policy agenda and advocacy. The Board adopts ethical, legal, and financial management policies to ensure that UWYC has adequate resources to advance its mission and work toward a sustainable future for the organization. The Board may delegate certain duties to the officers and committees of UWYC. In addition to the powers expressly conferred upon it by these Bylaws, the Board may exercise such powers and do such lawful acts and things as are not otherwise limited by these Bylaws and/or the Articles of Incorporation. A clear background check is required for each board member.

**Section 2. Board Member Responsibilities**

- a) **Set Direction and Measure Performance and Results:** UWYC makes decisions grounded in community priorities and effectively measures performance on impact, revenue, donors and community image to ensure those results are accomplished.
- b) **Deepen Relevance in Community:** Is visible in both words and deeds in the community, seeks to understand and be engaged in broader community issues, works to enhance UWYC's relevance, including advocating and/or influencing public policy as a critical function.
- c) **Grow Revenue and Donors:** Connects impact efforts and revenue generation in order to grow resources (financial, social) and advocates in order to achieve community results at scale. Makes calls and introductions on behalf of UWYC, opening his or her own networks for key financial asks and other supports. Assists with recruitment of Fundraising Volunteer Leaders and serves on committees/cabinets as appropriate.

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- d) **Mission, Brand, Impact and Business Strategy:** Determines, articulates, and stewards the organization's mission, vision, brand, and core values, with which the community has entrusted the Board.
- e) **Governance and Fiscal Oversight:** Practices effective governance and fiscal oversight and fiscal integrity of the organization and ensures compliance with legal, regulatory reporting, and operating requirements.
- f) **Conduct business under Robert's Rules of Order.**
- g) **CEO Performance and Accountability:** The CEO leads the day-to-day activities of the organization; the Board monitors the CEO's performance and engages in the following responsibilities:
  - a) Hires and fires the CEO.
  - b) Supports the CEO and serves as a trusted advisor.
  - c) Evaluates the CEO's performance and reviews and approves CEO's compensation.

**Section 3. Number, Term of Office, and Election**

- a) The Board shall consist of at least 11 and no more than 16 persons broadly representative of Yellowstone County including the city of Billings, Montana, and consistent with the diversity statement in Article 9, Section 1. The President & CEO of UWYC shall be an ex officio member, without voting rights, of the Board of Directors.
- b) Board members are elected for three (3) year terms at the annual meeting. In unusual circumstances, Board members may be elected to a shorter term, per the needs of the Board. Members of the Board shall be elected by the Members of the organization in accordance with Article 4. Terms start on July 1 and conclude on June 30 in line with the fiscal year.
- c) Any board member who serves two consecutive three (3) year terms shall be ineligible for reelection until a minimum of one year has elapsed after expiration of the second term. Notwithstanding the foregoing limitation on Board terms, any board member who has served two consecutive three-year terms may be re-elected to fill a position as an officer of the Organization. If the term of a board member, who is Chair-elect of the Board, shall expire, then he or she shall be eligible for reelection for an additional year, as long as he or she may hold the office of Chair. A Director elected to an incomplete term may complete that term and remain eligible for two additional, consecutive terms.
- d) An immediate past Board Chair who has completed his or her term as an officer and is not eligible for reelection to the Board may serve one additional year on the Board and Executive Committee. In this case, the allowable size of the Board and Executive Committee would be increased by one member.
- e) Board Member expectations are outlined in the UWYC Board Handbook. Failure to fulfill the expectations and duties of a board Member may be a cause for removal. The Board Governance and Nominating Committee shall oversee the implementation of this Handbook and the expectations and policies therein.

**Section 4. Removal of a Board Member**

A member of the Board may be removed from the Board with or without cause by a vote of two-thirds (2/3) of the Board at a meeting at which quorum is present or, if such action is taken by written consent of the Board in lieu of a meeting as permitted by Section 9(d) hereof, then by a consent in writing signed by two-thirds (2/3) of the board members then in office and in good standing, not including the board member who is the subject of such removal.

**Section 5. Resignation**

A member of the Board may resign at any time by giving written notice to the Board. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt thereof by the Board Chair.

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**Section 6. Vacancies**

All vacancies in the Board may be filled by the remaining board members according to the process in Article 6, Section 3.

**Section 7. Compensation and Reimbursement**

Board members shall be volunteers and shall not receive any compensation for their services.

**Section 8. Liability**

No Director of this corporation shall be personally liable for any action or omission unless the Director has breached or failed to perform the duties of his or her office as prescribed by state law and said breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness.

**Section 9. Meetings**

- a) Regular Meetings. The Board shall hold a minimum of two (2) regular meetings for each quarter of each year at such place or places as may be determined from time to time or as may be set forth in the notice of meeting, which notice shall be given not less than seven (7) days prior to the time of the meeting. The annual meeting of this corporation shall be held during the last quarter of the fiscal year (April-May-June), at such place and on such date and time as the Board of Directors may determine.
- b) Special Meetings. Special meetings of the Board may be called by the Chair or Chair-Elect of the Board on forty-eight (48) hours' notice, if possible, to each board member personally, by any acceptable method (phone, text, email, etc.); special meetings shall be called by a member of the Executive Committee in like manner on the written request of one-third of the board members in office. The written request must specify the basis for the meeting. Upon receipt of the call for a special meeting, the Board of Directors shall fix the date, time, and place for the meeting, which shall be held within fifteen (15) days after the receipt of the call for the meeting, and with five (5) days' notice of the meeting provided to the board members.
- c) Quorum and Voting. At all meetings of the Board, the presence of a majority of the currently elected Board shall constitute a quorum for the transaction of business, and any act of a majority of those in attendance at a meeting at which there is a quorum shall be adopted. Any business may be transacted by the Board at any meeting at which a quorum is present, although held without notice, upon a waiver signed by every member of the Board.
- d) Action Without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting by one or more written consents signed by 100 percent of the directors. The deliberation period for all Board action undertaken without a meeting is no less than one week from the date of transmission. The results of such action without a meeting will be filed with the minutes of proceedings of the Board. Such consent shall have the same force and effect as a unanimous vote provided 100 percent of all directors' consent to the action.
- e) Members participating by telephone or video conference. Participation in any meeting of the Board or a committee of the Board by means of conference telephone, video or any means of communication by which all persons participating in the meeting are able to hear one another shall constitute presence in person at the meeting.

**ARTICLE 7: OFFICERS OF THE ORGANIZATION**

**Section 1. Number, Qualification, Term of Office, and Election**

**UNITED WAY OF YELLOWSTONE COUNTY, INC.**  
**BYLAWS**

The officers of UWYC who shall be elected by the Board shall consist of a Board Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair. The President and CEO shall serve on the Board and be an Ex-Officio director with no voting rights, except with the Executive Committee.

- a) Term. All officers shall hold office for one year or until their successors are duly elected and qualified. In the unusual event a Board Chair serves two consecutive terms, he or she shall be ineligible for reelection as Chair until a year has elapsed after the expiration of the second of such terms.
- b) Election. Nominations for officers will be presented by the Board Governance and Nominating Committee. The officers of UWYC shall be elected by the Board.
- c) In case there is a vacancy in any office of the corporation, whether caused by failure to elect, death, resignation or otherwise, such vacancy may be filled by vote of the Board of Directors at any regular or special meeting. Such officers so elected to fill vacancies shall serve until the next annual meeting and until their successors are elected and qualify.

**Section 2. Resignation**

Any officer may resign at any time by giving written notice to the Board. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt thereof by the Board Chair.

**Section 3. Removal**

Any officer, employee, or agent appointed by the Board may be removed from office, either with or without cause, by a majority vote of the Board.

**Section 4. Vacancies**

The Board may fill any officer vacancy according to Section 1 in this Article.

**Section 5. Board Chair**

The Chair shall convene and preside at meetings of the Board, call special meetings whenever he or she deems it necessary, perform such duties as may be assigned from time to time by the Board, and shall perform the duties usually delegated upon a presiding officer.

- a) Coordinate the Board agenda preparation with the President and CEO;
- b) Help to guide the strategic direction through the strategic plan and the planning processes;
- c) Assures the Board formulates policies and programs to further the mission and objectives of the UWYC;
- d) Make emergent decisions in consultation with Executive Committee as needed regarding actions taken by UWYC;
- e) Appoint Committee and task force chairs;
- f) Designate and delegate tasks to Directors and other volunteers, as necessary. Ensures volunteer work is being completed as assigned;
- g) Represents the UWYC to the public and serves as the primary UWYC spokesperson on industry issues;
- h) Keeps the Board, committees and membership informed about the conditions and operations of the UWYC;
- i) Promotes active member engagement and participation;
- j) Develops and maintains a collegial relationship with the President and CEO;
- k) The Chair is an ex-officio member of all committees of the Board.

**Section 6. Chair-Elect**

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

The Chair-Elect shall perform such duties as the Board may assign and may assist the Board Chair as requested. The Chair-Elect shall preside at meetings in the absence of the Chair. The Chair-Elect assumes the office of Chair of the Board if the Chair position is vacated for any reason. The Chair-Elect is an ex-officio member of all committees of the Board. The Chair-Elect serves as the chair of the Strategic Planning session.

**Section 7. Secretary**

The Secretary shall have the following functions and powers which may be delegated to UWYC staff with adequate oversight.

- a) Act as clerk of each meeting of the Board including annual and special meetings. The Secretary shall record all the proceedings and votes of such meetings and create a permanent record;
- b) Cause all notices to be duly given in accordance with the provisions of these Bylaws and as required by statute and, if required by resolution at any annual or special meeting;
- c) See that the minutes, reports, statements, policies, and all other documents and records of UWYC required by statute are properly kept and filed;
- d) The Secretary shall have access to the original copy of the Bylaws and all amendments thereof;
- e) Perform other duties as are given by these Bylaws or as from time to time may be assigned by the Board; and
- f) The Board Chair or Chair-Elect may designate a person other than the Secretary to record meeting minutes.

**Section 8. Treasurer**

The Treasurer shall also serve as Chair of the Finance Committee and shall report to the Board at each meeting on the financial condition of UWYC. The Treasurer shall be responsible for the following, which may be delegated to UWYC staff with adequate oversight:

- a) Be responsible for the funds, securities, receipts and disbursements of the UWYC; monitor the approved financial policies for adequacy and compliance;
- b) Ensure adequate financial controls are in place and the organization operates within a sound financial framework;
- c) Be responsible for receiving and giving receipts for monies due and payable to UWYC from any source whatsoever; cause the monies and other valuable effects of UWYC to be deposited in the name and to the credit of the Organization in such banks or other depositories as the Board may designate or select;
- d) Cause the funds of UWYC to be disbursed by checks or drafts, with such signatures as may be authorized by the Board, upon the authorized depositories of UWYC, and cause to be taken and preserved proper vouchers for all monies disbursed;
- e) Provide to the Board, whenever requested, a statement of the financial condition of UWYC, which may include an account of all transactions;
- f) Keep the books of account of all the business and transactions of the UWYC, and submit annually for external audit;
- g) In partnership with the President and CEO, develops an annual budget which is presented to the Finance Committee for review and recommendation to the Board;
- h) Serve as Chair of the Finance Committee; and
- i) Perform other duties as are given by these Bylaws or as from time to time may be assigned by the Board.

**Section 9. Immediate Past Chair**

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

The Immediate Past Chair of the Board shall continue to serve as a member of the Board and as an officer of the organization, as well as a member of the Governance & Nominating Committee, for one year after his or her term as Chair has ended. The Past Chair may perform other duties as are given by these Bylaws or as from time to time may be assigned by the Board.

**Section 10. President & Chief Executive Officer**

The President, who shall be the Chief Executive Officer of UWYC and who shall be employed by the Board, shall in general supervise and control all of the business, affairs, and property of UWYC and shall have general supervision over all of its employees and agents under the direction of the Board. In general, the President shall perform all duties incident to the office and shall see that all orders and resolutions of the Board are carried into effect. The President shall serve on the Executive Committee of the Board and be an Ex-Officio director with full voting rights on the Executive Committee.

In the absence of the President, or in the event that the President is unable to carry out his or her duties, the Chair may delegate the President's powers to another UWYC employee, or the President may so delegate with the consent of the Board. In extremely unusual circumstances or when the absence is expected to last for an extended period of time, the Chair may recommend an alternate interim solution, which must be approved by the Board.

- a) Salaries. The salary and other remuneration of the President shall be fixed by the Board. An annual review of his or her compensation shall be conducted in accordance with approved policies, local and United Way Worldwide compensation information, and IRS intermediate sanction rules. Salaries and wages of other UWYC employees shall be fixed by the President based on the recommended salary ranges and subject to the approval of a general operating budget of the Board.
- b) Performance. The Executive Committee of the Board shall conduct an annual review of the President's performance to established strategic goals. The Board may recommend additional compensation based on the President's performance.

**ARTICLE 8: COMMITTEES OF THE ORGANIZATION**

**Section 1. Committees, Task Forces, and Special Committees**

The Chair of the Board may designate committees, special committees, or task forces authorized by the Board. Annually, the Chair of the Board appoints the Chair of each UWYC Committee, special committee, or task force that has been authorized by the Board. All standing committee chairs and other committee chairs shall be members of the Board. Committee Chairs will select committee members with support and guidance from the Governance and Nominating Committee. Volunteers from the community shall be considered for service on such committees, except as may be precluded by the law of Montana or these Bylaws. A clear background check is required for each committee member.

**Section 2. Standing Committees**

UWYC will maintain the following standing committees.

- a) Executive Committee. The Executive Committee consists of the officers of the Board of Directors and other board members as determined by the Board and duly elected as the Executive Committee. The Chair of the Board shall serve as Chair of the Executive Committee. The Executive Committee shall have and exercise all the powers of the Board of Directors subject to such limitations as the laws of the State of Montana or resolutions of the Board of Directors may impose, and shall have the power to affix the seal of the corporation to all papers requiring it, when the

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Board is unable to meet.

A majority thereof shall constitute a quorum. The Executive Committee shall keep regular minutes of its proceedings and report the same to the Board of Directors.

In matters requiring immediate action, the Executive Committee may act on behalf of the Board of Directors, except to 1) amend the Bylaws; 2) adopt a plan of merger or consolidation; or 3) sell, lease, exchange, mortgage, pledge or make any other disposition of any of the property and assets of the organization. Any action should be communicated to the Board no later than the next regularly scheduled Board meeting.

The Executive Committee's responsibilities shall include:

- a. evaluation and recommendation of the CEO's salary and the proposal of the management compensation policy to the Board;
  - b. management of the flow of work between the Board and Board-level committees;
  - c. development and maintenance of the ethics policy;
  - d. management of relationship with organized labor; and
  - e. development of a diversity policy.
- b) Governance and Nominating Committee. The Governance and Nominating Committee shall have responsibility for the recruitment, nomination, orientation, training, performance and evaluation of board members, including officers. The committee may evaluate Board functioning and provide Board education, review and compliance with the diversity and ethics policies. The Ethics Officer will serve on this committee.
- c) Finance Committee. The Board, with support and nominations from the Governance and Nominating Committee, shall appoint a Finance Committee. At least two of the committee members must possess financial expertise (as defined by the Sarbanes-Oxley legislation). The committee will be responsible for the development and management of the UWYC annual budget, the management of its financial resources (including making prudent investments), the evaluation of the financial control and accounting system, and compliance with federal and state legal requirements. The Finance Committee shall also receive quarterly financial statements. The Committee may request the designated independent auditor, or any officer or employee of the UWYC, to appear before it to report on the financial condition and answer any questions. The Finance Committee will report to the Board regularly. The Finance Committee will also serve as the Eligibility Committee for specified partner/agency grants, which includes reviewing financials annually. The Finance Committee will also be responsible for the outside and internal audits of all UWYC financial transactions, the necessary controls to ensure compliance with the organization's financial policies, and compliance with federal and state legal requirements. The Finance Committee shall designate the independent auditor every (three (3) years, shall meet privately with that auditor at least once each year, shall receive the management letter from that auditor, shall review the UWYC's IRS Form 990 prior to filing, and shall ensure that the Annual Report is timely prepared and submitted to the Board.
- d) Community Relations Committee. The Community Relations Committee will help establish and lead engagement activities related to revenue and revenue growth for UWYC. The Committee helps set short- and long-term corporate engagement goals, revenue goals and oversees efforts at increasing donors and revenue. The Committee will be responsible for year-round relationships with donors, agencies and improving communication with the community.

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- e) Community Impact Committee. The Board shall appoint a Community Impact Committee, which stewards the community impact-focused work of the organization in support of its goals. The Committee's primary role is to be responsible for the distribution of resources that address community need. The Committee will review and assist with activities related to funding priorities, community assessment, and distribution of funds to address priority needs, agency membership, agency relations and targeted community initiatives.
- f) Volunteer Engagement Committee. The Board shall appoint a Volunteer Engagement Committee, which advises and recommends policy to the UWYC Board on matters pertaining to Engagement and volunteerism.
- g) Parent Advisory Committee. The Board shall appoint a Parent Advisory Council. The Parent Advisory Committee (PAC) is comprised of parent representatives and family caregivers from each CARE Academy location. The PAC serves as an advisory, not a decision-making body, that makes recommendations and provides advice to CARE Academy Director relating to programs, activities, and resources in order to 1) help the program attain its goal of providing each child with the best Out Of School Time experience possible and 2) have policies and programs that support families' strengths and needs.
- h) Marketing Committee. The Board shall appoint a Marketing Committee. The Committee is responsible for overseeing the messaging of UWYC, and the overall marketing plan, including social media.

**Section 3. Other Committees and Task Forces**

The Board of Directors may, by resolution passed by a majority of the Board, designate additional committees, provided that each such committee shall include two (2) or more directors. Any such committee, to the extent provided in the resolution of the Board which establishes it and to the extent permitted by Montana law, shall have and may exercise the powers of the Board of Directors in the management of the business and affairs of the corporation and may authorize the seal of the corporation to be affixed to any papers which may require it; provided, however, that any committee that includes members who are not directors may not exercise the authority of the Board and shall act only in an advisory capacity to the Board. Any director may be a member of more than one (1) committee.

**Section 4. Affinity Groups**

The Board may create Affinity Groups of supporters as a vehicle for the engagement of subgroups of donors. These groups will be created by the Board and these affinity groups will function under the policies and guidelines of the Board.

**Section 5. Committee Operations**

Each committee shall have power to make rules and regulations for the conduct of its business subject to the Board's approval. A majority of the members of a committee shall constitute a quorum, and in every case the affirmative vote of a majority of all of the members of such committee shall be necessary for any committee action. Committee meetings may be held on forty-eight (48) hours' notice to each member personally, by any acceptable method (phone, text, email). Any action permitted to be taken at a meeting of the committee may be taken without a meeting if a written consent describing the action taken is signed by each member of the committee. Each committee shall keep regular minutes of its proceedings and transmit copies thereof to the Board. No committee of the Board may (i) authorize distributions; (ii) approve dissolution, merger or the sale, pledge or transfer of all or substantially all of the corporation's

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
BYLAWS**

assets; (iii) elect, appoint or remove directors or fill vacancies on the Board or on any of its committees; or (iv) adopt, amend or repeal the Articles of Incorporation or these Bylaws.

**ARTICLE 9: GENERAL PROVISIONS**

**Section 1. Nondiscrimination**

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. Therefore, UWYC will have an approved Diversity, Equity and Inclusion statement and policy that takes the broadest possible view of diversity, going beyond visible differences to affirm the essence of all individuals including the realities, background, experiences, skills and perspectives that make each person who they are.

The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status and in support of the UWYC's Diversity and Inclusion statement and/or principle and policy.

**Section 2. Ethics**

UWYC will have an approved ethics policy made known to all volunteers and staff associated with the organization. An Ethics Officer will be designated for the organization to establish procedures for Board, staff, and community members to submit ethical complaints and conduct investigations of complaints in a confidential manner.

Ethics policies will include conflict-of-interest and disclosure and anti-sexual harassment. Board Members are required to review and sign annually. No contract or transaction relating to the operations conducted by UWYC or for furnishing supplies to UWYC and to which UWYC is a party shall be invalidated by reason of the fact that any board member, officer or employee of UWYC has a direct beneficial interest. Any such transaction must be fully disclosed in writing to the Board for its approval prior to the contract or transaction taking effect.

**Section 3. Organization Loans**

No loans, other than through the purchase of bonds, debentures, or similar obligations of the type customarily sold in public offerings, or through ordinary deposit of funds in a bank, shall be made by UWYC to its board members, officers or employees, or to any other corporation, firm, association, or other entity in which one or more of its board members, officers or employees are directors or officers or hold a substantial financial interest, except in a loan by UWYC to another entity having a comparable purpose to that set forth in Article 3 of these Bylaws. A loan made in violation of this section shall be a violation of the duty to UWYC by the Board, officers or employees authorizing it or participating in it, but the obligation of the borrower with respect to the loan shall not be affected thereby.

**Section 4. Fiscal Year**

The fiscal year of UWYC is July 1 to June 30.

**Section 5. Indemnification**

The corporation shall indemnify board members, officers, employees, or agents of UWYC to the full extent permitted by the indemnification provisions of the Montana Nonprofit Corporation Act as it may be amended from time to time. Any person, their heirs, executors, or administrators, may be indemnified or

**UNITED WAY OF YELLOWSTONE COUNTY, INC.  
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reimbursed by UWYC for reasonable expenses actually incurred in connection with any action, suit, or proceeding, civil or criminal, to which her or she shall have been made a party by reason of being or having been a director, officer, or employee of UWYC, or of any firm, corporation, or organization which her or she served in any such capacity at the request of UWYC provided however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit, or proceeding as to which her or she shall finally be adjudged to have been guilty of or liable for negligence or willful misconduct in the performance of his or her duties to UWYC; and provided further, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of (a) a court of competent jurisdiction, and (b) the Board, acting by vote of the directors not parties to the same or substantially the same action, suit, or proceeding constituting a majority of the directors voting. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his or her heirs, executors, or administrators, may be entitled as a matter of law. UWYC must maintain nonprofit liability Directors & Officers (D&O) insurance and be able to provide proof of such insurance upon request.

**Section 6. Amendments**

The Bylaws shall be reviewed every two years. The Board of Directors shall have the power to make, alter, amend, or repeal the Bylaws of UWYC by a two-thirds vote of those Directors present, at any regular or special meeting where notice of the proposed action has been announced in the notice of the meeting.

**Section 7. Gifts**

The UWYC solicits and accepts contributions of money, in-kind donations, property, and any other item of value for use in accordance with the purposes of the corporation and in accordance with the Gift Acceptance and Disbursement Guidelines Policy.

**Section 8. Property**

UWYC may hold, improve, own, manage, operate, lease as lessor or lease, sell, convey, and/or mortgage, either alone or in conjunction with others, real estate of every kind and character.

**ARTICLE 10: DISSOLUTION**

Upon the dissolution of UWYC, the Board shall, after paying or making provision for the payment of all of the liabilities of UWYC, distribute all assets of the corporation, pursuant to a plan of distribution adopted by the Directors, to any Qualified Organization, or to the federal government, or to a state or local government. For purposes of this ARTICLE, "Qualified Organization" shall mean an exempt organization in Montana (i) which is described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and (ii) whose purposes are closely related to, and no broader than, the charitable purposes of UWYC. Any assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of UWYC is then located, exclusively for the purposes specified in such plan of distribution (or if there is no plan of distribution, for purposes similar or analogous to the purposes described in Article 3 above), as determined by such court.

**Revision Approved:** November 2, 2020

**Revision Approved:** June 24, 2021

**Revision Approved:** July 28, 2022

**Revision Approved:** April 27, 2023



United Way  
of Yellowstone County

**UNITED WAY OF YELLOWSTONE COUNTY, INC.**

**FINANCIAL REPORT**

**June 30, 2022 and 2021**



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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
United Way of Yellowstone County, Inc.  
Billings, Montana

### **Opinion**

We have audited the accompanying financial statements of United Way of Yellowstone County, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of United Way of Yellowstone County, Inc. as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of United Way of Yellowstone County, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about United Way of Yellowstone County, Inc. ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of United Way of Yellowstone County, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about United Way of Yellowstone County, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*Anderson Zurmuehlen + Co, P.C.*

Billings, Montana  
November 22, 2022

FINANCIAL STATEMENTS

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENTS OF FINANCIAL POSITION  
June 30, 2022 and 2021

|                                                                                                          | <u>2022</u>         | <u>2021</u>         |
|----------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                                                                                            |                     |                     |
| <b>CURRENT ASSETS</b>                                                                                    |                     |                     |
| Cash and cash equivalents                                                                                | \$ 795,617          | \$ 780,092          |
| Pledges receivable, net of allowance for uncollectible<br>pledges of \$30,000 and \$30,000, respectively | 95,203              | 110,938             |
| Grants receivable                                                                                        | 68,728              | 107,497             |
| Other receivables                                                                                        | 4,625               | -                   |
| Refund receivable                                                                                        | 114,112             | -                   |
| Prepaid expenses                                                                                         | <u>24,428</u>       | <u>24,718</u>       |
| Total current assets                                                                                     | <u>1,102,713</u>    | <u>1,023,245</u>    |
| <b>OTHER ASSETS</b>                                                                                      |                     |                     |
| Endowment investments                                                                                    | 1,827,234           | 2,047,035           |
| Cash surrender value of life insurance                                                                   | <u>21,868</u>       | <u>21,027</u>       |
| Total other assets                                                                                       | <u>1,849,102</u>    | <u>2,068,062</u>    |
| <b>PROPERTY AND EQUIPMENT</b>                                                                            |                     |                     |
| Land                                                                                                     | 342,047             | 342,047             |
| Furniture and equipment                                                                                  | 81,439              | 81,439              |
| Buildings and improvements                                                                               | <u>1,120,805</u>    | <u>1,120,805</u>    |
|                                                                                                          | 1,544,291           | 1,544,291           |
| Less - accumulated depreciation                                                                          | <u>(351,544)</u>    | <u>(317,893)</u>    |
| Net property and equipment                                                                               | <u>1,192,747</u>    | <u>1,226,398</u>    |
| Total assets                                                                                             | <u>\$ 4,144,562</u> | <u>\$ 4,317,705</u> |

The Notes to Financial Statements are an integral part of these statements.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENTS OF FINANCIAL POSITION (CONTINUED)  
June 30, 2022 and 2021

|                                                 | <u>2022</u>         | <u>2021</u>         |
|-------------------------------------------------|---------------------|---------------------|
| LIABILITIES AND NET ASSETS                      |                     |                     |
| CURRENT LIABILITIES                             |                     |                     |
| Accounts payable                                | \$ 33,311           | \$ 68,500           |
| Accrued expenses                                | 82,458              | 51,205              |
| Deferred revenue                                | 131,812             | 100,531             |
| Agency funds                                    | 18,926              | 21,518              |
| Refundable advance liability                    | -                   | 119,510             |
| Current portion of long-term debt               | 49,976              | 46,838              |
| Current portion of capital lease                | <u>1,350</u>        | <u>2,700</u>        |
| Total current liabilities                       | <u>317,833</u>      | <u>410,802</u>      |
| LONG-TERM LIABILITIES                           |                     |                     |
| Planned gift liabilities                        | 17,581              | 16,224              |
| Capital lease obligations, less current portion | -                   | 1,350               |
| Long-term debt, less current portion            | 555,005             | 604,979             |
| Unamortized debt issuance costs                 | <u>(7,875)</u>      | <u>(8,625)</u>      |
| Total long-term liabilities                     | <u>564,711</u>      | <u>613,928</u>      |
| Total liabilities                               | <u>882,544</u>      | <u>1,024,730</u>    |
| NET ASSETS                                      |                     |                     |
| Without donor restrictions:                     |                     |                     |
| Undesignated                                    | 1,698,068           | 1,741,293           |
| Board designated                                | 1,039,590           | 1,019,590           |
| With donor restrictions                         | <u>524,360</u>      | <u>532,092</u>      |
| Total net assets                                | <u>3,262,018</u>    | <u>3,292,975</u>    |
| Total liabilities and net assets                | <u>\$ 4,144,562</u> | <u>\$ 4,317,705</u> |

The Notes to Financial Statements are an integral part of these statements.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENT OF ACTIVITIES  
Year Ended June 30, 2022

|                                                               | Without Donor<br>Restrictions | With Donor<br>Restrictions | Total               |
|---------------------------------------------------------------|-------------------------------|----------------------------|---------------------|
| <b>REVENUES, GAINS, AND<br/>OTHER SUPPORT</b>                 |                               |                            |                     |
| Campaign pledges for current year                             | \$ 639,426                    | \$ 1,000                   | \$ 640,426          |
| Grants                                                        | 1,014,809                     | -                          | 1,014,809           |
| CARE Academy income, net of tuition<br>assistance of \$31,434 | 766,098                       | -                          | 766,098             |
| Net investment income (loss)                                  | (266,366)                     | -                          | (266,366)           |
| Gain on extinguishment of debt                                | 119,510                       | -                          | 119,510             |
| Endowment donations                                           | -                             | 16,643                     | 16,643              |
| Other                                                         | <u>662</u>                    | <u>-</u>                   | <u>662</u>          |
| Total revenues and gains                                      | 2,274,139                     | 17,643                     | 2,291,782           |
| Net assets released from restrictions                         | <u>25,375</u>                 | <u>(25,375)</u>            | <u>-</u>            |
| Total revenues, gains, and<br>other support                   | <u>2,299,514</u>              | <u>(7,732)</u>             | <u>2,291,782</u>    |
| <b>EXPENSES</b>                                               |                               |                            |                     |
| Program services:                                             |                               |                            |                     |
| Community response                                            | 1,978,251                     | -                          | 1,978,251           |
| Support services:                                             |                               |                            |                     |
| Management and general                                        | 266,945                       | -                          | 266,945             |
| Fundraising                                                   | <u>77,543</u>                 | <u>-</u>                   | <u>77,543</u>       |
| Total expenses                                                | <u>2,322,739</u>              | <u>-</u>                   | <u>2,322,739</u>    |
| Change in net assets                                          | (23,225)                      | (7,732)                    | (30,957)            |
| Net assets, beginning of year                                 | <u>2,760,883</u>              | <u>532,092</u>             | <u>3,292,975</u>    |
| Net assets, end of year                                       | <u>\$ 2,737,658</u>           | <u>\$ 524,360</u>          | <u>\$ 3,262,018</u> |

The Notes to Financial Statements are an integral part of this statement.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENT OF ACTIVITIES  
Year Ended June 30, 2021

|                                                                             | Without Donor<br>Restrictions | With Donor<br>Restrictions | Total               |
|-----------------------------------------------------------------------------|-------------------------------|----------------------------|---------------------|
| REVENUES, GAINS, AND<br>OTHER SUPPORT                                       |                               |                            |                     |
| Campaign pledges for current year, net<br>of donor designations of \$36,924 | \$ 695,051                    | \$ 8,020                   | \$ 703,071          |
| Grants                                                                      | 1,398,718                     | -                          | 1,398,718           |
| Administration fees                                                         | 2,929                         | -                          | 2,929               |
| CARE Academy income, net of tuition<br>assistance of \$35,546               | 579,328                       | -                          | 579,328             |
| Net investment income                                                       | 400,860                       | -                          | 400,860             |
| Endowment donations                                                         | -                             | 9,500                      | 9,500               |
| Other                                                                       | <u>1,500</u>                  | <u>-</u>                   | <u>1,500</u>        |
| Total revenues and gains                                                    | 3,078,386                     | 17,520                     | 3,095,906           |
| Net assets released from restrictions                                       | <u>2,805</u>                  | <u>(2,805)</u>             | <u>-</u>            |
| Total revenues, gains, and<br>other support                                 | <u>3,081,191</u>              | <u>14,715</u>              | <u>3,095,906</u>    |
| EXPENSES                                                                    |                               |                            |                     |
| Program services:                                                           |                               |                            |                     |
| Community response                                                          | 2,107,740                     | -                          | 2,107,740           |
| Support services:                                                           |                               |                            |                     |
| Management and general                                                      | 256,659                       | -                          | 256,659             |
| Fundraising                                                                 | <u>140,371</u>                | <u>-</u>                   | <u>140,371</u>      |
| Total expenses                                                              | <u>2,504,770</u>              | <u>-</u>                   | <u>2,504,770</u>    |
| Change in net assets                                                        | 576,421                       | 14,715                     | 591,136             |
| Net assets, beginning of year                                               | <u>2,184,462</u>              | <u>517,377</u>             | <u>2,701,839</u>    |
| Net assets, end of year                                                     | <u>\$ 2,760,883</u>           | <u>\$ 532,092</u>          | <u>\$ 3,292,975</u> |

The Notes to Financial Statements are an integral part of this statement.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended June 30, 2022

|                                    | Program Services    |                        | Support Services |                        | Total               |
|------------------------------------|---------------------|------------------------|------------------|------------------------|---------------------|
|                                    | Community Response  | Management and General | Fundraising      | Support Services Total |                     |
| Agency allocations                 | \$ 247,501          | \$ -                   | \$ -             | \$ -                   | \$ 247,501          |
| Bank service charges               | 16,701              | 755                    | 377              | 1,132                  | 17,833              |
| Best Beginnings                    | 2,990               | -                      | -                | -                      | 2,990               |
| Board expense                      | 1,200               | 1,927                  | -                | 1,927                  | 3,127               |
| CARE expense                       | 101,838             | 698                    | -                | 698                    | 102,536             |
| Communications                     | 48                  | 1,601                  | 1,598            | 3,199                  | 3,247               |
| Community resource center          | 11,754              | -                      | -                | -                      | 11,754              |
| Community Solution Emergency       | 30,140              | -                      | -                | -                      | 30,140              |
| Continuum of Care                  | 460,762             | -                      | -                | -                      | 460,762             |
| Dues and subscriptions             | 282                 | 1,658                  | 1,393            | 3,051                  | 3,333               |
| EFSP expense                       | 39,033              | -                      | -                | -                      | 39,033              |
| Early Childhood                    | 17,300              | -                      | -                | -                      | 17,300              |
| Employee benefits                  | 120,298             | 32,563                 | 5,035            | 37,598                 | 157,896             |
| Fees                               | 2,147               | 46                     | 410              | 456                    | 2,603               |
| Graduation Matters                 | 11,577              | -                      | -                | -                      | 11,577              |
| Insurance                          | 9,517               | 2,719                  | 1,359            | 4,078                  | 13,595              |
| Interest expense                   | 14,999              | 4,285                  | 2,143            | 6,428                  | 21,427              |
| Janitorial                         | 19,369              | 5,534                  | 2,767            | 8,301                  | 27,670              |
| Legal and accounting               | 18,401              | 5,076                  | 2,538            | 7,614                  | 26,015              |
| Maintenance                        | 2,830               | 808                    | 404              | 1,212                  | 4,042               |
| Mileage                            | 634                 | 640                    | 41               | 681                    | 1,315               |
| Montana 211                        | 17,920              | -                      | 3,421            | 3,421                  | 21,341              |
| Payroll expenses                   | 659,764             | 151,499                | 24,965           | 176,464                | 836,228             |
| Postage                            | 764                 | 369                    | 1,505            | 1,874                  | 2,638               |
| Software and computer maintenance  | 20,125              | 20,837                 | 1,709            | 22,546                 | 42,671              |
| Substance Abuse Connect Coalition  | 98,331              | -                      | -                | -                      | 98,331              |
| Supplies                           | 4,166               | 9,128                  | 738              | 9,866                  | 14,032              |
| Telephone                          | 2,316               | 1,668                  | 331              | 1,999                  | 4,315               |
| Training and development           | 807                 | 12,353                 | 1,979            | 14,332                 | 15,139              |
| Uncollectible pledges              | -                   | -                      | 18,440           | 18,440                 | 18,440              |
| Utilities                          | 10,420              | 2,976                  | 1,489            | 4,465                  | 14,885              |
| UW of America dues                 | 10,760              | 3,075                  | 1,537            | 4,612                  | 15,372              |
| Total expenses before depreciation | 1,954,694           | 260,215                | 74,179           | 334,394                | 2,289,088           |
| Depreciation                       | 23,557              | 6,730                  | 3,364            | 10,094                 | 33,651              |
| Total expenses                     | <u>\$ 1,978,251</u> | <u>\$ 266,945</u>      | <u>\$ 77,543</u> | <u>\$ 344,488</u>      | <u>\$ 2,322,739</u> |

The Notes to Financial Statements are an integral part of this statement.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended June 30, 2021

|                                    | Program Services    |                        | Support Services  |                        |                     | Total |
|------------------------------------|---------------------|------------------------|-------------------|------------------------|---------------------|-------|
|                                    | Community Response  | Management and General | Fundraising       | Support Services Total |                     |       |
| Agency allocations                 | \$ 284,750          | \$ 2,000               | \$ 2,000          | \$ 4,000               | \$ 288,750          |       |
| Bank service charges               | 10,434              | 2,669                  | 1,382             | 4,051                  | 14,485              |       |
| Best Beginnings                    | 14,664              | 1,000                  | -                 | 1,000                  | 15,664              |       |
| Board expense                      | -                   | 2,870                  | -                 | 2,870                  | 2,870               |       |
| CARE expense                       | 36,373              | 2,000                  | -                 | 2,000                  | 38,373              |       |
| Communications                     | 76                  | 11,221                 | 7,133             | 18,354                 | 18,430              |       |
| Community resource center          | 9,809               | -                      | -                 | -                      | 9,809               |       |
| Community Solution Emergency       | 7,650               | 200                    | -                 | 200                    | 7,850               |       |
| Continuum of Care                  | 384,889             | 2,000                  | -                 | 2,000                  | 386,889             |       |
| Department of Commerce Riverstone  | 11,368              | 500                    | -                 | 500                    | 11,868              |       |
| Discover Zone                      | 514                 | -                      | -                 | -                      | 514                 |       |
| Dues and subscriptions             | 428                 | 1,584                  | 989               | 2,573                  | 3,001               |       |
| EFSP expense                       | 91,422              | 2,000                  | -                 | 2,000                  | 93,422              |       |
| Early Childhood                    | 19,637              | 2,000                  | -                 | 2,000                  | 21,637              |       |
| Employee benefits                  | 109,228             | 28,472                 | 12,776            | 41,248                 | 150,476             |       |
| Fees                               | 300                 | 4,501                  | -                 | 4,501                  | 4,801               |       |
| Financial Stability                | 5,196               | -                      | -                 | -                      | 5,196               |       |
| Graduation Matters                 | 439                 | -                      | -                 | -                      | 439                 |       |
| Insurance                          | 5,990               | 1,887                  | 856               | 2,743                  | 8,733               |       |
| Interest expense                   | 17,285              | 4,938                  | 2,469             | 7,407                  | 24,692              |       |
| Janitorial                         | 16,188              | 4,625                  | 2,313             | 6,938                  | 23,126              |       |
| Legal and accounting               | 12,758              | 3,645                  | 1,823             | 5,468                  | 18,226              |       |
| Maintenance                        | 7,270               | 2,077                  | 1,039             | 3,116                  | 10,386              |       |
| Mileage                            | 48                  | 468                    | 319               | 787                    | 835                 |       |
| Montana 211                        | 47,380              | 2,000                  | -                 | 2,000                  | 49,380              |       |
| Payroll expenses                   | 596,662             | 152,000                | 46,989            | 198,989                | 795,651             |       |
| Postage                            | 840                 | 495                    | 1,617             | 2,112                  | 2,952               |       |
| Software and computer maintenance  | 13,091              | 3,740                  | 1,870             | 5,610                  | 18,701              |       |
| Substance Abuse Connect Coalition  | 341,875             | 2,000                  | -                 | 2,000                  | 343,875             |       |
| Supplies                           | 2,600               | 3,296                  | 1,093             | 4,389                  | 6,989               |       |
| Telephone                          | 7,008               | 901                    | 450               | 1,351                  | 8,359               |       |
| Training and development           | 3,819               | 1,439                  | 110               | 1,549                  | 5,368               |       |
| Uncollectible pledges              | -                   | -                      | 45,228            | 45,228                 | 45,228              |       |
| Utilities                          | 10,990              | 3,140                  | 1,570             | 4,710                  | 15,700              |       |
| UW of America dues                 | 13,152              | 3,758                  | 1,879             | 5,637                  | 18,789              |       |
| Youth volunteer corps              | 976                 | -                      | -                 | -                      | 976                 |       |
| Total expenses before depreciation | 2,085,109           | 253,426                | 133,905           | 387,331                | 2,472,440           |       |
| Depreciation                       | 22,631              | 3,233                  | 6,466             | 9,699                  | 32,330              |       |
| Total expenses                     | <u>\$ 2,107,740</u> | <u>\$ 256,659</u>      | <u>\$ 140,371</u> | <u>\$ 397,030</u>      | <u>\$ 2,504,770</u> |       |

The Notes to Financial Statements are an integral part of this statement.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
STATEMENTS OF CASH FLOWS  
Years Ended June 30, 2022 and 2021

|                                                                                            | <u>2022</u>     | <u>2021</u>     |
|--------------------------------------------------------------------------------------------|-----------------|-----------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                |                 |                 |
| Change in net assets                                                                       | \$ (30,957)     | \$ 591,136      |
| Adjustments to reconcile change in net assets to net cash flows from operating activities: |                 |                 |
| Depreciation                                                                               | 33,651          | 32,330          |
| Amortization of debt issuance costs                                                        | 750             | 750             |
| Net realized (gain) on investments reinvested for long-term purposes                       | (20,988)        | (87,825)        |
| Net unrealized (gain) loss on investments                                                  | 316,355         | (288,891)       |
| Contributions restricted for long-term purposes                                            | (16,643)        | (9,500)         |
| Change in value of planned gift agreements                                                 | 1,357           | 500             |
| Change in cash surrender value of life insurance                                           | (841)           | (809)           |
| Changes in operating assets and liabilities:                                               |                 |                 |
| Pledge receivable                                                                          | 15,735          | 67,181          |
| Grants receivable                                                                          | 38,769          | (17,273)        |
| Other receivables                                                                          | (4,625)         | 2,222           |
| Refund receivable                                                                          | (114,112)       | -               |
| Prepaid expenses                                                                           | 290             | (3,389)         |
| Accounts payable                                                                           | (35,189)        | (2,570)         |
| Accrued expenses                                                                           | 31,253          | 1,197           |
| Refund advanced liability                                                                  | (119,510)       | -               |
| Deferred revenue                                                                           | 31,281          | (107,880)       |
| Agency funds                                                                               | <u>(2,592)</u>  | <u>(9,500)</u>  |
| Net cash flows from operating activities                                                   | <u>123,984</u>  | <u>167,679</u>  |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                                |                 |                 |
| Purchases of investments                                                                   | (116,885)       | (464,262)       |
| Proceeds from sale of investments                                                          | <u>41,319</u>   | <u>383,832</u>  |
| Net cash flows from investing activities                                                   | <u>(75,566)</u> | <u>(80,430)</u> |

The Notes to Financial Statements are an integral part of these statements.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 STATEMENTS OF CASH FLOWS (CONTINUED)  
 Years Ended June 30, 2022 and 2021

|                                              | <u>2022</u>       | <u>2021</u>       |
|----------------------------------------------|-------------------|-------------------|
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>  |                   |                   |
| Capital lease repayments                     | (2,700)           | (2,700)           |
| Principal payments on long-term debt         | (46,836)          | (45,205)          |
| Proceeds from new planned gift agreements    | <u>16,643</u>     | <u>9,500</u>      |
| Net cash flows from financing activities     | <u>(32,893)</u>   | <u>(38,405)</u>   |
| Net change in cash and cash equivalents      | 15,525            | 48,844            |
| Cash and cash equivalents, beginning of year | <u>780,092</u>    | <u>731,248</u>    |
| Cash and cash equivalents, end of year       | <u>\$ 795,617</u> | <u>\$ 780,092</u> |
| <b>SUPPLEMENTAL CASH FLOWS INFORMATION</b>   |                   |                   |
| Cash paid during the year for interest       | <u>\$ 22,378</u>  | <u>\$ 25,650</u>  |

The Notes to Financial Statements are an integral part of these statements.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

United Way of Yellowstone County, Inc. (the Organization) is a nonprofit organization formed for the purpose of achieving significant community impact by developing strategies, building partnerships, and investing in programs, all of which are supported through annual fundraising campaigns, as well as through competitive private, state, and federal grants and contracts. The Organization improves community conditions for children, youth, individuals, families and senior citizens.

**Basis of Accounting**

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP), as codified by the Financial Accounting Standards Board (FASB).

**Classification of Net Assets**

The Organization reports gifts of cash and other assets as restricted support if they are received with donor imposed stipulations that may or will be met either by the actions of the Organization or the passage of time. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

*Net assets without donor restrictions:* Net assets available for use in general operations and not subject to donor restrictions. The governing board has designated, from net assets without donor restrictions, net assets for a board-designated endowment, as well as other purposes described in Note 16.

*Net assets with donor restrictions:* Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenues are reported as increases in net assets without donor restrictions unless the use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets and liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation. Expirations of net assets with donor restrictions (i.e. the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between applicable classes of net assets.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Income Taxes**

The Organization is organized as a nonprofit corporation in the state of Montana and is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC).

**Estimates**

The preparation of the financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Cash and Cash Equivalents**

The Organization considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents. The Organization's cash is deposited in accounts in which FDIC coverage is limited to \$250,000 per account holder. At June 30, 2022, the bank balances of these deposits exceeded federally insured limits by \$237,865.

**Promises to Give**

Contributions are recognized when the donor makes a promise to give to the Organization, that is, in substance, unconditional. All promises to give are expected to be collected within one year. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-imposed support is reported as an increase in net assets with donor restrictions depending on the nature of the restriction. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

**Allowance Method Used to Record Uncollectible Pledges**

The Organization uses the allowance method for uncollectible pledges receivable. The Organization's estimate is based on historical collection experience and a review of the current status of accounts receivable. It is reasonably possible that the Organization's estimate of the allowance for doubtful accounts will change. Pledges receivable are presented net of an allowance for doubtful accounts of \$30,000 at June 30, 2022 and 2021, respectively.

**Investments and Net Investment Income**

Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair value. Net investment income or loss, including realized and unrealized gains and losses on investments, interest, and dividends, less investment expenses, is included in the change in net assets without donor restrictions unless the income or loss is restricted by a donor.

Investment securities are exposed to various risks, such as interest rate, credit and market risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near-term and that such changes could materially affect the investment balances and the amounts reported in the Statements of Financial Position.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fair Value Measurements**

The Organization has determined the fair value of its marketable securities through the application of the accounting standard for fair value measurements. This standard establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted observable quoted prices in active markets for identical assets (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). At June 30, 2022 and 2021, there were no Level 3 investments. The three levels of the fair value hierarchy are described below:

- Level 1 Quoted market prices available through public exchange venues for identical assets or liabilities.
- Level 2 Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.
- Level 3 Unobservable inputs for the asset or liability due to little or no market activity at the measurement date.

Following is a description of the valuation methodologies used for investments measured at fair value. There have been no changes in the methodologies used at June 30, 2022.

*Fixed income securities:* Valued at the daily closing price as reported by the fund. These funds are required to publish their daily net asset value (NAV). The funds held by the Organization are deemed to be actively traded.

*Equity securities:* Valued at the closing price reported on the active market on which the individual securities are traded.

*Complementary strategies:* Valued at the daily closing price as reported by the fund. These funds are required to publish their daily net asset value (NAV). The funds held by the Organization are deemed to be actively traded.

*Real asset securities:* Valued at the daily closing price as reported by the fund. These funds are required to publish their daily net asset value (NAV). The funds held by the Organization are deemed to be actively traded.

**Property and Equipment**

Property and equipment acquisitions with an original cost of at least \$2,500 are recorded at cost. Donated property and equipment are reported as without donor restriction unless the donor has restricted the donated asset to a specific purpose. Depreciation is provided over the estimated useful lives of assets (generally 5 - 40 years) and is computed using the straight-line method.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Allocations Payable**

Allocations payable represent amounts approved by the Board of Directors payable to United Way agencies. As of June 30, 2022, the Organization has paid all allocations approved by the Board of Directors.

**Contribution Revenue**

Annual campaigns are conducted to raise support for the Organization's community response programs. Pledges, less an allowance for uncollectible amounts, are recorded as receivables in the year they are made. All contributions are considered without donor restriction unless specifically restricted by the donor as to time or purpose. The Organization acts as an agent of the donor when contributions are directed by the donor and are to be distributed to a specific third-party beneficiary. These contributions received and subsequently remitted to third parties are reflected in campaign results on the Statements of Activities but are not treated as contribution revenue. Assets received for which the condition has not been satisfied are recorded as a refundable advance liability.

The Organization administers other campaigns for local employers. Under the agreements, the employers run campaigns, collect the pledges and make payments to the Organization for quarterly distribution to the agencies designated by the employee. The Organization collects administration fees for administering the other campaigns. The Organization is acting as an agent administering the other campaigns and, therefore, contributions received and subsequently remitted to other agencies are not included in the Statements of Activities.

**Grant Revenue**

The Organization's grant awards are contributions, which are evaluated for conditions and recognized as revenue when conditions in the award are satisfied. Unconditional awards are recognized as revenue when the award is received. Amounts received in which conditions have not been met are reported as a deferred revenue.

**CARE Academy Revenue**

The CARE Academy is an out-of-school time program available to elementary school-age children who are currently enrolled as students in participating schools in Yellowstone County. Consequently, the Organization's revenue and cash flows are affected by economic fluctuations within that region. CARE Academy tuition is comprised of an exchange element based on the value of the benefits provided. The Organization recognizes tuition revenue in the period in which the services are rendered, and the Organization satisfies its performance obligations. Any portion of tuition deemed to be earned in future periods is deferred until earned.

**Advertising**

Advertising costs are expensed as incurred. Advertising expenses totaled \$372 and \$1,515 and are included in communication expense on the Statements of Functional Expenses at June 30, 2022 and 2021, respectively.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Donated Services, Materials and Facilities**

Many individuals volunteer their time and perform a variety of tasks that assist the Organization. The value of these contributed services does not meet the requirements for recognition in the financial statements and have not been recorded.

**Functional Allocation of Expenses**

The Organization's management allocates expenses by function between program and supporting service classifications based upon estimated levels of functional time and effort.

**Subsequent Events**

Management has evaluated subsequent events through November 22, 2022, the date which the financial statements were available for issue.

**NOTE 2. LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES**

Financial assets available for general expenditure include only those without donor or other restrictions limiting their use within one year of the balance sheet date. The following reflects the Organization's financial assets as of June 30, 2022 and 2021, net of amounts not available for general use within one year of the Statement of Financial Position date due to contractual or donor-imposed restrictions.

|                                                                                        | <u>2022</u>         | <u>2021</u>         |
|----------------------------------------------------------------------------------------|---------------------|---------------------|
| Financial assets:                                                                      |                     |                     |
| Cash and cash equivalents                                                              | \$ 795,617          | \$ 780,092          |
| Pledges receivable, net of allowance                                                   | 95,203              | 110,938             |
| Grants receivable                                                                      | 68,728              | 107,497             |
| Other receivables                                                                      | 118,737             | -                   |
| Endowment investments                                                                  | <u>1,827,234</u>    | <u>2,047,035</u>    |
| Total financial assets                                                                 | <u>2,905,519</u>    | <u>3,045,562</u>    |
| Less - financial assets unavailable for general expenditure                            |                     |                     |
| Grant funds received in advance included in cash and cash equivalents                  | 131,004             | (99,476)            |
| Funds for emergency food and shelter included in cash and cash equivalents             | (3,718)             | (14,347)            |
| Agency funds                                                                           | (18,926)            | (21,518)            |
| Board-designated funds                                                                 | (1,039,590)         | (1,019,590)         |
| Donor-restricted funds                                                                 | <u>(524,360)</u>    | <u>(532,092)</u>    |
| Total financial assets unavailable for general expenditure                             | <u>(1,455,590)</u>  | <u>(1,687,023)</u>  |
| Financial assets available to meet cash needs for general expenditures within one year | <u>\$ 1,449,929</u> | <u>\$ 1,358,539</u> |

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 2. LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES (CONTINUED)**

The Organization does not have a formal liquidity policy, but has adopted some guidelines around the use of endowment funds for current operations, deferred grant revenue, and special projects or programs as determined by the Board of Directors. Principal contributions to the endowment fund have been set aside by the Board of Directors as perpetual investments. Income from the investments may be used for any purposes the Organization chooses. The Organization may receive grant funds, but may not have expended them for the purposes of the grant at the end of the fiscal year. These funds are held until the work for the grant has been completed. The Organization may draw upon board-designated funds in the event of an unanticipated liquidity need with prior board approval.

**NOTE 3. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents at June 30, 2022 and 2021, are as follows:

|                                           | <u>2022</u>       | <u>2021</u>       |
|-------------------------------------------|-------------------|-------------------|
| General operating deposits                | \$ 157,176        | \$ 251,800        |
| Emergency Food and Shelter Fund deposits  | 3,718             | 14,347            |
| General operating funds                   | 226,180           | 105,961           |
| General operating certificates of deposit | 309,605           | 279,566           |
| Investment money market fund              | 98,938            | 128,418           |
| Total cash and cash equivalents           | <u>\$ 795,617</u> | <u>\$ 780,092</u> |

**NOTE 4. INVESTMENTS**

Investments at June 30, 2022 and 2021, are as follows:

|                             | <u>Fair Value of Assets as of June 30, 2022</u> |                |                |                    |
|-----------------------------|-------------------------------------------------|----------------|----------------|--------------------|
|                             | <u>Level 1</u>                                  | <u>Level 2</u> | <u>Level 3</u> | <u>Total</u>       |
| Fixed income securities     | \$ 645,632                                      | \$ -           | \$ -           | \$ 645,632         |
| Equity securities           | 1,049,316                                       | -              | -              | 1,049,316          |
| Complementary strategies    | 73,985                                          | -              | -              | 73,985             |
| Real asset securities       | 58,301                                          | -              | -              | 58,301             |
| Total endowment investments | <u>\$1,827,234</u>                              | <u>\$ -</u>    | <u>\$ -</u>    | <u>\$1,827,234</u> |

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 4. INVESTMENTS (CONTINUED)**

|                             | Fair Value of Assets as of June 30, 2021 |             |             |                    |
|-----------------------------|------------------------------------------|-------------|-------------|--------------------|
|                             | Level 1                                  | Level 2     | Level 3     | Total              |
| Fixed income securities     | \$ 617,079                               | \$ -        | \$ -        | \$ 617,079         |
| Equity securities           | 1,242,689                                | -           | -           | 1,242,689          |
| Complementary strategies    | 104,569                                  | -           | -           | 104,569            |
| Real asset securities       | 82,698                                   | -           | -           | 82,698             |
| Total endowment investments | <u>\$2,047,035</u>                       | <u>\$ -</u> | <u>\$ -</u> | <u>\$2,047,035</u> |

Net investment income (loss) is summarized as follows:

|                                              | <u>2022</u>         | <u>2021</u>       |
|----------------------------------------------|---------------------|-------------------|
| Without donor restriction:                   |                     |                   |
| Interest income on cash and cash equivalents | \$ 914              | \$ 1,625          |
| Investment interest and dividends            | 49,015              | 41,720            |
| Net realized gains                           | 21,253              | 87,825            |
| Net unrealized gains (losses)                | (316,355)           | 288,891           |
| Total investment income (loss)               | (245,173)           | 420,061           |
| Less - investment expenses                   | (21,193)            | (19,201)          |
| Net investment income (loss)                 | <u>\$ (266,366)</u> | <u>\$ 400,860</u> |

**NOTE 5. CASH SURRENDER VALUE OF LIFE INSURANCE**

In November 2001, the Organization received a single premium whole life insurance policy from a donor. Under the terms of the insurance, the Organization receives the cash surrender value if the policy is terminated, and, upon death of the insured, receives a guaranteed death benefit. The cash surrender value of the life insurance is \$21,868 and \$21,027 as of June 30, 2022 and 2021, respectively.

**NOTE 6. ACCRUED VACATION PAYABLE**

Employees of the Organization are entitled to paid vacation, depending on length of service and other factors. Accrued but unused vacation leave in the amounts of \$29,260 and \$27,327 are included in accrued expenses on the Statements of Financial Position at June 30, 2022 and 2021, respectively.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 7. AGENCY FUNDS**

The Organization acts as an agent for various organizations or projects where funds are to be distributed only for the benefit of, and upon the instructions of those organizations or projects. The Agency Funds consist of cash and cash equivalents and pledges receivable of \$18,926 and \$21,518 as of June 30, 2022 and 2021, respectively.

**NOTE 8. LONG TERM DEBT**

Long-term debt consists of the following:

|                                                                                                                                                   | <u>2022</u>       | <u>2021</u>       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Note payable to Wells Fargo at 3.5%; monthly payments in the amount of \$5,768 including interest; matures December 15, 2032; secured by building | \$ 604,981        | \$ 651,817        |
| Less - current maturities                                                                                                                         | (49,976)          | (46,838)          |
| Less - unamortized loan fees                                                                                                                      | <u>(7,875)</u>    | <u>(8,625)</u>    |
|                                                                                                                                                   | <u>\$ 547,130</u> | <u>\$ 596,354</u> |

The proceeds from the note payable were used to repay a bridge loan of \$975,000 and \$15,000 in origination and closing fees, respectively. These fees were capitalized immediately and amortized over the 20-year life of the note payable. The Organization incurred amortization expense of \$750 during the years ended June 30, 2022 and 2021, respectively, and is included in interest expense in the Statements of Functional Expenses.

Maturities on long-term debt at June 30 are as follows:

| <u>Year Ending June 30,</u> | <u>Principal Payments</u> |
|-----------------------------|---------------------------|
| 2023                        | \$ 49,976                 |
| 2024                        | 50,151                    |
| 2025                        | 52,011                    |
| 2026                        | 53,887                    |
| 2027                        | 55,831                    |
| Thereafter                  | <u>343,125</u>            |
|                             | <u>\$ 604,981</u>         |

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 9. CAPITAL LEASE**

In December 2017, the Organization acquired equipment with a cost basis of \$13,500 under the provisions of a capital lease. For financial reporting purposes, minimum lease payments related to the equipment have been capitalized and are included in equipment on the Statements of Financial Position. Capital lease obligations at June 30 is as follows:

| <u>Year Ending June 30,</u> | <u>Minimum<br/>Lease<br/>Payments</u> |
|-----------------------------|---------------------------------------|
| 2023                        | \$ 1,350                              |
|                             | \$ 1,350                              |

**NOTE 10. REFUNDABLE ADVANCE LIABILITY**

The Organization had a refundable advance liability of \$-0- and \$119,510 as of June 30, 2022 and 2021, respectively. This amount resulted from the receipt of the Paycheck Protection Program (PPP) loan granted by the Small Business Administration under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). PPP loans are considered conditional, with a right-of-return in the form of an obligation to be repaid if a barrier to entitlement is not met. The barrier is that PPP loan funds must be used to maintain compensation costs and employee headcount, and other qualifying expenses (mortgage, interest, rent, and utilities) incurred during a covered period of either 8 or 24 weeks following receipt of the funds. Consequently, the Organization has determined that this is a conditional grant award and have applied the policy as described in Note 1, which says that conditional contributions and grants shall be reported as a refundable advance liability until the conditions are substantially met.

Should the lending institution choose not to forgive the refundable advance, it bears interest at 1% and is repayable in principal and interest payments every month over a maximum of two years with a ten-month deferral after the end of the covered period.

Subsequent to year-end, the Organization was notified that \$119,510 in eligible expenditures for payroll and other expenses described in the CARES Act had been forgiven.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 11. ANNUITY OBLIGATION**

The Organization receives charitable donations for annuities from donors with a provision that a fixed income be paid to the donor and/or the named beneficiary for life. The annuity obligation represents the present value of payments to be made over the life expectancies of the annuitant and/or their named beneficiaries based on Internal Revenue Service (IRC) annuity tables. The contributions received and the related obligations are restricted in perpetuity until the death of the annuitant and/or their named beneficiary at which time the remaining assets remain restricted or the donor restriction is removed based upon the terms of the original annuity agreement. The recorded obligation is recognized as income at the time of death. On an annual basis, the Organization reevaluates the liability related to the required distributions to the designated beneficiaries based on actuarial assumptions. Activity under charitable agreements during 2022 and 2021 is as follows:

|                                                   | <u>Charitable<br/>Gift Annuities</u> |
|---------------------------------------------------|--------------------------------------|
| Estimated present value of liability July 1, 2020 | \$ 15,724                            |
| Additions to annuity liability                    | <u>500</u>                           |
| Estimated present value of liability July 1, 2021 | 16,224                               |
| Additions to annuity liability                    | <u>1,357</u>                         |
| Estimated present value of liability July 1, 2022 | <u>\$ 17,581</u>                     |

**NOTE 12. PENSION PLAN**

The Organization has a 403(b) Plan covering all full-time and part-time employees who have performed services for the Organization in at least one year of the immediately preceding five years and does not include employees whose total compensation during the year is less than the amount specified in the Internal Revenue Code (IRC). The Organization contributes an amount equal to 5% of the annual compensation plus matches employees' contributions up to 5% of annual compensation. Pension plan contributions totaled \$47,298 and \$47,823 for the years ended June 30, 2022 and 2021, respectively.

**NOTE 13. RISKS AND UNCERTAINTIES**

As a result of economic uncertainty and volatility in financial markets, various investment securities held by the Organization have incurred significant declines in fair value since June 30, 2022. The markets continue to evolve rapidly, and management is not able at this time to estimate the full impact on the financial statements.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 14. ENDOWMENT FUNDS**

The Organization's endowment fund (the Endowment) consists of gifts by individual donors who desire to make substantial long-term gifts to the community and to develop new and significant source of revenue for the Organization. The endowment also includes certain net assets without donor restrictions that have been designated for endowment by the Board of Directors.

*Interpretation of Relevant Law*

The Board of Directors of the Organization has interpreted the Montana Uniform Prudent Management of Institutional Funds Act (MUPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. At June 30, 2022 and 2021, there were no such donor stipulations. As a result of this interpretation, the Organization retains in perpetuity the original value of the gift.

Income from the investment of these gifts may be used to (i) stabilize program funding during period of below normal average campaigns; (ii) fund special projects and grants in the community; (iii) ensure long-term growth; (iv) enhance the Organization's ability to meet changing community needs in both the short and long-term; and, (v) support the administrative expenses of the Organization as deemed appropriate.

*Investment Policy and Objectives*

The Organization has adopted an overall investment objective for the assets of growth and income. This is a total return approach to managing the assets, emphasizing on both current income and growth in principal. The Organization monitors the performance on an annual basis. Performance is reported in terms of rate of return and changes in dollar value. The returns are compared to the appropriate market indexes for the most recent quarter and for annual and cumulative prior time periods. The Endowment's asset allocation is also reported on an annual basis.

It is desired that the Endowment produce a level of return higher than the market as represented by a benchmark index or mix of indexes reflective of the objectives and risk tolerance. This primary benchmark or policy index is to be constructed as follows: 60% Standard & Poor's 500 Stock Index, 35% BarCap US Govt/Credit Intermediate Bond Index and 5% 90-day Treasury Bills. The secondary benchmark is to be constructed as follows: 25% Standard and Poor's 500, 5% Russell Mipcap Index, 5% Russell 2000 Index, 15% EAFE Index, 5% NAREIT Equity Index, 7% HFRX Global Hedge Fund Index, 35% BarCap US Govt/Credit Intermediate Bond Index, and 3% 90-day Treasury Bills. The account is desired to exceed the arithmetic mean of these benchmarks on a risk-adjusted basis over a five-year rolling time period.

The Organization is comfortable with a moderate risk strategy. This is a goal of relatively more stable returns over the longer term, with a reduced potential of negative returns in any given year. Specifically, the risk level of the portfolio as measured by volatility (standard deviation) should be similar to the volatility of the underlying comparative benchmarks.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 14. ENDOWMENT FUNDS (CONTINUED)**

*Funds with Deficiencies*

From time-to-time, the fair value of assets associated with the donor-restricted endowment fund may fall below the level that the donor or MUPMIFA requires the Organization to retain as a fund of perpetual duration. There were no deficiencies of this nature reported in net assets without donor restrictions as of June 30, 2022 and 2021.

*Spending Policy*

The Endowment is governed by the Organization's Gift Acceptance and Endowment Disbursement Guidelines. Unless otherwise directed by the donor as a result of conditions contained within the gift, or upon arrival of the Board of Directors for emergency situations, there shall be no disbursement of invested assets, principal or interest that would decrease the invested assets below a balance of \$1,000,000.

Distributions are limited to 10% of the market value of the invested assets as of the prior calendar year-end, subject to the initial restriction of the \$1,000,000 balance. The amount of disbursement is determined annually by the Board of Directors during the budgeting process. The Organization may also elect to take no distributions in any given year.

To the extent that the amount be distributed has been determined and that all donor directives have been met, said amounts may be distributed at the discretion of the Board of Directors. In general; however, these funds will be utilized to stabilize program funding during periods of below normal annual campaigns, for special purpose program grants, for special purpose programs and activities, and to support the administrative activities of the Organization.

*Composition of Endowment Fund*

The composition of the assets in the Endowment is included in Note 4, as there are funds invested in addition to the donor-restricted and board-designated endowment funds. Unless otherwise stated by the donor, earnings on donor-restricted endowment funds are available for general use and have been presented on the Statements of Financial Position and Statements of Activities without donor restrictions.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 14. ENDOWMENT FUNDS (CONTINUED)**

*Composition of Endowment Fund (Continued)*

Composition of and changes in endowment net assets for the years ended June 30, were as follows:

|                                              | Without Donor Restriction |                     | With Donor<br>Restriction | Total               |
|----------------------------------------------|---------------------------|---------------------|---------------------------|---------------------|
|                                              | General                   | Board<br>Designated |                           |                     |
| Endowments at July 1, 2020                   | \$ 973,977                | \$ 123,537          | \$ 492,375                | \$ 1,589,889        |
| Contributions                                | 62,116                    | -                   | 10,000                    | 72,116              |
| Additions                                    | 392,646                   | -                   | -                         | 392,646             |
| Sales of investments                         | (383,832)                 | -                   | -                         | (383,832)           |
| Net appreciation, realized and unrealized    | 376,716                   | -                   | -                         | 376,716             |
| Change in value of split interest agreements | -                         | -                   | (500)                     | (500)               |
| Endowments at June 30, 2021                  | 1,421,623                 | 123,537             | 501,875                   | 2,047,035           |
| Contributions                                | -                         | -                   | 18,000                    | 18,000              |
| Additions                                    | 99,977                    | -                   | -                         | 99,977              |
| Sales of investments                         | (41,319)                  | -                   | -                         | (41,319)            |
| Net depreciation, realized and unrealized    | (295,102)                 | -                   | -                         | (295,102)           |
| Change in value of split interest agreements | -                         | -                   | (1,357)                   | (1,357)             |
| Endowments at June 30, 2022                  | <u>\$ 1,185,179</u>       | <u>\$ 123,537</u>   | <u>\$ 518,518</u>         | <u>\$ 1,827,234</u> |

**NOTE 15. NET ASSETS WITH DONOR RESTRICTIONS**

The main source of net assets with donor restrictions are associated with the Diversion Fund. Currently, Diversion conversations occur at all Front Door organizations, both advertised and non-advertised. Most successful diversions in Billings have come from those agencies that have access to undesignated funds available to spend. This pilot project will provide flexible funds to any Billings Coordinated Entry System Front Door Agency who is using the diversion approach with families and individuals. Access to the flexible fund will strengthen opportunities for more service providers to start diversion conversations and use of the resources needed to connect people to permanent housing outcomes. The Billings Continuum of Care Diversion Fund Subcommittee has established system wide guidelines related to eligibility, reporting, and funding. Requests for the Centralized Diversion Fund are submitted via the Homeless Management Information System and reviewed and paid by the United Way of Yellowstone County, the fiscal agent for diversion funds.

Flexible financial assistance is available for households who identify it as a need for resolving their housing crisis through diversion conversations. When financial assistance is necessary to obtain safe housing, diversion funds can be used in a variety of ways provided they directly result in a housing solution, whether permanent or temporary. The most common types of financial assistance for families were security deposit, one-time rent payment, and rental application fees.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 June 30, 2022 and 2021

**NOTE 15. NET ASSETS WITH DONOR RESTRICTIONS (CONTINUED)**

Common uses of diversion financial assistance funds may include, but are not limited to:

- Move-in costs, including deposit and first month's rent, moving supplies, the cost of a moving truck and storage;
- Rental application fees, and payments for background and credit checks;
- Fees for securing identification documents, birth certificates, and social security cards;
- Transportation, including bus tickets for both local transport and to facilitating relocation to verifiable, safe housing out-of-the-area;
- Previous housing debt/rental arrears if resolving with facilitate an immediate housing placement;
- Utility deposits and arrears needed to secure housing; and
- Certifications or license fees related to school or employment.

Donor restricted contributions also include those for Graduation Matters and Literacy programs.

Net assets with donor restrictions are restricted for the following purposes or periods:

|                                                           | <u>2022</u>       | <u>2021</u>       |
|-----------------------------------------------------------|-------------------|-------------------|
| Donor-restricted endowment funds to be held in perpetuity | \$ 518,518        | \$ 501,875        |
| Campaign contributions restricted for purpose             | <u>5,842</u>      | <u>30,217</u>     |
| Total net assets with donor restrictions                  | <u>\$ 524,360</u> | <u>\$ 532,092</u> |

**NOTE 16. BOARD DESIGNATED NET ASSETS**

The Board of Directors designated certain funds for special purposes.

- a) Board-Designated Endowment is the principal of non-restricted gifts in the form of cash, bequests or stock.
- b) Board-Designated General represents funds to be used to stabilize program funding during periods of below normal campaigns, for special purpose program grants, for special purpose United Way of Yellowstone County programs and activities, and to support the administrative activities of the Organization.
- c) Board-Designated Building Fund represents income generated from leasing of office space in the United Way building. The income will be used to pay for future building maintenance costs. In addition, the Board designated a portion of the endowment included in net assets without donor restriction to be used for building maintenance.
- d) Board-Designated Capital Improvement represents funds set aside to be used for building and other capital improvements.

UNITED WAY OF YELLOWSTONE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2022 and 2021

**NOTE 16. BOARD DESIGNATED NET ASSETS (CONTINUED)**

Amounts for the following purposes have been designated as of June 30:

|                                             | <u>Endowment</u>   | <u>General</u>     | <u>Building Fund</u> | <u>Capital<br/>Improvement</u> | <u>Total<br/>Designated</u> |
|---------------------------------------------|--------------------|--------------------|----------------------|--------------------------------|-----------------------------|
| Board-designated net assets - July 1, 2020  | \$ 123,537         | \$ 569,565         | \$ 166,488           | \$ 140,000                     | \$ 999,590                  |
| Board transfers                             | <u>          -</u> | <u>          -</u> | <u>      10,000</u>  | <u>      10,000</u>            | <u>      20,000</u>         |
| Board-designated net assets - June 30, 2021 | 123,537            | 569,565            | 176,488              | 150,000                        | 1,019,590                   |
| Board transfers                             | <u>          -</u> | <u>          -</u> | <u>      10,000</u>  | <u>      10,000</u>            | <u>      20,000</u>         |
| Board-designated net assets - June 30, 2022 | <u>\$ 123,537</u>  | <u>\$ 569,565</u>  | <u>\$ 186,488</u>    | <u>\$ 160,000</u>              | <u>\$ 1,039,590</u>         |

**NOTE 17. SUBSEQUENT EVENTS**

On August 9, 2022, the Organization filed Forms 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund, with the Internal Revenue Service (IRC) regarding the Employee Retention Credit (ERC) for the last three quarters of 2020, and the first three quarters of 2021. Under the provisions of the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) signed into law on March 27, 2020, and the subsequent extension of the CARES Act, the Organization was eligible for a refundable employee retention credit subject to certain criteria for the periods July 1, 2021 through September 30, 2021. Upon filing the Forms 941-X, the Organization is owed approximately \$114,112 for the refundable portion of the credit for year 2021. Due to these payroll expenses taking place in the first quarter of fiscal year 2022, the Organization has elected to account for the ERC following ASC 958-605, which recognizes contributions received by a not-for-profit entity. The Organization has evaluated the circumstances and noted all conditions have appropriately been met in order to recognize income for year ended June 30, 2022.

Prior to issuance of this report, the Organization received the balance mentioned above in full on October 31, 2022.



**[azworld.com](http://azworld.com)**

MEMBER: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS



**LIVE UNITED**

**BOARD OF DIRECTORS  
2023-2024**

**EXECUTIVE COMMITTEE**

**Nathan Hirsch, Chair**

Commercial Relationship Manager  
First Interstate Bank  
542 Winged Foot Dr.  
Billings, MT 59105  
(406) 698-7870 c  
(406) 255-5139 w  
nathan.hirsch@fib.com

**Kim Hayworth, PhD, Chair-Elect**

Vice Chancellor for Student Access & Success  
Montana State University Billings  
4305 Valley Canyon Ranch Rd  
Molt, MT 59057  
(406) 794-2349 w  
(517) 936-9119 c  
kimberly.hayworth@msubillings.edu

**Shawn Hinz, MPH, Secretary**

Community Volunteer  
Retired, RiverStone Health  
PO Box 152  
Huntley, MT 59037  
(406) 208-9843 C  
shawnhinz@ymail.com

**Casey Klein, Treasurer**

CEO  
Valley Credit Union  
207 N. Broadway  
Billings, MT 59101  
(406) 579-9597 w  
(406) 579-9575 c  
cklein@valleyfcu.com

**Pete Philippi, Past Chair**

Store Leader  
Scheels  
6242 Golden Eagle Way  
Billings, MT 59106  
(515) 657-3862 c  
(406) 656-9220 w  
psphilippi@scheels.com

**DIRECTORS**

**Terri Blevins**

Associate Dean of Student  
Affairs  
Montana College of Osteopathic  
Medicine  
4130 Rocky Vista Way  
Billings, MT 59106  
(918) 809-1406 C  
tblevins@rvu.edu

**Pete Buchanan**

Associate Director  
Montana Campus Compact  
2403 Elm St.  
Billings, MT 59101  
(406) 561-9052  
buchanan@mtcompact.org  
6/25/2023

**Craig Burke**

VP/Owner  
Entre Technology Services  
1501 14<sup>th</sup> St. W.  
Billings, MT 59102  
(406) 256-5700 W  
(406) 690-7395 C  
cburke@entremt.com

**Kimberly Guy**

Executive Assistant  
DOWL  
222 N. 32<sup>nd</sup> Ave  
Billings, MT 59101  
(406) 869-6357 W  
(406) 694-1384 C  
kguy@dowl.com

**D'Vaughn Hayes**

Field Marketing Manager  
TDS Fiber  
1527 Cheryl St  
Billings, MT 59105  
(406) 850-9371 C  
dvaughn.hayes@tdstelecom.com

**Jim Irwin**

VP, Refining  
CHS, Inc.  
PO Box 909  
Laurel, MT 59044  
406-628-5370 W  
406-371-1221 C  
Jim.irwin@chsinc.com

**Jesse McKee**

Manager, Northwest Region-  
Midstream  
Phillips 66  
2626 Lillian Ave  
Billings, MT 59101  
(832) 492-9764 C  
(406) 255-5710 W  
jesse.mckee@p66.com

**Robbie Neihart, P.E.**

Project Manager  
Performance Engineering  
5424 Corner Stone Ave  
Billings, MT 59106  
(406) 384-0080 W  
(307) 752-3870 C  
rob@performance-ec.com

**Chris Olszewski, PhD**

Executive Director of Curriculum  
Billings Public Schools  
415 N. 30<sup>th</sup> St.  
Billings, MT 59101  
(406) 281-5083 W  
olszewskic@billingssschools.org

**Eric Owen**

VP Public Health & Clinical  
Services  
RiverStone Health  
123 S. 27<sup>th</sup> St  
Billings, MT 59101  
(206) 427-5411 C  
Eric.owe@riverstonehealth.org

**Jill Quade**

Community Volunteer  
2144 Skokie Place  
Billings, MT 59105  
(406) 670-2504 C  
j\_quademail@bresnan.net

**Internal Revenue Service  
Director, Exempt Organizations  
Rulings and Agreements**

**Department of the Treasury  
P.O. Box 2508  
Cincinnati, Ohio 45201**

**Date: FEB 02 2007**

United Way of Yellowstone County  
P O Box 669, 2920 2<sup>nd</sup> Ave N  
Billings, MT 59103

**Employer Identification Number:**  
81-0287507  
**Person to Contact - ID#:**  
Sirijun Mayi - #31-07372  
**Contact Telephone Number:**  
877-829-5500 Phone  
**Public Charity Status:**  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated November 1961 stated that you were exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

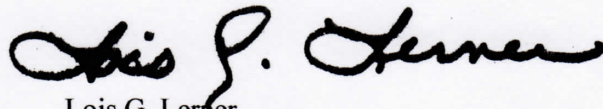
Based on the information you submitted, we have classified you as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, 800-829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

If you have any questions, please call our toll free number shown in the heading of this letter.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

509(a)(1)

## **Job Descriptions**

### **Supportive Services Specialist 1.0 FTE**

The Supportive Services Specialist will be responsible for providing supportive services for people within the Coordinated Entry System who need additional assistance beyond the capacity of a traditional case manager. The Supportive Services Specialist will spend 30 hours a week providing intensive case management for clients requiring additional help, such as individuals needing assistance with the Medicaid Waiver and SSI/SSDI processes. The Supportive Services Specialist will be SOAR certified and provide SSI/SSDI application services for CES clients with concurring conditions. SSI/SSDI application assistance is a gap in the current Coordinated Entry System, and filling this gap will increase the number of clients accessing supplemental income. Finally, the Supportive Services Specialist will spend 10 hours a week tracking exits from Coordinated Entry and providing outreach, continuing to support people after they are housed.

### **Program Coordinator 0.5 FTE**

The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting. The Program Coordinator will also manage and oversee the Point-In-Time count and the distribution of the Diversion Fund. The Program Coordinator will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in permanent supportive housing and emergency shelter activities. The Program Coordinator must also be able to evaluate program effectiveness, identify areas for improvement, and implement new program initiatives to increase program impact.

## **Supplemental Project Information**

The CoC is proposing a supportive services project that includes hiring staff to carry out project activities. Additionally, the CoC is requesting a diversion fund to divert people from the homeless system in Billings.

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### **Diversion Fund**

The \$50,000 Diversion Fund will be used to divert people from the homelessness system by providing funding for minor expenses crucial to housing individuals. For example, the diversion fund has been used to purchase a bus ticket for an individual to return to their home community, where they have social support. Diversion funding has also been used as a one-time payment towards an individual's rent to maintain their housing. These examples are just a couple of the countless ways diversion funding can divert people from entering the homeless system in Billings. This funding is paid directly to the service the individual requests help with, never to the individual. Therefore, if an individual needs help with late rent, the CoC will send the funds directly to the rental company, never to the individual. The Supportive Services Specialist will manage this fund, and any requests larger than \$500 will be subject to committee approval.

# tax return



UNITED WAY OF YELLOWSTONE COUNTY INC  
2173 OVERLAND AVE  
BILLINGS, MT 59102

UNITED WAY OF YELLOWSTONE COUNTY INC:

ENCLOSED IS THE ORGANIZATION'S 2021 EXEMPT ORGANIZATION RETURN.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 990 RETURN:

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED THE RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8879-TE TO OUR OFFICE. WE WILL TRANSMIT THE RETURN ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED. RETURN FORM 8879-TE TO US BY MAY 15, 2023.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

BEST REGARDS,

KCOE ISOM, LLP

NOTE: WE RECOMMEND ANY CORRESPONDENCE AND PAYMENTS MAILED TO TAXING AUTHORITIES BE SENT VIA CERTIFIED MAIL WITH POSTMARKED RECEIPTS FOR PROOF OF MAILING. PLEASE RETAIN THE POSTMARKED RECEIPTS WITH YOUR TAX RECORDS.

Form **8879-TE**

# IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

For calendar year 2021, or fiscal year beginning JUL 1, 2021, and ending JUN 30, 2022

# 2021

Department of the Treasury  
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**  
▶ **Go to [www.irs.gov/Form8879TE](http://www.irs.gov/Form8879TE) for the latest information.**

Name of filer

**UNITED WAY OF YELLOWSTONE COUNTY INC**

EIN or SSN

**81-0287507**

Name and title of officer or person subject to tax

**KIMBERLY LEWIS  
CEO AND PRESIDENT**

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not complete more than one line in Part I.**

|                                                                   |                                                                               |                             |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------|
| <b>1a</b> Form 990 check here <input checked="" type="checkbox"/> | <b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12)    | <b>1b</b> <u>2,629,330.</u> |
| <b>2a</b> Form 990-EZ check here <input type="checkbox"/>         | <b>b Total revenue</b> , if any (Form 990-EZ, line 9)                         | <b>2b</b> _____             |
| <b>3a</b> Form 1120-POL check here <input type="checkbox"/>       | <b>b Total tax</b> (Form 1120-POL, line 22)                                   | <b>3b</b> _____             |
| <b>4a</b> Form 990-PF check here <input type="checkbox"/>         | <b>b Tax based on investment income</b> (Form 990-PF, Part V, line 5)         | <b>4b</b> _____             |
| <b>5a</b> Form 8868 check here <input type="checkbox"/>           | <b>b Balance due</b> (Form 8868, line 3c)                                     | <b>5b</b> _____             |
| <b>6a</b> Form 990-T check here <input type="checkbox"/>          | <b>b Total tax</b> (Form 990-T, Part III, line 4)                             | <b>6b</b> _____             |
| <b>7a</b> Form 4720 check here <input type="checkbox"/>           | <b>b Total tax</b> (Form 4720, Part III, line 1)                              | <b>7b</b> _____             |
| <b>8a</b> Form 5227 check here <input type="checkbox"/>           | <b>b FMV of assets at end of tax year</b> (Form 5227, Item D)                 | <b>8b</b> _____             |
| <b>9a</b> Form 5330 check here <input type="checkbox"/>           | <b>b Tax due</b> (Form 5330, Part II, line 19)                                | <b>9b</b> _____             |
| <b>10a</b> Form 8038-CP check here <input type="checkbox"/>       | <b>b Amount of credit payment requested</b> (Form 8038-CP, Part III, line 22) | <b>10b</b> _____            |

## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that  I am an officer of the above entity or  I am a person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

### PIN: check one box only

I authorize KCOE ISOM, LLP to enter my PIN 13732  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

## Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**84357138594**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ KENDRA MORAN

Date ▶ 02/14/23

**ERO Must Retain This Form - See Instructions**  
**Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Privacy act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2021)

# Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

|                                                                |                                                                                                                       |                                                           |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Type or print</b>                                           | Name of exempt organization or other filer, see instructions.<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b>          | Taxpayer identification number (TIN)<br><b>81-0287507</b> |
| File by the due date for filing your return. See instructions. | Number, street, and room or suite no. If a P.O. box, see instructions.<br><b>2173 OVERLAND AVE</b>                    |                                                           |
|                                                                | City, town or post office, state, and ZIP code. For a foreign address, see instructions.<br><b>BILLINGS, MT 59102</b> |                                                           |

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

| Application Is For                       | Return Code | Application Is For                | Return Code |
|------------------------------------------|-------------|-----------------------------------|-------------|
| Form 990 or Form 990-EZ                  | 01          | Form 1041-A                       | 08          |
| Form 4720 (individual)                   | 03          | Form 4720 (other than individual) | 09          |
| Form 990-PF                              | 04          | Form 5227                         | 10          |
| Form 990-T (sec. 401(a) or 408(a) trust) | 05          | Form 6069                         | 11          |
| Form 990-T (trust other than above)      | 06          | Form 8870                         | 12          |
| Form 990-T (corporation)                 | 07          |                                   |             |

**THE ORGANIZATION**

• The books are in the care of ▶ **2173 OVERLAND AVE - BILLINGS, MT 59102**

Telephone No. ▶ **406-252-3839** Fax No. ▶ \_\_\_\_\_

- If the organization does not have an office or place of business in the United States, check this box  ▶
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and TINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2023**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
 ▶  calendar year \_\_\_\_\_ or  
 ▶  tax year beginning **JUL 1, 2021**, and ending **JUN 30, 2022**.

**2** If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return  
 Change in accounting period

|                                                                                                                                                                                               |           |    |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|----|
| <b>3a</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.                                           | <b>3a</b> | \$ | 0. |
| <b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit. | <b>3b</b> | \$ | 0. |
| <b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.              | <b>3c</b> | \$ | 0. |

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2021**

Department of the Treasury  
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Open to Public Inspection

**A** For the 2021 calendar year, or tax year beginning **JUL 1, 2021** and ending **JUN 30, 2022**

|                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B</b> Check if applicable:<br><br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b><br>Doing business as<br>Number and street (or P.O. box if mail is not delivered to street address) Room/suite<br><b>2173 OVERLAND AVE</b><br>City or town, state or province, country, and ZIP or foreign postal code<br><b>BILLINGS, MT 59102</b> | <b>D</b> Employer identification number<br><b>81-0287507</b><br><br><b>E</b> Telephone number<br><b>406-252-3839</b>                                                                                                                                                                                                                                                      |
| <b>F</b> Name and address of principal officer: <b>KIMBERLY LEWIS</b><br><b>SAME AS C ABOVE</b>                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                 | <b>G</b> Gross receipts \$ <b>2,649,396.</b><br><b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "No," attach a list. See instructions<br><b>H(c)</b> Group exemption number ▶ |
| <b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527                                                                                                               |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>J</b> Website: ▶ <b>WWW.UNITEDWAYYELLOWSTONE.ORG</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶                                                                                                                            |                                                                                                                                                                                                                                                                                                                                 | <b>L</b> Year of formation: <b>1961</b> <b>M</b> State of legal domicile: <b>MT</b>                                                                                                                                                                                                                                                                                       |

**Part I Summary**

|                             |         |                                                                                                                                                      |                                                                  |            |
|-----------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------|
|                             | 1       | Briefly describe the organization's mission or most significant activities: <b>TO IMPROVE LIVES BY MOBILIZING THE CARING POWER OF OUR COMMUNITY.</b> |                                                                  |            |
|                             | 2       | Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.              |                                                                  |            |
| Activities & Governance     | 3       | Number of voting members of the governing body (Part VI, line 1a)                                                                                    | 3                                                                | 15         |
|                             | 4       | Number of independent voting members of the governing body (Part VI, line 1b)                                                                        | 4                                                                | 15         |
|                             | 5       | Total number of individuals employed in calendar year 2021 (Part V, line 2a)                                                                         | 5                                                                | 49         |
|                             | 6       | Total number of volunteers (estimate if necessary)                                                                                                   | 6                                                                | 226        |
|                             | 7a      | Total unrelated business revenue from Part VIII, column (C), line 12                                                                                 | 7a                                                               | 0.         |
|                             | 7b      | Net unrelated business taxable income from Form 990-T, Part I, line 11                                                                               | 7b                                                               | 0.         |
|                             | Revenue | 8                                                                                                                                                    | Contributions and grants (Part VIII, line 1h)                    | 2,111,289. |
| 9                           |         | Program service revenue (Part VIII, line 2g)                                                                                                         | 583,757.                                                         | 766,098.   |
| 10                          |         | Investment income (Part VIII, column (A), lines 3, 4, and 7d)                                                                                        | 131,170.                                                         | 71,182.    |
| 11                          |         | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)                                                                             | 0.                                                               | 662.       |
| 12                          |         | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)                                                                   | 2,826,216.                                                       | 2,629,330. |
| Expenses                    |         | 13                                                                                                                                                   | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | 288,750.   |
|                             | 14      | Benefits paid to or for members (Part IX, column (A), line 4)                                                                                        | 0.                                                               | 0.         |
|                             | 15      | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)                                                                    | 946,126.                                                         | 994,124.   |
|                             | 16a     | Professional fundraising fees (Part IX, column (A), line 11e)                                                                                        | 0.                                                               | 0.         |
|                             | b       | Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>77,543.</b>                                                                           |                                                                  |            |
|                             | 17      | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)                                                                                         | 1,265,233.                                                       | 1,102,307. |
|                             | 18      | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)                                                                            | 2,500,109.                                                       | 2,343,932. |
|                             | 19      | Revenue less expenses. Subtract line 18 from line 12                                                                                                 | 326,107.                                                         | 285,398.   |
| Net Assets or Fund Balances | 20      | Total assets (Part X, line 16)                                                                                                                       | 4,317,705.                                                       | 4,144,562. |
|                             | 21      | Total liabilities (Part X, line 26)                                                                                                                  | 1,000,868.                                                       | 882,544.   |
|                             | 22      | Net assets or fund balances. Subtract line 21 from line 20                                                                                           | 3,316,837.                                                       | 3,262,018. |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                               |                                                                                                                       |                                                                     |                         |                                                 |                          |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------|-------------------------------------------------|--------------------------|
| <b>Sign Here</b>              | Signature of officer<br><b>KIMBERLY LEWIS, CEO AND PRESIDENT</b><br>Type or print name and title                      | Date                                                                |                         |                                                 |                          |
| <b>Paid Preparer Use Only</b> | Print/Type preparer's name<br><b>KENDRA MORAN</b>                                                                     | Preparer's signature<br><b>KENDRA MORAN</b>                         | Date<br><b>02/14/23</b> | Check if self-employed <input type="checkbox"/> | PTIN<br><b>P00814196</b> |
|                               | Firm's name ▶ <b>KCOE ISOM, LLP</b><br>Firm's address ▶ <b>402 N BROADWAY, 4TH FLOOR</b><br><b>BILLINGS, MT 59101</b> | Firm's EIN ▶ <b>48-0567703</b><br><br>Phone no. <b>406-245-5136</b> |                         |                                                 |                          |

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: THE UNITED WAY OF YELLOWSTONE COUNTY IS A COMMUNITY-BUILDING ORGANIZATION. WE PROVIDE LEADERSHIP TO EFFECTIVELY MOBILIZE PEOPLE, FINANCIAL, AND STRATEGIC RESOURCES TO IMPROVE PEOPLE'S LIVES. WE IDENTIFY AND ADDRESS PRIORTY NEEDS AND PROVIDE SOLUTIONS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code: ) (Expenses \$ 247,501. including grants of \$ 247,501. ) (Revenue \$ ) WITH FUNDING THROUGH GRANTS AND PRIVATE CONTRIBUTIONS, UNITED WAY OF YELLOWSTONE COUNTY PARTNERS WITH PROGRAMS THAT DIRECTLY BENEFIT INDIVIDUALS AND FAMILIES THAT LIVE IN OUR COMMUNITY. SEE SCHEDULE I OF ALLOCATIONS FOR A LIST OF AGENCIES RECEIVING SUPPORT DURING THE FISCAL YEAR.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ ) DONOR DESIGNATIONS - UNITED WAY OF YELLOWSTONE COUNTY PROVIDES AN ADMINISTRATIVE CONDUIT FOR DONORS TO DESIGNATE CONTRIBUTIONS TO SPECIFIC AGENCIES.

4c (Code: ) (Expenses \$ 1,730,750. including grants of \$ ) (Revenue \$ 766,760. ) WITH FUNDING THROUGH GRANTS AND PRIVATE CONTRIBUTIONS, UNITED WAY OF YELLOWSTONE COUNTY ADMINISTERS PROGRAMS AND LEADS COALITIONS THAT DIRECTLY BENEFIT INDIVIDUALS AND FAMILIES THAT LIVE IN OUR COMMUNITY; INCLUDING REACH OUT & READ, MONTANA 211, DISCOVER ZONE, BRIGHT BY TEXT, GRADUATION MATTERS, SUBSTANCE ABUSE CONNECT, BEST BEGINNINGS, CONTINUUM OF CARE, CARE ACADEMY AND VOLUNTEER ENGAGEMENT.

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 1,978,251.

**Part IV Checklist of Required Schedules**

|                                                                                                                                                                                                                                                                                                                                 | Yes      | No       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)?<br><i>If "Yes," complete Schedule A</i> .....                                                                                                                                                                      | <b>X</b> |          |
| <b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions .....                                                                                                                                                                                                          | <b>X</b> |          |
| <b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i> .....                                                                                                                      |          | <b>X</b> |
| <b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i> .....                                                                                                              |          | <b>X</b> |
| <b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i> .....                                                                                      |          | <b>X</b> |
| <b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i> .....                                                    | <b>X</b> |          |
| <b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i> .....                                                                                            |          | <b>X</b> |
| <b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i> .....                                                                                                                                                         |          | <b>X</b> |
| <b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services?<br><i>If "Yes," complete Schedule D, Part IV</i> .....         |          | <b>X</b> |
| <b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i> .....                                                                                                                               | <b>X</b> |          |
| <b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.                                                                                                                                                                      |          |          |
| <b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i> .....                                                                                                                                                                       | <b>X</b> |          |
| <b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i> .....                                                                                                  |          | <b>X</b> |
| <b>c</b> Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i> .....                                                                                                  |          | <b>X</b> |
| <b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i> .....                                                                                                                     |          | <b>X</b> |
| <b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i> .....                                                                                                                                                                                     | <b>X</b> |          |
| <b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i> .....                                                            |          | <b>X</b> |
| <b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i> .....                                                                                                                                                        | <b>X</b> |          |
| <b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year?<br><i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i> .....                                                                        |          | <b>X</b> |
| <b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i> .....                                                                                                                                                                                                        |          | <b>X</b> |
| <b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....                                                                                                                                                                                                                    |          | <b>X</b> |
| <b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> ..... |          | <b>X</b> |
| <b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i> .....                                                                                                           |          | <b>X</b> |
| <b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i> .....                                                                                                     |          | <b>X</b> |
| <b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions .....                                                                                             |          | <b>X</b> |
| <b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> .....                                                                                                                           |          | <b>X</b> |
| <b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> .....                                                                                                                                                     |          | <b>X</b> |
| <b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....                                                                                                                                                                                                             |          | <b>X</b> |
| <b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....                                                                                                                                                                                                     |          |          |
| <b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....                                                                                            | <b>X</b> |          |

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 22 through 38 regarding organizational reporting, compensation, bond issues, and transactions.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 1a, 1b, and 1c regarding Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No checkboxes. Includes questions 2a through 17 regarding employee counts, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

**Part VI Governance, Management, and Disclosure.** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

|           |                                                                                                                                                                                                                                                                                                          | Yes | No |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>1a</b> | Enter the number of voting members of the governing body at the end of the tax year<br>If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O. |     |    |
|           | 1a                                                                                                                                                                                                                                                                                                       | 15  |    |
| <b>b</b>  | Enter the number of voting members included on line 1a, above, who are independent                                                                                                                                                                                                                       |     |    |
|           | 1b                                                                                                                                                                                                                                                                                                       | 15  |    |
| <b>2</b>  | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?                                                                                                                                    |     | X  |
| <b>3</b>  | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?                                                                                        |     | X  |
| <b>4</b>  | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?                                                                                                                                                                                         |     | X  |
| <b>5</b>  | Did the organization become aware during the year of a significant diversion of the organization's assets?                                                                                                                                                                                               |     | X  |
| <b>6</b>  | Did the organization have members or stockholders?                                                                                                                                                                                                                                                       |     | X  |
| <b>7a</b> | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?                                                                                                                                                       |     | X  |
| <b>b</b>  | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?                                                                                                                                                |     | X  |
| <b>7a</b> |                                                                                                                                                                                                                                                                                                          |     | X  |
| <b>7b</b> |                                                                                                                                                                                                                                                                                                          |     | X  |
| <b>8</b>  | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:                                                                                                                                                                        |     |    |
| <b>a</b>  | The governing body?                                                                                                                                                                                                                                                                                      | X   |    |
| <b>b</b>  | Each committee with authority to act on behalf of the governing body?                                                                                                                                                                                                                                    | X   |    |
| <b>8a</b> |                                                                                                                                                                                                                                                                                                          | X   |    |
| <b>8b</b> |                                                                                                                                                                                                                                                                                                          | X   |    |
| <b>9</b>  | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O                                                                                             |     | X  |

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

|            |                                                                                                                                                                                                                                                                                              | Yes | No |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>10a</b> | Did the organization have local chapters, branches, or affiliates?                                                                                                                                                                                                                           |     | X  |
| <b>b</b>   | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?                                                                   |     |    |
| <b>10b</b> |                                                                                                                                                                                                                                                                                              |     |    |
| <b>11a</b> | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?                                                                                                                                                                  | X   |    |
| <b>b</b>   | Describe on Schedule O the process, if any, used by the organization to review this Form 990.                                                                                                                                                                                                |     |    |
| <b>12a</b> | Did the organization have a written conflict of interest policy? If "No," go to line 13                                                                                                                                                                                                      | X   |    |
| <b>b</b>   | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?                                                                                                                                                          | X   |    |
| <b>12b</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>c</b>   | Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done                                                                                                                                           | X   |    |
| <b>12c</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>13</b>  | Did the organization have a written whistleblower policy?                                                                                                                                                                                                                                    | X   |    |
| <b>14</b>  | Did the organization have a written document retention and destruction policy?                                                                                                                                                                                                               | X   |    |
| <b>15</b>  | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?                                                                         |     |    |
| <b>a</b>   | The organization's CEO, Executive Director, or top management official                                                                                                                                                                                                                       | X   |    |
| <b>15a</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>b</b>   | Other officers or key employees of the organization                                                                                                                                                                                                                                          | X   |    |
| <b>15b</b> |                                                                                                                                                                                                                                                                                              | X   |    |
|            | If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.                                                                                                                                                                                                           |     |    |
| <b>16a</b> | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?                                                                                                                                        |     | X  |
| <b>b</b>   | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? |     |    |
| <b>16b</b> |                                                                                                                                                                                                                                                                                              |     |    |

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed **NONE**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **THE ORGANIZATION - 406-252-3839**  
**2173 OVERLAND AVE, BILLINGS, MT 59102**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and title                   | (B)<br>Average hours per week (list any hours for related organizations below line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |         | (D)<br>Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|-----------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|---------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                         |                                                                                     | Individual trustee or director                                                                            | Institutional trustee | Officer | Key employee | Highest compensated employee | Former  |                                                                               |                                                                                    |                                                                                               |
| (1) KIMBERLY LEWIS<br>CEO AND PRESIDENT | 40.00                                                                               |                                                                                                           |                       | X       |              |                              | 86,720. | 0.                                                                            | 3,687.                                                                             |                                                                                               |
| (2) CORAL WILLIAMSON<br>CFO FORMER      | 40.00                                                                               |                                                                                                           |                       | X       |              |                              | 55,058. | 0.                                                                            | 1,694.                                                                             |                                                                                               |
| (3) SONJA CLAYTON<br>CFO                | 40.00                                                                               |                                                                                                           |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (4) KATIE EDWARDS<br>CHAIR              | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (5) BRET RUTHERFORD<br>CHAIR ELECT      | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (6) BRENDA KOCH<br>PAST CHAIR           | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (7) MATT SCHAFFER<br>TREASURER          | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (8) KRISTIE JESSUP<br>SECRETARY         | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (9) JILL QUADE<br>MEMBER                | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (10) THERESA HINZ<br>MEMBER             | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (11) CRAIG BURKE<br>MEMBER              | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (12) PETE BUCHANAN<br>MEMBER            | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (13) SHAWN HINZ<br>MEMBER               | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (14) KIM HAYWORTH<br>MEMBER             | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (15) ROBBIE NEIHART<br>MEMBER           | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (16) NATHAN HIRSCH<br>MEMBER            | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (17) PETE PHILIPPI<br>MEMBER            | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

| (A)<br>Name and title                                          | (B)<br>Average hours per week (list any hours for related organizations below line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|--------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                                                |                                                                                     | Individual trustee or director                                                                            | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |                                                                               |                                                                                    |                                                                                               |
| (18) CASEY KLEIN MEMBER                                        | 1.00                                                                                | X                                                                                                         |                       |         |              |                              |        | 0.                                                                            | 0.                                                                                 | 0.                                                                                            |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
| <b>1b Subtotal</b>                                             |                                                                                     |                                                                                                           |                       |         |              |                              |        | 141,778.                                                                      | 0.                                                                                 | 5,381.                                                                                        |
| <b>c Total from continuation sheets to Part VII, Section A</b> |                                                                                     |                                                                                                           |                       |         |              |                              |        | 0.                                                                            | 0.                                                                                 | 0.                                                                                            |
| <b>d Total (add lines 1b and 1c)</b>                           |                                                                                     |                                                                                                           |                       |         |              |                              |        | 141,778.                                                                      | 0.                                                                                 | 5,381.                                                                                        |

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

|                                                                                                                                                                                                                                       | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 3 Did the organization list any <b>former</b> officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>                                          |     | X  |
| 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> |     | X  |
| 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>                       |     | X  |

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A)<br>Name and business address | (B)<br>Description of services | (C)<br>Compensation |
|----------------------------------|--------------------------------|---------------------|
| NONE                             |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

|                                                        |                                                                                                                          |                                                                                | (A)                     | (B)                                | (C)                        | (D)                                                |  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|------------------------------------|----------------------------|----------------------------------------------------|--|
|                                                        |                                                                                                                          |                                                                                | Total revenue           | Related or exempt function revenue | Unrelated business revenue | Revenue excluded from tax under sections 512 - 514 |  |
| Contributions, Gifts, Grants and Other Similar Amounts | <b>1 a</b>                                                                                                               | Federated campaigns                                                            | <b>1a</b>               |                                    |                            |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 | Membership dues                                                                | <b>1b</b>               |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 | Fundraising events                                                             | <b>1c</b>               |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 | Related organizations                                                          | <b>1d</b>               |                                    |                            |                                                    |  |
|                                                        | <b>e</b>                                                                                                                 | Government grants (contributions)                                              | <b>1e</b>               | 776,719.                           |                            |                                                    |  |
|                                                        | <b>f</b>                                                                                                                 | All other contributions, gifts, grants, and similar amounts not included above | <b>1f</b>               | 1,014,669.                         |                            |                                                    |  |
|                                                        | <b>g</b>                                                                                                                 | Noncash contributions included in lines 1a-1f                                  | <b>1g</b>               | \$                                 |                            |                                                    |  |
|                                                        | <b>h</b>                                                                                                                 | <b>Total.</b> Add lines 1a-1f                                                  |                         | 1,791,388.                         |                            |                                                    |  |
| Program Service Revenue                                | <b>2 a</b>                                                                                                               | CARE ACADEMY APPLICATI                                                         | Business Code<br>900099 | 766,098.                           | 766,098.                   |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>e</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>f</b>                                                                                                                 | All other program service revenue                                              |                         |                                    |                            |                                                    |  |
|                                                        | <b>g</b>                                                                                                                 | <b>Total.</b> Add lines 2a-2f                                                  |                         | 766,098.                           |                            |                                                    |  |
| Other Revenue                                          | <b>3</b>                                                                                                                 | Investment income (including dividends, interest, and other similar amounts)   |                         | 49,929.                            |                            | 49,929.                                            |  |
|                                                        | <b>4</b>                                                                                                                 | Income from investment of tax-exempt bond proceeds                             |                         |                                    |                            |                                                    |  |
|                                                        | <b>5</b>                                                                                                                 | Royalties                                                                      |                         |                                    |                            |                                                    |  |
|                                                        | <b>6 a</b>                                                                                                               | Gross rents                                                                    | (i) Real                |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                | (ii) Personal           |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 | Less: rental expenses                                                          | <b>6b</b>               |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 | Rental income or (loss)                                                        | <b>6c</b>               |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 | Net rental income or (loss)                                                    |                         |                                    |                            |                                                    |  |
|                                                        | <b>7 a</b>                                                                                                               | Gross amount from sales of assets other than inventory                         | (i) Securities          |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                | (ii) Other              |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         | 41,319.                            |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 | Less: cost or other basis and sales expenses                                   | <b>7b</b>               | 20,066.                            |                            |                                                    |  |
| <b>c</b>                                               | Gain or (loss)                                                                                                           | <b>7c</b>                                                                      | 21,253.                 |                                    |                            |                                                    |  |
| <b>d</b>                                               | Net gain or (loss)                                                                                                       |                                                                                | 21,253.                 |                                    | 21,253.                    |                                                    |  |
| <b>8 a</b>                                             | Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 | <b>8a</b>                                                                      |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>8b</b>                                                                      |                         |                                    |                            |                                                    |  |
| <b>c</b>                                               | Net income or (loss) from fundraising events                                                                             |                                                                                |                         |                                    |                            |                                                    |  |
| <b>9 a</b>                                             | Gross income from gaming activities. See Part IV, line 19                                                                | <b>9a</b>                                                                      |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>9b</b>                                                                      |                         |                                    |                            |                                                    |  |
| <b>c</b>                                               | Net income or (loss) from gaming activities                                                                              |                                                                                |                         |                                    |                            |                                                    |  |
| <b>10 a</b>                                            | Gross sales of inventory, less returns and allowances                                                                    | <b>10a</b>                                                                     |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>10b</b>                                                                     |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>10c</b>                                                                     |                         |                                    |                            |                                                    |  |
| <b>c</b>                                               | Net income or (loss) from sales of inventory                                                                             |                                                                                |                         |                                    |                            |                                                    |  |
| Miscellaneous Revenue                                  | <b>11 a</b>                                                                                                              | MISC. REVENUE-RELATED-                                                         | Business Code<br>900099 | 662.                               | 662.                       |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 | All other revenue                                                              |                         |                                    |                            |                                                    |  |
|                                                        | <b>e</b>                                                                                                                 | <b>Total.</b> Add lines 11a-11d                                                |                         | 662.                               |                            |                                                    |  |
| <b>12</b>                                              | <b>Total revenue.</b> See instructions                                                                                   |                                                                                | 2,629,330.              | 766,760.                           | 0.                         | 71,182.                                            |  |

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.                                                                                                                                | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------|----------------------------------------|-----------------------------|
| <b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21                                                                                                 | 247,501.              | 247,501.                        |                                        |                             |
| <b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22                                                                                                                            |                       |                                 |                                        |                             |
| <b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16                                                                     |                       |                                 |                                        |                             |
| <b>4</b> Benefits paid to or for members                                                                                                                                                                      |                       |                                 |                                        |                             |
| <b>5</b> Compensation of current officers, directors, trustees, and key employees                                                                                                                             |                       |                                 |                                        |                             |
| <b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)                                                         | 141,140.              | 118,557.                        | 9,880.                                 | 12,703.                     |
| <b>7</b> Other salaries and wages                                                                                                                                                                             | 695,088.              | 541,207.                        | 141,619.                               | 12,262.                     |
| <b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)                                                                                                   |                       |                                 |                                        |                             |
| <b>9</b> Other employee benefits                                                                                                                                                                              | 157,896.              | 120,298.                        | 32,563.                                | 5,035.                      |
| <b>10</b> Payroll taxes                                                                                                                                                                                       |                       |                                 |                                        |                             |
| <b>11</b> Fees for services (nonemployees):                                                                                                                                                                   |                       |                                 |                                        |                             |
| <b>a</b> Management                                                                                                                                                                                           |                       |                                 |                                        |                             |
| <b>b</b> Legal                                                                                                                                                                                                |                       |                                 |                                        |                             |
| <b>c</b> Accounting                                                                                                                                                                                           | 26,015.               | 18,401.                         | 5,076.                                 | 2,538.                      |
| <b>d</b> Lobbying                                                                                                                                                                                             |                       |                                 |                                        |                             |
| <b>e</b> Professional fundraising services. See Part IV, line 17                                                                                                                                              |                       |                                 |                                        |                             |
| <b>f</b> Investment management fees                                                                                                                                                                           | 21,193.               |                                 | 21,193.                                |                             |
| <b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)                                                                                             |                       |                                 |                                        |                             |
| <b>12</b> Advertising and promotion                                                                                                                                                                           | 3,247.                | 48.                             | 1,601.                                 | 1,598.                      |
| <b>13</b> Office expenses                                                                                                                                                                                     | 2,638.                | 764.                            | 369.                                   | 1,505.                      |
| <b>14</b> Information technology                                                                                                                                                                              | 42,671.               | 20,125.                         | 20,837.                                | 1,709.                      |
| <b>15</b> Royalties                                                                                                                                                                                           |                       |                                 |                                        |                             |
| <b>16</b> Occupancy                                                                                                                                                                                           | 14,885.               | 10,420.                         | 2,976.                                 | 1,489.                      |
| <b>17</b> Travel                                                                                                                                                                                              | 1,315.                | 634.                            | 640.                                   | 41.                         |
| <b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials                                                                                                      |                       |                                 |                                        |                             |
| <b>19</b> Conferences, conventions, and meetings                                                                                                                                                              | 3,127.                | 1,200.                          | 1,927.                                 |                             |
| <b>20</b> Interest                                                                                                                                                                                            | 21,427.               | 14,999.                         | 4,285.                                 | 2,143.                      |
| <b>21</b> Payments to affiliates                                                                                                                                                                              |                       |                                 |                                        |                             |
| <b>22</b> Depreciation, depletion, and amortization                                                                                                                                                           | 33,651.               | 23,557.                         | 6,730.                                 | 3,364.                      |
| <b>23</b> Insurance                                                                                                                                                                                           | 13,595.               | 9,517.                          | 2,719.                                 | 1,359.                      |
| <b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.) |                       |                                 |                                        |                             |
| <b>a</b> CONTINUUM OF CARE                                                                                                                                                                                    | 490,902.              | 490,902.                        |                                        |                             |
| <b>b</b> CARE EXPENSES                                                                                                                                                                                        | 102,536.              | 101,838.                        | 698.                                   |                             |
| <b>c</b> SUBSTANCE ABUSE CONNECT                                                                                                                                                                              | 98,331.               | 98,331.                         |                                        |                             |
| <b>d</b> EFSP EXPENSE                                                                                                                                                                                         | 39,033.               | 39,033.                         |                                        |                             |
| <b>e</b> All other expenses                                                                                                                                                                                   | 187,741.              | 120,919.                        | 35,025.                                | 31,797.                     |
| <b>25</b> Total functional expenses. Add lines 1 through 24e                                                                                                                                                  | 2,343,932.            | 1,978,251.                      | 288,138.                               | 77,543.                     |
| <b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.                                      |                       |                                 |                                        |                             |

Check here  if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

|                                                                           |                                                                                                                                                                                                                                | (A)<br>Beginning of year |            | (B)<br>End of year    |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|-----------------------|
| <b>Assets</b>                                                             | <b>1</b> Cash - non-interest-bearing .....                                                                                                                                                                                     | 372,108.                 | <b>1</b>   | 384,074.              |
|                                                                           | <b>2</b> Savings and temporary cash investments .....                                                                                                                                                                          | 407,984.                 | <b>2</b>   | 411,543.              |
|                                                                           | <b>3</b> Pledges and grants receivable, net .....                                                                                                                                                                              | 218,435.                 | <b>3</b>   | 278,043.              |
|                                                                           | <b>4</b> Accounts receivable, net .....                                                                                                                                                                                        |                          | <b>4</b>   | 4,625.                |
|                                                                           | <b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons ..... |                          | <b>5</b>   |                       |
|                                                                           | <b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....                                                               |                          | <b>6</b>   |                       |
|                                                                           | <b>7</b> Notes and loans receivable, net .....                                                                                                                                                                                 |                          | <b>7</b>   |                       |
|                                                                           | <b>8</b> Inventories for sale or use .....                                                                                                                                                                                     |                          | <b>8</b>   |                       |
|                                                                           | <b>9</b> Prepaid expenses and deferred charges .....                                                                                                                                                                           | 24,718.                  | <b>9</b>   | 24,428.               |
|                                                                           | <b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....                                                                                                                           | <b>10a</b> 1,544,291.    |            |                       |
|                                                                           | <b>b</b> Less: accumulated depreciation .....                                                                                                                                                                                  | <b>10b</b> 351,544.      | 1,226,398. | <b>10c</b> 1,192,747. |
|                                                                           | <b>11</b> Investments - publicly traded securities .....                                                                                                                                                                       | 2,047,035.               | <b>11</b>  | 1,827,234.            |
|                                                                           | <b>12</b> Investments - other securities. See Part IV, line 11 .....                                                                                                                                                           |                          | <b>12</b>  |                       |
|                                                                           | <b>13</b> Investments - program-related. See Part IV, line 11 .....                                                                                                                                                            |                          | <b>13</b>  |                       |
|                                                                           | <b>14</b> Intangible assets .....                                                                                                                                                                                              |                          | <b>14</b>  |                       |
|                                                                           | <b>15</b> Other assets. See Part IV, line 11 .....                                                                                                                                                                             | 21,027.                  | <b>15</b>  | 21,868.               |
| <b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) ..... | 4,317,705.                                                                                                                                                                                                                     | <b>16</b>                | 4,144,562. |                       |
| <b>Liabilities</b>                                                        | <b>17</b> Accounts payable and accrued expenses .....                                                                                                                                                                          | 112,067.                 | <b>17</b>  | 133,350.              |
|                                                                           | <b>18</b> Grants payable .....                                                                                                                                                                                                 | 99,476.                  | <b>18</b>  | 0.                    |
|                                                                           | <b>19</b> Deferred revenue .....                                                                                                                                                                                               | 1,055.                   | <b>19</b>  | 131,812.              |
|                                                                           | <b>20</b> Tax-exempt bond liabilities .....                                                                                                                                                                                    |                          | <b>20</b>  |                       |
|                                                                           | <b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....                                                                                                                                          |                          | <b>21</b>  |                       |
|                                                                           | <b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....     |                          | <b>22</b>  |                       |
|                                                                           | <b>23</b> Secured mortgages and notes payable to unrelated third parties .....                                                                                                                                                 | 651,817.                 | <b>23</b>  | 604,981.              |
|                                                                           | <b>24</b> Unsecured notes and loans payable to unrelated third parties .....                                                                                                                                                   |                          | <b>24</b>  |                       |
|                                                                           | <b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....                                          | 136,453.                 | <b>25</b>  | 12,401.               |
|                                                                           | <b>26 Total liabilities.</b> Add lines 17 through 25 .....                                                                                                                                                                     | 1,000,868.               | <b>26</b>  | 882,544.              |
| <b>Net Assets or Fund Balances</b>                                        | <b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>                                                                                    |                          |            |                       |
|                                                                           | <b>27</b> Net assets without donor restrictions .....                                                                                                                                                                          | 2,784,745.               | <b>27</b>  | 2,737,658.            |
|                                                                           | <b>28</b> Net assets with donor restrictions .....                                                                                                                                                                             | 532,092.                 | <b>28</b>  | 524,360.              |
|                                                                           | <b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>                                                                                             |                          |            |                       |
|                                                                           | <b>29</b> Capital stock or trust principal, or current funds .....                                                                                                                                                             |                          | <b>29</b>  |                       |
|                                                                           | <b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....                                                                                                                                               |                          | <b>30</b>  |                       |
|                                                                           | <b>31</b> Retained earnings, endowment, accumulated income, or other funds .....                                                                                                                                               |                          | <b>31</b>  |                       |
|                                                                           | <b>32</b> Total net assets or fund balances .....                                                                                                                                                                              | 3,316,837.               | <b>32</b>  | 3,262,018.            |
| <b>33</b> Total liabilities and net assets/fund balances .....            | 4,317,705.                                                                                                                                                                                                                     | <b>33</b>                | 4,144,562. |                       |

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

|    |                                                                                                                |    |            |
|----|----------------------------------------------------------------------------------------------------------------|----|------------|
| 1  | Total revenue (must equal Part VIII, column (A), line 12)                                                      | 1  | 2,629,330. |
| 2  | Total expenses (must equal Part IX, column (A), line 25)                                                       | 2  | 2,343,932. |
| 3  | Revenue less expenses. Subtract line 2 from line 1                                                             | 3  | 285,398.   |
| 4  | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))                      | 4  | 3,316,837. |
| 5  | Net unrealized gains (losses) on investments                                                                   | 5  | -316,355.  |
| 6  | Donated services and use of facilities                                                                         | 6  |            |
| 7  | Investment expenses                                                                                            | 7  |            |
| 8  | Prior period adjustments                                                                                       | 8  | -23,862.   |
| 9  | Other changes in net assets or fund balances (explain on Schedule O)                                           | 9  | 0.         |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | 10 | 3,262,018. |

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

|    |                                                                                                                                                                                                                                                                                                                                                                                                        | Yes | No |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1  | Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other _____<br>If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.                                                                                                                                             |     |    |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? _____<br>If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:<br>Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis |     | X  |
| 2b | Were the organization's financial statements audited by an independent accountant? _____<br>If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:<br><input checked="" type="checkbox"/> Separate basis Consolidated basis Both consolidated and separate basis                                         | X   |    |
| 2c | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____<br>If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.                                            | X   |    |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____                                                                                                                                                                                                                                         |     | X  |
| 3b | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____                                                                                                                                                                             |     |    |

Form 990 (2021)

**SCHEDULE A**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2021**

Open to Public Inspection

|                                                                         |                                                     |
|-------------------------------------------------------------------------|-----------------------------------------------------|
| Name of the organization<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><b>81-0287507</b> |
|-------------------------------------------------------------------------|-----------------------------------------------------|

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2  A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

g Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-10 above (see instructions)) | (iv) Is the organization listed in your governing document? |    | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|-------------------------------------------------------------------------------|-------------------------------------------------------------|----|---------------------------------------------------|-------------------------------------------------|
|                                    |          |                                                                               | Yes                                                         | No |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
| <b>Total</b>                       |          |                                                                               |                                                             |    |                                                   |                                                 |

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                                      | (a) 2017 | (b) 2018 | (c) 2019 | (d) 2020 | (e) 2021 | (f) Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....                                                                                                  | 1076560. | 1215034. | 1517323. | 2111289. | 1791388. | 7711594.  |
| <b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....                                                                                                     |          |          |          |          |          |           |
| <b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....                                                                                             |          |          |          |          |          |           |
| <b>4 Total.</b> Add lines 1 through 3 .....                                                                                                                                                                        | 1076560. | 1215034. | 1517323. | 2111289. | 1791388. | 7711594.  |
| <b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) ..... |          |          |          |          |          | 189,460.  |
| <b>6 Public support.</b> Subtract line 5 from line 4.                                                                                                                                                              |          |          |          |          |          | 7522134.  |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                     | (a) 2017 | (b) 2018 | (c) 2019 | (d) 2020 | (e) 2021 | (f) Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>7</b> Amounts from line 4 .....                                                                                                                                                                | 1076560. | 1215034. | 1517323. | 2111289. | 1791388. | 7711594.  |
| <b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....                                                    | 146,385. | 68,968.  | 37,519.  | 24,144.  | 49,929.  | 326,945.  |
| <b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....                                                                                 |          |          |          |          |          |           |
| <b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....                                                                                   | 1,689.   |          |          |          | 622.     | 2,311.    |
| <b>11 Total support.</b> Add lines 7 through 10                                                                                                                                                   |          |          |          |          |          | 8040850.  |
| <b>12</b> Gross receipts from related activities, etc. (see instructions) .....                                                                                                                   |          |          |          |          | 12       |           |
| <b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ..... |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|
| <b>14</b> Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)) .....                                                                                                                                                                                                                                                                                                         | <b>14</b> | 93.55 %                             |
| <b>15</b> Public support percentage from 2020 Schedule A, Part II, line 14 .....                                                                                                                                                                                                                                                                                                                                | <b>15</b> | 92.89 %                             |
| <b>16a 33 1/3% support test - 2021.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....                                                                                                                                                                        |           | <input checked="" type="checkbox"/> |
| <b>b 33 1/3% support test - 2020.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....                                                                                                                                                                     |           | <input type="checkbox"/>            |
| <b>17a 10% -facts-and-circumstances test - 2021.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....    |           | <input type="checkbox"/>            |
| <b>b 10% -facts-and-circumstances test - 2020.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ..... |           | <input type="checkbox"/>            |
| <b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....                                                                                                                                                                                                                                                              |           | <input type="checkbox"/>            |

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 8 Public support.

Section B. Total Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on; 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.); 13 Total support.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Description, Percentage. Row 15: Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f)) 15%. Row 16: Public support percentage from 2020 Schedule A, Part III, line 15 16%.

Section D. Computation of Investment Income Percentage

Table with 2 columns: Description, Percentage. Row 17: Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f)) 17%. Row 18: Investment income percentage from 2020 Schedule A, Part III, line 17 18%.

19a 33 1/3% support tests - 2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>                                                                                                                                                                                                                    |     |    |
| <b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>                                                                                                                                                                                                                                                 |     |    |
| <b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
| <b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>                                                                                                                                                                                                                                                               |     |    |
| <b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>                                                                                                                                                                                                                                                                                                        |     |    |
| <b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>                                                                                                                                                                                                                                                                                                                                    |     |    |
| <b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>                                                                                                                                                                                                            |     |    |
| <b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>                                                                                                                                                                               |     |    |
| <b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i> |     |    |
| <b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?                                                                                                                                                                                                                                                                                                                                                                             |     |    |
| <b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |    |
| <b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>                                                              |     |    |
| <b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>                                                                                                                                                                                                  |     |    |
| <b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>                                                                                                                                                                                                                                                                                                                                                            |     |    |
| <b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>                                                                                                                                                                                                                                         |     |    |
| <b>b</b> Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>                                                                                                                                                                                                                                                                                                                              |     |    |
| <b>c</b> Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>                                                                                                                                                                                                                                                                                                   |     |    |
| <b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>                                                                                                                                                                                                                                                  |     |    |
| <b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>                                                                                                                                                                                                                                                                                                                                                       |     |    |

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? Sub-rows 11a, 11b, 11c.

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization?

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? Row 3: By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year?

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). Sub-rows a, b, c. Row 2: Activities Test. Answer lines 2a and 2b below. Sub-rows a, b. Row 3: Parent of Supported Organizations. Answer lines 3a and 3b below. Sub-rows a, b.

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 ( explain in Part VI). See instructions.  
 All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| Section A - Adjusted Net Income |                                                                                                                                                                                                          | (A) Prior Year | (B) Current Year (optional) |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 1                               | Net short-term capital gain                                                                                                                                                                              | 1              |                             |
| 2                               | Recoveries of prior-year distributions                                                                                                                                                                   | 2              |                             |
| 3                               | Other gross income (see instructions)                                                                                                                                                                    | 3              |                             |
| 4                               | Add lines 1 through 3.                                                                                                                                                                                   | 4              |                             |
| 5                               | Depreciation and depletion                                                                                                                                                                               | 5              |                             |
| 6                               | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6              |                             |
| 7                               | Other expenses (see instructions)                                                                                                                                                                        | 7              |                             |
| 8                               | <b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)                                                                                                                                      | 8              |                             |

| Section B - Minimum Asset Amount |                                                                                                                                 | (A) Prior Year | (B) Current Year (optional) |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 1                                | Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): |                |                             |
| a                                | Average monthly value of securities                                                                                             | 1a             |                             |
| b                                | Average monthly cash balances                                                                                                   | 1b             |                             |
| c                                | Fair market value of other non-exempt-use assets                                                                                | 1c             |                             |
| d                                | <b>Total</b> (add lines 1a, 1b, and 1c)                                                                                         | 1d             |                             |
| e                                | <b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):                                           |                |                             |
| 2                                | Acquisition indebtedness applicable to non-exempt-use assets                                                                    | 2              |                             |
| 3                                | Subtract line 2 from line 1d.                                                                                                   | 3              |                             |
| 4                                | Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).                                  | 4              |                             |
| 5                                | Net value of non-exempt-use assets (subtract line 4 from line 3)                                                                | 5              |                             |
| 6                                | Multiply line 5 by 0.035.                                                                                                       | 6              |                             |
| 7                                | Recoveries of prior-year distributions                                                                                          | 7              |                             |
| 8                                | <b>Minimum Asset Amount</b> (add line 7 to line 6)                                                                              | 8              |                             |

| Section C - Distributable Amount |                                                                                                                                                                           |   | Current Year |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|
| 1                                | Adjusted net income for prior year (from Section A, line 8, column A)                                                                                                     | 1 |              |
| 2                                | Enter 0.85 of line 1.                                                                                                                                                     | 2 |              |
| 3                                | Minimum asset amount for prior year (from Section B, line 8, column A)                                                                                                    | 3 |              |
| 4                                | Enter greater of line 2 or line 3.                                                                                                                                        | 4 |              |
| 5                                | Income tax imposed in prior year                                                                                                                                          | 5 |              |
| 6                                | <b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).                                             | 6 |              |
| 7                                | <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions). |   |              |

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

| Section D - Distributions |                                                                                                                                            | Current Year |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1                         | Amounts paid to supported organizations to accomplish exempt purposes                                                                      | 1            |
| 2                         | Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity      | 2            |
| 3                         | Administrative expenses paid to accomplish exempt purposes of supported organizations                                                      | 3            |
| 4                         | Amounts paid to acquire exempt-use assets                                                                                                  | 4            |
| 5                         | Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)                                                     | 5            |
| 6                         | Other distributions (describe in Part VI). See instructions.                                                                               | 6            |
| 7                         | <b>Total annual distributions.</b> Add lines 1 through 6.                                                                                  | 7            |
| 8                         | Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions. | 8            |
| 9                         | Distributable amount for 2021 from Section C, line 6                                                                                       | 9            |
| 10                        | Line 8 amount divided by line 9 amount                                                                                                     | 10           |

| Section E - Distribution Allocations (see instructions) | (i)<br>Excess Distributions                                                                                                                                             | (ii)<br>Underdistributions<br>Pre-2021 | (iii)<br>Distributable<br>Amount for 2021 |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|
| 1                                                       | Distributable amount for 2021 from Section C, line 6                                                                                                                    |                                        |                                           |
| 2                                                       | Underdistributions, if any, for years prior to 2021 (reasonable cause required - explain in Part VI). See instructions.                                                 |                                        |                                           |
| 3                                                       | Excess distributions carryover, if any, to 2021                                                                                                                         |                                        |                                           |
| a                                                       | From 2016                                                                                                                                                               |                                        |                                           |
| b                                                       | From 2017                                                                                                                                                               |                                        |                                           |
| c                                                       | From 2018                                                                                                                                                               |                                        |                                           |
| d                                                       | From 2019                                                                                                                                                               |                                        |                                           |
| e                                                       | From 2020                                                                                                                                                               |                                        |                                           |
| f                                                       | <b>Total</b> of lines 3a through 3e                                                                                                                                     |                                        |                                           |
| g                                                       | Applied to underdistributions of prior years                                                                                                                            |                                        |                                           |
| h                                                       | Applied to 2021 distributable amount                                                                                                                                    |                                        |                                           |
| i                                                       | Carryover from 2016 not applied (see instructions)                                                                                                                      |                                        |                                           |
| j                                                       | Remainder. Subtract lines 3g, 3h, and 3i from line 3f.                                                                                                                  |                                        |                                           |
| 4                                                       | Distributions for 2021 from Section D, line 7: \$                                                                                                                       |                                        |                                           |
| a                                                       | Applied to underdistributions of prior years                                                                                                                            |                                        |                                           |
| b                                                       | Applied to 2021 distributable amount                                                                                                                                    |                                        |                                           |
| c                                                       | Remainder. Subtract lines 4a and 4b from line 4.                                                                                                                        |                                        |                                           |
| 5                                                       | Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions. |                                        |                                           |
| 6                                                       | Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.                        |                                        |                                           |
| 7                                                       | <b>Excess distributions carryover to 2022.</b> Add lines 3j and 4c.                                                                                                     |                                        |                                           |
| 8                                                       | Breakdown of line 7:                                                                                                                                                    |                                        |                                           |
| a                                                       | Excess from 2017                                                                                                                                                        |                                        |                                           |
| b                                                       | Excess from 2018                                                                                                                                                        |                                        |                                           |
| c                                                       | Excess from 2019                                                                                                                                                        |                                        |                                           |
| d                                                       | Excess from 2020                                                                                                                                                        |                                        |                                           |
| e                                                       | Excess from 2021                                                                                                                                                        |                                        |                                           |

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Multiple horizontal lines for supplemental information.

Schedule A

Identification of Excess Contributions  
Included on Part II, Line 5

2021

\*\* Do Not File \*\*

\*\*\* Not Open to Public Inspection \*\*\*

| Contributor's Name                                              | Total Contributions | Excess Contributions |
|-----------------------------------------------------------------|---------------------|----------------------|
| CHS, INC.                                                       | 205,386.            | 44,569.              |
| EXXON MOBIL                                                     | 164,038.            | 3,221.               |
| SCHEELS                                                         | 258,000.            | 97,183.              |
| PHILLIPS 66                                                     | 205,304.            | 44,487.              |
|                                                                 |                     |                      |
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|                                                                 |                     |                      |
| Total Excess Contributions to Schedule A, Part II, Line 5 ..... |                     | 189,460.             |

**Schedule B**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990 or Form 990-PF.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

Name of the organization

UNITED WAY OF YELLOWSTONE COUNTY INC

Employer identification number

81-0287507

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                              | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|----------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1          | RICHARD AND ERIKA BROWN<br><br><hr/><br><hr/>                  | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 2          | BURLINGTON NORTHERN SANTA FE FOUNDATION<br><br><hr/><br><hr/>  | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 3          | CHS, INC.<br><br><hr/><br><hr/>                                | \$ <u>37,105.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 4          | CITY OF BILLINGS<br><br><hr/><br><hr/>                         | \$ <u>325,643.</u>         | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 5          | COSTCO WHOLESALE<br><br><hr/><br><hr/>                         | \$ <u>7,053.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 6          | DENNIS AND PHYLLIS WASHINGTON FOUNDATION<br><br><hr/><br><hr/> | \$ <u>12,750.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4             | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-----------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 7          | DISTRIC 7 HRDC<br><br><br>                    | \$ 6,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 8          | EXXONMOBIL<br><br><br>                        | \$ 49,038.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 9          | FIRST INTERSTATE BANK OF BILLINGS<br><br><br> | \$ 16,952.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 10         | FORTIN FOUNDATION OF FLORIDA INC.<br><br><br> | \$ 60,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 11         | CYNTHIA FOSTER<br><br><br>                    | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 12         | HEALTHY MOTHERS HEALTHY BABIES<br><br><br>    | \$ 10,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                                                 | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-----------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 13         | HOINESS FAMILY FOUNDATION<br><br>_____<br><br>_____                               | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 14         | HRDC COMMUNITY ACTION AGENCY<br><br>_____<br><br>_____                            | \$ <u>10,605.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 15         | JENSEN FOUNDATION C/O RENAISSANCE CHARITABLE FOUNDATION<br><br>_____<br><br>_____ | \$ <u>6,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 16         | CHRIS AND KRISTIE JESSUP<br><br>_____<br><br>_____                                | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 17         | JP MORGAN CHASE & CO BANK<br><br>_____<br><br>_____                               | \$ <u>20,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 18         | ARDYCE AND BOB KELLY<br><br>_____<br><br>_____                                    | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                     |                                                     |
|---------------------------------------------------------------------|-----------------------------------------------------|
| Name of organization<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><b>81-0287507</b> |
|---------------------------------------------------------------------|-----------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4               | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 19         | KEVIN AND LAUREN RILEY                          | \$ 10,000.                 | Person<br>Payroll <input checked="" type="checkbox"/><br>Noncash<br>(Complete Part II for noncash contributions.) |
| 20         | MICHELLE SPENNY                                 | \$ 7,800.                  | Person<br>Payroll <input checked="" type="checkbox"/><br>Noncash<br>(Complete Part II for noncash contributions.) |
| 21         | MONTANA DAKOTA UTILITIES CO                     | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 22         | MONTANA DEPARTMENT OF EDUCATION                 | \$ 82,454.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 23         | MONTANA DEPARTMENT OF HEALTH AND HUMAN SERVICES | \$ 10,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 24         | MONTANA HEALTHCARE FOUNDATION                   | \$ 123,000.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4         | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                                                                         |
|------------|-------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25         | NORTHWESTERN ENERGY<br><br><br>           | \$ 6,117.                  | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 26         | ONEOK, INC.<br><br><br>                   | \$ 6,614.                  | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 27         | PATRICK AND MARY KAY KIMMET<br><br><br>   | \$ 9,000.                  | Person <input type="checkbox"/><br>Payroll <input checked="" type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 28         | PEPSI-COLA BOTTLING CO<br><br><br>        | \$ 7,500.                  | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 29         | PHILLIPS 66 BILLINGS REFINERY<br><br><br> | \$ 5,005.                  | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 30         | RIVERSTONE HEALTH<br><br><br>             | \$ 15,720.                 | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                     | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 31         | SCHEELS ALL SPORTS<br><br><hr/><br><hr/>              | \$ <u>81,508.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 32         | SCL HEALTH MONTANA MISSION FUND<br><br><hr/><br><hr/> | \$ <u>100,000.</u>         | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 33         | STACY AND DEANNA EMMETT<br><br><hr/><br><hr/>         | \$ <u>9,189.</u>           | Person<br>Payroll <input checked="" type="checkbox"/><br>Noncash<br>(Complete Part II for noncash contributions.) |
| 34         | WILLIAM UNDERRINER<br><br><hr/><br><hr/>              | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 35         | UNITED WAY WORLDWIDE<br><br><hr/><br><hr/>            | \$ <u>10,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 36         | UPS MONTANA<br><br><hr/><br><hr/>                     | \$ <u>16,596.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                                | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 37         | WELLS FARGO FOUNDATION<br><br><hr/><br><hr/>                     | \$ <u>7,500.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 38         | WELLS FARGO N.A.<br><br><hr/><br><hr/>                           | \$ <u>7,500.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 39         | YELLOWSTONE COUNTY<br><br><hr/><br><hr/>                         | \$ <u>25,717.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 40         | US SMALL BUSINESS ADMINISTRATION<br><br><hr/><br><hr/>           | \$ <u>119,510.</u>         | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 41         | US DEPARTMENT OF TREASURY<br><br><hr/><br><hr/>                  | \$ <u>114,112.</u>         | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 42         | US DEPARTMENT OF HEALTH AND HUMAN SERVICES<br><br><hr/><br><hr/> | \$ <u>125,000.</u>         | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part II Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

| (a)<br>No.<br>from<br>Part I | (b)<br>Description of noncash property given | (c)<br>FMV (or estimate)<br>(See instructions.) | (d)<br>Date received |
|------------------------------|----------------------------------------------|-------------------------------------------------|----------------------|
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

| (a) No. from Part I                     | (b) Purpose of gift | (c) Use of gift                          | (d) Description of how gift is held |
|-----------------------------------------|---------------------|------------------------------------------|-------------------------------------|
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**  
▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2021**

**Open to Public Inspection**

Name of the organization **UNITED WAY OF YELLOWSTONE COUNTY INC** Employer identification number **81-0287507**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

|                                                                                                                                                                                                                                                                             | (a) Donor advised funds                 | (b) Funds and other accounts |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------|
| 1 Total number at end of year .....                                                                                                                                                                                                                                         | 190                                     |                              |
| 2 Aggregate value of contributions to (during year) .....                                                                                                                                                                                                                   | 16,643.                                 |                              |
| 3 Aggregate value of grants from (during year) .....                                                                                                                                                                                                                        |                                         |                              |
| 4 Aggregate value at end of year .....                                                                                                                                                                                                                                      | 518,518.                                |                              |
| 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....                                                            | <input checked="" type="checkbox"/> Yes | No                           |
| 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ..... | <input checked="" type="checkbox"/> Yes | No                           |

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (for example, recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

|                                                                                                                                                  | Held at the End of the Tax Year |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| a Total number of conservation easements .....                                                                                                   | 2a                              |
| b Total acreage restricted by conservation easements .....                                                                                       | 2b                              |
| c Number of conservation easements on a certified historic structure included in (a) .....                                                       | 2c                              |
| d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register ..... | 2d                              |

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....  Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....  Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ..... ▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X ..... ▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ..... ▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X ..... ▶ \$ \_\_\_\_\_

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2021

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
  - b Scholarly research
  - c Preservation for future generations
  - d  Loan or exchange program
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

|                                                  | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--------------------------------------------------|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance                     | 617,079.         | 615,912.       | 603,644.           | 1,406,612.           | 1,646,136.          |
| b Contributions                                  |                  |                | 12,268.            | 19,538.              | 24,070.             |
| c Net investment earnings, gains, and losses     | 24,976.          | 1,167.         |                    | 1,915.               | -245,091.           |
| d Grants or scholarships                         |                  |                |                    |                      |                     |
| e Other expenditures for facilities and programs |                  |                |                    | 817,500.             |                     |
| f Administrative expenses                        |                  |                |                    | 6,921.               | 18,503.             |
| g End of year balance                            | 642,055.         | 617,079.       | 615,912.           | 603,644.             | 1,406,612.          |

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment ▶ 19.0000 %
  - b Permanent endowment ▶ 81.0000 %
  - c Term endowment ▶ \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |                                                                                            | Yes | No |
|--------------------------------------------------------------------------------------------|-----|----|
| (i) Unrelated organizations                                                                |     | X  |
| (ii) Related organizations                                                                 |     | X  |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? |     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property                                                                                | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|--------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land                                                                                                |                                      | 342,047.                        |                              | 342,047.       |
| b Buildings                                                                                            |                                      | 1,120,805.                      | 274,652.                     | 846,153.       |
| c Leasehold improvements                                                                               |                                      |                                 |                              |                |
| d Equipment                                                                                            |                                      | 81,439.                         | 76,892.                      | 4,547.         |
| e Other                                                                                                |                                      |                                 |                              |                |
| <b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) |                                      |                                 |                              | 1,192,747.     |

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security)      | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---------------------------------------------------------------------------|----------------|-----------------------------------------------------------|
| (1) Financial derivatives .....                                           |                |                                                           |
| (2) Closely held equity interests .....                                   |                |                                                           |
| (3) Other .....                                                           |                |                                                           |
| (A)                                                                       |                |                                                           |
| (B)                                                                       |                |                                                           |
| (C)                                                                       |                |                                                           |
| (D)                                                                       |                |                                                           |
| (E)                                                                       |                |                                                           |
| (F)                                                                       |                |                                                           |
| (G)                                                                       |                |                                                           |
| (H)                                                                       |                |                                                           |
| <b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶ |                |                                                           |

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment                                             | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---------------------------------------------------------------------------|----------------|-----------------------------------------------------------|
| (1)                                                                       |                |                                                           |
| (2)                                                                       |                |                                                           |
| (3)                                                                       |                |                                                           |
| (4)                                                                       |                |                                                           |
| (5)                                                                       |                |                                                           |
| (6)                                                                       |                |                                                           |
| (7)                                                                       |                |                                                           |
| (8)                                                                       |                |                                                           |
| (9)                                                                       |                |                                                           |
| <b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶ |                |                                                           |

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description                                                             | (b) Book value |
|-----------------------------------------------------------------------------|----------------|
| (1)                                                                         |                |
| (2)                                                                         |                |
| (3)                                                                         |                |
| (4)                                                                         |                |
| (5)                                                                         |                |
| (6)                                                                         |                |
| (7)                                                                         |                |
| (8)                                                                         |                |
| (9)                                                                         |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶ |                |

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability                                             | (b) Book value |
|-----------------------------------------------------------------------------|----------------|
| (1) Federal income taxes                                                    |                |
| (2) CAPITAL LEASE OBLIGATIONS                                               | 1,350.         |
| (3) UNAMORTIZED DEBT ISSUANCE COST                                          | -7,875.        |
| (4) AGENCY FUNDS PAYABLE                                                    | 18,926.        |
| (5)                                                                         |                |
| (6)                                                                         |                |
| (7)                                                                         |                |
| (8)                                                                         |                |
| (9)                                                                         |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶ | 12,401.        |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|   |                                                                                 |    |            |            |
|---|---------------------------------------------------------------------------------|----|------------|------------|
| 1 | Total revenue, gains, and other support per audited financial statements        |    | 1          | 2,291,782. |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12:             |    |            |            |
| a | Net unrealized gains (losses) on investments                                    | 2a | -316,355.  |            |
| b | Donated services and use of facilities                                          | 2b |            |            |
| c | Recoveries of prior year grants                                                 | 2c |            |            |
| d | Other (Describe in Part XIII.)                                                  | 2d |            |            |
| e | Add lines 2a through 2d                                                         | 2e | -316,355.  |            |
| 3 | Subtract line 2e from line 1                                                    | 3  | 2,608,137. |            |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1:            |    |            |            |
| a | Investment expenses not included on Form 990, Part VIII, line 7b                | 4a | 21,193.    |            |
| b | Other (Describe in Part XIII.)                                                  | 4b |            |            |
| c | Add lines 4a and 4b                                                             | 4c | 21,193.    |            |
| 5 | Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.) | 5  | 2,629,330. |            |

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|   |                                                                                  |    |            |            |
|---|----------------------------------------------------------------------------------|----|------------|------------|
| 1 | Total expenses and losses per audited financial statements                       |    | 1          | 2,322,739. |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25:                |    |            |            |
| a | Donated services and use of facilities                                           | 2a |            |            |
| b | Prior year adjustments                                                           | 2b |            |            |
| c | Other losses                                                                     | 2c |            |            |
| d | Other (Describe in Part XIII.)                                                   | 2d |            |            |
| e | Add lines 2a through 2d                                                          | 2e | 0.         |            |
| 3 | Subtract line 2e from line 1                                                     | 3  | 2,322,739. |            |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1:               |    |            |            |
| a | Investment expenses not included on Form 990, Part VIII, line 7b                 | 4a | 21,193.    |            |
| b | Other (Describe in Part XIII.)                                                   | 4b |            |            |
| c | Add lines 4a and 4b                                                              | 4c | 21,193.    |            |
| 5 | Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.) | 5  | 2,343,932. |            |

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART V, LINE 1E:**

TO BE IN COMPLIANCE WITH THE REPORTING REQUIREMENTS OF ASU 2016-14, PRESENTATION OF FINANCIAL STATEMENTS OF NOT-FOR-PROFIT ENTITIES, THE PRESENTATION OF THE ENDOWMENT PORTION OF THE INVESTMENTS HAS CHANGED. THE \$817,500 OF "OTHER EXPENDITURES" WERE NOT ACTUALLY SPENT OR TRANSFERRED, BUT RATHER RECLASSIFIED. FOR FINANCIAL REPORTING PURPOSES, THESE FUNDS ARE NOW INCLUDED IN NET ASSETS WITHOUT DONOR RESTRICTION AND ARE NOT PART OF THE ENDOWMENT, AS THEY ARE NEITHER DONOR RESTRICTED NOR BOARD DESIGNATED.

**PART V, LINE 4:**

THE INCOME FROM THE ENDOWMENT FUND THAT IS MADE AVAILABLE TO THE UNITED WAY BOARD OF DIRECTORS MAY BE USED AS FOLLOWS:

**Part XIII Supplemental Information** (continued)

- 1) TO MEET UNANTICIPATED NEEDS AND EMERGING PROBLEMS THAT DEMAND AN EARLY RESPONSE THROUGH NEW OR EXISTING PROGRAMS REQUIRING A LEVEL OF FUNDING NOT AVAILABLE FROM THE ANNUAL CAMPAIGN;
- 2) TO MAINTAIN OR EXPAND SERVICE LEVELS DURING ECONOMIC DOWN CYCLES OR PERIODS OF INCREASED UNEMPLOYMENT OR PHYSICAL DISASTER WHICH REQUIRE ADDITIONAL HEALTH AND HUMAN SERVICES WHEN FINANCIAL RESOURCES ARE LIMITED;
- 3) TO SUPPORT UNITED WAY'S ROLE IN THE COMMUNITY AS A FACILITATOR TO FOCUS THE ATTENTION AND RESOURCES OF OTHER SECTORS ON HIGH PRIORITY PROBLEMS;
- 4) TO HELP ASSURE THE FINANCIAL STABILITY OF AGENCIES FACING UNUSUAL OR CATASTROPHIC FINANCIAL PROBLEMS THAT EXCEED THEIR OWN RESOURCES.

**SCHEDULE I  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2021**

**Open to Public  
Inspection**

Name of the organization **UNITED WAY OF YELLOWSTONE COUNTY INC** Employer identification number **81-0287507**

**Part I General Information on Grants and Assistance**

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?  Yes  No
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

**Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.** Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

| <b>1 (a)</b> Name and address of organization or government                          | <b>(b)</b> EIN | <b>(c)</b> IRC section (if applicable) | <b>(d)</b> Amount of cash grant | <b>(e)</b> Amount of noncash assistance | <b>(f)</b> Method of valuation (book, FMV, appraisal, other) | <b>(g)</b> Description of noncash assistance | <b>(h)</b> Purpose of grant or assistance                    |
|--------------------------------------------------------------------------------------|----------------|----------------------------------------|---------------------------------|-----------------------------------------|--------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|
| ADULT RESOURCE ALLIANCE: MEALS ON WHEELS - 1505 AVENUE D - BILLINGS, MT 59102        | 81-0364744     | 501(C)(3)                              | 15,000.                         | 0.                                      |                                                              |                                              | KEEPING ADULTS 60+ INDEPENDENT AND INVOLVED.                 |
| BIG SKY SENIOR SERVICES<br>937 GRAND AVENUE<br>BILLINGS, MT 59102                    | 81-0364919     | 501(C)(3)                              | 30,000.                         | 0.                                      |                                                              |                                              | FRIENDS VOLUNTEER PROGRAM                                    |
| BOYS & GIRLS CLUB OF YC-AFTER SCHOOL PROGRAM - 505 ORCHARD LANE - BILLINGS, MT 59101 | 81-0308003     | 501(C)(3)                              | 22,500.                         | 0.                                      |                                                              |                                              | PROJECT LEARN - YOUTH DEVELOPMENT                            |
| DISTRICT 7 HRDC: WHEELS TO WORK<br>P.O. BOX 2016<br>BILLINGS, MT 59103               | 81-0300207     | 501(C)(3)                              | 18,750.                         | 0.                                      |                                                              |                                              | COMUNITY RESOURCES                                           |
| FAMILY SERVICE INC.<br>1824 1ST AVENUE NORTH, P.O. BOX 102<br>BILLINGS, MT 59103     | 81-0232120     | 501(C)(3)                              | 22,500.                         | 0.                                      |                                                              |                                              | HELPING NEIGHBORS IN NEED/FINANCIAL STABILITY & INDEPENDENCE |
| FRIENDSHIP HOUSE<br>3123 8TH AVENUE SOUTH<br>BILLINGS, MT 59101                      | 81-0300497     | 501(C)(3)                              | 37,500.                         | 0.                                      |                                                              |                                              | FRIENDSHIP YOUTH DEVELOPMENT PROGRAM                         |

- 2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶ 10.
- 3** Enter total number of other organizations listed in the line 1 table ▶

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) 2021

**Part II** Continuation of Grants and Other Assistance to Domestic Organizations and Domestic Governments (Schedule I (Form 990), Part II.)

| (a) Name and address of organization or government                                 | (b) EIN    | (c) IRC section if applicable | (d) Amount of cash grant | (e) Amount of noncash assistance | (f) Method of valuation (book, FMV, appraisal, other) | (g) Description of non-cash assistance | (h) Purpose of grant or assistance                                |
|------------------------------------------------------------------------------------|------------|-------------------------------|--------------------------|----------------------------------|-------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------|
| TUMBLEWEED<br>505 NORTH 24TH STREET<br>BILLINGS, MT 59101                          | 36-3343886 | 501(C)(3)                     | 18,750.                  | 0.                               |                                                       |                                        | ADVOCATES FOR ABUSED/NEGLECTED CHILDREN IN 13TH JUDICIAL DISTRICT |
| YELLOWSTONE CASA<br>P.O. BOX 688<br>BILLINGS, MT 59103                             | 48-1301287 | 501(C)(3)                     | 33,750.                  | 0.                               |                                                       |                                        | YOUTH DEVELOPMENT FOR LOW-INCOME PREGNANT WOMEN & FAMILIES        |
| YOUNG FAMILIES EARLY HEAD START<br>1020 COOK, P.O. BOX 51269<br>BILLINGS, MT 59104 | 81-0422429 | 501(C)(3)                     | 11,250.                  | 0.                               |                                                       |                                        | QUALITY, AFFORDABLE, FULL-DAY CHILD CARE ON A SLIDING SCALE       |
| YWCA<br>909 WYOMING AVENUE<br>BILLINGS, MT 59101                                   | 81-0235415 | 501(C)(3)                     | 37,501.                  | 0.                               |                                                       |                                        | TO FURTHER THE MISSION PROGRESS OF THE GRANTEE ORGANIZATION       |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |

**Part III Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.  
Part III can be duplicated if additional space is needed.

| (a) Type of grant or assistance | (b) Number of recipients | (c) Amount of cash grant | (d) Amount of non-cash assistance | (e) Method of valuation (book, FMV, appraisal, other) | (f) Description of noncash assistance |
|---------------------------------|--------------------------|--------------------------|-----------------------------------|-------------------------------------------------------|---------------------------------------|
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |

**Part IV Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

INCOME FROM FEDERALLY FUNDED PROJECTS MUST BE ALLOWABLE BY THE FUNDING AGENCY AND USED IN ACCORDANCE WITH THE PROGRAM AGREEMENT AND FEDERAL GUIDELINES. SPECIFICALLY THIS INCOME MUST BE LIMITED TO ONE OR MORE OF THE FOLLOWING:

FURTHERING THE ELIGIBLE PROJECT OR PROGRAM OBJECTIVES FINANCING THE NON-FEDERAL SHARE OF THE PROJECT OR PROGRAM DEDUCTING IT FROM THE TOTAL FEDERAL SHARE OF PROJECT OR PROGRAM ALLOWABLE

**Part IV** Supplemental Information

COSTS.

DISBURSEMENTS MUST BE SUPPORTED BY THE CHECK STUB, WHEN PAID BY CHECK,  
AND A COPY OF THE INVOICE OR APPROPRIATE DOCUMENTATION SUPPORTING THE  
DISBURSEMENT.

ALL DISBURSEMENTS FOR GRANT PROGRAMS MUST BE ALLOWABLE UNDER THE GRANT  
AGREEMENT. ALL OF THESE DOCUMENTATIONS ARE MAINTAINED FOR 7 YEARS IN  
THE FILES.

**SCHEDULE O  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or Form 990-EZ.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

Open to Public  
Inspection

Name of the organization

UNITED WAY OF YELLOWSTONE COUNTY INC

Employer identification number

81-0287507

FORM 990, PART VI, SECTION B, LINE 11B:

THE FINANCE COMMITTEE REVIEWS THE 990, WHICH IS THEN SUBMITTED TO THE BOARD  
OF DIRECTORS FOR FINAL APPROVAL.

FORM 990, PART VI, SECTION B, LINE 12C:

IF A CONFLICT OF INTEREST SITUATION ARISES, THE PARTIES INVOLVED ARE  
INTERVIEWED TO DETERMINE AN APPROPRIATE COURSE OF ACTION.

FORM 990, PART VI, SECTION B, LINE 15:

THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS DETERMINES CEO  
COMPENSATION BY COMPARING COMPENSATION FROM UNITED WAYS OF SIMILAR SIZE AND  
CURRENT LOCAL LABOR MARKET COMPENSATION. COMPENSATION FOR OTHER KEY  
EMPLOYEES IS DETERMINED BY THE CEO, IN COMPARISON TO THE LOCAL LABOR MARKET  
FOR SIMILAR POSITIONS.

FORM 990, PART VI, SECTION C, LINE 19:

THE 990 AND THE ANNUAL AUDIT ARE AVAILABLE ON UWYC WEBSITE. OTHER  
DOCUMENTS AVAILABLE UPON REQUEST.

FORM 990, PART XII, LINE 2C:

THE FINANCE COMMITTEE HAS OVERSIGHT OVER THE AUDIT THE BOARD HAS FINAL  
APPROVAL.

# Statement for Revenue Procedure 2021-48

Taxpayer's Name **UNITED WAY OF YELLOWSTONE COUNTY INC**  
 Taxpayer's Address **2173 OVERLAND AVE**  
**BILLINGS, MT 59102**  
 Taxpayer's SSN/EIN **81-0287507**

The taxpayer is applying the following sections of Revenue Procedure 2021-48 of tax year 2021 :  
**SECTION 3.01(1)**

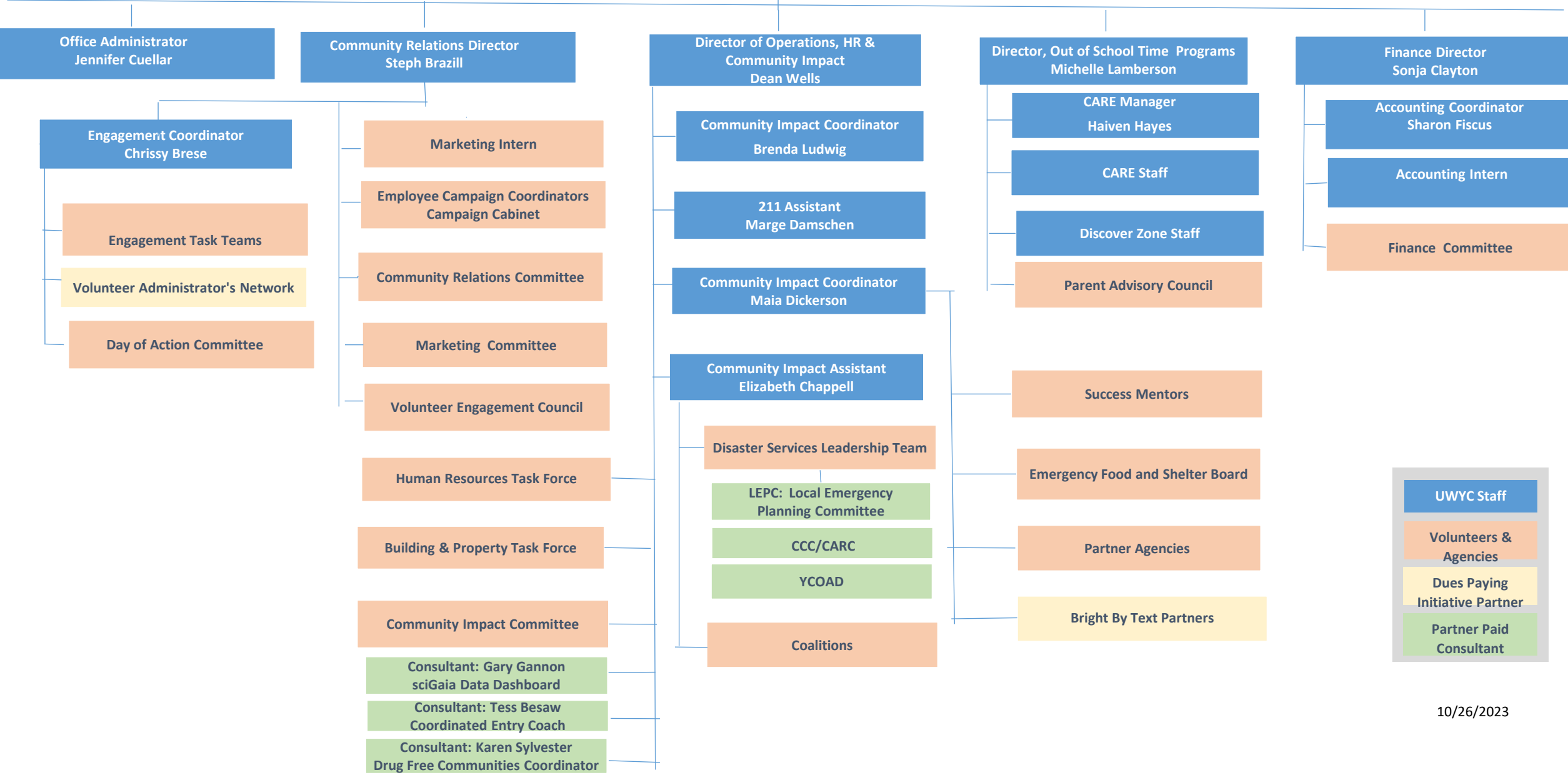
| Year of Loan | Description                 | Tax-Exempt Income | Was the loan forgiven as of the date of the return is filed? |
|--------------|-----------------------------|-------------------|--------------------------------------------------------------|
| <u>2021</u>  | <u>PPP LOAN FORGIVENESS</u> | <u>119,510.</u>   | <u>N</u>                                                     |
| _____        | _____                       | _____             | ---                                                          |
| _____        | _____                       | _____             | ---                                                          |
| _____        | _____                       | _____             | ---                                                          |
| _____        | _____                       | _____             | ---                                                          |

Board of Directors

President and CEO  
Kim Lewis

Executive Committee

Governance & Nominating Committee



23. If the direct provision of services will be funded, please describe the employee funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out positions to be the proposed activity. (500 characters maximum for each)

**Supportive Services Specialist 1.0 FTE:** The Supportive Services Specialist will be responsible for providing supportive services and outreach. Qualification requirements will include case management experience and having or obtaining SSI/SSDI Outreach, Access, and Recovery (SOAR) certification.

- 75% of time for intensive case management including SOAR, Medicaid waivers, and additional support beyond a traditional case manager
- 25% of time tracking and providing outreach for exited CES clients

**Program Coordinator 0.5 FTE:** The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to CES, HMIS, grant management, and reporting. The Program Coordinator will also be responsible for managing and overseeing the Point-In-Time count and the distribution of the Diversion Fund.

23. If the direct provision of services will be funded, please describe the employee funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out positions to be the proposed activity. (500 characters maximum for each)

**Supportive Services Specialist 1.0 FTE:** The Supportive Services Specialist will be responsible for providing supportive services and outreach. Qualification requirements will include case management experience and having or obtaining SSI/SSDI Outreach, Access, and Recovery (SOAR) certification.

- 75% of time for intensive case management including SOAR, Medicaid waivers, and additional support beyond a traditional case manager
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**Program Coordinator 0.5 FTE:** The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to CES, HMIS, grant management, and reporting. The Program Coordinator will also be responsible for managing and overseeing the Point-In-Time count and the distribution of the Diversion Fund.

# HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project  
Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                                                                             |                                                                        |                                                                        |                                                             |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
| <b>Organization Name:</b>                                                                                                                   | United Way - Yellowstone County Continuum of Care                      |                                                                        |                                                             |                                                             |
| <b>Revenue Sources</b>                                                                                                                      | <b>Source:</b>                                                         | <b>Source:</b>                                                         | <b>Source:</b>                                              | <b>Source:</b>                                              |
|                                                                                                                                             | HOME-ARP                                                               | nty Commissior                                                         | Replace Text                                                | Replace Text                                                |
| <i>Enter amount for each revenue source:</i>                                                                                                | \$500,000                                                              | \$100,000                                                              | \$0                                                         | \$0                                                         |
| <i>Is this source confirmed and committed to the Project? (click the box next to your answer)</i>                                           | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>PROJECT STAFFING</b>                                                                                                                     |                                                                        |                                                                        |                                                             |                                                             |
| Job Title: Supportive Services Specialist                                                                                                   | \$180,000                                                              | \$0                                                                    | \$0                                                         | \$0                                                         |
| Job Title: Program Coordinator                                                                                                              | \$120,000                                                              | \$0                                                                    | \$0                                                         | \$0                                                         |
| Job Title: <i>Replace Text</i>                                                                                                              | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| <b>OPERATING COSTS</b>                                                                                                                      |                                                                        |                                                                        |                                                             |                                                             |
| Outside Provider Payments                                                                                                                   | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Supplies                                                                                                                                    | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Insurance                                                                                                                                   | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Printing                                                                                                                                    | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Information Technology                                                                                                                      | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Travel                                                                                                                                      | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Contract Services                                                                                                                           | \$0                                                                    | \$100,000                                                              | \$0                                                         | \$0                                                         |
| Other (identify): Diversion Fund                                                                                                            | \$100,000                                                              | \$0                                                                    | \$0                                                         | \$0                                                         |
| Other (identify): <i>Replace Text</i>                                                                                                       | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Other (identify): <i>Replace Text</i>                                                                                                       | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| <b>Grand Total</b>                                                                                                                          | <b>\$400,000</b>                                                       | <b>\$100,000</b>                                                       | <b>\$0</b>                                                  | <b>\$0</b>                                                  |
| % of Budget Costs Considered Administration                                                                                                 |                                                                        |                                                                        |                                                             |                                                             |
| <i>Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs beneficiary.</i> |                                                                        |                                                                        |                                                             |                                                             |
| <b>Outside Provider Payments:</b><br><i>Replace this text</i>                                                                               |                                                                        |                                                                        |                                                             |                                                             |
| <b>Supplies:</b><br><i>Replace this text</i>                                                                                                |                                                                        |                                                                        |                                                             |                                                             |
| <b>Insurance:</b><br><i>Replace this text</i>                                                                                               |                                                                        |                                                                        |                                                             |                                                             |
| <b>Printing:</b><br><i>Replace this text</i>                                                                                                |                                                                        |                                                                        |                                                             |                                                             |
| <b>Travel:</b><br><i>Replace this text</i>                                                                                                  |                                                                        |                                                                        |                                                             |                                                             |

**Contract Services:**

*Tess Besaw is our contracted Coordinated Entry lead, she currently oversees the case managers in the Coordinated Entry System. In the past 12 months the Coordinated Entry System housed 385 individuals for a total of \$259 spent per beneficiary.*

**Other (Supportive Services Specialist):**

*The creation of a Supportive Services Specialist position would allow the CoC to reach clients who typically fall through traditional case management. The Supportive Services Specialist would serve select clients with needs beyond traditional case management, referred by case managers. Therefore, we expect that they will work with, in some form, more than half of the clients served, or over 150 clients.*

**Other (Program Coordinator):**

*The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the CoC, including providing general oversight for coalition activities and related projects, including but not limited to the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting. The CoC would be able to divert approximately \$50,000 from the CoC to the Diversion Fund.*

**Other (Diversion Fund):**

*The Diversion Fund is used to divert people from entering the homelessness system in Billings. In the past we have spent \$214 dollars per beneficiary, meaning with diversion fund of \$50,000 the CoC would be able to divert approximately 233 individuals from entering the homelessness system.*

|                              |
|------------------------------|
|                              |
| <b>Total Project Revenue</b> |
| <b>\$600,000</b>             |
|                              |
|                              |
| \$180,000                    |
| \$120,000                    |
| \$0                          |
|                              |
| \$0                          |
| \$0                          |
| \$0                          |
| \$0                          |
| \$0                          |
| \$0                          |
| \$100,000                    |
| \$100,000                    |
| \$0                          |
| \$0                          |
| <b>\$500,000</b>             |
| 80.00%                       |
| <i>per</i>                   |
|                              |
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## **Job Descriptions**

### **Supportive Services Specialist 1.0 FTE**

The Supportive Services Specialist will be responsible for providing supportive services for people within the Coordinated Entry System who need additional assistance beyond the capacity of a traditional case manager. The Supportive Services Specialist will spend 30 hours a week providing intensive case management for clients requiring additional help, such as individuals needing assistance with the Medicaid Waiver and SSI/SSDI processes. The Supportive Services Specialist will be SOAR certified and provide SSI/SSDI application services for CES clients with concurring conditions. SSI/SSDI application assistance is a gap in the current Coordinated Entry System, and filling this gap will increase the number of clients accessing supplemental income. Finally, the Supportive Services Specialist will spend 10 hours a week tracking exits from Coordinated Entry and providing outreach, continuing to support people after they are housed.

### **Program Coordinator 0.5 FTE**

The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting. The Program Coordinator will also manage and oversee the Point-In-Time count and the distribution of the Diversion Fund. The Program Coordinator will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in permanent supportive housing and emergency shelter activities. The Program Coordinator must also be able to evaluate program effectiveness, identify areas for improvement, and implement new program initiatives to increase program impact.

## **Supplemental Project Information**

The CoC is proposing a supportive services project that includes hiring staff to carry out project activities. Additionally, the CoC is requesting a diversion fund to divert people from the homeless system in Billings.

### **Supportive Services Specialist 1.0 FTE**

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### **Diversion Fund**

The \$50,000 Diversion Fund will be used to divert people from the homelessness system by providing funding for minor expenses crucial to housing individuals. For example, the diversion fund has been used to purchase a bus ticket for an individual to return to their home community, where they have social support. Diversion funding has also been used as a one-time payment towards an individual's rent to maintain their housing. These examples are just a couple of the countless ways diversion funding can divert people from entering the homeless system in Billings. This funding is paid directly to the service the individual requests help with, never to the individual. Therefore, if an individual needs help with late rent, the CoC will send the funds directly to the rental company, never to the individual. The Supportive Services Specialist will manage this fund, and any requests larger than \$500 will be subject to committee approval.

# tax return



UNITED WAY OF YELLOWSTONE COUNTY INC  
2173 OVERLAND AVE  
BILLINGS, MT 59102

UNITED WAY OF YELLOWSTONE COUNTY INC:

ENCLOSED IS THE ORGANIZATION'S 2021 EXEMPT ORGANIZATION RETURN.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 990 RETURN:

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. AFTER YOU HAVE REVIEWED THE RETURN FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE AND RETURN FORM 8879-TE TO OUR OFFICE. WE WILL TRANSMIT THE RETURN ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED. RETURN FORM 8879-TE TO US BY MAY 15, 2023.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

BEST REGARDS,

KCOE ISOM, LLP

NOTE: WE RECOMMEND ANY CORRESPONDENCE AND PAYMENTS MAILED TO TAXING AUTHORITIES BE SENT VIA CERTIFIED MAIL WITH POSTMARKED RECEIPTS FOR PROOF OF MAILING. PLEASE RETAIN THE POSTMARKED RECEIPTS WITH YOUR TAX RECORDS.

Form **8879-TE**

# IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

For calendar year 2021, or fiscal year beginning JUL 1, 2021, and ending JUN 30, 2022

# 2021

Department of the Treasury  
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**  
▶ **Go to [www.irs.gov/Form8879TE](http://www.irs.gov/Form8879TE) for the latest information.**

Name of filer **UNITED WAY OF YELLOWSTONE COUNTY INC** EIN or SSN **81-0287507**

Name and title of officer or person subject to tax **KIMBERLY LEWIS  
CEO AND PRESIDENT**

## Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not complete more than one line in Part I.**

|                                                                   |                                                                                     |                             |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|
| <b>1a</b> Form 990 check here <input checked="" type="checkbox"/> | <b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12) .....    | <b>1b</b> <u>2,629,330.</u> |
| <b>2a</b> Form 990-EZ check here <input type="checkbox"/>         | <b>b Total revenue</b> , if any (Form 990-EZ, line 9) .....                         | <b>2b</b> _____             |
| <b>3a</b> Form 1120-POL check here <input type="checkbox"/>       | <b>b Total tax</b> (Form 1120-POL, line 22) .....                                   | <b>3b</b> _____             |
| <b>4a</b> Form 990-PF check here <input type="checkbox"/>         | <b>b Tax based on investment income</b> (Form 990-PF, Part V, line 5) .....         | <b>4b</b> _____             |
| <b>5a</b> Form 8868 check here <input type="checkbox"/>           | <b>b Balance due</b> (Form 8868, line 3c) .....                                     | <b>5b</b> _____             |
| <b>6a</b> Form 990-T check here <input type="checkbox"/>          | <b>b Total tax</b> (Form 990-T, Part III, line 4) .....                             | <b>6b</b> _____             |
| <b>7a</b> Form 4720 check here <input type="checkbox"/>           | <b>b Total tax</b> (Form 4720, Part III, line 1) .....                              | <b>7b</b> _____             |
| <b>8a</b> Form 5227 check here <input type="checkbox"/>           | <b>b FMV of assets at end of tax year</b> (Form 5227, Item D) .....                 | <b>8b</b> _____             |
| <b>9a</b> Form 5330 check here <input type="checkbox"/>           | <b>b Tax due</b> (Form 5330, Part II, line 19) .....                                | <b>9b</b> _____             |
| <b>10a</b> Form 8038-CP check here <input type="checkbox"/>       | <b>b Amount of credit payment requested</b> (Form 8038-CP, Part III, line 22) ..... | <b>10b</b> _____            |

## Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that  I am an officer of the above entity or  I am a person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

### PIN: check one box only

I authorize KCOE ISOM, LLP to enter my PIN 13732  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax \_\_\_\_\_ Date \_\_\_\_\_

## Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 84357138594  
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ KENDRA MORAN Date ▶ 02/14/23

**ERO Must Retain This Form - See Instructions**  
**Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Privacy act and Paperwork Reduction Act Notice, see instructions. Form **8879-TE** (2021)

# Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

|                                                                |                                                                                                                       |                                                           |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Type or print</b>                                           | Name of exempt organization or other filer, see instructions.<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b>          | Taxpayer identification number (TIN)<br><b>81-0287507</b> |
| File by the due date for filing your return. See instructions. | Number, street, and room or suite no. If a P.O. box, see instructions.<br><b>2173 OVERLAND AVE</b>                    |                                                           |
|                                                                | City, town or post office, state, and ZIP code. For a foreign address, see instructions.<br><b>BILLINGS, MT 59102</b> |                                                           |

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

| Application Is For                       | Return Code | Application Is For                | Return Code |
|------------------------------------------|-------------|-----------------------------------|-------------|
| Form 990 or Form 990-EZ                  | 01          | Form 1041-A                       | 08          |
| Form 4720 (individual)                   | 03          | Form 4720 (other than individual) | 09          |
| Form 990-PF                              | 04          | Form 5227                         | 10          |
| Form 990-T (sec. 401(a) or 408(a) trust) | 05          | Form 6069                         | 11          |
| Form 990-T (trust other than above)      | 06          | Form 8870                         | 12          |
| Form 990-T (corporation)                 | 07          |                                   |             |

**THE ORGANIZATION**

• The books are in the care of ▶ **2173 OVERLAND AVE - BILLINGS, MT 59102**

Telephone No. ▶ **406-252-3839** Fax No. ▶ \_\_\_\_\_

- If the organization does not have an office or place of business in the United States, check this box  ▶
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and TINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2023**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
 ▶  calendar year \_\_\_\_\_ or  
 ▶  tax year beginning **JUL 1, 2021**, and ending **JUN 30, 2022**.

**2** If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return  
 Change in accounting period

|                                                                                                                                                                                               |           |    |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|----|
| <b>3a</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.                                           | <b>3a</b> | \$ | 0. |
| <b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit. | <b>3b</b> | \$ | 0. |
| <b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.              | <b>3c</b> | \$ | 0. |

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2021**

Department of the Treasury  
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Open to Public Inspection

**A** For the 2021 calendar year, or tax year beginning **JUL 1, 2021** and ending **JUN 30, 2022**

|                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B</b> Check if applicable:<br><br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b><br>Doing business as<br>Number and street (or P.O. box if mail is not delivered to street address) Room/suite<br><b>2173 OVERLAND AVE</b><br>City or town, state or province, country, and ZIP or foreign postal code<br><b>BILLINGS, MT 59102</b><br><b>F</b> Name and address of principal officer: <b>KIMBERLY LEWIS</b><br><b>SAME AS C ABOVE</b> | <b>D</b> Employer identification number<br><b>81-0287507</b><br><b>E</b> Telephone number<br><b>406-252-3839</b><br><b>G</b> Gross receipts \$ <b>2,649,396.</b><br><b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "No," attach a list. See instructions<br><b>H(c)</b> Group exemption number ▶ |
| <b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>J</b> Website: ▶ <b>WWW.UNITEDWAYYELLOWSTONE.ORG</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>L</b> Year of formation: <b>1961</b> <b>M</b> State of legal domicile: <b>MT</b>                                                                                                                                                                                                                                                                                                                                                                                                           |

**Part I Summary**

|                             |         |                                                                                                                                                      |                                                                  |            |
|-----------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------|
|                             | 1       | Briefly describe the organization's mission or most significant activities: <b>TO IMPROVE LIVES BY MOBILIZING THE CARING POWER OF OUR COMMUNITY.</b> |                                                                  |            |
|                             | 2       | Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.              |                                                                  |            |
| Activities & Governance     | 3       | Number of voting members of the governing body (Part VI, line 1a)                                                                                    | 3                                                                | 15         |
|                             | 4       | Number of independent voting members of the governing body (Part VI, line 1b)                                                                        | 4                                                                | 15         |
|                             | 5       | Total number of individuals employed in calendar year 2021 (Part V, line 2a)                                                                         | 5                                                                | 49         |
|                             | 6       | Total number of volunteers (estimate if necessary)                                                                                                   | 6                                                                | 226        |
|                             | 7a      | Total unrelated business revenue from Part VIII, column (C), line 12                                                                                 | 7a                                                               | 0.         |
|                             | 7b      | Net unrelated business taxable income from Form 990-T, Part I, line 11                                                                               | 7b                                                               | 0.         |
|                             | Revenue | 8                                                                                                                                                    | Contributions and grants (Part VIII, line 1h)                    | 2,111,289. |
| 9                           |         | Program service revenue (Part VIII, line 2g)                                                                                                         | 583,757.                                                         | 766,098.   |
| 10                          |         | Investment income (Part VIII, column (A), lines 3, 4, and 7d)                                                                                        | 131,170.                                                         | 71,182.    |
| 11                          |         | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)                                                                             | 0.                                                               | 662.       |
| 12                          |         | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)                                                                   | 2,826,216.                                                       | 2,629,330. |
| Expenses                    |         | 13                                                                                                                                                   | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | 288,750.   |
|                             | 14      | Benefits paid to or for members (Part IX, column (A), line 4)                                                                                        | 0.                                                               | 0.         |
|                             | 15      | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)                                                                    | 946,126.                                                         | 994,124.   |
|                             | 16a     | Professional fundraising fees (Part IX, column (A), line 11e)                                                                                        | 0.                                                               | 0.         |
|                             | b       | Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>77,543.</b>                                                                           |                                                                  |            |
|                             | 17      | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)                                                                                         | 1,265,233.                                                       | 1,102,307. |
|                             | 18      | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)                                                                            | 2,500,109.                                                       | 2,343,932. |
|                             | 19      | Revenue less expenses. Subtract line 18 from line 12                                                                                                 | 326,107.                                                         | 285,398.   |
| Net Assets or Fund Balances | 20      | Total assets (Part X, line 16)                                                                                                                       | 4,317,705.                                                       | 4,144,562. |
|                             | 21      | Total liabilities (Part X, line 26)                                                                                                                  | 1,000,868.                                                       | 882,544.   |
|                             | 22      | Net assets or fund balances. Subtract line 21 from line 20                                                                                           | 3,316,837.                                                       | 3,262,018. |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                               |                                                                                                                       |                                                                 |                         |                                                 |                          |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------|-------------------------------------------------|--------------------------|
| <b>Sign Here</b>              | Signature of officer<br><b>KIMBERLY LEWIS, CEO AND PRESIDENT</b><br>Type or print name and title                      | Date<br>_____                                                   |                         |                                                 |                          |
| <b>Paid Preparer Use Only</b> | Print/Type preparer's name<br><b>KENDRA MORAN</b>                                                                     | Preparer's signature<br><b>KENDRA MORAN</b>                     | Date<br><b>02/14/23</b> | Check if self-employed <input type="checkbox"/> | PTIN<br><b>P00814196</b> |
|                               | Firm's name ▶ <b>KCOE ISOM, LLP</b><br>Firm's address ▶ <b>402 N BROADWAY, 4TH FLOOR</b><br><b>BILLINGS, MT 59101</b> | Firm's EIN ▶ <b>48-0567703</b><br>Phone no. <b>406-245-5136</b> |                         |                                                 |                          |

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: THE UNITED WAY OF YELLOWSTONE COUNTY IS A COMMUNITY-BUILDING ORGANIZATION. WE PROVIDE LEADERSHIP TO EFFECTIVELY MOBILIZE PEOPLE, FINANCIAL, AND STRATEGIC RESOURCES TO IMPROVE PEOPLE'S LIVES. WE IDENTIFY AND ADDRESS PRIORTY NEEDS AND PROVIDE SOLUTIONS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code: ) (Expenses \$ 247,501. including grants of \$ 247,501. ) (Revenue \$ ) WITH FUNDING THROUGH GRANTS AND PRIVATE CONTRIBUTIONS, UNITED WAY OF YELLOWSTONE COUNTY PARTNERS WITH PROGRAMS THAT DIRECTLY BENEFIT INDIVIDUALS AND FAMILIES THAT LIVE IN OUR COMMUNITY. SEE SCHEDULE I OF ALLOCATIONS FOR A LIST OF AGENCIES RECEIVING SUPPORT DURING THE FISCAL YEAR.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ ) DONOR DESIGNATIONS - UNITED WAY OF YELLOWSTONE COUNTY PROVIDES AN ADMINISTRATIVE CONDUIT FOR DONORS TO DESIGNATE CONTRIBUTIONS TO SPECIFIC AGENCIES.

4c (Code: ) (Expenses \$ 1,730,750. including grants of \$ ) (Revenue \$ 766,760. ) WITH FUNDING THROUGH GRANTS AND PRIVATE CONTRIBUTIONS, UNITED WAY OF YELLOWSTONE COUNTY ADMINISTERS PROGRAMS AND LEADS COALITIONS THAT DIRECTLY BENEFIT INDIVIDUALS AND FAMILIES THAT LIVE IN OUR COMMUNITY; INCLUDING REACH OUT & READ, MONTANA 211, DISCOVER ZONE, BRIGHT BY TEXT, GRADUATION MATTERS, SUBSTANCE ABUSE CONNECT, BEST BEGINNINGS, CONTINUUM OF CARE, CARE ACADEMY AND VOLUNTEER ENGAGEMENT.

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 1,978,251.

**Part IV Checklist of Required Schedules**

|                                                                                                                                                                                                                                                                                                                                 | Yes          | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|
| <b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)?<br><i>If "Yes," complete Schedule A</i> .....                                                                                                                                                                      | <b>1</b> X   |    |
| <b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions .....                                                                                                                                                                                                          | <b>2</b> X   |    |
| <b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i> .....                                                                                                                      | <b>3</b>     | X  |
| <b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i> .....                                                                                                              | <b>4</b>     | X  |
| <b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i> .....                                                                                      | <b>5</b>     | X  |
| <b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i> .....                                                    | <b>6</b> X   |    |
| <b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i> .....                                                                                            | <b>7</b>     | X  |
| <b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i> .....                                                                                                                                                         | <b>8</b>     | X  |
| <b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i> .....            | <b>9</b>     | X  |
| <b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i> .....                                                                                                                               | <b>10</b> X  |    |
| <b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.                                                                                                                                                                      |              |    |
| <b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i> .....                                                                                                                                                                       | <b>11a</b> X |    |
| <b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i> .....                                                                                                  | <b>11b</b>   | X  |
| <b>c</b> Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i> .....                                                                                                  | <b>11c</b>   | X  |
| <b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i> .....                                                                                                                     | <b>11d</b>   | X  |
| <b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i> .....                                                                                                                                                                                     | <b>11e</b> X |    |
| <b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i> .....                                                            | <b>11f</b>   | X  |
| <b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i> .....                                                                                                                                                        | <b>12a</b> X |    |
| <b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year?<br><i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i> .....                                                                        | <b>12b</b>   | X  |
| <b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i> .....                                                                                                                                                                                                        | <b>13</b>    | X  |
| <b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....                                                                                                                                                                                                                    | <b>14a</b>   | X  |
| <b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> ..... | <b>14b</b>   | X  |
| <b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i> .....                                                                                                           | <b>15</b>    | X  |
| <b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i> .....                                                                                                     | <b>16</b>    | X  |
| <b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions .....                                                                                             | <b>17</b>    | X  |
| <b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> .....                                                                                                                           | <b>18</b>    | X  |
| <b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> .....                                                                                                                                                     | <b>19</b>    | X  |
| <b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....                                                                                                                                                                                                             | <b>20a</b>   | X  |
| <b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....                                                                                                                                                                                                     | <b>20b</b>   |    |
| <b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....                                                                                            | <b>21</b> X  |    |

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 22 through 38 regarding organizational reporting, compensation, bond issues, and transactions.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 1a, 1b, and 1c regarding Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No checkboxes. Includes questions 2a through 17 regarding employee counts, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

**Part VI Governance, Management, and Disclosure.** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

|           |                                                                                                                                                                                                                                                                                                          | Yes | No |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>1a</b> | Enter the number of voting members of the governing body at the end of the tax year<br>If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O. |     |    |
|           | 1a                                                                                                                                                                                                                                                                                                       | 15  |    |
| <b>b</b>  | Enter the number of voting members included on line 1a, above, who are independent                                                                                                                                                                                                                       |     |    |
|           | 1b                                                                                                                                                                                                                                                                                                       | 15  |    |
| <b>2</b>  | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?                                                                                                                                    |     | X  |
| <b>3</b>  | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?                                                                                        |     | X  |
| <b>4</b>  | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?                                                                                                                                                                                         |     | X  |
| <b>5</b>  | Did the organization become aware during the year of a significant diversion of the organization's assets?                                                                                                                                                                                               |     | X  |
| <b>6</b>  | Did the organization have members or stockholders?                                                                                                                                                                                                                                                       |     | X  |
| <b>7a</b> | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?                                                                                                                                                       |     | X  |
| <b>b</b>  | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?                                                                                                                                                |     | X  |
| <b>7a</b> |                                                                                                                                                                                                                                                                                                          |     | X  |
| <b>7b</b> |                                                                                                                                                                                                                                                                                                          |     | X  |
| <b>8</b>  | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:                                                                                                                                                                        |     |    |
| <b>a</b>  | The governing body?                                                                                                                                                                                                                                                                                      | X   |    |
| <b>8a</b> |                                                                                                                                                                                                                                                                                                          | X   |    |
| <b>b</b>  | Each committee with authority to act on behalf of the governing body?                                                                                                                                                                                                                                    | X   |    |
| <b>8b</b> |                                                                                                                                                                                                                                                                                                          | X   |    |
| <b>9</b>  | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O                                                                                             |     | X  |
| <b>9</b>  |                                                                                                                                                                                                                                                                                                          |     | X  |

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

|            |                                                                                                                                                                                                                                                                                              | Yes | No |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>10a</b> | Did the organization have local chapters, branches, or affiliates?                                                                                                                                                                                                                           |     | X  |
| <b>10a</b> |                                                                                                                                                                                                                                                                                              |     | X  |
| <b>b</b>   | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?                                                                   |     |    |
| <b>10b</b> |                                                                                                                                                                                                                                                                                              |     |    |
| <b>11a</b> | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?                                                                                                                                                                  | X   |    |
| <b>11a</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>b</b>   | Describe on Schedule O the process, if any, used by the organization to review this Form 990.                                                                                                                                                                                                |     |    |
| <b>12a</b> | Did the organization have a written conflict of interest policy? If "No," go to line 13                                                                                                                                                                                                      | X   |    |
| <b>12a</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>b</b>   | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?                                                                                                                                                          | X   |    |
| <b>12b</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>c</b>   | Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done                                                                                                                                           | X   |    |
| <b>12c</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>13</b>  | Did the organization have a written whistleblower policy?                                                                                                                                                                                                                                    | X   |    |
| <b>13</b>  |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>14</b>  | Did the organization have a written document retention and destruction policy?                                                                                                                                                                                                               | X   |    |
| <b>14</b>  |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>15</b>  | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?                                                                         |     |    |
| <b>a</b>   | The organization's CEO, Executive Director, or top management official                                                                                                                                                                                                                       | X   |    |
| <b>15a</b> |                                                                                                                                                                                                                                                                                              | X   |    |
| <b>b</b>   | Other officers or key employees of the organization                                                                                                                                                                                                                                          | X   |    |
| <b>15b</b> |                                                                                                                                                                                                                                                                                              | X   |    |
|            | If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.                                                                                                                                                                                                           |     |    |
| <b>16a</b> | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?                                                                                                                                        |     | X  |
| <b>16a</b> |                                                                                                                                                                                                                                                                                              |     | X  |
| <b>b</b>   | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? |     |    |
| <b>16b</b> |                                                                                                                                                                                                                                                                                              |     |    |

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed **NONE**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **THE ORGANIZATION - 406-252-3839**  
**2173 OVERLAND AVE, BILLINGS, MT 59102**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and title                   | (B)<br>Average hours per week (list any hours for related organizations below line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |         | (D)<br>Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|-----------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|---------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                         |                                                                                     | Individual trustee or director                                                                            | Institutional trustee | Officer | Key employee | Highest compensated employee | Former  |                                                                               |                                                                                    |                                                                                               |
| (1) KIMBERLY LEWIS<br>CEO AND PRESIDENT | 40.00                                                                               |                                                                                                           |                       | X       |              |                              | 86,720. | 0.                                                                            | 3,687.                                                                             |                                                                                               |
| (2) CORAL WILLIAMSON<br>CFO FORMER      | 40.00                                                                               |                                                                                                           |                       | X       |              |                              | 55,058. | 0.                                                                            | 1,694.                                                                             |                                                                                               |
| (3) SONJA CLAYTON<br>CFO                | 40.00                                                                               |                                                                                                           |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (4) KATIE EDWARDS<br>CHAIR              | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (5) BRET RUTHERFORD<br>CHAIR ELECT      | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (6) BRENDA KOCH<br>PAST CHAIR           | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (7) MATT SCHAFFER<br>TREASURER          | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (8) KRISTIE JESSUP<br>SECRETARY         | 1.00                                                                                | X                                                                                                         |                       | X       |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (9) JILL QUADE<br>MEMBER                | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (10) THERESA HINZ<br>MEMBER             | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (11) CRAIG BURKE<br>MEMBER              | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (12) PETE BUCHANAN<br>MEMBER            | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (13) SHAWN HINZ<br>MEMBER               | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (14) KIM HAYWORTH<br>MEMBER             | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (15) ROBBIE NEIHART<br>MEMBER           | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (16) NATHAN HIRSCH<br>MEMBER            | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |
| (17) PETE PHILIPPI<br>MEMBER            | 1.00                                                                                | X                                                                                                         |                       |         |              |                              | 0.      | 0.                                                                            | 0.                                                                                 |                                                                                               |

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

| (A)<br>Name and title                                          | (B)<br>Average hours per week (list any hours for related organizations below line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|--------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                                                |                                                                                     | Individual trustee or director                                                                            | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |                                                                               |                                                                                    |                                                                                               |
| (18) CASEY KLEIN<br>MEMBER                                     | 1.00                                                                                | X                                                                                                         |                       |         |              |                              |        | 0.                                                                            | 0.                                                                                 | 0.                                                                                            |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
|                                                                |                                                                                     |                                                                                                           |                       |         |              |                              |        |                                                                               |                                                                                    |                                                                                               |
| <b>1b Subtotal</b>                                             |                                                                                     |                                                                                                           |                       |         |              |                              |        | 141,778.                                                                      | 0.                                                                                 | 5,381.                                                                                        |
| <b>c Total from continuation sheets to Part VII, Section A</b> |                                                                                     |                                                                                                           |                       |         |              |                              |        | 0.                                                                            | 0.                                                                                 | 0.                                                                                            |
| <b>d Total (add lines 1b and 1c)</b>                           |                                                                                     |                                                                                                           |                       |         |              |                              |        | 141,778.                                                                      | 0.                                                                                 | 5,381.                                                                                        |

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

|                                                                                                                                                                                                                                       | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 3 Did the organization list any <b>former</b> officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>                                          |     | X  |
| 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> |     | X  |
| 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>                       |     | X  |

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A)<br>Name and business address | (B)<br>Description of services | (C)<br>Compensation |
|----------------------------------|--------------------------------|---------------------|
| NONE                             |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

|                                                        |                                                                                                                          |                                                                                | (A)                     | (B)                                | (C)                        | (D)                                                |  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|------------------------------------|----------------------------|----------------------------------------------------|--|
|                                                        |                                                                                                                          |                                                                                | Total revenue           | Related or exempt function revenue | Unrelated business revenue | Revenue excluded from tax under sections 512 - 514 |  |
| Contributions, Gifts, Grants and Other Similar Amounts | <b>1 a</b>                                                                                                               | Federated campaigns                                                            | <b>1a</b>               |                                    |                            |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 | Membership dues                                                                | <b>1b</b>               |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 | Fundraising events                                                             | <b>1c</b>               |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 | Related organizations                                                          | <b>1d</b>               |                                    |                            |                                                    |  |
|                                                        | <b>e</b>                                                                                                                 | Government grants (contributions)                                              | <b>1e</b>               | 776,719.                           |                            |                                                    |  |
|                                                        | <b>f</b>                                                                                                                 | All other contributions, gifts, grants, and similar amounts not included above | <b>1f</b>               | 1,014,669.                         |                            |                                                    |  |
|                                                        | <b>g</b>                                                                                                                 | Noncash contributions included in lines 1a-1f                                  | <b>1g</b>               | \$                                 |                            |                                                    |  |
|                                                        | <b>h</b>                                                                                                                 | <b>Total.</b> Add lines 1a-1f                                                  |                         | 1,791,388.                         |                            |                                                    |  |
| Program Service Revenue                                | <b>2 a</b>                                                                                                               | CARE ACADEMY APPLICATI                                                         | Business Code<br>900099 | 766,098.                           | 766,098.                   |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>e</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>f</b>                                                                                                                 | All other program service revenue                                              |                         |                                    |                            |                                                    |  |
|                                                        | <b>g</b>                                                                                                                 | <b>Total.</b> Add lines 2a-2f                                                  |                         | 766,098.                           |                            |                                                    |  |
| Other Revenue                                          | <b>3</b>                                                                                                                 | Investment income (including dividends, interest, and other similar amounts)   |                         | 49,929.                            |                            | 49,929.                                            |  |
|                                                        | <b>4</b>                                                                                                                 | Income from investment of tax-exempt bond proceeds                             |                         |                                    |                            |                                                    |  |
|                                                        | <b>5</b>                                                                                                                 | Royalties                                                                      |                         |                                    |                            |                                                    |  |
|                                                        | <b>6 a</b>                                                                                                               | Gross rents                                                                    | (i) Real                |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                | (ii) Personal           |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 | Less: rental expenses                                                          | <b>6b</b>               |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 | Rental income or (loss)                                                        | <b>6c</b>               |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 | Net rental income or (loss)                                                    |                         |                                    |                            |                                                    |  |
|                                                        | <b>7 a</b>                                                                                                               | Gross amount from sales of assets other than inventory                         | (i) Securities          |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                | (ii) Other              |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         | 41,319.                            |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 | Less: cost or other basis and sales expenses                                   | <b>7b</b>               | 20,066.                            |                            |                                                    |  |
| <b>c</b>                                               | Gain or (loss)                                                                                                           | <b>7c</b>                                                                      | 21,253.                 |                                    |                            |                                                    |  |
| <b>d</b>                                               | Net gain or (loss)                                                                                                       |                                                                                | 21,253.                 |                                    | 21,253.                    |                                                    |  |
| <b>8 a</b>                                             | Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>8a</b>                                                                      |                         |                                    |                            |                                                    |  |
| <b>b</b>                                               | Less: direct expenses                                                                                                    | <b>8b</b>                                                                      |                         |                                    |                            |                                                    |  |
| <b>c</b>                                               | Net income or (loss) from fundraising events                                                                             |                                                                                |                         |                                    |                            |                                                    |  |
| <b>9 a</b>                                             | Gross income from gaming activities. See Part IV, line 19                                                                |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>9a</b>                                                                      |                         |                                    |                            |                                                    |  |
| <b>b</b>                                               | Less: direct expenses                                                                                                    | <b>9b</b>                                                                      |                         |                                    |                            |                                                    |  |
| <b>c</b>                                               | Net income or (loss) from gaming activities                                                                              |                                                                                |                         |                                    |                            |                                                    |  |
| <b>10 a</b>                                            | Gross sales of inventory, less returns and allowances                                                                    |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        |                                                                                                                          | <b>10a</b>                                                                     |                         |                                    |                            |                                                    |  |
| <b>b</b>                                               | Less: cost of goods sold                                                                                                 | <b>10b</b>                                                                     |                         |                                    |                            |                                                    |  |
| <b>c</b>                                               | Net income or (loss) from sales of inventory                                                                             |                                                                                |                         |                                    |                            |                                                    |  |
| Miscellaneous Revenue                                  | <b>11 a</b>                                                                                                              | MISC. REVENUE-RELATED-                                                         | Business Code<br>900099 | 662.                               | 662.                       |                                                    |  |
|                                                        | <b>b</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>c</b>                                                                                                                 |                                                                                |                         |                                    |                            |                                                    |  |
|                                                        | <b>d</b>                                                                                                                 | All other revenue                                                              |                         |                                    |                            |                                                    |  |
|                                                        | <b>e</b>                                                                                                                 | <b>Total.</b> Add lines 11a-11d                                                |                         | 662.                               |                            |                                                    |  |
| <b>12</b>                                              | <b>Total revenue.</b> See instructions                                                                                   |                                                                                | 2,629,330.              | 766,760.                           | 0.                         | 71,182.                                            |  |

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.                                                                                                                         | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------|----------------------------------------|-----------------------------|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21                                                                                                 | 247,501.              | 247,501.                        |                                        |                             |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22                                                                                                                            |                       |                                 |                                        |                             |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16                                                                     |                       |                                 |                                        |                             |
| 4 Benefits paid to or for members                                                                                                                                                                      |                       |                                 |                                        |                             |
| 5 Compensation of current officers, directors, trustees, and key employees                                                                                                                             |                       |                                 |                                        |                             |
| 6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)                                                         | 141,140.              | 118,557.                        | 9,880.                                 | 12,703.                     |
| 7 Other salaries and wages                                                                                                                                                                             | 695,088.              | 541,207.                        | 141,619.                               | 12,262.                     |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)                                                                                                   |                       |                                 |                                        |                             |
| 9 Other employee benefits                                                                                                                                                                              | 157,896.              | 120,298.                        | 32,563.                                | 5,035.                      |
| 10 Payroll taxes                                                                                                                                                                                       |                       |                                 |                                        |                             |
| 11 Fees for services (nonemployees):                                                                                                                                                                   |                       |                                 |                                        |                             |
| a Management                                                                                                                                                                                           |                       |                                 |                                        |                             |
| b Legal                                                                                                                                                                                                |                       |                                 |                                        |                             |
| c Accounting                                                                                                                                                                                           | 26,015.               | 18,401.                         | 5,076.                                 | 2,538.                      |
| d Lobbying                                                                                                                                                                                             |                       |                                 |                                        |                             |
| e Professional fundraising services. See Part IV, line 17                                                                                                                                              |                       |                                 |                                        |                             |
| f Investment management fees                                                                                                                                                                           | 21,193.               |                                 | 21,193.                                |                             |
| g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)                                                                                             |                       |                                 |                                        |                             |
| 12 Advertising and promotion                                                                                                                                                                           | 3,247.                | 48.                             | 1,601.                                 | 1,598.                      |
| 13 Office expenses                                                                                                                                                                                     | 2,638.                | 764.                            | 369.                                   | 1,505.                      |
| 14 Information technology                                                                                                                                                                              | 42,671.               | 20,125.                         | 20,837.                                | 1,709.                      |
| 15 Royalties                                                                                                                                                                                           |                       |                                 |                                        |                             |
| 16 Occupancy                                                                                                                                                                                           | 14,885.               | 10,420.                         | 2,976.                                 | 1,489.                      |
| 17 Travel                                                                                                                                                                                              | 1,315.                | 634.                            | 640.                                   | 41.                         |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials                                                                                                      |                       |                                 |                                        |                             |
| 19 Conferences, conventions, and meetings                                                                                                                                                              | 3,127.                | 1,200.                          | 1,927.                                 |                             |
| 20 Interest                                                                                                                                                                                            | 21,427.               | 14,999.                         | 4,285.                                 | 2,143.                      |
| 21 Payments to affiliates                                                                                                                                                                              |                       |                                 |                                        |                             |
| 22 Depreciation, depletion, and amortization                                                                                                                                                           | 33,651.               | 23,557.                         | 6,730.                                 | 3,364.                      |
| 23 Insurance                                                                                                                                                                                           | 13,595.               | 9,517.                          | 2,719.                                 | 1,359.                      |
| 24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.) |                       |                                 |                                        |                             |
| a <b>CONTINUUM OF CARE</b>                                                                                                                                                                             | 490,902.              | 490,902.                        |                                        |                             |
| b <b>CARE EXPENSES</b>                                                                                                                                                                                 | 102,536.              | 101,838.                        | 698.                                   |                             |
| c <b>SUBSTANCE ABUSE CONNECT</b>                                                                                                                                                                       | 98,331.               | 98,331.                         |                                        |                             |
| d <b>EFSP EXPENSE</b>                                                                                                                                                                                  | 39,033.               | 39,033.                         |                                        |                             |
| e All other expenses                                                                                                                                                                                   | 187,741.              | 120,919.                        | 35,025.                                | 31,797.                     |
| <b>25 Total functional expenses.</b> Add lines 1 through 24e                                                                                                                                           | <b>2,343,932.</b>     | <b>1,978,251.</b>               | <b>288,138.</b>                        | <b>77,543.</b>              |
| <b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.                               |                       |                                 |                                        |                             |

Check here  if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

|                                                                           |                                                                                                                                                                                                                                | (A)<br>Beginning of year |            | (B)<br>End of year    |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|-----------------------|
| <b>Assets</b>                                                             | <b>1</b> Cash - non-interest-bearing .....                                                                                                                                                                                     | 372,108.                 | <b>1</b>   | 384,074.              |
|                                                                           | <b>2</b> Savings and temporary cash investments .....                                                                                                                                                                          | 407,984.                 | <b>2</b>   | 411,543.              |
|                                                                           | <b>3</b> Pledges and grants receivable, net .....                                                                                                                                                                              | 218,435.                 | <b>3</b>   | 278,043.              |
|                                                                           | <b>4</b> Accounts receivable, net .....                                                                                                                                                                                        |                          | <b>4</b>   | 4,625.                |
|                                                                           | <b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons ..... |                          | <b>5</b>   |                       |
|                                                                           | <b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....                                                               |                          | <b>6</b>   |                       |
|                                                                           | <b>7</b> Notes and loans receivable, net .....                                                                                                                                                                                 |                          | <b>7</b>   |                       |
|                                                                           | <b>8</b> Inventories for sale or use .....                                                                                                                                                                                     |                          | <b>8</b>   |                       |
|                                                                           | <b>9</b> Prepaid expenses and deferred charges .....                                                                                                                                                                           | 24,718.                  | <b>9</b>   | 24,428.               |
|                                                                           | <b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....                                                                                                                           | <b>10a</b> 1,544,291.    |            |                       |
|                                                                           | <b>b</b> Less: accumulated depreciation .....                                                                                                                                                                                  | <b>10b</b> 351,544.      | 1,226,398. | <b>10c</b> 1,192,747. |
|                                                                           | <b>11</b> Investments - publicly traded securities .....                                                                                                                                                                       | 2,047,035.               | <b>11</b>  | 1,827,234.            |
|                                                                           | <b>12</b> Investments - other securities. See Part IV, line 11 .....                                                                                                                                                           |                          | <b>12</b>  |                       |
|                                                                           | <b>13</b> Investments - program-related. See Part IV, line 11 .....                                                                                                                                                            |                          | <b>13</b>  |                       |
|                                                                           | <b>14</b> Intangible assets .....                                                                                                                                                                                              |                          | <b>14</b>  |                       |
|                                                                           | <b>15</b> Other assets. See Part IV, line 11 .....                                                                                                                                                                             | 21,027.                  | <b>15</b>  | 21,868.               |
| <b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) ..... | 4,317,705.                                                                                                                                                                                                                     | <b>16</b>                | 4,144,562. |                       |
| <b>Liabilities</b>                                                        | <b>17</b> Accounts payable and accrued expenses .....                                                                                                                                                                          | 112,067.                 | <b>17</b>  | 133,350.              |
|                                                                           | <b>18</b> Grants payable .....                                                                                                                                                                                                 | 99,476.                  | <b>18</b>  | 0.                    |
|                                                                           | <b>19</b> Deferred revenue .....                                                                                                                                                                                               | 1,055.                   | <b>19</b>  | 131,812.              |
|                                                                           | <b>20</b> Tax-exempt bond liabilities .....                                                                                                                                                                                    |                          | <b>20</b>  |                       |
|                                                                           | <b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....                                                                                                                                          |                          | <b>21</b>  |                       |
|                                                                           | <b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....     |                          | <b>22</b>  |                       |
|                                                                           | <b>23</b> Secured mortgages and notes payable to unrelated third parties .....                                                                                                                                                 | 651,817.                 | <b>23</b>  | 604,981.              |
|                                                                           | <b>24</b> Unsecured notes and loans payable to unrelated third parties .....                                                                                                                                                   |                          | <b>24</b>  |                       |
|                                                                           | <b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....                                          | 136,453.                 | <b>25</b>  | 12,401.               |
|                                                                           | <b>26 Total liabilities.</b> Add lines 17 through 25 .....                                                                                                                                                                     | 1,000,868.               | <b>26</b>  | 882,544.              |
| <b>Net Assets or Fund Balances</b>                                        | <b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>                                                                                    |                          |            |                       |
|                                                                           | <b>27</b> Net assets without donor restrictions .....                                                                                                                                                                          | 2,784,745.               | <b>27</b>  | 2,737,658.            |
|                                                                           | <b>28</b> Net assets with donor restrictions .....                                                                                                                                                                             | 532,092.                 | <b>28</b>  | 524,360.              |
|                                                                           | <b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>                                                                                             |                          |            |                       |
|                                                                           | <b>29</b> Capital stock or trust principal, or current funds .....                                                                                                                                                             |                          | <b>29</b>  |                       |
|                                                                           | <b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....                                                                                                                                               |                          | <b>30</b>  |                       |
|                                                                           | <b>31</b> Retained earnings, endowment, accumulated income, or other funds .....                                                                                                                                               |                          | <b>31</b>  |                       |
|                                                                           | <b>32</b> Total net assets or fund balances .....                                                                                                                                                                              | 3,316,837.               | <b>32</b>  | 3,262,018.            |
| <b>33</b> Total liabilities and net assets/fund balances .....            | 4,317,705.                                                                                                                                                                                                                     | <b>33</b>                | 4,144,562. |                       |

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

|    |                                                                                                                |    |            |
|----|----------------------------------------------------------------------------------------------------------------|----|------------|
| 1  | Total revenue (must equal Part VIII, column (A), line 12)                                                      | 1  | 2,629,330. |
| 2  | Total expenses (must equal Part IX, column (A), line 25)                                                       | 2  | 2,343,932. |
| 3  | Revenue less expenses. Subtract line 2 from line 1                                                             | 3  | 285,398.   |
| 4  | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))                      | 4  | 3,316,837. |
| 5  | Net unrealized gains (losses) on investments                                                                   | 5  | -316,355.  |
| 6  | Donated services and use of facilities                                                                         | 6  |            |
| 7  | Investment expenses                                                                                            | 7  |            |
| 8  | Prior period adjustments                                                                                       | 8  | -23,862.   |
| 9  | Other changes in net assets or fund balances (explain on Schedule O)                                           | 9  | 0.         |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | 10 | 3,262,018. |

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

|    |                                                                                                                                                                                                                                                                                                                                                                                                        | Yes | No |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1  | Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other _____<br>If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.                                                                                                                                             |     |    |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? _____<br>If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:<br>Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis |     | X  |
| b  | Were the organization's financial statements audited by an independent accountant? _____<br>If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:<br><input checked="" type="checkbox"/> Separate basis Consolidated basis Both consolidated and separate basis                                         | X   |    |
| c  | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____<br>If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.                                            | X   |    |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____                                                                                                                                                                                                                                         |     | X  |
| b  | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____                                                                                                                                                                             |     |    |

Form 990 (2021)

**SCHEDULE A**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2021**

Open to Public Inspection

|                                                                         |                                                     |
|-------------------------------------------------------------------------|-----------------------------------------------------|
| Name of the organization<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><b>81-0287507</b> |
|-------------------------------------------------------------------------|-----------------------------------------------------|

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2  A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations .....
- g Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-10 above (see instructions)) | (iv) Is the organization listed in your governing document? |    | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|-------------------------------------------------------------------------------|-------------------------------------------------------------|----|---------------------------------------------------|-------------------------------------------------|
|                                    |          |                                                                               | Yes                                                         | No |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
|                                    |          |                                                                               |                                                             |    |                                                   |                                                 |
| <b>Total</b>                       |          |                                                                               |                                                             |    |                                                   |                                                 |

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                                      | (a) 2017 | (b) 2018 | (c) 2019 | (d) 2020 | (e) 2021 | (f) Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....                                                                                                  | 1076560. | 1215034. | 1517323. | 2111289. | 1791388. | 7711594.  |
| <b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....                                                                                                     |          |          |          |          |          |           |
| <b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....                                                                                             |          |          |          |          |          |           |
| <b>4 Total.</b> Add lines 1 through 3 .....                                                                                                                                                                        | 1076560. | 1215034. | 1517323. | 2111289. | 1791388. | 7711594.  |
| <b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) ..... |          |          |          |          |          | 189,460.  |
| <b>6 Public support.</b> Subtract line 5 from line 4.                                                                                                                                                              |          |          |          |          |          | 7522134.  |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                     | (a) 2017 | (b) 2018 | (c) 2019 | (d) 2020 | (e) 2021 | (f) Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>7</b> Amounts from line 4 .....                                                                                                                                                                | 1076560. | 1215034. | 1517323. | 2111289. | 1791388. | 7711594.  |
| <b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....                                                    | 146,385. | 68,968.  | 37,519.  | 24,144.  | 49,929.  | 326,945.  |
| <b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....                                                                                 |          |          |          |          |          |           |
| <b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....                                                                                   | 1,689.   |          |          |          | 622.     | 2,311.    |
| <b>11 Total support.</b> Add lines 7 through 10                                                                                                                                                   |          |          |          |          |          | 8040850.  |
| <b>12</b> Gross receipts from related activities, etc. (see instructions) .....                                                                                                                   |          |          |          |          | 12       |           |
| <b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ..... |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|
| <b>14</b> Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)) .....                                                                                                                                                                                                                                                                                                         | <b>14</b> | 93.55 %                             |
| <b>15</b> Public support percentage from 2020 Schedule A, Part II, line 14 .....                                                                                                                                                                                                                                                                                                                                | <b>15</b> | 92.89 %                             |
| <b>16a 33 1/3% support test - 2021.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....                                                                                                                                                                        |           | <input checked="" type="checkbox"/> |
| <b>b 33 1/3% support test - 2020.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....                                                                                                                                                                     |           | <input type="checkbox"/>            |
| <b>17a 10% -facts-and-circumstances test - 2021.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....    |           | <input type="checkbox"/>            |
| <b>b 10% -facts-and-circumstances test - 2020.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ..... |           | <input type="checkbox"/>            |
| <b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....                                                                                                                                                                                                                                                              |           | <input type="checkbox"/>            |

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                           | (a) 2017 | (b) 2018 | (c) 2019 | (d) 2020 | (e) 2021 | (f) Total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....                                                                       |          |          |          |          |          |           |
| <b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose ..... |          |          |          |          |          |           |
| <b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....                                                                             |          |          |          |          |          |           |
| <b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....                                                                          |          |          |          |          |          |           |
| <b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....                                                                  |          |          |          |          |          |           |
| <b>6 Total.</b> Add lines 1 through 5 .....                                                                                                                                             |          |          |          |          |          |           |
| <b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....                                                                                                |          |          |          |          |          |           |
| <b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....           |          |          |          |          |          |           |
| <b>c</b> Add lines 7a and 7b .....                                                                                                                                                      |          |          |          |          |          |           |
| <b>8 Public support.</b> (Subtract line 7c from line 6.)                                                                                                                                |          |          |          |          |          |           |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                    | (a) 2017 | (b) 2018 | (c) 2019 | (d) 2020 | (e) 2021 | (f) Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>9</b> Amounts from line 6 .....                                                                                                               |          |          |          |          |          |           |
| <b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ..... |          |          |          |          |          |           |
| <b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....                           |          |          |          |          |          |           |
| <b>c</b> Add lines 10a and 10b .....                                                                                                             |          |          |          |          |          |           |
| <b>11</b> Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on .....      |          |          |          |          |          |           |
| <b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....                                  |          |          |          |          |          |           |
| <b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)                                                                                         |          |          |          |          |          |           |

**14 First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** .....

**Section C. Computation of Public Support Percentage**

|                                                                                                         |           |   |
|---------------------------------------------------------------------------------------------------------|-----------|---|
| <b>15</b> Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f)) ..... | <b>15</b> | % |
| <b>16</b> Public support percentage from 2020 Schedule A, Part III, line 15 .....                       | <b>16</b> | % |

**Section D. Computation of Investment Income Percentage**

|                                                                                                                     |           |   |
|---------------------------------------------------------------------------------------------------------------------|-----------|---|
| <b>17</b> Investment income percentage for <b>2021</b> (line 10c, column (f), divided by line 13, column (f)) ..... | <b>17</b> | % |
| <b>18</b> Investment income percentage from <b>2020</b> Schedule A, Part III, line 17 .....                         | <b>18</b> | % |

**19a 33 1/3% support tests - 2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**b 33 1/3% support tests - 2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions .....

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>                                                                                                                                                                                                                    |     |    |
| <b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>                                                                                                                                                                                                                                                 |     |    |
| <b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
| <b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>                                                                                                                                                                                                                                                               |     |    |
| <b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>                                                                                                                                                                                                                                                                                                        |     |    |
| <b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>                                                                                                                                                                                                                                                                                                                                    |     |    |
| <b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>                                                                                                                                                                                                            |     |    |
| <b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>                                                                                                                                                                               |     |    |
| <b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i> |     |    |
| <b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?                                                                                                                                                                                                                                                                                                                                                                             |     |    |
| <b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |    |
| <b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>                                                              |     |    |
| <b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>                                                                                                                                                                                                  |     |    |
| <b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>                                                                                                                                                                                                                                                                                                                                                            |     |    |
| <b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>                                                                                                                                                                                                                                         |     |    |
| <b>b</b> Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>                                                                                                                                                                                                                                                                                                                              |     |    |
| <b>c</b> Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>                                                                                                                                                                                                                                                                                                   |     |    |
| <b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>                                                                                                                                                                                                                                                  |     |    |
| <b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>                                                                                                                                                                                                                                                                                                                                                       |     |    |

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? Sub-rows 11a, 11b, 11c.

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization?

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? Row 3: By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year?

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). Sub-rows a, b, c. Row 2: Activities Test. Answer lines 2a and 2b below. Sub-rows a, b. Row 3: Parent of Supported Organizations. Answer lines 3a and 3b below. Sub-rows a, b.

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 ( *explain in Part VI*). **See instructions.**  
 All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| Section A - Adjusted Net Income |                                                                                                                                                                                                          | (A) Prior Year | (B) Current Year (optional) |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 1                               | Net short-term capital gain                                                                                                                                                                              | 1              |                             |
| 2                               | Recoveries of prior-year distributions                                                                                                                                                                   | 2              |                             |
| 3                               | Other gross income (see instructions)                                                                                                                                                                    | 3              |                             |
| 4                               | Add lines 1 through 3.                                                                                                                                                                                   | 4              |                             |
| 5                               | Depreciation and depletion                                                                                                                                                                               | 5              |                             |
| 6                               | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6              |                             |
| 7                               | Other expenses (see instructions)                                                                                                                                                                        | 7              |                             |
| 8                               | <b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)                                                                                                                                      | 8              |                             |

| Section B - Minimum Asset Amount |                                                                                                                                 | (A) Prior Year | (B) Current Year (optional) |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 1                                | Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): |                |                             |
| a                                | Average monthly value of securities                                                                                             | 1a             |                             |
| b                                | Average monthly cash balances                                                                                                   | 1b             |                             |
| c                                | Fair market value of other non-exempt-use assets                                                                                | 1c             |                             |
| d                                | <b>Total</b> (add lines 1a, 1b, and 1c)                                                                                         | 1d             |                             |
| e                                | <b>Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):                                  |                |                             |
| 2                                | Acquisition indebtedness applicable to non-exempt-use assets                                                                    | 2              |                             |
| 3                                | Subtract line 2 from line 1d.                                                                                                   | 3              |                             |
| 4                                | Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).                                  | 4              |                             |
| 5                                | Net value of non-exempt-use assets (subtract line 4 from line 3)                                                                | 5              |                             |
| 6                                | Multiply line 5 by 0.035.                                                                                                       | 6              |                             |
| 7                                | Recoveries of prior-year distributions                                                                                          | 7              |                             |
| 8                                | <b>Minimum Asset Amount</b> (add line 7 to line 6)                                                                              | 8              |                             |

| Section C - Distributable Amount |                                                                                                                                                                           |   | Current Year |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|
| 1                                | Adjusted net income for prior year (from Section A, line 8, column A)                                                                                                     | 1 |              |
| 2                                | Enter 0.85 of line 1.                                                                                                                                                     | 2 |              |
| 3                                | Minimum asset amount for prior year (from Section B, line 8, column A)                                                                                                    | 3 |              |
| 4                                | Enter greater of line 2 or line 3.                                                                                                                                        | 4 |              |
| 5                                | Income tax imposed in prior year                                                                                                                                          | 5 |              |
| 6                                | <b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).                                             | 6 |              |
| 7                                | <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions). |   |              |

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

| Section D - Distributions |                                                                                                                                            | Current Year |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1                         | Amounts paid to supported organizations to accomplish exempt purposes                                                                      | 1            |
| 2                         | Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity      | 2            |
| 3                         | Administrative expenses paid to accomplish exempt purposes of supported organizations                                                      | 3            |
| 4                         | Amounts paid to acquire exempt-use assets                                                                                                  | 4            |
| 5                         | Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)                                                     | 5            |
| 6                         | Other distributions (describe in Part VI). See instructions.                                                                               | 6            |
| 7                         | <b>Total annual distributions.</b> Add lines 1 through 6.                                                                                  | 7            |
| 8                         | Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions. | 8            |
| 9                         | Distributable amount for 2021 from Section C, line 6                                                                                       | 9            |
| 10                        | Line 8 amount divided by line 9 amount                                                                                                     | 10           |

| Section E - Distribution Allocations (see instructions) | (i)<br>Excess Distributions                                                                                                                                             | (ii)<br>Underdistributions<br>Pre-2021 | (iii)<br>Distributable<br>Amount for 2021 |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|
| 1                                                       | Distributable amount for 2021 from Section C, line 6                                                                                                                    |                                        |                                           |
| 2                                                       | Underdistributions, if any, for years prior to 2021 (reasonable cause required - explain in Part VI). See instructions.                                                 |                                        |                                           |
| 3                                                       | Excess distributions carryover, if any, to 2021                                                                                                                         |                                        |                                           |
| a                                                       | From 2016                                                                                                                                                               |                                        |                                           |
| b                                                       | From 2017                                                                                                                                                               |                                        |                                           |
| c                                                       | From 2018                                                                                                                                                               |                                        |                                           |
| d                                                       | From 2019                                                                                                                                                               |                                        |                                           |
| e                                                       | From 2020                                                                                                                                                               |                                        |                                           |
| f                                                       | <b>Total</b> of lines 3a through 3e                                                                                                                                     |                                        |                                           |
| g                                                       | Applied to underdistributions of prior years                                                                                                                            |                                        |                                           |
| h                                                       | Applied to 2021 distributable amount                                                                                                                                    |                                        |                                           |
| i                                                       | Carryover from 2016 not applied (see instructions)                                                                                                                      |                                        |                                           |
| j                                                       | Remainder. Subtract lines 3g, 3h, and 3i from line 3f.                                                                                                                  |                                        |                                           |
| 4                                                       | Distributions for 2021 from Section D, line 7: \$                                                                                                                       |                                        |                                           |
| a                                                       | Applied to underdistributions of prior years                                                                                                                            |                                        |                                           |
| b                                                       | Applied to 2021 distributable amount                                                                                                                                    |                                        |                                           |
| c                                                       | Remainder. Subtract lines 4a and 4b from line 4.                                                                                                                        |                                        |                                           |
| 5                                                       | Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions. |                                        |                                           |
| 6                                                       | Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.                        |                                        |                                           |
| 7                                                       | <b>Excess distributions carryover to 2022.</b> Add lines 3j and 4c.                                                                                                     |                                        |                                           |
| 8                                                       | Breakdown of line 7:                                                                                                                                                    |                                        |                                           |
| a                                                       | Excess from 2017                                                                                                                                                        |                                        |                                           |
| b                                                       | Excess from 2018                                                                                                                                                        |                                        |                                           |
| c                                                       | Excess from 2019                                                                                                                                                        |                                        |                                           |
| d                                                       | Excess from 2020                                                                                                                                                        |                                        |                                           |
| e                                                       | Excess from 2021                                                                                                                                                        |                                        |                                           |

Schedule A (Form 990) 2021

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Multiple horizontal lines for supplemental information.



**Schedule B**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990 or Form 990-PF.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

Name of the organization

UNITED WAY OF YELLOWSTONE COUNTY INC

Employer identification number

81-0287507

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                    | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1          | RICHARD AND ERIKA BROWN<br><br><br>                  | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 2          | BURLINGTON NORTHERN SANTA FE FOUNDATION<br><br><br>  | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 3          | CHS, INC.<br><br><br>                                | \$ 37,105.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 4          | CITY OF BILLINGS<br><br><br>                         | \$ 325,643.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 5          | COSTCO WHOLESALE<br><br><br>                         | \$ 7,053.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 6          | DENNIS AND PHYLLIS WASHINGTON FOUNDATION<br><br><br> | \$ 12,750.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4             | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-----------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 7          | DISTRIC 7 HRDC<br><br><br>                    | \$ 6,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 8          | EXXONMOBIL<br><br><br>                        | \$ 49,038.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 9          | FIRST INTERSTATE BANK OF BILLINGS<br><br><br> | \$ 16,952.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 10         | FORTIN FOUNDATION OF FLORIDA INC.<br><br><br> | \$ 60,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 11         | CYNTHIA FOSTER<br><br><br>                    | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 12         | HEALTHY MOTHERS HEALTHY BABIES<br><br><br>    | \$ 10,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                                             | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 13         | HOINESS FAMILY FOUNDATION<br><br><hr/><br><hr/>                               | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 14         | HRDC COMMUNITY ACTION AGENCY<br><br><hr/><br><hr/>                            | \$ <u>10,605.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 15         | JENSEN FOUNDATION C/O RENAISSANCE CHARITABLE FOUNDATION<br><br><hr/><br><hr/> | \$ <u>6,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 16         | CHRIS AND KRISTIE JESSUP<br><br><hr/><br><hr/>                                | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 17         | JP MORGAN CHASE & CO BANK<br><br><hr/><br><hr/>                               | \$ <u>20,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 18         | ARDYCE AND BOB KELLY<br><br><hr/><br><hr/>                                    | \$ <u>5,000.</u>           | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                     |                                                     |
|---------------------------------------------------------------------|-----------------------------------------------------|
| Name of organization<br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><b>81-0287507</b> |
|---------------------------------------------------------------------|-----------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4               | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|-------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 19         | KEVIN AND LAUREN RILEY                          | \$ 10,000.                 | Person<br>Payroll <input checked="" type="checkbox"/><br>Noncash<br>(Complete Part II for noncash contributions.) |
| 20         | MICHELLE SPENNY                                 | \$ 7,800.                  | Person<br>Payroll <input checked="" type="checkbox"/><br>Noncash<br>(Complete Part II for noncash contributions.) |
| 21         | MONTANA DAKOTA UTILITIES CO                     | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 22         | MONTANA DEPARTMENT OF EDUCATION                 | \$ 82,454.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 23         | MONTANA DEPARTMENT OF HEALTH AND HUMAN SERVICES | \$ 10,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 24         | MONTANA HEALTHCARE FOUNDATION                   | \$ 123,000.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4         | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                                                                         |
|------------|-------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25         | NORTHWESTERN ENERGY<br><br><br>           | \$ <u>6,117.</u>           | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 26         | ONEOK, INC.<br><br><br>                   | \$ <u>6,614.</u>           | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 27         | PATRICK AND MARY KAY KIMMET<br><br><br>   | \$ <u>9,000.</u>           | Person <input type="checkbox"/><br>Payroll <input checked="" type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 28         | PEPSI-COLA BOTTLING CO<br><br><br>        | \$ <u>7,500.</u>           | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 29         | PHILLIPS 66 BILLINGS REFINERY<br><br><br> | \$ <u>5,005.</u>           | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 30         | RIVERSTONE HEALTH<br><br><br>             | \$ <u>15,720.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4              | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 31         | SCHEELS ALL SPORTS<br><hr/> <hr/>              | \$ 81,508.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 32         | SCL HEALTH MONTANA MISSION FUND<br><hr/> <hr/> | \$ 100,000.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 33         | STACY AND DEANNA EMMETT<br><hr/> <hr/>         | \$ 9,189.                  | Person<br>Payroll <input checked="" type="checkbox"/><br>Noncash<br>(Complete Part II for noncash contributions.) |
| 34         | WILLIAM UNDERRINER<br><hr/> <hr/>              | \$ 5,000.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 35         | UNITED WAY WORLDWIDE<br><hr/> <hr/>            | \$ 10,000.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 36         | UPS MONTANA<br><hr/> <hr/>                     | \$ 16,596.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
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|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4                                | (c)<br>Total contributions | (d)<br>Type of contribution                                                                                       |
|------------|------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 37         | WELLS FARGO FOUNDATION<br><br><hr/><br><hr/>                     | \$ 7,500.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 38         | WELLS FARGO N.A.<br><br><hr/><br><hr/>                           | \$ 7,500.                  | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 39         | YELLOWSTONE COUNTY<br><br><hr/><br><hr/>                         | \$ 25,717.                 | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 40         | US SMALL BUSINESS ADMINISTRATION<br><br><hr/><br><hr/>           | \$ 119,510.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 41         | US DEPARTMENT OF TREASURY<br><br><hr/><br><hr/>                  | \$ 114,112.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |
| 42         | US DEPARTMENT OF HEALTH AND HUMAN SERVICES<br><br><hr/><br><hr/> | \$ 125,000.                | Person <input checked="" type="checkbox"/><br>Payroll<br>Noncash<br>(Complete Part II for noncash contributions.) |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part II Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

| (a)<br>No.<br>from<br>Part I | (b)<br>Description of noncash property given | (c)<br>FMV (or estimate)<br>(See instructions.) | (d)<br>Date received |
|------------------------------|----------------------------------------------|-------------------------------------------------|----------------------|
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |
|                              |                                              | \$ _____                                        |                      |

|                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| Name of organization<br><br><b>UNITED WAY OF YELLOWSTONE COUNTY INC</b> | Employer identification number<br><br><b>81-0287507</b> |
|-------------------------------------------------------------------------|---------------------------------------------------------|

**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

| (a) No. from Part I                     | (b) Purpose of gift | (c) Use of gift                          | (d) Description of how gift is held |
|-----------------------------------------|---------------------|------------------------------------------|-------------------------------------|
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
|                                         |                     |                                          |                                     |
| <b>(e) Transfer of gift</b>             |                     |                                          |                                     |
| Transferee's name, address, and ZIP + 4 |                     | Relationship of transferor to transferee |                                     |
|                                         |                     |                                          |                                     |
|                                         |                     |                                          |                                     |

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**  
▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2021**

**Open to Public Inspection**

**Name of the organization** UNITED WAY OF YELLOWSTONE COUNTY INC **Employer identification number** 81-0287507

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

|                                                                                                                                                                                                                                                                             | (a) Donor advised funds                 | (b) Funds and other accounts |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------|
| 1 Total number at end of year .....                                                                                                                                                                                                                                         | 190                                     |                              |
| 2 Aggregate value of contributions to (during year) .....                                                                                                                                                                                                                   | 16,643.                                 |                              |
| 3 Aggregate value of grants from (during year) .....                                                                                                                                                                                                                        |                                         |                              |
| 4 Aggregate value at end of year .....                                                                                                                                                                                                                                      | 518,518.                                |                              |
| 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....                                                            | <input checked="" type="checkbox"/> Yes | No                           |
| 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ..... | <input checked="" type="checkbox"/> Yes | No                           |

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (for example, recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

|                                                                                                                                                  | Held at the End of the Tax Year |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| a Total number of conservation easements .....                                                                                                   | 2a                              |
| b Total acreage restricted by conservation easements .....                                                                                       | 2b                              |
| c Number of conservation easements on a certified historic structure included in (a) .....                                                       | 2c                              |
| d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register ..... | 2d                              |

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2021

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
  - b Scholarly research
  - c Preservation for future generations
  - d  Loan or exchange program
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII \_\_\_\_\_

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

|                                                  | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--------------------------------------------------|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance                     | 617,079.         | 615,912.       | 603,644.           | 1,406,612.           | 1,646,136.          |
| b Contributions                                  |                  |                | 12,268.            | 19,538.              | 24,070.             |
| c Net investment earnings, gains, and losses     | 24,976.          | 1,167.         |                    | 1,915.               | -245,091.           |
| d Grants or scholarships                         |                  |                |                    |                      |                     |
| e Other expenditures for facilities and programs |                  |                |                    | 817,500.             |                     |
| f Administrative expenses                        |                  |                |                    | 6,921.               | 18,503.             |
| g End of year balance                            | 642,055.         | 617,079.       | 615,912.           | 603,644.             | 1,406,612.          |

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment ▶ 19.0000 %
  - b Permanent endowment ▶ 81.0000 %
  - c Term endowment ▶ \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |                                                                                                                                 | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------|-----|----|
| (i) Unrelated organizations                                                                                                     |     | X  |
| (ii) Related organizations                                                                                                      |     | X  |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? <span style="float: right;">▶</span> | 3b  |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property                                                                                                                     | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land                                                                                                                                     |                                      | 342,047.                        |                              | 342,047.       |
| b Buildings                                                                                                                                 |                                      | 1,120,805.                      | 274,652.                     | 846,153.       |
| c Leasehold improvements                                                                                                                    |                                      |                                 |                              |                |
| d Equipment                                                                                                                                 |                                      | 81,439.                         | 76,892.                      | 4,547.         |
| e Other                                                                                                                                     |                                      |                                 |                              |                |
| <b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) <span style="float: right;">▶</span> |                                      |                                 |                              | 1,192,747.     |

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security)      | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---------------------------------------------------------------------------|----------------|-----------------------------------------------------------|
| (1) Financial derivatives .....                                           |                |                                                           |
| (2) Closely held equity interests .....                                   |                |                                                           |
| (3) Other .....                                                           |                |                                                           |
| (A)                                                                       |                |                                                           |
| (B)                                                                       |                |                                                           |
| (C)                                                                       |                |                                                           |
| (D)                                                                       |                |                                                           |
| (E)                                                                       |                |                                                           |
| (F)                                                                       |                |                                                           |
| (G)                                                                       |                |                                                           |
| (H)                                                                       |                |                                                           |
| <b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶ |                |                                                           |

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment                                             | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---------------------------------------------------------------------------|----------------|-----------------------------------------------------------|
| (1)                                                                       |                |                                                           |
| (2)                                                                       |                |                                                           |
| (3)                                                                       |                |                                                           |
| (4)                                                                       |                |                                                           |
| (5)                                                                       |                |                                                           |
| (6)                                                                       |                |                                                           |
| (7)                                                                       |                |                                                           |
| (8)                                                                       |                |                                                           |
| (9)                                                                       |                |                                                           |
| <b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶ |                |                                                           |

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description                                                             | (b) Book value |
|-----------------------------------------------------------------------------|----------------|
| (1)                                                                         |                |
| (2)                                                                         |                |
| (3)                                                                         |                |
| (4)                                                                         |                |
| (5)                                                                         |                |
| (6)                                                                         |                |
| (7)                                                                         |                |
| (8)                                                                         |                |
| (9)                                                                         |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶ |                |

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability                                             | (b) Book value |
|-----------------------------------------------------------------------------|----------------|
| (1) Federal income taxes                                                    |                |
| (2) CAPITAL LEASE OBLIGATIONS                                               | 1,350.         |
| (3) UNAMORTIZED DEBT ISSUANCE COST                                          | -7,875.        |
| (4) AGENCY FUNDS PAYABLE                                                    | 18,926.        |
| (5)                                                                         |                |
| (6)                                                                         |                |
| (7)                                                                         |                |
| (8)                                                                         |                |
| (9)                                                                         |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶ | 12,401.        |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|   |                                                                                 |    |            |            |
|---|---------------------------------------------------------------------------------|----|------------|------------|
| 1 | Total revenue, gains, and other support per audited financial statements        |    | 1          | 2,291,782. |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12:             |    |            |            |
| a | Net unrealized gains (losses) on investments                                    | 2a | -316,355.  |            |
| b | Donated services and use of facilities                                          | 2b |            |            |
| c | Recoveries of prior year grants                                                 | 2c |            |            |
| d | Other (Describe in Part XIII.)                                                  | 2d |            |            |
| e | Add lines 2a through 2d                                                         | 2e | -316,355.  |            |
| 3 | Subtract line 2e from line 1                                                    | 3  | 2,608,137. |            |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1:            |    |            |            |
| a | Investment expenses not included on Form 990, Part VIII, line 7b                | 4a | 21,193.    |            |
| b | Other (Describe in Part XIII.)                                                  | 4b |            |            |
| c | Add lines 4a and 4b                                                             | 4c | 21,193.    |            |
| 5 | Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.) | 5  | 2,629,330. |            |

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|   |                                                                                  |    |            |            |
|---|----------------------------------------------------------------------------------|----|------------|------------|
| 1 | Total expenses and losses per audited financial statements                       |    | 1          | 2,322,739. |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25:                |    |            |            |
| a | Donated services and use of facilities                                           | 2a |            |            |
| b | Prior year adjustments                                                           | 2b |            |            |
| c | Other losses                                                                     | 2c |            |            |
| d | Other (Describe in Part XIII.)                                                   | 2d |            |            |
| e | Add lines 2a through 2d                                                          | 2e | 0.         |            |
| 3 | Subtract line 2e from line 1                                                     | 3  | 2,322,739. |            |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1:               |    |            |            |
| a | Investment expenses not included on Form 990, Part VIII, line 7b                 | 4a | 21,193.    |            |
| b | Other (Describe in Part XIII.)                                                   | 4b |            |            |
| c | Add lines 4a and 4b                                                              | 4c | 21,193.    |            |
| 5 | Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.) | 5  | 2,343,932. |            |

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART V, LINE 1E:**

TO BE IN COMPLIANCE WITH THE REPORTING REQUIREMENTS OF ASU 2016-14, PRESENTATION OF FINANCIAL STATEMENTS OF NOT-FOR-PROFIT ENTITIES, THE PRESENTATION OF THE ENDOWMENT PORTION OF THE INVESTMENTS HAS CHANGED. THE \$817,500 OF "OTHER EXPENDITURES" WERE NOT ACTUALLY SPENT OR TRANSFERRED, BUT RATHER RECLASSIFIED. FOR FINANCIAL REPORTING PURPOSES, THESE FUNDS ARE NOW INCLUDED IN NET ASSETS WITHOUT DONOR RESTRICTION AND ARE NOT PART OF THE ENDOWMENT, AS THEY ARE NEITHER DONOR RESTRICTED NOR BOARD DESIGNATED.

**PART V, LINE 4:**

THE INCOME FROM THE ENDOWMENT FUND THAT IS MADE AVAILABLE TO THE UNITED WAY BOARD OF DIRECTORS MAY BE USED AS FOLLOWS:

**Part XIII** Supplemental Information (continued)

- 1) TO MEET UNANTICIPATED NEEDS AND EMERGING PROBLEMS THAT DEMAND AN EARLY RESPONSE THROUGH NEW OR EXISTING PROGRAMS REQUIRING A LEVEL OF FUNDING NOT AVAILABLE FROM THE ANNUAL CAMPAIGN;
- 2) TO MAINTAIN OR EXPAND SERVICE LEVELS DURING ECONOMIC DOWN CYCLES OR PERIODS OF INCREASED UNEMPLOYMENT OR PHYSICAL DISASTER WHICH REQUIRE ADDITIONAL HEALTH AND HUMAN SERVICES WHEN FINANCIAL RESOURCES ARE LIMITED;
- 3) TO SUPPORT UNITED WAY'S ROLE IN THE COMMUNITY AS A FACILITATOR TO FOCUS THE ATTENTION AND RESOURCES OF OTHER SECTORS ON HIGH PRIORITY PROBLEMS;
- 4) TO HELP ASSURE THE FINANCIAL STABILITY OF AGENCIES FACING UNUSUAL OR CATASTROPHIC FINANCIAL PROBLEMS THAT EXCEED THEIR OWN RESOURCES.

**SCHEDULE I  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2021**

**Open to Public  
Inspection**

Name of the organization **UNITED WAY OF YELLOWSTONE COUNTY INC** Employer identification number **81-0287507**

**Part I General Information on Grants and Assistance**

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?  Yes  No
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

**Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.** Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

| <b>1 (a)</b> Name and address of organization or government                          | <b>(b)</b> EIN | <b>(c)</b> IRC section (if applicable) | <b>(d)</b> Amount of cash grant | <b>(e)</b> Amount of noncash assistance | <b>(f)</b> Method of valuation (book, FMV, appraisal, other) | <b>(g)</b> Description of noncash assistance | <b>(h)</b> Purpose of grant or assistance                    |
|--------------------------------------------------------------------------------------|----------------|----------------------------------------|---------------------------------|-----------------------------------------|--------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|
| ADULT RESOURCE ALLIANCE: MEALS ON WHEELS - 1505 AVENUE D - BILLINGS, MT 59102        | 81-0364744     | 501(C)(3)                              | 15,000.                         | 0.                                      |                                                              |                                              | KEEPING ADULTS 60+ INDEPENDENT AND INVOLVED.                 |
| BIG SKY SENIOR SERVICES<br>937 GRAND AVENUE<br>BILLINGS, MT 59102                    | 81-0364919     | 501(C)(3)                              | 30,000.                         | 0.                                      |                                                              |                                              | FRIENDS VOLUNTEER PROGRAM                                    |
| BOYS & GIRLS CLUB OF YC-AFTER SCHOOL PROGRAM - 505 ORCHARD LANE - BILLINGS, MT 59101 | 81-0308003     | 501(C)(3)                              | 22,500.                         | 0.                                      |                                                              |                                              | PROJECT LEARN - YOUTH DEVELOPMENT                            |
| DISTRICT 7 HRDC: WHEELS TO WORK<br>P.O. BOX 2016<br>BILLINGS, MT 59103               | 81-0300207     | 501(C)(3)                              | 18,750.                         | 0.                                      |                                                              |                                              | COMUNITY RESOURCES                                           |
| FAMILY SERVICE INC.<br>1824 1ST AVENUE NORTH, P.O. BOX 102<br>BILLINGS, MT 59103     | 81-0232120     | 501(C)(3)                              | 22,500.                         | 0.                                      |                                                              |                                              | HELPING NEIGHBORS IN NEED/FINANCIAL STABILITY & INDEPENDENCE |
| FRIENDSHIP HOUSE<br>3123 8TH AVENUE SOUTH<br>BILLINGS, MT 59101                      | 81-0300497     | 501(C)(3)                              | 37,500.                         | 0.                                      |                                                              |                                              | FRIENDSHIP YOUTH DEVELOPMENT PROGRAM                         |

- 2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶ 10.
- 3** Enter total number of other organizations listed in the line 1 table ▶

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) 2021

**Part II** Continuation of Grants and Other Assistance to Domestic Organizations and Domestic Governments (Schedule I (Form 990), Part II.)

| (a) Name and address of organization or government                                 | (b) EIN    | (c) IRC section if applicable | (d) Amount of cash grant | (e) Amount of noncash assistance | (f) Method of valuation (book, FMV, appraisal, other) | (g) Description of non-cash assistance | (h) Purpose of grant or assistance                                |
|------------------------------------------------------------------------------------|------------|-------------------------------|--------------------------|----------------------------------|-------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------|
| TUMBLEWEED<br>505 NORTH 24TH STREET<br>BILLINGS, MT 59101                          | 36-3343886 | 501(C)(3)                     | 18,750.                  | 0.                               |                                                       |                                        | ADVOCATES FOR ABUSED/NEGLECTED CHILDREN IN 13TH JUDICIAL DISTRICT |
| YELLOWSTONE CASA<br>P.O. BOX 688<br>BILLINGS, MT 59103                             | 48-1301287 | 501(C)(3)                     | 33,750.                  | 0.                               |                                                       |                                        | YOUTH DEVELOPMENT FOR LOW-INCOME PREGNANT WOMEN & FAMILIES        |
| YOUNG FAMILIES EARLY HEAD START<br>1020 COOK, P.O. BOX 51269<br>BILLINGS, MT 59104 | 81-0422429 | 501(C)(3)                     | 11,250.                  | 0.                               |                                                       |                                        | QUALITY, AFFORDABLE, FULL-DAY CHILD CARE ON A SLIDING SCALE       |
| YWCA<br>909 WYOMING AVENUE<br>BILLINGS, MT 59101                                   | 81-0235415 | 501(C)(3)                     | 37,501.                  | 0.                               |                                                       |                                        | TO FURTHER THE MISSION PROGRESS OF THE GRANTEE ORGANIZATION       |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |
|                                                                                    |            |                               |                          |                                  |                                                       |                                        |                                                                   |

**Part III Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.  
Part III can be duplicated if additional space is needed.

| (a) Type of grant or assistance | (b) Number of recipients | (c) Amount of cash grant | (d) Amount of non-cash assistance | (e) Method of valuation (book, FMV, appraisal, other) | (f) Description of noncash assistance |
|---------------------------------|--------------------------|--------------------------|-----------------------------------|-------------------------------------------------------|---------------------------------------|
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |
|                                 |                          |                          |                                   |                                                       |                                       |

**Part IV Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

INCOME FROM FEDERALLY FUNDED PROJECTS MUST BE ALLOWABLE BY THE FUNDING AGENCY AND USED IN ACCORDANCE WITH THE PROGRAM AGREEMENT AND FEDERAL GUIDELINES. SPECIFICALLY THIS INCOME MUST BE LIMITED TO ONE OR MORE OF THE FOLLOWING:

FURTHERING THE ELIGIBLE PROJECT OR PROGRAM OBJECTIVES FINANCING THE NON-FEDERAL SHARE OF THE PROJECT OR PROGRAM DEDUCTING IT FROM THE TOTAL FEDERAL SHARE OF PROJECT OR PROGRAM ALLOWABLE

**Part IV** Supplemental Information

COSTS.

DISBURSEMENTS MUST BE SUPPORTED BY THE CHECK STUB, WHEN PAID BY CHECK,  
AND A COPY OF THE INVOICE OR APPROPRIATE DOCUMENTATION SUPPORTING THE  
DISBURSEMENT.

ALL DISBURSEMENTS FOR GRANT PROGRAMS MUST BE ALLOWABLE UNDER THE GRANT  
AGREEMENT. ALL OF THESE DOCUMENTATIONS ARE MAINTAINED FOR 7 YEARS IN  
THE FILES.

**SCHEDULE O  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or Form 990-EZ.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

Open to Public  
Inspection

Name of the organization

UNITED WAY OF YELLOWSTONE COUNTY INC

Employer identification number

81-0287507

FORM 990, PART VI, SECTION B, LINE 11B:

THE FINANCE COMMITTEE REVIEWS THE 990, WHICH IS THEN SUBMITTED TO THE BOARD  
OF DIRECTORS FOR FINAL APPROVAL.

FORM 990, PART VI, SECTION B, LINE 12C:

IF A CONFLICT OF INTEREST SITUATION ARISES, THE PARTIES INVOLVED ARE  
INTERVIEWED TO DETERMINE AN APPROPRIATE COURSE OF ACTION.

FORM 990, PART VI, SECTION B, LINE 15:

THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS DETERMINES CEO  
COMPENSATION BY COMPARING COMPENSATION FROM UNITED WAYS OF SIMILAR SIZE AND  
CURRENT LOCAL LABOR MARKET COMPENSATION. COMPENSATION FOR OTHER KEY  
EMPLOYEES IS DETERMINED BY THE CEO, IN COMPARISON TO THE LOCAL LABOR MARKET  
FOR SIMILAR POSITIONS.

FORM 990, PART VI, SECTION C, LINE 19:

THE 990 AND THE ANNUAL AUDIT ARE AVAILABLE ON UWYC WEBSITE. OTHER  
DOCUMENTS AVAILABLE UPON REQUEST.

FORM 990, PART XII, LINE 2C:

THE FINANCE COMMITTEE HAS OVERSIGHT OVER THE AUDIT THE BOARD HAS FINAL  
APPROVAL.

# Statement for Revenue Procedure 2021-48

Taxpayer's Name **UNITED WAY OF YELLOWSTONE COUNTY INC**  
 Taxpayer's Address **2173 OVERLAND AVE**  
**BILLINGS, MT 59102**  
 Taxpayer's SSN/EIN **81-0287507**

The taxpayer is applying the following sections of Revenue Procedure 2021-48 of tax year 2021 :  
**SECTION 3.01(1)**

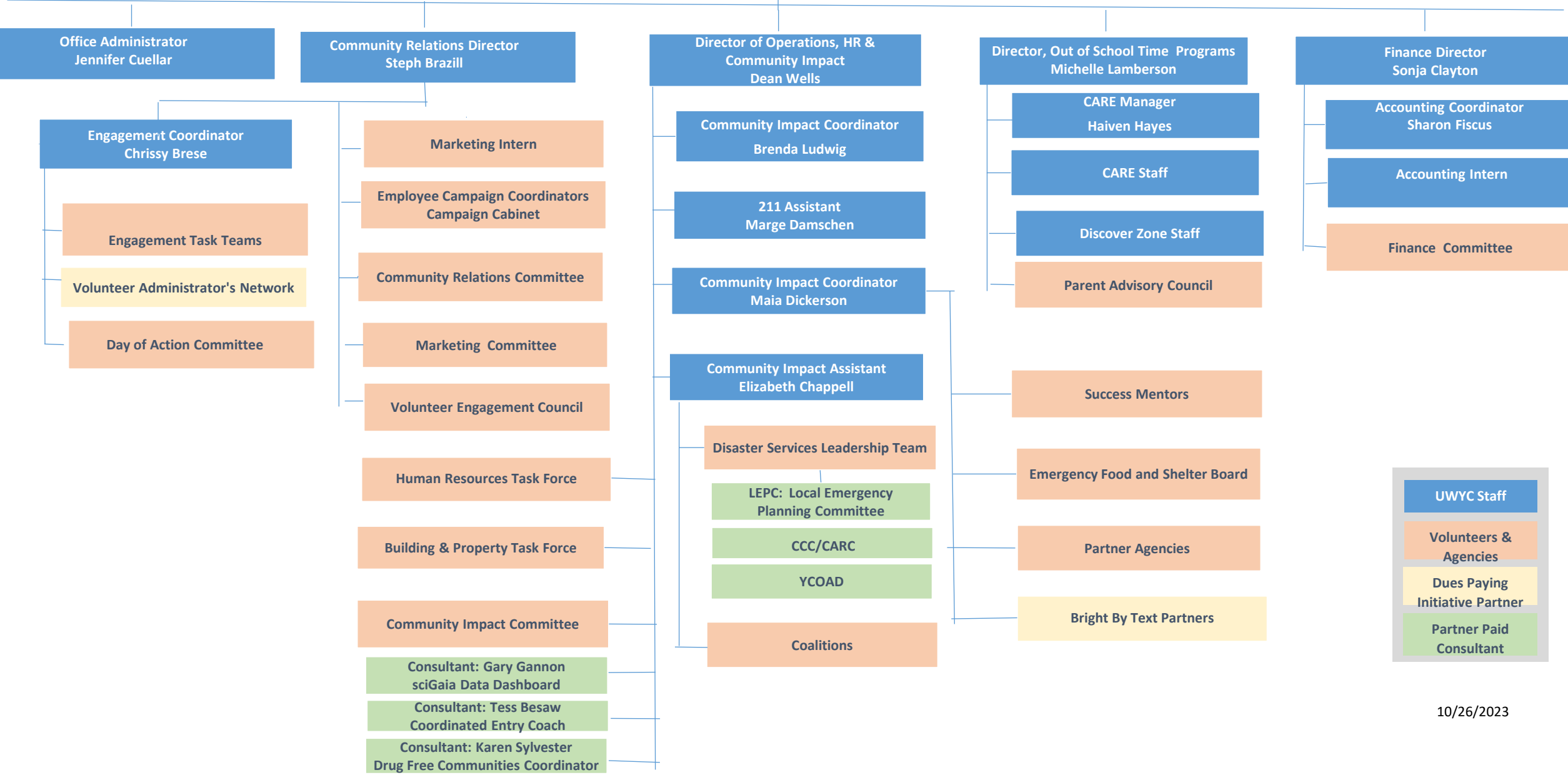
| Year of Loan | Description                 | Tax-Exempt Income | Was the loan forgiven as of the date of the return is filed? |
|--------------|-----------------------------|-------------------|--------------------------------------------------------------|
| <u>2021</u>  | <u>PPP LOAN FORGIVENESS</u> | <u>119,510.</u>   | <u>N</u>                                                     |
| _____        | _____                       | _____             | ---                                                          |
| _____        | _____                       | _____             | ---                                                          |
| _____        | _____                       | _____             | ---                                                          |
| _____        | _____                       | _____             | ---                                                          |

Board of Directors

President and CEO  
Kim Lewis

Executive Committee

Governance & Nominating Committee



23. If the direct provision of services will be funded, please describe the employee funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out positions to be the proposed activity. (500 characters maximum for each)

**Supportive Services Specialist 1.0 FTE:** The Supportive Services Specialist will be responsible for providing supportive services and outreach. Qualification requirements will include case management experience and having or obtaining SSI/SSDI Outreach, Access, and Recovery (SOAR) certification.

- 75% of time for intensive case management including SOAR, Medicaid waivers, and additional support beyond a traditional case manager
- 25% of time tracking and providing outreach for exited CES clients

**Program Coordinator 0.5 FTE:** The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to CES, HMIS, grant management, and reporting. The Program Coordinator will also be responsible for managing and overseeing the Point-In-Time count and the distribution of the Diversion Fund.

23. If the direct provision of services will be funded, please describe the employee funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out positions to be the proposed activity. (500 characters maximum for each)

**Supportive Services Specialist 1.0 FTE:** The Supportive Services Specialist will be responsible for providing supportive services and outreach. Qualification requirements will include case management experience and having or obtaining SSI/SSDI Outreach, Access, and Recovery (SOAR) certification.

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**Program Coordinator 0.5 FTE:** The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Continuum of Care, including providing general oversight for coalition activities and related projects, including but not limited to CES, HMIS, grant management, and reporting. The Program Coordinator will also be responsible for managing and overseeing the Point-In-Time count and the distribution of the Diversion Fund.

## HOME-ARP PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project  
Must include all itemized costs above \$500. Sources Must equal total project costs.

|                                                                                                                                      |                                                                        |                                                                        |                                                             |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
| <b>Organization Name:</b>                                                                                                            | United Way - Yellowstone County Continuum of Care                      |                                                                        |                                                             |                                                             |
| <b>Revenue Sources</b>                                                                                                               | <b>Source:</b>                                                         | <b>Source:</b>                                                         | <b>Source:</b>                                              | <b>Source:</b>                                              |
|                                                                                                                                      | HOME-ARP                                                               | nty Commissior                                                         | Replace Text                                                | Replace Text                                                |
| Enter amount for each revenue source:                                                                                                | \$500,000                                                              | \$100,000                                                              | \$0                                                         | \$0                                                         |
| Is this source confirmed and committed to the Project? (click the box next to your answer)                                           | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>PROJECT STAFFING</b>                                                                                                              |                                                                        |                                                                        |                                                             |                                                             |
| Job Title: Supportive Services Specialist                                                                                            | \$180,000                                                              | \$0                                                                    | \$0                                                         | \$0                                                         |
| Job Title: Program Coordinator                                                                                                       | \$120,000                                                              | \$0                                                                    | \$0                                                         | \$0                                                         |
| Job Title: <i>Replace Text</i>                                                                                                       | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| <b>OPERATING COSTS</b>                                                                                                               |                                                                        |                                                                        |                                                             |                                                             |
| Outside Provider Payments                                                                                                            | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Supplies                                                                                                                             | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Insurance                                                                                                                            | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Printing                                                                                                                             | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Information Technology                                                                                                               | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Travel                                                                                                                               | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Contract Services                                                                                                                    | \$0                                                                    | \$100,000                                                              | \$0                                                         | \$0                                                         |
| Other (identify): Diversion Fund                                                                                                     | \$100,000                                                              | \$0                                                                    | \$0                                                         | \$0                                                         |
| Other (identify): <i>Replace Text</i>                                                                                                | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| Other (identify): <i>Replace Text</i>                                                                                                | \$0                                                                    | \$0                                                                    | \$0                                                         | \$0                                                         |
| <b>Grand Total</b>                                                                                                                   | <b>\$400,000</b>                                                       | <b>\$100,000</b>                                                       | <b>\$0</b>                                                  | <b>\$0</b>                                                  |
| % of Budget Costs Considered Administration                                                                                          |                                                                        |                                                                        |                                                             |                                                             |
| Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs beneficiary. |                                                                        |                                                                        |                                                             |                                                             |
| <b>Outside Provider Payments:</b><br><i>Replace this text</i>                                                                        |                                                                        |                                                                        |                                                             |                                                             |
| <b>Supplies:</b><br><i>Replace this text</i>                                                                                         |                                                                        |                                                                        |                                                             |                                                             |
| <b>Insurance:</b><br><i>Replace this text</i>                                                                                        |                                                                        |                                                                        |                                                             |                                                             |
| <b>Printing:</b><br><i>Replace this text</i>                                                                                         |                                                                        |                                                                        |                                                             |                                                             |
| <b>Travel:</b><br><i>Replace this text</i>                                                                                           |                                                                        |                                                                        |                                                             |                                                             |

**Contract Services:**

*Tess Besaw is our contracted Coordinated Entry lead, she currently oversees the case managers in the Coordinated Entry System. In the past 12 months the Coordinated Entry System housed 385 individuals for a total of \$259 spent per beneficiary.*

**Other (Supportive Services Specialist):**

*The creation of a Supportive Services Specialist position would allow the CoC to reach clients who typically fall through traditional case management. The Supportive Services Specialist would serve select clients with needs beyond traditional case management, referred by other service providers. Therefore, we expect that they will work with, in some form, more than half of the clients served, or over 150 clients.*

**Other (Program Coordinator):**

*The Program Coordinator will be responsible for planning, implementing, and evaluating activities associated with the Coordinated Entry System, including providing general oversight for coalition activities and related projects, including but not limited to the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting. The Program Coordinator will also be responsible for managing the Coordinated Entry System, the Homelessness Management Information System, grant management, and reporting.*

**Other (Diversion Fund):**

*The Diversion Fund is used to divert people from entering the homelessness system in Billings. In the past we have spent \$214 dollars per beneficiary, meaning with diversion fund of \$50,000 the CoC would be able to divert approximately 233 individuals.*

**Total Project Revenue**

**\$600,000**

\$180,000

\$120,000

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$100,000

\$100,000

\$0

\$0

**\$500,000**

80.00%

per

ry System.

gh the cracks.  
l by CES case  
13 households

he Continuum  
o the  
he Program

t on average  
234 people.

**Position Title**

Program Manager (0.75 FTE)

**About Us**

The Yellowstone County Continuum of Care (CoC) is a coalition of leaders joining forces to reimagine our community response to homelessness. Our mission is to create sustainable pathways to safe and stable housing for people who are at risk of or actually experiencing homelessness in Yellowstone County. The shared vision of coalition members is a thriving community with accessible, safe shelter; affordable housing; compassionate neighboring; and a dedication to hope, unity and equity; where homelessness is brief, rare and non-recurring, and no one faces housing stability alone.

**Job Purpose**

The objective of the Program Manager position is to assist the Coordinated Entry System (CES) Coordinator, Supportive Services Specialist, and CoC Board of Directors by:

1. Compiling and submitting all reporting required as part of HOME-ARP regulations;
2. Ensuring effective and consistent operation of CES and the Homeless Management Information System (HMIS) within HUD and City guidelines;
3. Monitoring client outcomes, data collection, prioritization, and referral mechanisms;
4. Developing and implementing client-focused, evidence-based practices and trauma-informed approaches to service delivery; and
5. Overseeing administration and disbursements from the CoC's Diversion Fund.

**Job Responsibilities**

The Program Manager will develop and maintain complete records and files in accordance with HOME-ARP recordkeeping policies. Acting as a liaison between the CoC and the City's Community Development staff, the position will engage in grant management, creating and submitting quarterly HOME-ARP reports, and other duties as assigned. Additionally, the Program Manager will be responsible for oversight and administration of Diversion funds to eligible clients. The position will also assist with outreach to clients who have been supported by HOME-ARP funds, tracking outcomes as needed for grant reporting purposes. The Program Manager must also possess a cooperative and resourceful demeanor, along with the ability to work independently as well as in groups of varying size.

**Job Qualifications**

- A bachelor's degree in an industry-related field; equivalent work experience in applicable field is acceptable
- Demonstrated expertise in grant management and compliance, along with success in managing smaller, routine projects
- Strong project management skills with an emphasis on outcome measurement
- Excellent communication skills with aptitude for data analysis and program budgeting
- Ability to work under pressure and respond to deadlines while maintaining commitment to quality
- Exceptional judgement with capacity to prioritize multiple tasks under minimal supervision
- Must be able to maintain client confidentiality at all times
- Working knowledge of CES and HMIS strongly preferred
- Must conform to CoC and HOME-ARP requirements, including Housing First policy
- Understanding of the local community and resources available is desired
- Travel is occasionally required; applicant must have a valid driver's license and be able to operate motorized vehicles

## **Physical Requirements**

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to support individuals with disabilities.

The employee is regularly required to:

- Sit, stand, walk, stoop, kneel, twist, crouch, and crawl
- Use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms
- Talk, hear and communicate clearly

The employee must:

- Occasionally lift and move up to 25 pounds
- Be able to walk on uneven terrain up to one mile per day

**Job Type:** Part Time, Temporary

**Job Location:** Billings, MT; applicant must be willing to commute or relocate

**Pay:** From \$50,000, dependent on experience

**Schedule and Shift:** Must be willing to work 30 hours per week within standard business hours

## **Benefits**

- Flexible schedule
- Paid time off; 10 days per year, plus 11 federal holidays
- Professional development assistance
- Ability to work as an independent contractor

## **Compensation Package**

- Technology allowance of \$100 per month for internet, cell phone, and other needs

## **What Else You Need to Know**

This job description is not meant to be all-inclusive. It is a description of the job as presently defined and is subject to revision at any time. This document is intended to describe the general nature and level of work being performed by individuals assigned to this position. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Individuals may be required to perform duties outside of their normal responsibilities, as needed.

Applicants must be authorized to work in the US, without employer-sponsorship. The CoC does not sponsor individuals for employment-based visas.

## **Position Title**

Licensed Integrated Supportive Services Clinician (1.0 FTE)

## **About Us**

The Yellowstone County Continuum of Care (CoC) is a coalition of leaders joining forces to reimagine our community response to homelessness. Our mission is to create sustainable pathways to safe and stable housing for people who are at risk of or actually experiencing homelessness in Yellowstone County. The shared vision of coalition members is a thriving community with accessible, safe shelter; affordable housing; compassionate neighboring; and a dedication to hope, unity and equity; where homelessness is brief, rare and non-recurring, and no one faces housing stability alone.

## **Job Purpose**

The objective of the Licensed Integrated Supportive Services Clinician is to support the Coordinated Entry System (CES), its participants, the CES Coordinator, Program Manager, and CoC Board of Directors by:

1. Attending biweekly case conferencing and maintaining a list of Frequent Users of Systems Engagement (FUSE) that can be used to further prioritize supportive service needs;
2. Delivering targeted services to clients as assigned by CES Coordinator with input from participating community organizations and agencies;
3. Completing standardized assessments as needed when an influx in client populations exceeds community capacity;
4. Providing one-on-one guidance for case managers whose clients require a higher level of intervention than can typically be achieved by any one agency or CES as a whole;
5. Acting as a relief valve for challenging caseloads and overworked case managers by offloading demanding processes such as Medicaid Waivers, SOAR applications for SSI/SSDI, and other intensive case management needs;
6. Developing innovative partnerships to offer wraparound care and permanent housing where services are currently lacking;
7. Ensuring effective and consistent operation of CES and the Homeless Management Information System (HMIS);
8. Tracking client outcomes, collecting relevant data, prioritizing caseloads, augmenting referral mechanisms; and
9. Implementing client-focused, evidence-based practices and trauma-informed approaches to service delivery.

## **Job Responsibilities**

50% of the Licensed Integrated Supportive Services Clinician position will be responsible for providing supportive services to clients within the Coordinated Entry System (CES) who need assistance beyond the capacity of a traditional case manager. Participating case managers in CES often have large caseloads and are unable to provide the targeted case management needed by many homeless individuals and families. This position would help relieve the shared burden on 17 partner agencies and organizations by accepting responsibility for time-intensive and/or highly-difficult tasks that require extensive case management, the services of a licensed clinician, and/or an extraordinary amount of follow up. Additionally, many people experiencing homelessness suffer from disabling mental illnesses, co-occurring substance use, trauma, and/or other medical issues. These individuals need access to immediate healthcare and a sustaining income, but the process of applying for SSI/SSDI is extensive. 50% of the position would help fill the gap by providing SSI/SSDI application assistance using the SOAR model to increase the likelihood that an eligible individual receives benefits most expediently.

## **Qualifications**

- A Master's degree in social work with licensure as a practicing clinician (LCSW, LMFT, or similar) is required
- A minimum of four years of experience in social-work field is preferred
- Must be SOAR Certified or have a willingness to become SOAR Certified
- Applicants must be committed to trauma-informed approaches and Housing First policy
- Position requires being adept at communication with diverse individuals and groups
- Strong case management skills with an emphasis on client-focused outcomes
- Exceptional judgement with capacity to prioritize multiple tasks under minimal supervision
- Must be able to maintain client confidentiality at all times
- Working knowledge of CES and HMIS strongly preferred
- Understanding of the local community and resources available is desired
- Travel is occasionally required; applicant must have a valid driver's license and be able to operate motorized vehicles

## **Physical Requirements**

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to support individuals with disabilities.

The employee is regularly required to:

- Sit, stand, walk, stoop, kneel, twist, crouch, and crawl
- Use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms
- Talk, hear and communicate clearly

The employee must:

- Occasionally lift and move up to 25 pounds
- Be able to walk on uneven terrain up to two miles per day

**Job Type:** Full Time (dependent on funding availability)

**Job Location:** Billings, MT; applicant must be willing to commute or relocate

**Pay:** From \$75,000 per year, dependent on experience

**Schedule and Shift:** Must be willing to work 40 hours per week during standard business hours; occasional evening and weekend work may be required

## **Benefits**

- Flexible schedule
- Paid time off; 10 days per year, plus 11 federal holidays
- Professional development assistance
- Ability to work as an independent contractor

## **Compensation Package**

- Technology allowance of \$100 per month for internet, cell phone, and other needs
- Retention bonus of \$5,000 offered after completion of one year of employment/training

**What Else You Need to Know**

This job description is not meant to be all-inclusive. It is a description of the job as presently defined and is subject to revision at any time. This document is intended to describe the general nature and level of work being performed by individuals assigned to this position. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Individuals may be required to perform duties outside of their normal responsibilities, as needed.

Applicants must be authorized to work in the US, without employer-sponsorship. The CoC does not sponsor individuals for employment-based visas.

1. Organizations providing supportive services must ensure services are delivered equitably. A chronological waiting list, including the usage of date / time stamps, must be maintained for every service offered under HOME-ARP. This may differ from your organization's current waiting list policies and procedures. **Please describe your organization's ability to maintain and manage multiple waiting lists.**

To ensure equitable service delivery and adherence to HUD standards, all households follow the same steps when being evaluated for placement in the Coordinated Entry System (CES). Upon first visiting one of 17 Continuum of Care (CoC) "front door" agencies, a basic intake process is completed to determine the practicality of diverting someone from homelessness and CES entirely by providing one-time assistance to obtain permanent housing. Diversion can include help to pay off bad debt, matching funds for rent or utility deposits, move-in fees for sober living, or relocation assistance. The goal of this process is to provide rapid relief to households that are most likely to maintain housing stability for the foreseeable future. Presently, funding requests are granted in chronological order. To meet the City's HOME-ARP qualifications, all Diversion requests can be date/time stamped.

When diversion is not appropriate and/or a household needs additional support, a standardized assessment known as "Matching for Appropriate Placement" (MAP) is completed. This helps identify the number of barriers and complexity of the challenges that an individual or family faces in finding and maintaining permanent housing. Similar to Diversion requests, the MAP Assessment has a section where practitioners fill in the date. All data is then entered into the CoC's Homeless Management Information System (HMIS). Currently, a waitlist is not maintained for access to MAP assessments or HMIS, since any client who wishes to participate is expediently evaluated and receives services accordingly.

Once assessed, a data-driven process is used to prioritize CES clients for services based on the complexity of their need, with the most challenging cases being added to the CoC's "By Name List" (BNL). CES clients with fewer complexities receive a warm handoff to the most appropriate front door agency. All CES clients are also eligible for housing navigation services. Waitlists are not maintained for any of these services. Instead, staff from front door agencies meet biweekly for case conferencing to determine what is required to house each individual or family the most expediently, based on the unique circumstances of each household's case.

While several front door agencies maintain waiting lists for services, the CoC uses the Coordinated Entry System required by HUD to identify and prioritize clients for services based on the household's level of need. If the CoC's HOME-ARP request is fully approved, a waitlist could be added to evaluate and ensure equitable access to the specialized services and intensive case management offered by the Supportive Services Specialist. However, oversight from a Program Manager would be required to undertake this additional step, which goes above and beyond the current capacity of the CoC's existing contracted staff, which is limited to 0.75 FTE due to funding constraints.

2. Procedures for managing waiting lists may include information on handling referrals internally within an organization. **If multiple services or programs are offered at your organization, please describe your policies and procedures for internal program referrals for participants within the organization.**

The CoC's Diversion Fund is an extension of the Coordinated Entry System (CES), which is a collaborative effort of 17 partner organizations that is overseen by the CoC's CES Coordinator. Up to 72 case managers participate in biweekly case conferencing to prioritize services for households with the most complex needs, while also giving and accepting referrals to/from other CES front door agencies. All CES participants also agree to enter all data collected into the Homeless Management Information System (HMIS). These are the only programs currently offered by the CoC. Referrals to all programs often come from front door agencies who participate in CES, though anyone who is eligible for assistance is welcome to visit any of the 17 front door agencies to receive intake and assessment.

**3. Please describe your organization's understanding of housing discrimination and The Fair Housing Act.**

As an entity that works closely with HUD, the CoC has a strong working knowledge of this law and demonstrated success in its application through adoption of Housing First policies, among other evidence-based practices. The Fair Housing Act, 42 U.S.C. 3601 et seq., is clear that in most housing, it is illegal to discriminate against persons based on race, color, national origin, religion, sex, gender identity, sexual orientation, familial status, or disability. All programs and actions of the Yellowstone County Continuum of Care are aligned with HUD regulations, including the Fair Housing Act.

**4. Has your staff participated in any Fair Housing training in the last three years? If yes, please list training type(s) and date(s) of training:**

These are the housing trainings that CoC leadership and United Way staff have attended:

**Title:** Housing is Healthcare Sharing Summit

- Oct. 27, 2022
- Bozeman, MT
- Attendees: CoC Chair Kari Boiter and United Way Director of Impact Dean Wells

**Title:** Montana Legal Services Association (MLSA) Fair Housing Information Session

- Sept. 29, 2023
- UWYC Office
- Attendees: CoC Vista Abi Scherer and multiple UWYC staff

**Title:** Montana's Housing is Healthcare Peer Learning Exchange

- Jan. 22, 2024
- Virtual Meeting
- Attendees: CoC Chair Kari Boiter, CoC Board Member Patti Webster, UWYC Staff

**Title:** Housing is Healthcare Lunch and Learn

- April 28, 2022
- Virtual Webinar
- Attendees: CoC Chair Kari Boiter and United Way Director of Impact Dean Wells

**Title:** Permanent Supportive Housing Site Visit

- Nov. 7-9, 2023
- Boise ID
- Attendees: CoC Chair Kari Boiter, CoC Vice Chair Kody Christensen, CoC Board Members Patti Webster, Terri Todd, and MarCee Neary, UWCY Director of Impact Dean Wells, and nine other community leaders

**Title:** Immigrant Children Housing

- Jan. 18, 2024
- Virtual Webinar
- Attendees: UWYC Staff

5. Demonstrating long-term outcomes and participant success following a HOME-ARP funding allocation is crucial. **What procedures will your organization implement in order to collect follow-up data from participants?**

This is one reason why having both a Supportive Services Specialist and a Program Manager is critical to the success of the CoC's Coordinated Entry System (CES). Present funding allows for only 0.75 FTE to coordinate 17 participating agencies with up to 72 case managers meeting every other week. This position is also responsible for providing training and technical assistance to all CES participants, while also overseeing all data collected in Yellowstone County's Homeless Management Information System (HMIS). The CoC has further maximized this part-time, contracted position by serving up to 200 households on the By Name List at any given time. Unfortunately, we are unable to track those who fail to maintain contact, forcing a large number of clients to be exited from the program after 90 days without contact. The Program Manager position proposed in the CoC's HOME-ARP application would allow us to follow up with the majority of these clients to collect data and monitor long-term outcomes, which is something that is prohibited by current funding limitations. Additionally, the Supportive Services Specialist will allow the CoC to triage clients more effectively, offering additional supports to those who are unlikely to find and maintain housing without this extra help. The Supportive Services Specialist can also act as an overflow mechanism to assist front door agencies with delivery of assessments when client load is too great to safely or effectively manage. Finally, by increasing the size of the CoC's Diversion fund three-fold, designating a special supplemental fund for larger requests, and assigning a Program Manager to oversee this growing community asset, the CoC will be able to amplify the reach of a program that has long proven to be successful in the prevention of homelessness in Billings.

**6. How will you continue to serve clients after HOME-ARP funding is fully expended?** i.e. describe how your organization will provide aftercare services for program participants.

The CoC will continue to seek funds to maintain its Diversion program, as well as preserve and expand access to Supportive Services Specialist(s). Previously, the CoC has successfully sought and obtained funding from a variety of public and private sources including the City of Billings, Yellowstone County, federal emergency response programs, and local donors, with an overwhelming amount of in-kind support from community partners and individuals who care. With or without HOME-ARP, the CoC will continue to serve the community through its Coordinated Entry System and Homeless Management Information System. These services will offer continued support to clients who participate in HOME-ARP funded programming, no matter which HMIS-participating agency is funded.

**7. Organizations will be required to use HMIS (Homeless Management Information System) to coordinate services and check for duplication of benefits. Does your organization currently use HMIS? If not, is your organization willing to implement HMIS to meet program requirements?**

The CoC oversees all providers who currently use HMIS in Yellowstone County. CES Coordinator Tess Besaw trains all HMIS users in our region, provides technical assistance when required, and manages all data collected by HMIS users in the area. Assisting new HMIS users requires the CoC to expend time and resources, which it may or may not have, depending on funding availability. For example, if organizations who are not presently using HMIS are required to use this program to receive HOME-ARP funds, the CoC will require financial compensation to cover the increased costs. However, if the CoC's HOME-ARP request is granted, we expect the Program Manager will be able to offset some of Tess Besaw's workload, allowing for the time and effort necessary to onboard new HMIS users. Without the Program Manager position, the CoC is unable to absorb the workload required to onboard new HMIS users solely for the purpose of accessing HOME-ARP funding.

**8. After reviewing the additional questions / requirements / clarifications attached, would your organization like to adjust any of the supportive service activities that were proposed in your original application?**

The Program Coordinator position was designed to help administer the HOME-ARP grant and the programs funded by such. For clarity, we wish to amend the name of this position to Program Manager, with a job description that has been expanded to meet the requirements of the HOME-ARP program, discussed at the Community Development Board meeting in January. Similarly, given limitations on "reasonable and customary" compensation for positions created with HOME-ARP funding, we have adapted the Supportive Services Specialist to require licensure in the social work field. The term Specialist has also been replaced with Clinician, so the position title will now be Licensed Integrated Supportive Services Clinician. This position will remain 1.0 FTE with compensation remaining the same as well. However, the Program Manager

position has been adjusted to 0.75 FTE to reflect the increased capacity of the Diversion program, the extensive reporting requirements of HOME-ARP, the need to track clients beyond the initial service delivery date, and the potential need to onboard new HMIS users who receive HOME-ARP funding. We anticipate an increased need of up to \$20,000 to cover this cost over the course of two years, after reducing the initial salary expectations slightly to what is reasonable and customary for the position.

## United Way

- The City is unable to pay staff for time spent on community organizing (Program Coordinator position) and can only pay for staff time related to carrying out HOME-ARP support services for each identified and qualified beneficiary / household.

Please see revised job descriptions and additional questions for further clarification on the intent of this role.

- The job descriptions appear incomplete and do not include position requirements related to education, experience, etc. **Please update and submit.**

We have included updated job descriptions for both the Licensed Integrated Supportive Services Clinician and Program Manager positions.

- **Please describe how the Continuum of Care is related to the United Way on the organizational chart.**

The CoC is one of the coalitions that United Way supports, so the CoC falls into the coalitions category on the UWYC organizational chart. This means that the CoC broadly falls under Dean Wells, Director of Operations, HR & Community Impact, and specifically under Community Impact Assistant Elizabeth Chappell. The organizational chart for the CoC is also attached for additional information on the governance and staffing structures of the coalition itself.

- **Is there a written agreement between the United Way and the Continuum of Care outlining essential duties and responsibilities? If so, please provide.**

Attached is a document outlining the UWYC's commitment to the CoC.

**Governance Structure**

**Board of Directors**  
7-15 Members, 3+ Officers,  
Monthly Meetings

**Governance Subcommittee**  
Task Oriented;  
Finite Timeline

**General Membership**  
Monthly Meetings

**Point in Time  
Count Subcommittee**  
Task Oriented;  
Finite Timeline

**Prevention  
Committee**  
Under Revision

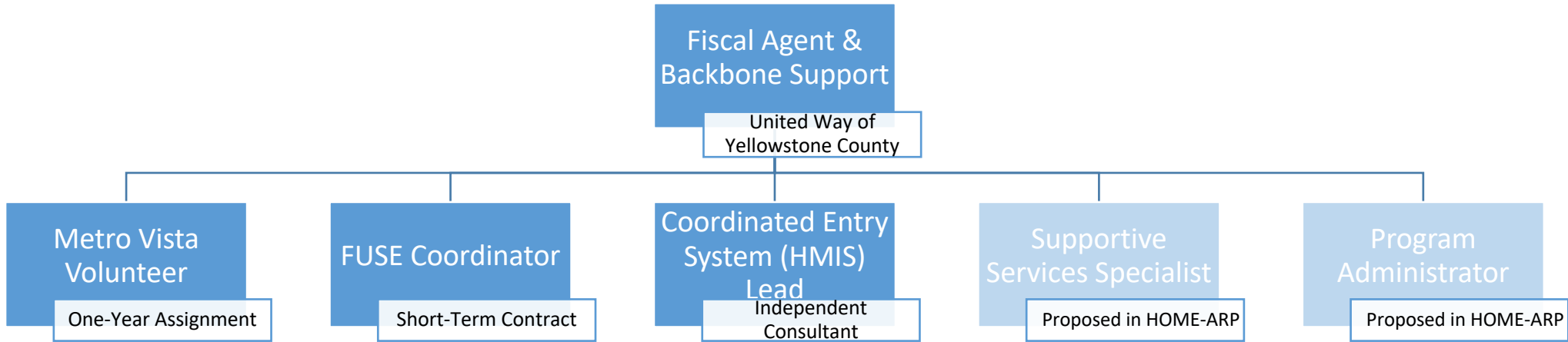
**Project Review  
Committee**  
Future Vision

**FUSE Core Team**  
Key Stakeholders

**Communications  
and Outreach  
Committee**  
Future Vision

**FUSE Task Force**  
Broader Community Input

**Staffing Structure**



The CoC is also seeking a full time Executive Director

## UWYC Commitment to CoC Overview

United Way of Yellowstone County (UWYC) has been a longtime supporter of the Continuum of Care (CoC). Below is an overview of this commitment.

### Fiscal Agent

UWYC serves as the Fiscal Agent for the CoC on multiple projects and funding opportunities.

| UWYC Fiscal Agent Role                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duties                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Grants &amp; Funds Development</b> | UWYC supports the CoC with securing grants and other funding.<br>Specific support includes: <ul style="list-style-type: none"> <li>• Researching grants and funding opportunities.</li> <li>• Developing applications and proposals for funding.</li> <li>• Serving as the official applicant.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| <b>Grants &amp; Funds Management</b>  | UWYC receives grants, donations, and other funds on behalf of the CoC. UWYC maintains responsibility for these grant and funding requirements. Duties include: <ul style="list-style-type: none"> <li>• Maintaining Generally Accepted Accounting Principles.</li> <li>• Distributing funds as directed by the CoC.</li> <li>• Assuring funding is spent in accordance with funding requirements.</li> <li>• Completing reporting requirements.</li> <li>• Addressing amendments and other funding needs.</li> <li>• Completing close out processes, such as final reporting and reconciliation.</li> </ul> |
| <b>Contractor Management</b>          | UWYC engages with and manages contractors for specific CoC projects and programs. This support includes: <ul style="list-style-type: none"> <li>• Developing and distributing Requests For Proposals.</li> <li>• Entering into contracts with contractors.</li> <li>• Processing payments to contractors.</li> <li>• Financial tracking and maintenance of contracts.</li> </ul>                                                                                                                                                                                                                            |

### Backbone Support

UWYC also provides Backbone support to the CoC. This support is meant to fill gaps and empower the coalition to complete their mission.

| UWYC Backbone Role              |                                                                                                                                                                                                                                                                                         |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duties                          |                                                                                                                                                                                                                                                                                         |
| <b>Basic Operations Support</b> | UWYC provides basic support to facilitate operations of the CoC. This includes: <ul style="list-style-type: none"> <li>• Organizing meetings.</li> <li>• Maintaining and updating contacts, memberships, and databases.</li> <li>• Facilitating communication among members.</li> </ul> |
| <b>Other Support</b>            | Upon request, UWYC may also provide other support, such as: <ul style="list-style-type: none"> <li>• Helping with special projects and needs as they arise.</li> <li>• Organizing group trips and events.</li> <li>• Developing and conducting presentations.</li> </ul>                |

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Acceptance of Perpetual Right-of-Way Easements from TREH Commercial  
**Presented by:** Debi Meling  
**Department:** Public Works  
**Presentation:** No  
**Legal Review:** Yes  
**Project Number:** N/A

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**RECOMMENDATION**

Staff recommends that City Council accept the Perpetual Right-of-Way Easements from TREH Commercial.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The annexation of the Torgerson property, located at 3508 South Frontage Road, along with the development agreement was approved at the 7/12/21 City Council meeting. The development agreement required the developer to grant the City a 20-foot wide easement along the western portion of the property and a 30-foot wide easement along the southern portion of the property for a future multi-use trail. City Council approved a 30-foot wide easement along the southern portion at the 11/27/23 City Council meeting. After reviewing the language in the easement, the Torgerson family became hesitant to sign the easement and requested that the City add more indemnification language in it. For example, indemnity includes maintenance and repair of the trail, non-motorized vehicles, except for maintenance purposes, and indemnity from user injuries. Torgerson desires to grant an easement and still desires to meet the conditions of the development agreement. After more discussions, Public Works presented, with assistance from the City Attorney's office, easement language that is similar to a recent trail easement approved for the Rose Park Trail with School District #2, which added indemnification language to the Grantor. Due to potential movement of the river bank, the southern easement has been set back from the river bank to be constructed at least 20 feet from the river bank. The easement has language that allows the easement to be re-located in the future if the river bank is armored in the future. Attached is a new easement that includes the required 30-foot easement along the southern boundary and a 20-foot wide easement along the western portion of the property.

**ALTERNATIVES**

City Council may:

- Approve the perpetual right-of-way easements; or,
- Not approve the perpetual right-of-way easements. If not approved, the trail cannot be constructed along the Yellowstone River in this area or along the western property line of the Torgerson Property.

**FISCAL EFFECTS**

There is no significant financial impact to the City with acceptance of the perpetual right-of-way easements. The City would be responsible to construct the multi-use trail in the future.

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**Attachments**

Easement  
Originally Approved Easement

RETURN TO  
City Clerk  
City of Billings  
P.O. Box 1178  
Billings, MT 59103

## PERPETUAL RIGHT-OF-WAY EASEMENT

**THIS INDENTURE**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (the “Trail Easement”), by and between the following:

TREH Commercial  
4701 River Drive North  
Great Falls, MT 59405,  
hereinafter referred to as **GRANTOR**

and

**CITY OF BILLINGS**, a Municipal Corporation  
City Hall – 210 North 27th Street  
PO Box 1178  
Billings, Montana 59103-1178,  
hereinafter referred to as **GRANTEE**

**FOR VALUABLE CONSIDERATION**, the receipt of which is hereby acknowledged;

**WITNESSETH THAT GRANTOR**, subject to the terms and conditions set forth herein below, does hereby grant, sell, and convey unto **GRANTEE** a perpetual, non-exclusive easement and public right-of-way to locate, construct, reconstruct, maintain, use, operate, and repair a public multi-use trail, together with the right to trim, cut, fell, and remove all trees, underbrush, obstructions, and other vegetation, structures, or obstacles within the limits of the Trail Easements as more particularly described below under the section titled Trail Easements (the “Easement Area”), in, over, across, under, and through the real property more particularly described as follows (the “Burdened Premises”):

### SOUTHERN EASEMENT LAND DESCRIPTION (Exhibit A)

**A 30-foot wide public multi-use trail easement lying 15-feet on each side of the following described centerline beginning at a point located on the west boundary of Tract 1A of Certificate of Survey No. 1596, said point being located N0° 49' 59"W a distance of 18.93 feet from the found Witness Corner; thence N70° 12' 50"W a distance of 333.29 feet; thence N77° 38' 15"W a distance of 482.76 feet; thence N51° 31' 18"W a distance of 232.49 feet; thence N31° 40' 17"W a distance of 70.02 feet to a point on the eastern easement boundary for Washington Street.**

**Sidelines of above-described easement shall be shortened or extended to intersect with the east easement boundary for Washington Street (County Road Petition #58) and the western boundary of Tract 1A of Certificate of Survey No. 1596.**

### WESTERN EASEMENT LAND DESCRIPTION (Exhibit B)

**Commencing at the southeast corner of Lot 1, Block 1 of Big Iron Subdivision (Doc. No. 4001722); thence S31° 32' 41"E a distance of 115.98 to a point on the eastern boundary of Road Petition #58, said point also being the Point of Beginning; thence N45° 00' 00"E a distance of 28.09 feet; thence N00° 23' 25"W a distance of 240.46 feet; thence N83° 26' 31"E a distance of 27.54 feet; thence N00° 00' 00"E a distance of 23.07 feet to a point on the southern boundary of the right-of-way for the South Frontage Road, said point being the Point of Terminus.**

**Said easement contains an area of 6,086 square feet, more or less.**

**TO HAVE AND TO HOLD** unto **GRANTEE** and to its successors and assigns forever.

Grantors and their successors agree not to construct, nor cause to be constructed, within the easement right-of-way, any type of building or structure, such as, but not limited to, houses, garages, sheds, kennels, fences, nor any other fixed objects of any kind, shape or form, except as many be licensed by Grantee.

Grantors agree not to plant, nor cause to be planted within the easement right-of-way, any trees, bushes, shrubs, hedges nor any other plantings of a similar nature, except as may be licensed by Grantee. Grantors agree that authorized representatives of the City of Billings can freely travel within the easement right-of-way with their equipment in the performance of their duties at any time, day or night, regardless of outside weather conditions.

HOLD HARMLESS AGREEMENT:

- Grantors agree that the owner or owners of the above described property shall at all times fully relieve and save harmless the City of Billings and its authorized representatives for any and all damages of property that may be caused within said easement right-of-way, such as, but not limited to, ruts or deep tracks in lawns, gardens, or flower beds, broken or crushed shrubs, bushes, hedges, trees or any other type of plantings; crushed, cracked split or otherwise damaged, irrigation piping and appurtenances; and, any other damage to any other type of object, material or equipment located within the easement right-of-way which cannot, with a minimum of human effort and within a few minutes time period, be removed from easement right-of-way by authorized representatives of the City of Billings in exercise of any of their rights under this easement right-of-way.
- Grantors agree the owners of the above-described real property shall reimburse the City of Billings for any and all damage claims paid by the City for damages of any type or nature to any and all persons and entities in the event such damage results from or was caused to happen by such owner's failure to comply with any portion of the rights, restrictions, obligations or responsibilities contained in this agreement.

The restrictions, Covenants and Hold Harmless Agreements herein contained shall attach to and run with the land and shall bind the parties hereto and all persons claiming thereunder.

Condition of the Easement Areas. **Grantee** has inspected the Easement Areas and accepts it in “As-Is” condition. **Grantor** makes no representations or warranties whatsoever or otherwise with respect to the physical condition of the Easement Areas or the suitability of the Easement Areas for **Grantee’s** purpose and use. The Trail Easements are subject to all existing contracts, leases, easements, encumbrances, and claims which may affect the Easement Areas (whether or not of record) and nothing in the grant and conveyance of the Trail Easements shall be construed as a covenant against the existence of any such matters.

Use and Maintenance of the Easement Areas. **Grantee** shall:

- A. diligently pursue to completion any work it commences within the Easement Areas and shall maintain the portion of the Easement Areas where such work is being performed in a safe, debris-free condition;
- B. at **Grantee’s** sole cost and expense inspect, repair, and maintain the Easement Areas and any improvements constructed or installed thereon by **Grantee** or associated with **Grantee’s** use of the Easement Areas;
- C. promptly pay and discharge all liens arising out of any inspection, construction, repair, replacement, and maintenance done, suffered, or permitted to be done by **Grantee** on the Burdened Premises. **Grantor** is hereby authorized to post any notices or take any other action upon or with respect to the Burdened Premises that is or may be permitted by law to prevent the attachment of any such liens to any portion of the Burdened Premises; provided, however, that failure of **Grantor** to take any such action shall not relieve **Grantee** of any obligation or liability for the Trail Easements;
- D. not materially interfere with the use by, and operation and activities of, **Grantor** on the Burdened Premises, and **Grantee** shall use such routes and follow such procedures on **Grantor’s** property so as to result in the least damage and inconvenience to **Grantor’s** use and operation of and activities on the Burdened Premises;
- E. at **Grantee’s** sole cost and expense repair any damage to any improvements on the Burdened Premises now existing or hereafter installed by **Grantor**, its successor owners, or any other parties having rights over **Grantor’s** Property, to the extent such damage is caused by or attributable to (i) any construction, maintenance, repair, replacement, or any other work in connection with the Trail Easements, (ii) any other acts or omissions of **Grantee** or any of its contractors, agents, consultants, representatives, officers, employees, contractors, invitees, guests, or licensees (collectively, the “Grantee Parties”), or (iii) any exercise of the rights granted herein. **Grantee** shall promptly repair and restore, at its sole cost and expense, to its previously existing or better condition, any of **Grantor’s** property (including, but not limited to, buildings, structures, playgrounds, pavement or hardtop areas, ball fields, and utilities) that may be altered, damaged, or destroyed in connection with **Grantee’s** or any Grantee Parties’ exercise and use of the Trail Easements and the Easement Areas;
- F. not voluntarily or by operation of law assign, transfer, license, or otherwise transfer all or any part of its rights, duties, or interests in the Trail Easements without **Grantor’s** prior written consent, which may be granted or withheld in **Grantor’s** sole discretion. Any attempt to make an assignment in violation of this provision shall be null and void.
- G. Grantee shall restrict motorized vehicles on the trail. Only motorized vehicles necessary for maintenance activities will be allowed on the trail.
- H. If the river bank is armored in the future and approved by a Professional Engineer and City Engineering, Grantor may request that southern easement be located closer to the river bank.

Indemnity. **Grantee** shall indemnify, defend, and hold **Grantor** and its trustees, auxiliaries, affiliates, officers, directors, employees, representatives, agents, invitees, and volunteers (collectively, the “Indemnified Parties”) harmless from and against any and all losses, liabilities, damages, claims, demands, obligations, causes of action, proceedings, awards, fines, judgments, penalties, or costs and expenses (including attorneys’ fees and costs) incurred or suffered by the Indemnified Parties (collectively, “Indemnified Claims”) caused or claimed to be by, on account of, or arising directly or indirectly from or out of (i) the exercise of the Trail Easements or use or occupancy of the Easement Areas by **Grantee** or any Grantee Parties; (ii) any breach by **Grantee** or any Grantee Parties of any of the terms, conditions, or provisions of the Trail Easements; (iii) any acts, errors, omissions, negligence, or willful misconduct of **Grantee** or any Grantee Parties with respect to the Trail Easements; or (iv) the injury or death of any person, or injury to property, of any kind wherever located and by whomever owned (including without limitation the Burdened Premises), which injury or death arises out of or is attributable to the exercise of the Trail Easements or use or occupancy of the Easement Area by **Grantee** or any of the Grantee Parties. This indemnification shall not apply to the extent that the Indemnified Claims are solely and directly caused by the gross negligence or willful misconduct of any Indemnified Party.

Assumption of Risk. **Grantee** agrees to assume all risk of loss by fire, flood, earthquake, theft, accident, or casualty of any kind, which might affect the Easement Areas, any improvements constructed or installed thereon by **Grantee**, **Grantee’s** use of the Trail Easements, or exercise of the rights granted herein. **Grantee** waives all claims against **Grantor** and each of the Indemnified Parties for loss or



**ACKNOWLEDGMENT AND ACCEPTANCE OF CONVEYANCE**

The Mayor and City Council of the City of Billings acknowledges receipt and hereby accepts the property interest conveyed through this instrument.

\_\_\_\_\_  
Mayor, City of Billings

ATTEST: \_\_\_\_\_  
City Clerk

STATE OF MONTANA     )  
                                          :SS  
County of Yellowstone     )

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_ and \_\_\_\_\_, known to me to be the Mayor and City Clerk of Billings, respectively, and acknowledged to me that they executed the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

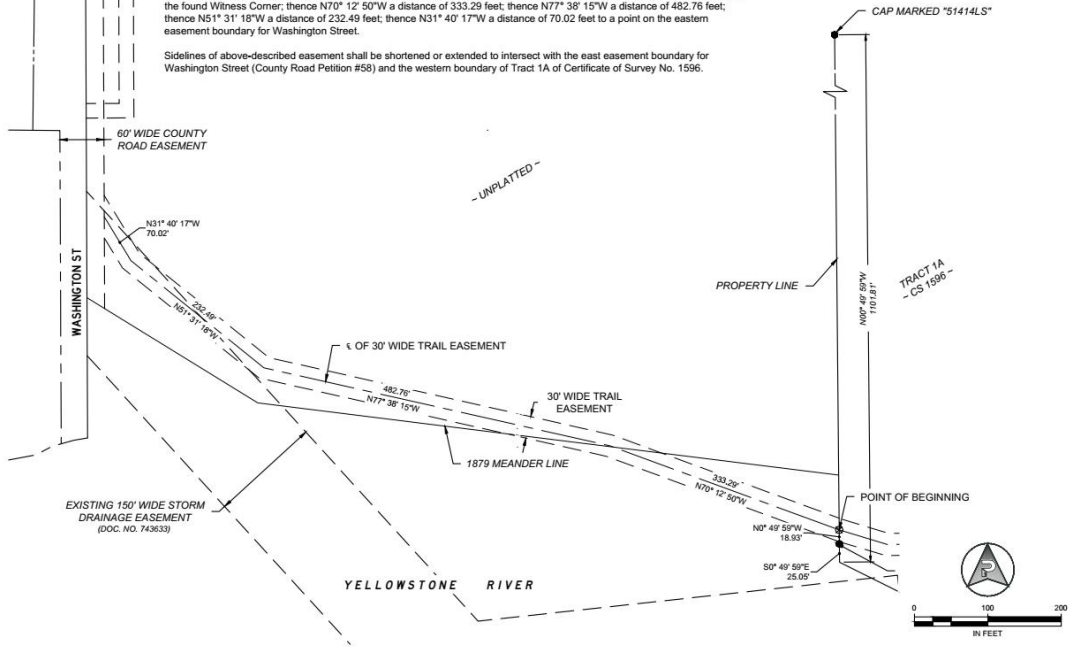
\_\_\_\_\_  
Notary Public in and for the State of Montana

## EXHIBIT "A"

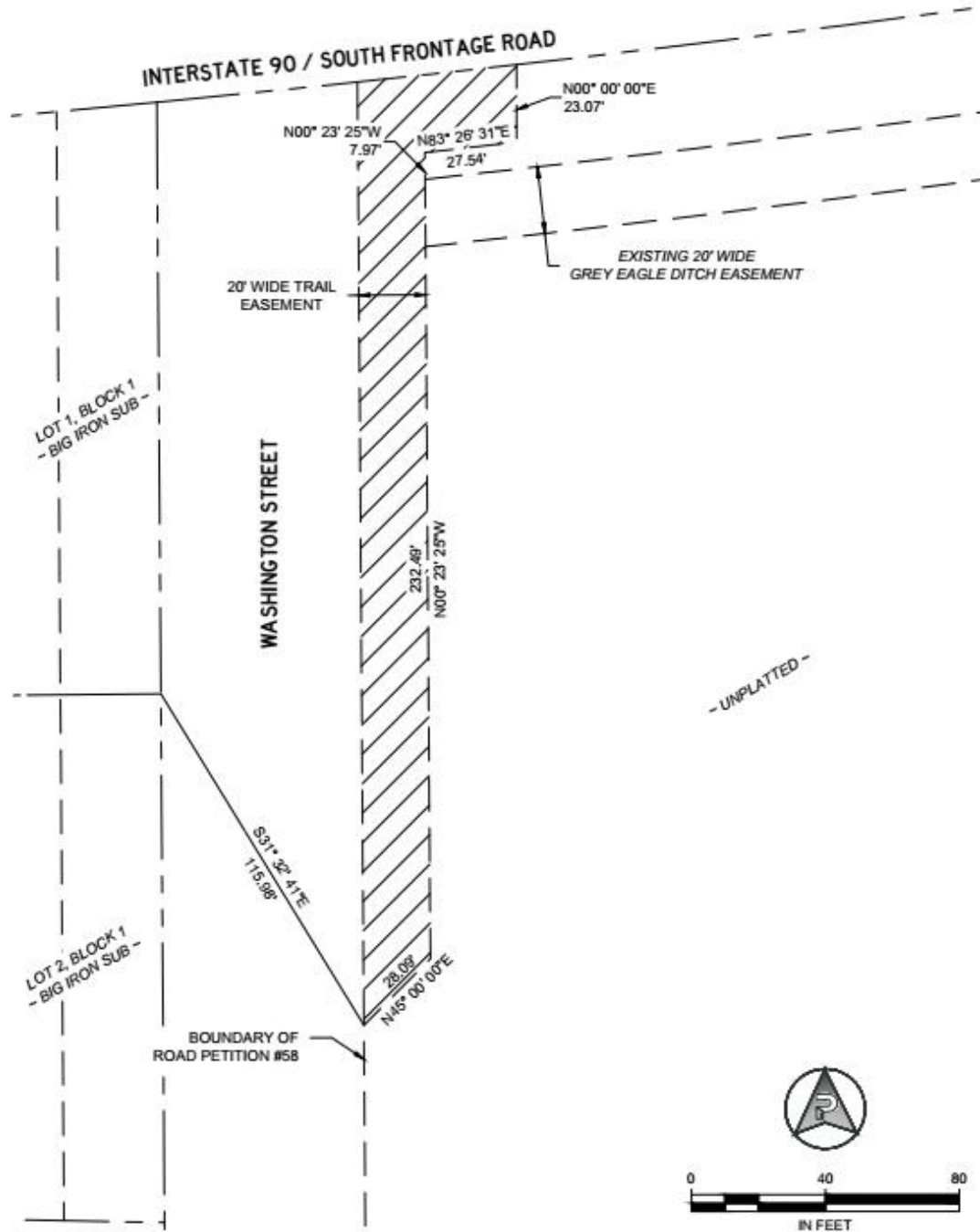
**LEGAL DESCRIPTION**

A 30-foot wide trail easement lying 15-feet on each side of the following described centerline beginning at a point located on the west boundary of Tract 1A of Certificate of Survey No. 1596, said point being located  $N0^{\circ} 49' 59'' W$  a distance of 18.93 feet from the found Witness Corner; thence  $N70^{\circ} 12' 50'' W$  a distance of 333.29 feet; thence  $N77^{\circ} 38' 15'' W$  a distance of 482.76 feet; thence  $N51^{\circ} 31' 18'' W$  a distance of 232.49 feet; thence  $N31^{\circ} 40' 17'' W$  a distance of 70.02 feet to a point on the eastern easement boundary for Washington Street.

Sidelines of above-described easement shall be shortened or extended to intersect with the east easement boundary for Washington Street (County Road Petition #58) and the western boundary of Tract 1A of Certificate of Survey No. 1596.



# EXHIBIT "B"



## PERPETUAL RIGHT-OF-WAY EASEMENT

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged on this \_\_\_ day of \_\_\_\_\_, 20\_\_, the undersigned,

Torgerson's Real Estate Holdings, LLC, of 4701 River Drive North, Great Falls, MT 59405, hereinafter called "Grantor", hereby grant and convey unto THE CITY OF BILLINGS, a municipal corporation and political subdivision of the State of Montana, of the address of City Hall, Billings, Montana 59101, hereinafter called "Grantee", a perpetual easement and right-of-way over, across, under and through the following described tracts of real property in Yellowstone County Montana (ATTACH drawing of property describing easement):

**A 30-foot wide public multi-use trail easement lying 15-feet on each side of the following described centerline beginning at a point located on the west boundary of Tract 1A of Certificate of Survey No. 1596, said point being located N0° 49' 59"W a distance of 18.93 feet from the found Witness Corner; thence N70° 12' 50"W a distance of 333.29 feet; thence N77° 38' 15"W a distance of 482.76 feet; thence N51° 31' 18"W a distance of 232.49 feet; thence N31° 40' 17"W a distance of 70.02 feet to a point on the eastern easement boundary for Washington Street.**

**Sidelines of above-described easement shall be shortened or extended to intersect with the east easement boundary for Washington Street (County Road Petition #58) and the western boundary of Tract 1A of Certificate of Survey No. 1596.**

This Perpetual easement to Grantee is for the purpose of constructing, reconstructing, maintaining, operating, servicing, repairing, using, and replacing a public multi-use trail, together with the right of free ingress and egress at all times for the purpose of constructing, reconstructing, maintaining, operating, servicing, repairing, using, and replacing said public multi-use trail.

Grantors shall continue to have the right to use and enjoy the above-described property, except as to the rights herein granted, subject to the following restrictions:

1. Grantors and their successors agree not to construct, nor cause to be constructed, within the easement right-of-way, any type of building or structure, such as, but not limited to, houses, garages, sheds, kennels, fences, nor any other fixed objects of any kind, shape or form, except as many be licensed by Grantee.
2. Grantors agree not to plant, nor cause to be planted within the easement right-of-way, any trees, bushes, shrubs, hedges nor any other plantings of a similar nature, except as may be licensed by Grantee. Grantors agree that authorized representatives of the City of Billings can freely travel within the easement right-of-way with their equipment in the performance of their duties at any time, day or night, regardless of outside weather conditions.

### 3. HOLD HARMLESS AGREEMENT:

- Grantors agree that the owner or owners of the above described property shall at all times fully relieve and save harmless the City of Billings and its authorized representatives for any and all damages of property that may be caused within said easement right-of-way, such as, but not limited to, ruts or deep tracks in lawns, gardens, or flower beds, broken or crushed shrubs, bushes, hedges, trees or any other type of plantings; crushed, cracked split or otherwise damaged, irrigation piping and appurtenances; and, any other damage to any other type of object, material or equipment located within the easement right-of-way which cannot, with a minimum of human effort and within a few minutes time period, be removed from easement right-of-way by authorized representatives of the City of Billings in exercise of any of their rights under this easement right-of-way.
- Grantors agree the owners of the above-described real property shall reimburse the City of Billings for any and all damage claims paid by the City for damages of

any type or nature to any and all persons and entities in the event such damage results from or was caused to happen by such owner's failure to comply with any portion of the rights, restrictions, obligations or responsibilities contained in this agreement.

4. The restrictions, Covenants and Hold Harmless Agreements herein contained shall attach to and run with the land and shall bind the parties hereto and all persons claiming thereunder.

5. If the river bank is armored in the future, and approved by a Professional Engineer and City Engineering, Grantor can request that easement be located closer to the river bank.

Torgerson's Real Estate Holdings, LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF MONTANA     )  
                                              :SS  
County of Yellowstone     )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the person who signed the foregoing instrument as the \_\_\_\_\_ of Torgerson's Real Estate Holdings, LLC, and who acknowledged to me that said Grantor executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written.

\_\_\_\_\_  
Notary Public in and for the State of Montana  
Printed name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**ACKNOWLEDGMENT AND ACCEPTANCE OF CONVEYANCE**

The Mayor and City Council of the City of Billings acknowledges receipt and hereby accepts the property interest conveyed through this instrument.

\_\_\_\_\_  
Mayor, City of Billings

ATTEST: \_\_\_\_\_  
City Clerk

STATE OF MONTANA     )  
                                          :SS  
County of Yellowstone     )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_ and \_\_\_\_\_, known to me to be the Mayor and City Clerk of Billings, respectively, and acknowledged to me that they executed the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

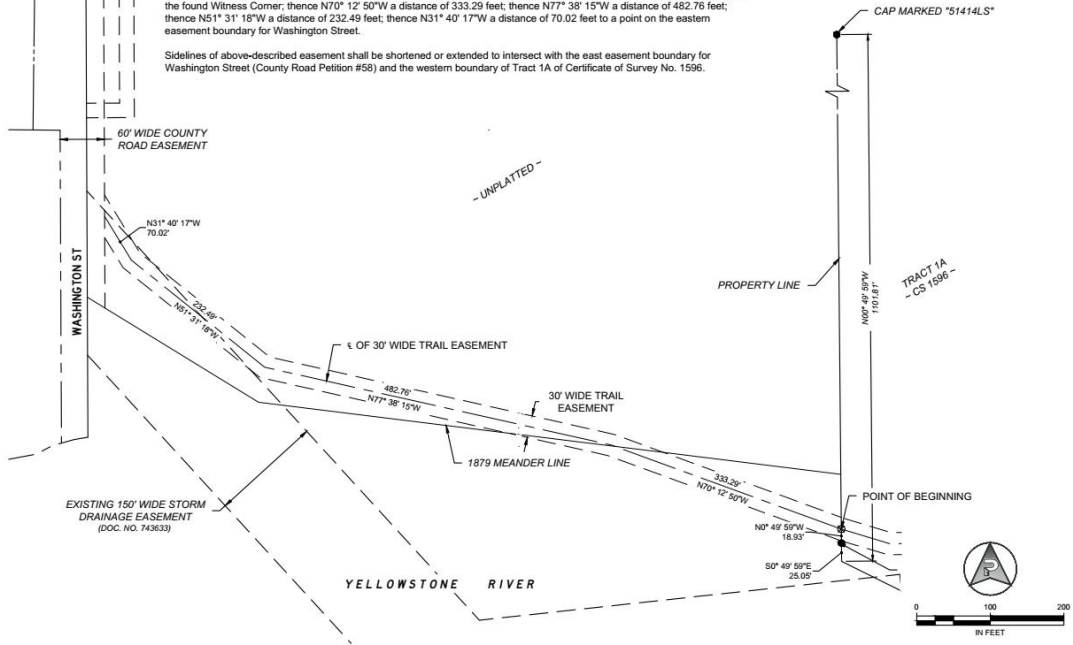
\_\_\_\_\_  
Notary Public in and for the State of Montana

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

A 30-foot wide trail easement lying 15-feet on each side of the following described centerline beginning at a point located on the west boundary of Tract 1A of Certificate of Survey No. 1596, said point being located  $N0^{\circ}49'59"W$  a distance of 18.93 feet from the found Witness Corner; thence  $N70^{\circ}12'50"W$  a distance of 333.29 feet; thence  $N77^{\circ}38'15"W$  a distance of 482.76 feet; thence  $N51^{\circ}31'18"W$  a distance of 232.43 feet; thence  $N31^{\circ}40'17"W$  a distance of 70.02 feet to a point on the eastern easement boundary for Washington Street.

Sidelines of above-described easement shall be shortened or extended to intersect with the east easement boundary for Washington Street (County Road Petition #58) and the western boundary of Tract 1A of Certificate of Survey No. 1596.



**City Council Regular**

**Date:** 08/26/2024  
**Title:** Les Schwab Minor Subsequent Subdivision - Final Plat  
**Presented by:** Hunter Kelly, Planner 1  
**Department:** Planning & Community Services  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** PZX-23-00256

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**RECOMMENDATION**

Staff recommends the City Council approve the final plat of Les Schwab Subdivision.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

On April 15, 2024, Graham Engineering, on behalf of SFP-E, LLC, applied for preliminary subsequent minor plat approval for Les Schwab Subdivision. The proposed subdivision creates 2 lots for development. The subject property is generally located at the northeast corner of the intersection of South Shiloh Road and Shiloh Crossing Boulevard. The property is zoned CMU2 - Corridor Mixed-Use 2. The proposed Lot 1 has the Les Schwab Tire Center on it and the proposed Lot 2 is currently vacant land.

**STAKEHOLDERS**

A public hearing is not scheduled for the City Council meeting; however nearby property owners may attend the City Council meeting. At this time, the Planning Division has received no public comments or questions regarding the proposed subdivision.

**ALTERNATIVES**

The City Council may approve or deny the final plat of Les Schwab Subdivision. If the City Council chooses to deny the final plat, the denial must be because the criteria in Section 76-3-611, MCA are not met.

The criteria are as follows:76-3-611. Review of final plat.

1. The governing body or the agent or agency designated by the governing body shall examine each final plat, and the governing body shall approve the plat only if:
  1. It conforms to the conditions of approval set forth on the preliminary plat and to the terms of this chapter and (local) regulations adopted pursuant to this chapter; and
  2. The county treasurer has certified that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid. Staff finds the final plat meets the criteria outlined in 76-3-611 above.

Staff finds the final plat is in compliance with the requirements of state statutes, conditions of approval and local regulations. City Council should approve the final plat.

**FISCAL EFFECTS**

The final plat of this subdivision will have no financial impact on the Planning Division.

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**Attachments**

Final Plat  
Final SIA  
Conditions of Approval  
Easement Document

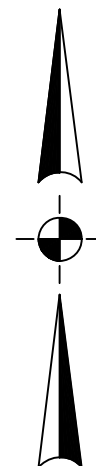
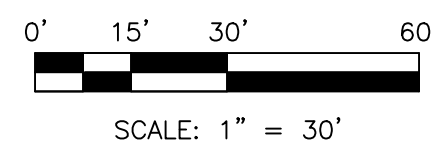
PRELIMINARY PLAT OF  
**LES SCHWAB SUBDIVISION**

BEING LOT 4E-3, BLOCK 1 OF AMENDED PLAT OF LOTS 2A-4-A, 2A-5-A, 3A & 4E, BLOCK 1  
SHILOH CROSSING SUBDIVISION  
LOCATED IN THE NORTHWEST 1/4 OF SECTION 14, TOWNSHIP 1 SOUTH, RANGE 25 EAST, P.M.M.  
CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

PREPARED FOR: SFP-E, LLC

SURVEYED BY: ESSEX SURVEYING  
39 LIGHTNING LANE  
RED LODGE, MT 59068  
(406) 208-8097

SURVEY DATE: JANUARY 2024

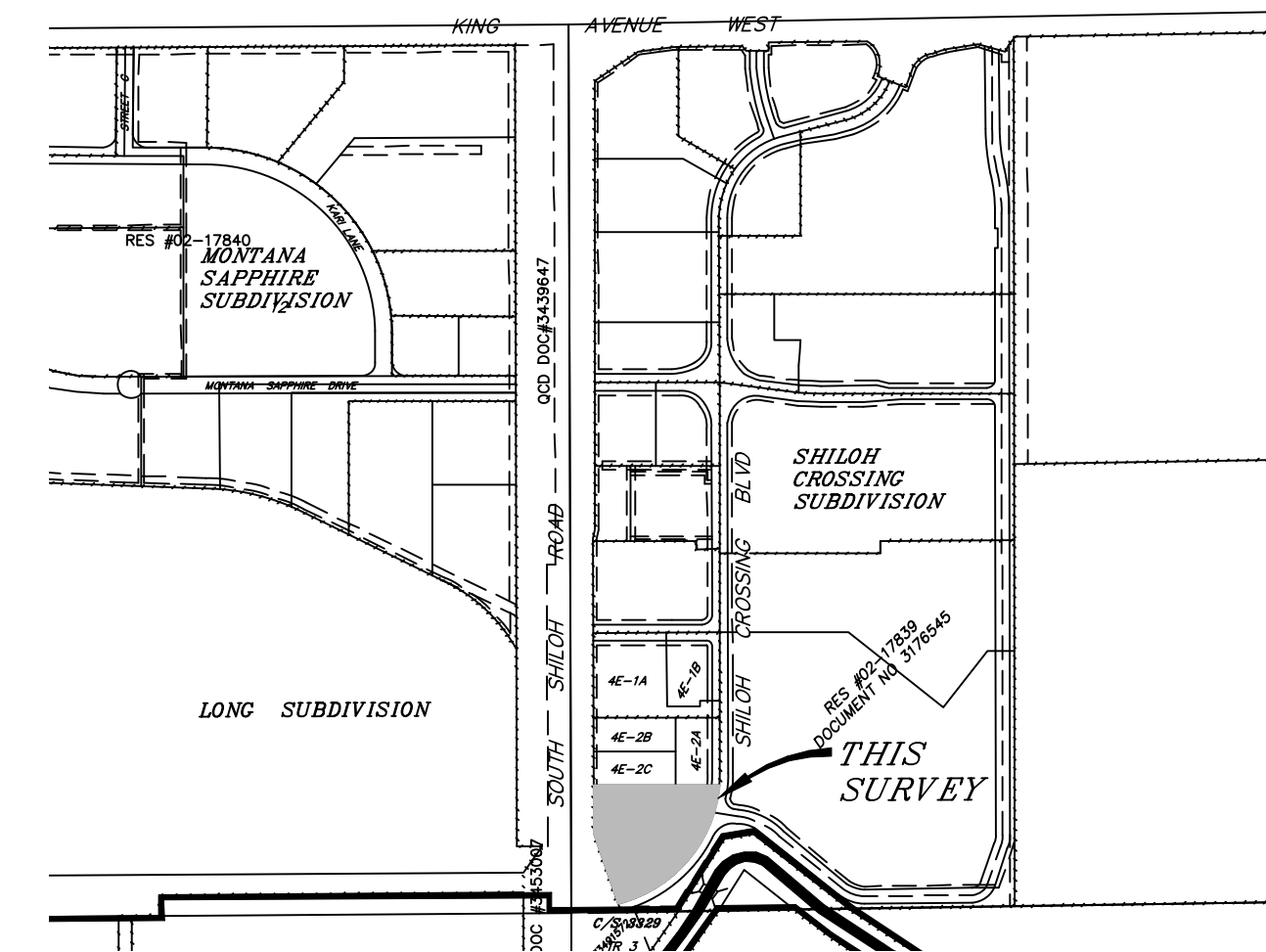


| LINE | BEARINGS      | DISTANCE |
|------|---------------|----------|
| L1   | S 58°19'59" E | 26.96'   |
| L2   | N 89°50'11" E | 65.62'   |

**LEGEND**

- PROPERTY CORNER FOUND - AS NOTED
- PROPERTY CORNER SET - 5/8" X 24" REBAR WITH A YELLOW PLASTIC CAP MARKED "T GRANT - 17513"

**BASIS OF BEARINGS**  
GPS OBSERVATION OF THE NORTH LINE OF  
SHILOH CROSSING SUBDIVISION



VICINITY MAP  
SCALE NONE

**OWNER'S CERTIFICATION AND PROPERTY DESCRIPTION**

State of Montana )  
County of Yellowstone )

We, the undersigned property owners, certify that we have caused to be surveyed, subdivided and platted into lots and blocks as shown by the plat hereunto annexed, the following described land, to-wit:  
Being Lot 4E-3, Block 1, of Amended Plat of Lots 2A-4-A, 2A-5-A, 3A & 4E, Block 1, Shiloh Crossing Subdivision, Document No. 3611452, situated in the Northwest 1/4 of Section 14, Township 1 South, Range 25 East, P.M.M., City of Billings, Yellowstone County, State of Montana. Containing a gross and net area of 2.164 Acres, more or less, and all according to the attached Subdivision Plat. Subject to all easements and/or rights-of-way of record, apparent on the ground or reserved per this survey.

No parkland is being dedicated to the public pursuant to Section 76-3-621(3)(d), MCA.

The herein described tract of land is to be known and designated as:

**LES SCHWAB SUBDIVISION**

The undersigned hereby grants unto all utility companies, as such are defined and established by Montana Law, and cable television companies, an easement for the location, maintenance, repair and removal of their lines over, under, and across the areas designated on the plat as "UTILITY EASEMENT" to have and hold forever.

SFP-E, LLC

By: \_\_\_\_\_

AS: \_\_\_\_\_

State of Montana )  
County of Yellowstone )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed as \_\_\_\_\_ to the within instrument, and acknowledged to me that they executed the same.

Notary Public for the State of Montana \_\_\_\_\_

Printed Name of Notary \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission expires \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY CITY ENGINEERS OFFICE**

State of Montana )  
County of Yellowstone )

I hereby certify that the annexed and foregoing Plat conforms with Section 76-4-125(1)(c), M.C.A., "divisions made for purposes other than the construction of water supply or sewage and solid waste disposal facilities as the department specifies by rule and 76-4-127(2)(g), M.C.A., "certification that adequate municipal or county water and/or sewer district facilities for the supply of water and disposal of sewage and solid waste will be provided".

IN WITNESS WHEREOF, I have executed this Certificate of Approval, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

City Engineers Office \_\_\_\_\_

**CITY ATTORNEY APPROVAL**

This document has been reviewed by the City Attorney's office and is acceptable as to form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Reviewed by: \_\_\_\_\_

**COUNTY TREASURER'S CERTIFICATION OF TAX PAYMENT**

I hereby certify that all real property taxes and special assessments assessed and levied on the land above described are paid pursuant to 76-3-611(1)(b)M.C.A. and 76-3-207(3), M.C.A.

Date: \_\_\_\_\_

Yellowstone County Treasurer

By: \_\_\_\_\_

**SUBDIVISION IMPROVEMENTS AGREEMENT**

Document No. \_\_\_\_\_

**DECLARATION OF RECIPROCAL ACCESS EASEMENT**

Document No. \_\_\_\_\_

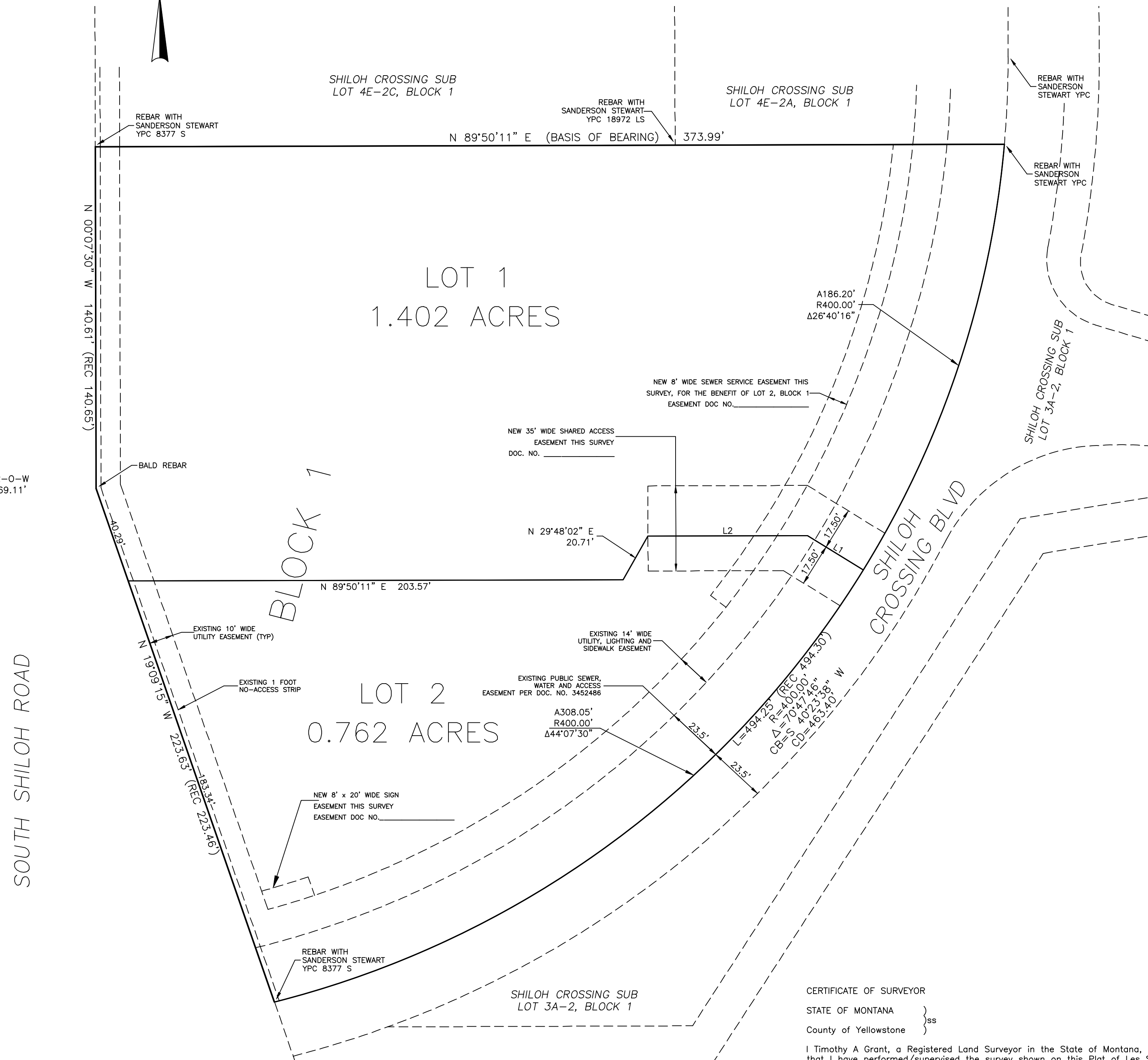
**PRIVATE SANITARY SEWER EASEMENT**

Document No. \_\_\_\_\_

**SIGN EASEMENT**

Document No. \_\_\_\_\_

**CLERK AND RECORDER FILING INFORMATION**



**NOTICE OF PLANNING BOARD APPROVAL**

State of Montana )  
County of Yellowstone )

This Plat of Les Schwab Subdivision, has been approved for filing by the Yellowstone County Board of Planning and conforms to the recommendations of this Board.

Date: \_\_\_\_\_

President \_\_\_\_\_

Executive Secretary \_\_\_\_\_

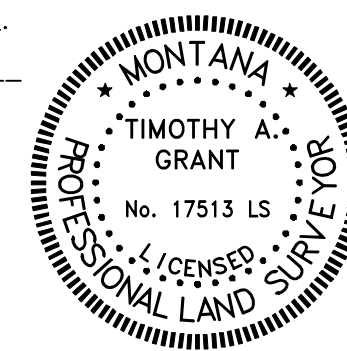
**CERTIFICATE OF SURVEYOR**

STATE OF MONTANA )  
County of Yellowstone )

I, Timothy A. Grant, a Registered Land Surveyor in the State of Montana, do hereby certify that I have performed/supervised the survey shown on this Plat of Les Schwab Subdivision and that such survey was made in January, 2024; that said survey is true and complete as shown and the monuments found and set are of the character and occupy the positions shown thereon. Said survey was made in accordance with the Montana Subdivision and Platting Act, Title 76, Chapter 3, MCA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Timothy A. Grant, 17513 LS



**ERRORS AND OMISSIONS REVIEW**

I hereby certify that I have examined the annexed and foregoing Amended Plat for errors and omissions in computations and drafting and find that said survey conforms with the requirements of the laws of the State of Montana, and said survey conforms to the adjoining additions, plats and surveys of the City of Billings already filed as nearly as circumstances will permit.

Examining Land Surveyor \_\_\_\_\_

Date \_\_\_\_\_

SECTION 15  
SECTION 14

R-0-W  
67.35'

R-0-W  
69.11'

N 00°07'30" W 140.61' (REC. 140.65')

40.20'

13.60' (S)

22.33' (S)

14.40' (S)

22.33' (S)

14.40' (S)

22.33' (S)

14.40' (S)

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22.33' (S)

14.40' (S)

22.33' (S)

**SUBDIVISION IMPROVEMENTS AGREEMENT  
& WAIVER OF RIGHT TO PROTEST FUTURE SPECIAL IMPROVEMENT  
DISTRICTS**

**Les Schwab Subdivision**

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**(City of Billings)**

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**SUBDIVISION IMPROVEMENTS AGREEMENT  
& WAIVER OF RIGHT TO PROTEST FUTURE SPECIAL  
IMPROVEMENT DISTRICTS**

**Les Schwab Subdivision**

**This agreement** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between SFP-E, LLC (*Subdivider*), whose address for the purpose of this agreement is **1146 Shiloh Crossing Blvd, Billings, MT 59102**, hereinafter referred to as “Subdivider,” and the **CITY OF BILLINGS**, Billings, Montana, hereinafter referred to as “City.”

**WITNESSETH:**

**WHEREAS**, the plat of the Les Schwab Subdivision , located in Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

**WHEREAS**, at a regular meeting conducted on \_\_\_\_ day of \_\_\_\_\_, 2024, the City Council conditionally approved a preliminary plat of the Les Schwab Subdivision; and

**THEREFORE, THE PARTIES TO THIS AGREEMENT**, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

**I. VARIANCES**

No variance is being requested

**II. PROPERTY CONDITIONS AND INFORMATION FOR LOT PURCHASERS**

**A.** Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.

- C. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.
- D. There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.
- E. Individual lot owners should be aware that Best Management Practices for stormwater control shall be required for new construction on lots. Best Management Practices are defined within Section 28-201, BMCC and detailed in the Billings Stormwater Management Manual.
- F. The lot owners acknowledge that this subdivision is within the Shiloh Crossing Property Owner's association. As such the lots created by this subdivision are subject to the existing conditions of the prior Subdivision Improvement Agreement, Declaration of Covenants and any subsequent amendments, and Reciprocal Easement Agreements and any subsequent amendments that the lot being subdivided is currently subject to.

### **III. TRANSPORTATION**

This section should include, but not be limited to the following:

#### **A. Streets**

- No street improvements are required as part of this subdivision.

#### **B. Sidewalks**

Five foot wide concrete sidewalks exist along South Shiloh Road and Shiloh Crossing Blvd. Lot 1 is currently developed with a pedestrian accessible pathway to these sidewalks. The development of Lot 2 will require a pedestrian connection to South Shiloh Road and Shiloh Crossing Blvd.

#### **C. Street Lighting**

Street lighting existing along South Shiloh Road and Shiloh Crossing Blvd. No additional street lighting is required for this subdivision.

#### **D. Traffic Control Devices**

No additional traffic control devices are required for this subdivision.

**E. Access**

Lot 1 and Lot 2 of the proposed subdivision shall be accessed from Shiloh Crossing Blvd at the existing 35' access to the lot being a shared access for both lots.

**F. Billings Area Bikeway and Trail Master Plan**

A 10' wide asphalt bike trail exists on the west side of South Shiloh Road. No additional connection to this bike trail is required for this subdivision.

**G. Public Transit**

The City of Billings MET transit has a public stop north of the proposed subdivision approximately 500' north of Lot 1. A pedestrian path of travel currently exists from the subdivision to this location.

**IV. EMERGENCY SERVICE**

Construction of buildings made of combustible materials shall have adequate fire apparatus access roads and water supply (fire hydrants) in place to allow for fire suppression requirements. Prior to the issuance of a building permit for construction using combustible materials (i.e. lumber, plywood, wood trusses, etc.), fire apparatus access roads and water supply requirements shall be provided in accordance with the International Fire Code as adopted by the City of Billings.

At a minimum, the following is required:

- An unobstructed gravel road or gravel road base must be within 150 feet of the furthest portion of a building under construction as measured along the approved route.
- The access roads are required to support fire apparatus vehicle loading (40 tons) during all weather conditions and shall be a minimum of twenty (20) feet wide.
- An operational fire hydrant shall be located within 600 feet of the furthest portion of a residence under construction or within 400 feet of the furthest portion of a commercial building under construction as measured along the access roads to the site.
- The above requirements do not alter or effect the current minimum subdivision requirements for fire apparatus access and water supply.
- An 8' wide sewer utility easement through Lot 1 to serve Lot 2 has been provided for sewer service to Lot 2.
- As part of the development of Lot 1, a new hydrant was installed to maintain minimum distances to the fire department connection. An existing fire hydrant on the south side of Lot 2 is available to serve Lot 2.

**V. STORM DRAINAGE**

All drainage improvements shall comply with the provisions set forth in Chapter 28, BMCC, and the Stormwater Management Manual in place at the time of

development. A complete stormwater management plan shall be submitted to the Engineering Division for review and approval at the time of development.

Existing stormwater service connection is provided for both lots as depicted on the Les Schwab Preliminary Plat. Stormwater management is provided by the Shiloh Crossing Subdivision. Any improvements are subject to the Shiloh Crossing Stormwater Management Reported dated January 11, 2008 (Drainage Report). The development of Lot 2 cannot exceed the allowable impervious area requirements of Lots 1 and 2 combined in accordance with the Drainage Report without providing additional stormwater detention.

## **VI. UTILITIES**

The Subdivision Improvements Agreement does not constitute an approval for extension of or connection to water mains and sanitary sewers. The property owner shall make application for extension/connection of water mains and sanitary sewers to the Public Works Department – Engineering Division. The extension/connection of/to water mains and sanitary sewers is subject to the approval of the applications and the conditions of approval. Applications shall be submitted for processing prior to the start of any construction and prior to review and approval of any project plans and specifications.

The Developer/Owner acknowledges that the subdivision shall be subject to the applicable System Development in effect at the time new water and/or sanitary sewer service connections are made.

The design/installation of sanitary sewers and appurtenances, and water mains and appurtenances (fire hydrants, etc) shall be in accordance with design standards, specifications, rules, regulations of and as approved by the City of Billings Public Works Department, Fire Department and the Montana Department of Environmental Quality.

### **A. Water**

Lot 1 has already been developed and has an existing water service connection that was added during its development. A new water service sufficient to meet the demand of the proposed development will be required for Lot 2 from Shiloh Crossing Blvd.

### **B. Sanitary Sewer**

Lot 1 has already been developed and has an existing sewer service connection. A new 6” sewer service will need to be constructed through Lot 1 for the development of Lot 2. An 8’ wide sewer easement for this service has been provided with the preliminary plat.

### **C. Power, Telephone, Gas, and Cable Television**

Lot 1 has already been developed and has existing power, telephone, gas and cable television service. Lot 2 will be supplied with available buried power

located along Shiloh Crossing Blvd. An existing transformer exists at the NE corner of Lot 2. An existing gas service riser at the NE corner of Lot 2 will be utilized for gas service. Telephone and cable television are available in the South Shiloh Crossing right-of-way immediately adjacent to the site.

**VII. PARKS/OPEN SPACE**

There is no parkland requirement for proposed the Les Schwab Subdivision, as this is a minor subdivision [MCA 76-3-621(3)(a)].

**VIII. IRRIGATION**

No irrigation facilities are on the property proposed to be subdivided.

**IX. SOILS/GEOTECHNICAL STUDY**

Lot 1 is a developed property, Lot 2 will require a geotechnical study prior to development and be subject to any restrictions associated with this study.

**X. PHASING OF IMPROVEMENTS**

No phasing is proposed for this subdivision.

**XI. FINANCIAL GUARANTEES**

Except as otherwise provided, Subdivider shall install and construct said required improvements with cash or by utilizing the mechanics of a private contract secured by letters of credit or a letter of commitment to lend funds from a commercial lender. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said private contract, and the improvements shall be installed as approved by the City Engineer and Utility Department Manager.

**XII. LEGAL PROVISIONS APPLYING TO SUBDIVIDER**

- A. This subdivision does not have any public improvements to be installed.
- B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C. The covenants, agreements, and all statements in this Agreement run with the land and apply to and shall be binding on the heirs, personal representatives, successors, assigns and transferees of the respective parties.
- D. In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to

give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.

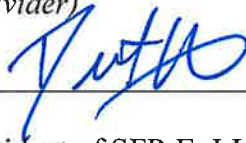
- E. Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F. Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and official seals on the date first above written.

SFP-E, LLC

(Name of Subdivider)

By: \_\_\_\_\_



Title: Vice President of SFP-E, LLC

STATE OF OREGON )

: ss

County of DESCHUTES )

On this 18 day of July, 2024, before me, a Notary Public in and for the State of Oregon, personally appeared Dietrich Haar, known to me to be the Vice President of SFP-E, LLC (*Subdivider*), who executed the foregoing instrument and acknowledged to me that he executed the same.



Notary Public in and for the State of Oregon

Printed Name: Rebekah Schneider

Residing at: 20900 Cooley Rd., Bend, OR 97701

My commission expires: 08/04/2026



This agreement is hereby approved and accepted by the City of Billings, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

“CITY”  
CITY OF BILLINGS  
MONTANA

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

STATE OF MONTANA     )  
                                          : ss  
County of Yellowstone     )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_ and \_\_\_\_\_, known to me to be the Mayor and City Clerk, respectively, of the City of Billings, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of the City of Billings, Montana.

\_\_\_\_\_  
Notary Public in and for the State of Montana  
Printed Name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

# Waiver of Right to Protest

## FUTURE SPECIAL IMPROVEMENT DISTRICTS

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more special improvement district(s) for a period of no more than twenty years from the recording of this waiver, for street light maintenance and energy, and for the construction of streets, street widening, sidewalks, survey monuments, street name signs, curb and gutter, street lights, driveways, traffic signals, and traffic control devices, parks and park maintenance, trails, sanitary sewer lines, water lines, storm drains (either within or outside the area), and other improvements which the City of Billings may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

This Waiver is in addition to any other recorded waiver related to the property described herein and is not intended to replace, supersede, or invalidate any such waiver.

The real property hereinabove mentioned is more particularly described as follows:

*Les Schwab Subdivision*

Signed and dated this 18 day of July, 2024.

Subdivider/Owner

Dietrich Haar, Vice President of SFP-E, LLC

STATE OF OREGON            )  
                                          : ss  
County of DESCHUTES        )

On this 18 day of July, 2024, before me, a Notary Public in and for the State of Oregon, personally appeared Dietrich Haar, known to me to be Vice President of SFP-E, LLC, the person who executed the forgoing instrument and acknowledged to me that he executed the same.

Notary Public in and for the State of Oregon  
Printed Name: Rebekah Schneider  
Residing at: 20900 Cooley Rd, Bend, OR 97701  
My commission expires: 08/04/2026





May 28, 2024

Bill Cole, Mayor  
P.O. Box 1178  
Billings, MT 59103  
P 406.657.8296  
F 406.657.8390

Tracey Daniels  
Graham Engineering  
4591 Alexander Street  
Boseman, MT 59718

Dear Applicant/Engineer:

On June 27, 2022, the Billings City Council conditionally approved the preliminary plat of Les Schwab Subdivision, subject to the following conditions of approval:

1. To minimize the effects on local service prior to final plat approval, the applicant will coordinate with the USPS to determine what type of deliver system is preferred and to locate and provide the correct amount of space for safely delivering the mail to the residents.
2. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
3. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have any questions please contact Hunter Kelly at (406) 247-8613 or by email at [kellyh@billingsmt.gov](mailto:kellyh@billingsmt.gov)

Sincerely,

---

William A. Cole, Mayor

Recorded at the request of  
and return to:

Justin Bubenik  
Les Schwab Tire Centers  
P.O. Box 5350  
Bend, OR 97708-5350

## DECLARATION OF CROSS-ACCESS, STORMWATER & SIGN EASEMENTS

**THIS DECLARATION OF CROSS-ACCESS, SEWER & SIGN EASEMENTS** (this "Declaration") is made and entered as of this 18 day of July, 2024 (the "Effective Date"), by **SFP-E, LLC**, an Oregon limited liability company, as declarant ("Declarant").

### RECITALS:

**WHEREAS**, Declarant is the owner in fee of the land described as follows (the "Land"):

BEING LOT 4E-3, BLOCK 1 OF AMENDED PLAT OF LOTS 2A-4-A, 2A-5-A, 3A & 4E,  
BLOCK 1 SHILOH CROSSING SUBDIVISION

LOCATED IN THE NORTHWEST 1/4 OF SECTION 14, TOWNSHIP 1 SOUTH, RANGE 25  
EAST, P.M.M. CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

**WHEREAS**, Declarant intends to subdivide the Land into the following parcels (each, a "Lot" and collectively, the "Lots"):

"Lot 1":

The portion of the Land identified as Lot 1 on Plat of Les Schwab Subdivision.

"Lot 2":

The portion of the Land identified as Lot 2 on Plan of Les Schwab Subdivision.

**WHEREAS**, Declarant intends to subdivide, develop and operate the Parcels in conjunction with each other as integral parts of a mixed-use complex, and in order to effectuate the common use and operation thereof, Declarant desires to establish certain non-exclusive easements in, to, over, under, and across portions of the Parcels.

**NOW, THEREFORE**, Declarant, for itself and its successors and assigns, in consideration of the foregoing, and the covenants and declarations as hereafter set forth, **DECLARES** that the Parcels must be sold, transferred, conveyed, improved and developed subject to the following:

1. **Cross Access Easement.** Declarant grants to the owners of Lot 1 (and their guests, invitees, and licensees) ("Lot 1 Owner") and the owners of Lot 2 (and their guests, invitees, and licensees) ("Lot 2 Owner" and collectively with Lot 1 Owner, the "Lot Owners" and each, a "Lot Owner") a nonexclusive easement for ingress and egress over that portion of the Land identified on Exhibit A as the "New 35' Wide Shared Access Easement" strictly for the purpose of accessing their respective Lots (the

“Cross Access Easement”).

2. **Sewer Service Easement.** Declarant grants to Lot 2 Owner a nonexclusive easement for the maintenance and servicing of a sewer line within the area of Lot 1 identified on Exhibit B as the “New 8’ Wide Sewer Service Easement” (the “Sewer Service Easement”). Lot 2 Owner’s use of the Sewer Service Easement shall not interfere with the operation of Lot 1. Lot 2 Owner shall provide written notice to Lot 1 Owner at least 48 hours prior to any access upon the Sewer Service Easement. Lot 2 Owner shall be responsible for the maintenance and repair of the Sewer Service Easement.

3. **Sign Easement.** Declarant grants to Lot 1 Owner a permanent easement, appurtenant to the portion of Lot 2 identified on Exhibit C as the “New 8’ x 20’ Wide Sign Easement” for the construction, operation, maintenance, repair and replacement of the sign structure, and associated landscaping, if any (the “Sign Easement”), and installation, maintenance, repair, and replacement of any and all associated utilities, including the right to bring personnel and maintenance vehicles onto Lot 2 to service the Sign Easement, any improvements located thereon, and associated utilities. Nothing contained in this Declaration shall obligate Lot 1 Owner to construct the signage referenced herein or to reconstruct any signage in the event of destruction or casualty.

4. **Maintenance and Repairs.** Except as otherwise provided, each Lot Owner shall maintain its Lot and the easements located thereon at its own expense. For any easement located on both Lots, the Lot Owners shall share in the cost and expense of maintaining such easement. All maintenance, repair and improvements performed with respect to the easements granted herein shall be completed in a good and workmanlike manner. No Lot Owner shall obstruct any easement granted herein except only to the extent necessary for required maintenance and repairs, or otherwise alter any improvements within the easement areas. No Lot Owner shall interfere with the operation of any Lot in their use or access of any easement granted herein.

5. **Indemnification.** A party using the easement granted them herein is referred to as the “Indemnifying Party.” The party owning the land encumbered by such easement is the “Indemnified Party.” An Indemnifying Party hereby releases, indemnifies and holds the Indemnified Party and their successors and assigns harmless from any and all liability for injury to the Indemnified Party’s property, or any invitee, employee, licensee, contractor, customer, tenant, or contractor of such Indemnified Party which injury or damage shall result from, arise out of, or be attributable to any use of the applicable easement by the Indemnifying Party or any invitee, employee, licensee, contractor, customer, tenant, or contractor of such Indemnifying Party. This indemnification, release and hold harmless agreement includes any costs or attorneys’ fees incurred by an Indemnified Party in connection with any claims covered by this Section.

6. **Easements Appurtenant.** The easements granted herein are perpetual and appurtenant to the real properties described herein and shall run with the land. This agreement shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns.

7. **Compliance with Laws.** All Lot Owners shall comply with all governmental rules and regulations that may now exist or may hereafter be adopted with respect to its use of an easement granted herein.

8. **Attorney's Fees, Venue.** If any suit or action is filed or commenced by any party to enforce this agreement or otherwise with respect to the subject matter of this agreement, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit, action or arbitration as fixed by the trial court or arbitrator(s), and if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court. Exclusive jurisdiction for any suit shall be in the circuit court in Yellowstone County, Montana.

IN WITNESS WHEREOF, the parties have set their hands to be effective as of the Effective Date.

**DECLARANT:**

SFP-E, LLC,  
an Oregon limited liability company

By:   
Dietrich Haar, Vice President

STATE OF OREGON                    )  
                                                  ) ss.  
County of DESCHUTES            )

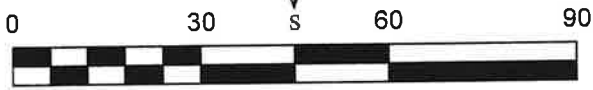
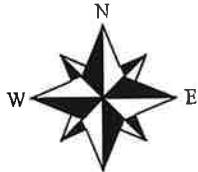
On this 18 day of July, 2024, before me personally appeared Dietrich Haar, Vice President of SFP-E, LLC, and executed the within and foregoing instrument and acknowledged the said instrument to be his free and voluntary act and deed.



Notary Public for the State of Oregon  
Residing at 20900 Cooley Rd., Bend, OR 97701  
My Commission Expires: 08/04/2026



*EXHIBIT "A"*  
*CROSS-ACCESS EASEMENT*



SCALE: 1"=30'

LOT 1,  
BLOCK 1  
LES SCHWAB  
SUBDIVISION

NEW 35' WIDE SHARED ACCESS  
EASEMENT THIS SURVEY  
DOC. NO. \_\_\_\_\_

S 00°09'49" E  
35.00'

S 89°50'11" W  
65.62'

N 58°19'59" W  
37.44'

L2

L1

N 89°50'11" E  
55.64'

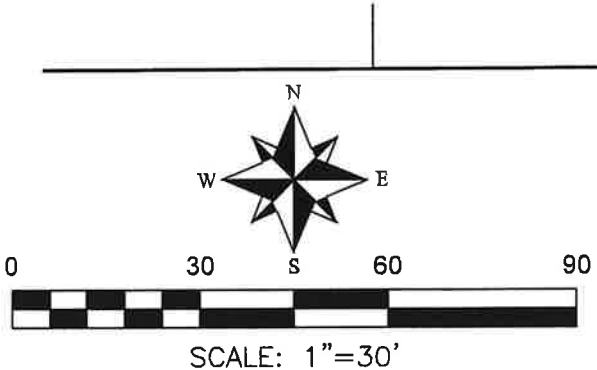
S 58°19'59" E  
27.46'

EXISTING 14' WIDE  
UTILITY, LIGHTING AND  
SIDEWALK EASEMENT

LOT 2,  
BLOCK 1  
LES SCHWAB  
SUBDIVISION

SHILOH  
CROSSING BLVD

# EXHIBIT "B" SEWER SERVICE EASEMENT



LOT 1,  
BLOCK 1  
LES SCHWAB  
SUBDIVISION

EXISTING 14' WIDE  
UTILITY, LIGHTING AND  
SIDEWALK EASEMENT

A202.92'  
R354.50'  
D32°47'47"

NEW 8' WIDE BY 205.6' LONG  
SEWER SERVICE EASEMENT THIS  
SURVEY, FOR THE BENEFIT OF LOT 2, BLOCK 1  
EASEMENT DOC NO. \_\_\_\_\_

A208.22'  
R362.50'  
D32°54'39"

LOT 2,  
BLOCK 1  
LES SCHWAB  
SUBDIVISION

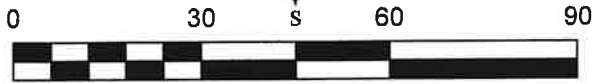
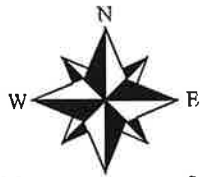
N 52°11'24" W  
8.00'

SHILOH -  
CROSSING BLVD  
SHILOH

L2

L1

*EXHIBIT "C"*  
*SIGN EASEMENT*



SCALE: 1"=30'

LOT 1,  
BLOCK 1  
LES SCHWAB  
SUBDIVISION

LOT 2,  
BLOCK 1  
LES SCHWAB  
SUBDIVISION

EXISTING 10' WIDE  
UTILITY EASEMENT (TYP)

EXISTING 1 FOOT  
NO-ACCESS STRIP

EXISTING 14' WIDE  
UTILITY, LIGHTING AND  
SIDEWALK EASEMENT

NEW 8' x 20' WIDE SIGN  
EASEMENT THIS SURVEY  
EASEMENT DOC NO. \_\_\_\_\_

A20.02'  
R354.50'  
D3°14'08"

N 19°09'15" W  
8.00'

SHILOH  
SOUTH  
ROAD

SHILOH  
CROSSING BLVD

SHILOH CROSSING SUB  
LOT 3A-2, BLOCK 1

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Bond Resolution for Pooled Series 2024 Sidewalk Bonds  
**Presented by:** Teri Walker  
**Department:** Finance  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** WO 23-02 WO 22-21

---

**RECOMMENDATION**

Staff recommends City Council approve the bond resolution for WO 23-02: Missing Sidewalk Improvements and WO 22-21: Brewington Drive Improvements.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

On January 23, 2023, the Council approved the resolution ordering improvements identified in WO 23-02: Missing Sidewalk Improvements. City Council approved the resolution ordering improvements identified in the WO 22-21: Brewington Drive Improvements on February 27, 2023. The City has been working with Stockman Bank for the purchase of the bonds. Once the resolution has been approved, the closing will take place and the bond proceeds will be disbursed to the construction accounts.

**ALTERNATIVES**

There are no viable alternatives to funding this project, as the construction bids have been awarded, and the project has been budgeted with an anticipated bond sale. If not approved, staff would like clear direction as to what alternate financing sources are desired for this project.

**FISCAL EFFECTS**

The term on the bonds is 12 years with an interest rate of 4.75%. The property owners identified in the documents ordering the improvements will be assessed for principal and interest cost of the bonds on their property tax bills.

---

**Attachments**

resolution

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Billings, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. 24-\_\_\_\_\_ entitled: "RESOLUTION RELATING TO \$545,000 POOLED SPECIAL SIDEWALK, CURB, GUTTER AND ALLEY APPROACH BONDS, SERIES 2024; FIXING THE FORM AND DETAILS AND PROVIDING FOR THE EXECUTION AND DELIVERY THEREOF AND SECURITY THEREFOR" (the "Resolution"), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Council of the City at a regular meeting on August 26, 2024, and that the meeting was duly held by the City Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof: \_\_\_\_\_  
\_\_\_\_\_; voted against the same:  
\_\_\_\_\_; abstained from voting  
thereon: \_\_\_\_\_; or were absent: \_\_\_\_\_  
\_\_\_\_\_.

WITNESS my hand and seal officially this 26th day of August, 2024.

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 24-\_\_\_\_\_

RESOLUTION RELATING TO \$545,000 POOLED SPECIAL  
SIDEWALK, CURB, GUTTER AND ALLEY APPROACH  
BONDS, SERIES 2024; FIXING THE FORM AND DETAILS  
AND PROVIDING FOR THE EXECUTION AND DELIVERY  
THEREOF AND SECURITY THEREFOR

BE IT RESOLVED by the City Council (the “Council”) of the City of Billings, Montana (the “City”), as follows:

Section 1. Recitals. It is hereby found, determined and declared as follows:

1.01. Prior Acts. This Council has duly and validly ordered in under Montana Code Annotated, Title 7, Chapter 14, Part 41, as amended and Title 7, Chapter 12, Parts 41 and 42, as amended (collectively, the “Act”), the installation, construction, reconstruction, or replacements of certain curbs, gutters, sidewalks, drive approaches, driveways, alley approaches and appurtenant improvements in certain locations in the City, which are designated as W.O. 22-21, Brewington Drive Improvements (the “Brewington Drive Improvements”) and W.O. 23-02, Missing Sidewalk Improvements (the “Missing Sidewalk Improvements”).

The City Council ordered in the Brewington Drive Improvements and the Missing Sidewalk Improvements pursuant to Resolution Nos. 23-11096 and 23-11105, adopted January 23, 2023 and February 27, 2023, respectively. The Brewington Drive Improvements and the Missing Sidewalk Improvements (collectively, the “Improvements”) are more specifically described on Exhibit A hereto.

In the resolutions ordering in the Brewington Drive Improvements and the Missing Sidewalk Improvements, this council authorized the issuance of pooled special sidewalk, curb, gutter and alley approach bonds of the City for the purpose of financing costs of the Improvements.

This Council hereby determines that it is in the best interests of the City to sell its Pooled Special Sidewalk, Curb, Gutter and Alley Approach Bonds, Series 2024 (the “Series 2024 Bonds”) at a private negotiated sale, subject to the limitations and conditions set forth in this Resolution. Stockman Bank (the “Purchaser”) has agreed to purchase the Series 2024 Bonds from the City at an aggregate purchase price of \$545,000 (representing the stated principal amount of the Series 2024 Bonds) upon the terms set forth in this Resolution. The interest rate for the Series 2024 Bonds is 4.75%.

In the resolutions ordering in the Brewington Drive Improvements and the Missing Sidewalk Improvements, this Council found that is in the public interest, and in the best interest of the City and the properties specifically benefitting from the Improvements, to secure payment of principal of and interest on the Series 2024 Bonds by the Special Improvement District Revolving Fund of the City (the “Revolving Fund”), on the basis of the factors required to be considered under Montana Code Annotated, Section 7-12-4225. Those findings are hereby ratified and confirmed.

1.02. Costs. It is currently estimated that the costs and expenses to be assessed against properties adjacent to the Improvements, including costs of preparation of plans, specifications, maps, profiles, engineering superintendence and inspection, preparation of assessment rolls, expenses of making the assessments, the cost of work and materials under the construction contract and all other costs and expenses, including costs of issuance of the Series 2024 Bonds and the deposit of proceeds in the Revolving Fund are as follows:

|                             | <u>Brewington<br/>Drive<br/>Improvements</u> | <u>Missing<br/>Sidewalk<br/>Improvements</u> |
|-----------------------------|----------------------------------------------|----------------------------------------------|
| Construction                | \$409,929.43                                 | \$190,378.70                                 |
| Engineering                 | 27,569.51                                    | 11,663.44                                    |
| Total                       | \$437,498.94                                 | \$202,042.14                                 |
| Less Property Owner Prepays | (140,294.55)                                 | -                                            |
| Subtotal                    | \$297,204.39                                 | \$202,042.14                                 |
| City Financing Expense      | 1,150.00                                     | 1,150.00                                     |
| Revolving Fund Deposit      | 16,229.27                                    | 11,220.73                                    |
| Costs of Issuance           | 8,000.00                                     | 8,000.00                                     |
| Rounding                    | 1.73                                         | 1.74                                         |
| Total                       | <del>\$322,585.39</del>                      | <del>\$222,414.61</del>                      |

Such amount will be levied and assessed upon the assessable real property adjacent to the Improvements on the bases described in the resolutions referenced above. This Council has jurisdiction and is required by law to levy and assess such amounts, to collect such special assessments and credit the same to the 2024 Pooled Special Sidewalk, Curb, Gutter and Alley Approach Sinking Fund of the City (the “2024 Sidewalk Sinking Fund”) created for the Improvements.

1.03. Recitals. All acts, conditions and things required by the Constitution and laws of the State of Montana, including the Act, and the home rule charter of the City, in order to make the Series 2024 Bonds valid and binding special obligations in accordance with their terms and in accordance with the terms of this Resolution have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required.

Section 2. The Series 2024 Bonds.

2.01. Principal Amount, Maturity, Denominations, Date, Interest Rate. For the purpose of paying the costs and expenses incurred in the construction of the Improvements, funding a deposit to the Revolving Fund and paying costs of issuance of the Series 2024 Bonds, and in anticipation of the collection of special assessments to be levied therefor, the City shall forthwith issue and deliver to the Purchaser the Series 2024 Bonds, denominated “Pooled Special Sidewalk, Curb, Gutter and Alley Approach Bonds, Series 2024” in the aggregate principal amount of \$545,000, payable solely from the 2024 Sidewalk Sinking Fund. The Series 2024 Bonds shall mature on July 1, 2036, unless earlier redeemed, and shall bear interest from the date

of original registration until paid or duly called for redemption at the rate of 4.75% per annum. Interest shall be calculated on the basis of a 360-day year composed of twelve 30-day months.

2.02. Interest Payment Dates. Interest on the Series 2024 Bonds shall be payable on each January 1 and July 1, commencing January 1, 2025, to the owner of record thereof as such appear on the bond register at the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day. Upon the original delivery of the Series 2024 Bonds to the Purchaser and upon each subsequent transfer or exchange of a Series 2024 Bond pursuant to Section 2.04, the Registrar (as hereinafter defined) shall date the Series 2024 Bonds as of the date of its authentication.

2.03. Method of Payment. The Series 2024 Bonds shall be issued only in fully registered form. The interest on and, upon presentation and surrender thereof at the principal office of the Registrar, the principal of the Series 2024 Bonds shall be payable by check or draft drawn on the Registrar. Notwithstanding the foregoing, so long as a Series 2024 Bond is evidenced by a single, fully registered term bond, it shall not be necessary to present and surrender such Series 2024 Bond until the full redemption thereof pursuant to Section 2.05, but the Registrar shall note in the bond register such principal payment. The principal of and interest on the Series 2024 Bonds are payable in lawful money of the United States of America.

2.04. Registration. The City hereby appoints the City Finance Director, to act as bond registrar, transfer agent and paying agent for the Series 2024 Bonds (the “Registrar”). The City reserves the right to appoint a bank, trust company or fiscal company as successor bond registrar, transfer agent or paying agent, as authorized by the Model Public Obligations Registration Act of Montana (the “Registration Act”), but the City agrees to pay the reasonable and customary charges of the Registrar for the services performed. This Section 2.04 shall establish a system of registration for the Series 2024 Bonds as defined in the Registration Act. The effect of registration and the rights and duties of the City and the Registrar with respect thereto shall be as follows:

(a) Bond Register. The Registrar shall keep at its principal office a bond register in which the Registrar shall provide for the registration of ownership of the Series 2024 Bonds and the registration of transfers and exchanges of the Series 2024 Bonds.

(b) Transfer. The Series 2024 Bonds may be transferred in whole but not in part and only to (i) an affiliate of the Purchaser; (ii) a trust or other custodial arrangement established by the Purchaser or one of its affiliates, the owners of any beneficial interest in which are limited to qualified institutional buyers or accredited investors; or (iii) a person or entity that the Purchaser reasonably believes is qualified to purchase the Series 2024 Bonds. Upon surrender to the Registrar for transfer of any Series 2024 Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing and guaranteed by an “eligible guarantor institution” meeting the requirements of the Registrar, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, a new Series 2024 Bond of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer of the Series 2024 Bonds or any portion thereof selected or called for redemption.

(c) Exchange. Whenever any Series 2024 Bond is surrendered by the registered owner for exchange, the Registrar shall authenticate and deliver a new Series 2024 Bond of a like aggregate principal amount, interest rate and maturity, as requested by the registered owner or the owner's attorney duly authorized in writing.

(d) Cancellation. Any Series 2024 Bond surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When any Series 2024 Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Series 2024 Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owner. The City and the Registrar may treat the person in whose name any Series 2024 Bond is at any time registered on the bond register as the absolute owner of such Series 2024 Bond, whether such Series 2024 Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Series 2024 Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability of the City upon such Series 2024 Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer of a Series 2024 Bond or exchange of a Series 2024 Bond (except for an exchange upon the partial redemption of a Series 2024 Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Series 2024 Bonds. In case any Series 2024 Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Series 2024 Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Series 2024 Bond or in lieu of and in substitution for any such Series 2024 Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Series 2024 Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Series 2024 Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the City and the Registrar shall be named as obligees. Any Series 2024 Bond so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the City. If the mutilated, destroyed, stolen or lost Series 2024 Bond has already matured or such Series 2024 Bond has been called for redemption in accordance with its terms, it shall not be necessary to issue a new Series 2024 Bond prior to payment.

## 2.05. Redemption.

(a) Mandatory Redemption. If on any interest payment date there will be a balance in the 2024 Sidewalk Sinking Fund after payment of the principal and interest due on the Series 2024 Bonds drawn against it, either from the prepayment of assessments or from the transfer of surplus money from a Construction Subaccount to a Principal Subaccount as provided in Section 3.02, the City Finance Director shall call for redemption on the interest payment date the principal amount of the Series 2024 Bonds which, together with the interest thereon to the interest payment date, will equal the amount of such funds on deposit in the 2024 Sidewalk Sinking Fund on that date. The redemption price shall equal the principal amount of the Series 2024 Bonds to be redeemed plus interest accrued to the date of redemption. Such mandatory redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Series 2024 Bonds based upon the respective outstanding principal amounts, and with respect to each Series 2024 Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

(b) Optional Redemption. The Series 2024 Bonds are subject to redemption at any time, at the option of the City, in whole or in part, from sources of funds available therefor (other than those described in Section 2.05(a)), at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium. Such optional redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Series 2024 Bonds based upon the respective outstanding principal amounts, and with respect to each Series 2024 Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

(c) Mandatory Sinking Fund Redemption. The Series 2024 Bonds are subject to redemption on January 1 and July 1 of the respective years (herein referred to as a “Sinking Fund Payment Date”) and in the principal amounts (hereinafter referred to as a “Mandatory Sinking Fund Payment”) set forth below:

| Term Bond                    |                                                       |                                                    |
|------------------------------|-------------------------------------------------------|----------------------------------------------------|
| Sinking Fund<br>Payment Date | January 1<br>Mandatory Sinking Fund<br>Payment Amount | July 1<br>Mandatory Sinking Fund<br>Payment Amount |
| 2025                         | \$22,000                                              | \$17,000                                           |
| 2026                         | 18,000                                                | 18,000                                             |
| 2027                         | 19,000                                                | 19,000                                             |
| 2028                         | 20,000                                                | 20,000                                             |
| 2029                         | 20,000                                                | 21,000                                             |
| 2030                         | 21,000                                                | 22,000                                             |
| 2031                         | 22,000                                                | 23,000                                             |
| 2032                         | 24,000                                                | 24,000                                             |
| 2033                         | 25,000                                                | 25,000                                             |
| 2034                         | 26,000                                                | 27,000                                             |
| 2035                         | 27,000                                                | 28,000                                             |
| 2036                         | 28,000                                                | 29,000*                                            |

\*Final maturity.

(d) Notice and Effect of Redemption. The date of redemption and the principal amount of the Series 2024 Bonds to be redeemed shall be fixed by the City Finance Director, who shall

give notice thereof to the Registrar 45 days prior to the date set for redemption in order for the Registrar to give notice, by first class mail, postage prepaid, to the owners of the Series 2024 Bonds at their addresses appearing on the bond register, of the respective principal amounts of the Series 2024 Bonds to be redeemed and the date on which payment will be made, which date shall be not less than 30 days after the date of mailing notice. On the date so fixed, interest on the principal amounts of the Series 2024 Bonds so redeemed shall cease to accrue.

2.06. Form. The Series 2024 Bonds shall be prepared in substantially the form set forth in Exhibit B hereto, and by this reference made a part hereof, with such modifications as are permitted by the Act.

2.07. Execution, Registration and Delivery. The Series 2024 Bonds shall be prepared under the direction of the City Finance Director and shall be executed on behalf of the City by the signatures of the Mayor, the City Finance Director and the City Clerk and sealed with the official seal of the City; provided that the seal and all signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on any Series 2024 Bond shall cease to be such officer before the delivery of such Series 2024 Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Series 2024 Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on such Series 2024 Bond has been duly executed by the manual signature of an authorized representative of the Registrar. The certificate of authentication on a different Series 2024 Bond need not be signed by the same representative. The executed certificate of authentication on the Series 2024 Bonds shall be conclusive evidence that it has been authenticated and delivered under this Resolution. When the Series 2024 Bonds have been so executed, authenticated and registered, the Series 2024 Bonds shall be delivered by the Registrar to the Purchasers upon payment of the purchase price in accordance with the contract of sale heretofore made and executed.

2.08. Application of Proceeds. From the proceeds of the Series 2024 Bonds, the City Finance Director shall credit forthwith \$27,450 to the Revolving Fund, as required by Section 7-12-4169(2) of the Act, and the balance of such proceeds to the Construction Subaccount in the respective Project Account (as hereinafter defined), in proportion to the principal amount of the Series 2024 Bonds allocable to the Brewington Drive Improvements and the Missing Sidewalk Improvements as set forth in Section 1.02, to be used solely for the purposes described in Section 3.02.

### Section 3. 2024 Sidewalk Sinking Fund; Assessments.

3.01. 2024 Sidewalk Sinking Fund. There is hereby created and established the fund designated as the “2024 Sidewalk, Curb, Gutter and Alley Approach Sinking Fund” which shall be maintained by the City Finance Director on the books and records of the City separate and apart from all other funds of the City. Within the 2024 Sidewalk Sinking Fund there shall be maintained separate accounts for the Brewington Drive Improvements and the Missing Sidewalk Improvements (collectively, the “Project Accounts”). Within each Project Account there shall be maintained three separate subaccounts, designated as the “Construction Subaccount,” the “Principal Subaccount” and the “Interest Subaccount,” respectively.

3.02. Construction Subaccounts. There shall be credited to the Construction Subaccount in the respective Project Account the proceeds of the sale of the Series 2024 Bonds attributable to the respective Improvements remaining after the required deposits to the Revolving Fund. Any earnings on investment of money in a Construction Subaccount shall be retained therein. All costs and expenses of constructing the Improvements, including costs of issuance of the Series 2024 Bonds, shall be paid from time to time as incurred and allowed from the Construction Subaccount in the respective Project Account in accordance with the provisions of applicable law, and money in a Construction Subaccount shall be used for no other purpose; provided that upon completion of the Improvements and after all claims and expenses with respect to the Improvements have been fully paid and satisfied, any money remaining in a Construction Subaccount shall be transferred to the Principal Subaccount in the applicable Project Account and used to redeem the principal amount of the Series 2024 Bonds as provided in Section 3.03.

3.03. Principal Subaccounts and Interest Subaccounts. Money in the Principal Subaccounts and the Interest Subaccounts shall be used only for payment of the principal of and interest on the Series 2024 Bonds as such payments become due or to redeem all or a portion of the principal amount of the Series 2024 Bonds.

Upon collection of the installment of principal and interest due on November 30 and May 31 of each year on the special assessments to be levied with respect to the Improvements, the City Finance Director shall credit to the Interest Subaccount in the respective Project Account so much of said special assessments as is collected as interest payment and the balance thereof to the Principal Subaccount in the respective Project Account. Any installment of any special assessment paid prior to its due date with interest accrued thereon to the next succeeding interest payment date shall be credited with respect to principal and interest payments in the same manner as other assessments are credited to the Project Accounts. All money in the Interest Subaccounts and the Principal Subaccounts shall be used first to pay interest then due, and any remaining money shall be used to pay principal then due and, if money is available, to redeem all or a portion of the principal amount of the Series 2024 Bonds in accordance with Section 2.05; provided that any money transferred to a Principal Subaccount from a Construction Subaccount pursuant to Section 3.02 shall be applied to redeem the Series 2024 Bonds to the extent possible on the next interest payment date for which notice of redemption has been properly given pursuant to Section 2.05(a). Interest shall be paid from the respective Interest Subaccount as accrued on the Series 2024 Bonds to the date of redemption, in accordance with the provisions of Section 7-12-4206 of the Act.

3.04. Loans From Revolving Fund. The Council shall annually or more often if necessary issue an order authorizing a loan or advance from the Revolving Fund to a Project Account in an amount sufficient to make good any deficiency then existing in the Interest Subaccount in such Project Account and issue an order authorizing a loan or advance from the Revolving Fund to a Project Accounts in an amount sufficient to make good any deficiency then existing in the Principal Subaccounts in such Project Account, in each case to the extent that money is available in the Revolving Fund. A deficiency shall be deemed to exist in the Principal Subaccount or Interest Subaccount in a Project Account if the money on deposit therein on any December 15 or June 15 (excluding amounts in the Principal Subaccount representing prepaid special assessments) is less than the amount necessary to pay the principal of the Series 2024 Bonds then due (other than upon mandatory or optional redemption pursuant to Section 2.05(a))

and (b) hereof), and interest payable on the Series 2024 Bonds, on the next succeeding interest payment date.

Pursuant to Ordinance No. 1096, the City has undertaken and agreed to provide funds for the Revolving Fund by annually levying such tax or making such loan from the general fund of the City, subject to the limitation that no such tax levy or loan may in any year cause the balance in the Revolving Fund to exceed five percent of the principal amount of the City's then outstanding special improvement and sidewalk, curb, gutter and alley approach bonds and warrants secured thereby and subject to the durational limitations specified in the Act. In the event that the balance on hand in the Revolving Fund fifteen days prior to any date when interest is due on special improvement and sidewalk, curb, gutter and alley approach bonds and warrants of the City is not sufficient to make good all deficiencies then existing in the funds for which the City covenants to make loans from the Revolving Fund, the balance on hand in the Revolving Fund shall be allocated to the funds in which such deficiencies then exist in proportion to the amounts of the deficiencies on the respective dates of receipt of such money, until all interest accrued on such special improvement and sidewalk, curb, gutter and alley approach bonds and warrants of the City has been paid and to the extent of amounts available in the Revolving Fund. On any date when all accrued interest on special improvement and sidewalk, curb, gutter and alley approach bonds and warrants of the City payable from funds for which the City has covenanted to make loans from the Revolving Fund has been paid, any balance remaining in the Revolving Fund shall be loaned or advanced to the funds for payment and redemption of bonds and warrants to the extent such funds are deficient for such purpose and, if money in the Revolving Fund is insufficient therefor, *pro rata* in an amount proportionate to the amount of such deficiency.

The City hereby determines, covenants and agrees to levy the property tax described in the immediately preceding paragraph to provide funds for the Revolving Fund so long as Series 2024 Bonds are outstanding to the extent required under the provisions of this Resolution and the Act, even though such property tax levy may, under applicable law or provisions of the home rule charter of the City, require that property tax levies of the City for other purposes be reduced correspondingly.

Section 4. Covenants. The City covenants and agrees with the owners from time to time of the Series 2024 Bonds that until the principal amount of the Series 2024 Bonds and interest thereon are fully paid:

4.01. Compliance with Resolution. The City will hold the 2024 Sidewalk Sinking Fund and the Revolving Fund as trust funds, separate and apart from all of its other funds, and the City, its officers and agents, will comply with all covenants and agreements contained in this Resolution. The provisions hereinabove made with respect to the 2024 Sidewalk Sinking Fund and the Revolving Fund are in accordance with the undertaking and agreement of the City made in connection with the sale of the Series 2024 Bonds as set forth in Section 1.01.

4.02. Construction of Improvements. The City will do all acts and things necessary to enforce the provisions of the construction contracts for the Improvements and to ensure the completion of the Improvements in accordance with the plans and specifications and within the time therein provided, and will pay all costs thereof promptly as incurred and allowed, out of the Construction Subaccount in the respective Project Account and within the amount of the

proceeds of the Series 2024 Bonds appropriated thereto, amounts contributed by the City therefor and prepayments by owners of property adjacent to the Improvements.

4.03. Levy of Assessments. The City will do all acts and things necessary for the final and valid levy of special assessments upon all assessable real property adjacent to the Improvements, in accordance with the Constitution and laws of the State of Montana and the Constitution of the United States, in an aggregate principal amount not less than the following amounts:

| <u>Improvement</u>            | <u>Principal Amount</u> |
|-------------------------------|-------------------------|
| Brewington Drive Improvements | \$322,585.39            |
| Missing Sidewalk Improvements | \$222,414.61            |
|                               | <hr/>                   |
|                               | \$545,000.00            |

Such special assessments shall be levied on the basis or bases prescribed in the Resolutions ordering the Improvements, and shall be payable in substantially equal semiannual installments of principal and interest over a period of 12 years, at an annual rate equal to the sum of: (i) the average annual interest rate borne by the Series 2024 Bonds, plus (ii) one-half of one percent (0.50%) per annum. The assessments to be levied will be payable on the 30th day of November in each of the years 2024 through 2035, and on the 31st day of May in the years 2025 through 2036, inclusive, if not theretofore paid, and shall become delinquent on such date unless paid in full. The first partial payment of each assessment shall include interest on the entire assessment from the date of original registration of the Series 2024 Bonds to January 1, 2025. The assessments shall constitute a lien upon and against the property against which they are made and levied, which lien may be extinguished only by payment of the assessment with all penalties, cost and interest as provided in Section 7-12-4191 of the Act. No tax deed issued with respect to any lot or parcel of land shall operate as payment of any installment of the assessment thereon which is payable after the execution of such deed, and any tax deed so issued shall convey title subject only to the lien of said future installments, as provided in Montana Code Annotated, Section 15-18-214.

4.04. Reassessment. If at any time and for whatever reason any special assessment or tax herein agreed to be levied is held invalid, the City and this Council, its officers and employees, will take all steps necessary to correct the same and to reassess and re-levy the same, including the ordering of work, with the same force and effect as if made at the time provided by law, ordinance or resolution relating thereto, and will reassess and re-levy the same with the same force and effect as an original levy thereof, as authorized in Section 7-12-4186 of the Act. Any special assessment, or reassessment or re-levy shall, so far as is practicable, be levied and collected as it would have been if the first levy had been enforced including the levy and collection of any interest accrued on the first levy.

If proceeds of the Series 2024 Bonds, including investment income thereon, are applied to the redemption of the Series 2024 Bonds, as provided in Sections 7-12-4205 and 7-12-4206 of the Act, or if refunding bonds are issued and the outstanding principal amount of the Series 2024 Bonds is decreased or increased, the City will reduce or increase, respectively, the assessments levied in the respective project area and then outstanding pro rata by the principal amount of such prepayment or the increment above or below the outstanding principal amount of the Series 2024 Bonds represented by the refunding bonds. The City and this Council, its officers and

employees will reassess and re-levy such assessments, with the same effect as an original levy, in such reduced or increased amounts in accordance with the provisions of Sections 7-12-4176 through 7-12-4178 of the Act.

4.05. Absence of Litigation. There is now no litigation pending or, to the best knowledge of the City, threatened questioning the validity or regularity of the ordering of the Improvements, the contracts for construction of the Improvements or the undertaking and agreement of the City to levy special assessments therefor and to make good any deficiency in the collection thereof through the levy of taxes for and the making of advances from the Revolving Fund, or the right and power of the City to issue the Series 2024 Bonds or in any manner questioning the existence of any condition precedent to the exercise of the City's powers in these matters. If any such litigation should be initiated or threatened, the City will forthwith notify in writing the Purchaser, and will furnish the Purchaser a copy of all documents, including pleadings, in connection with such litigation.

4.06. Waiver of Penalty and Interest. The City covenants not to waive the payment of penalty or interest on delinquent assessments levied for costs of the Improvements, unless the City determines, by resolution of the Council, that such waiver is in the best interest of the owners of the Series 2024 Bonds.

#### Section 5. Tax Matters.

5.01. Use of Improvements. The Improvements will be owned and operated by the City and available for use by members of the general public on a substantially equal basis. The City shall not enter into any lease, use or other agreement with any non-governmental person relating to the use of the Improvements or security for the payment of the Series 2024 Bonds which might cause the Series 2024 Bonds to be considered "private activity bonds" or "private loan bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (the "Code").

5.02. General Covenant. The City covenants and agrees with the owners of the Series 2024 Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Series 2024 Bonds to become includable in gross income for federal income tax purposes under the Code and applicable Treasury Regulations (the "Regulations"), and covenants to take any and all actions within its powers to ensure that the interest on the Series 2024 Bonds will not become includable in gross income for federal income tax purposes under the Code and the Regulations.

5.03. Arbitrage Certification. The Mayor, the City Finance Director and the City Clerk, being the officers of the City charged with the responsibility for issuing the Series 2024 Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code, and Section 1.148-2(b) of the Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Series 2024 Bonds, it is reasonably expected that the proceeds of the Series 2024 Bonds will be used in a manner that would not cause the Series 2024 Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code and the Regulations.

5.04. Arbitrage Rebate. The City acknowledges that the Series 2024 Bonds are subject to the rebate requirements of Section 148(f) of the Code. The City covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under said Section 148(f) and applicable Treasury Regulations to preserve the exclusion of interest on the Series 2024 Bonds from gross income for federal income tax purposes, unless the Series 2024 Bonds qualify for the exception from the rebate requirement under Section 148(f)(4)(B) of the Code and no “gross proceeds” of the Series 2024 Bonds (other than amounts constituting a “bona fide debt service fund”) arise during or after the expenditure of the original proceeds thereof. In furtherance of the foregoing, the Mayor, the City Finance Director and the City Clerk are hereby authorized and directed to execute a Rebate Certificate, substantially in the form to be prepared by Bond Counsel, and the City hereby covenants and agrees to observe and perform the covenants and agreements contained therein, unless amended or terminated in accordance with the provisions thereof.

5.05. Information Reporting. The City shall file with the Secretary of the Treasury, not later than November 15, 2024, a statement concerning the Series 2024 Bonds containing the information required by Section 149(e) of the Code.

Section 6. Authentication of Transcript. The officers of the City are hereby authorized and directed to furnish to the Purchaser and to Bond Counsel certified copies of all proceedings relating to the issuance of the Series 2024 Bonds and such other certificates and affidavits as may be required to show the right, power and authority of the City to issue the Series 2024 Bonds, and all statements contained in and shown by such instruments, including any heretofore furnished, shall constitute representations of the City as to the truth of the statements purported to be shown thereby.

Section 7. Defeasance.

7.01. General. When the liability of the City on the Series 2024 Bonds issued under and secured by this Resolution has been discharged as provided in this Section 7, all pledges, covenants and other rights granted by this Resolution to the owners of the Series 2024 Bonds shall cease.

7.02. Payment. The City may discharge its liability with reference to any Series 2024 Bond or installment of interest thereon which is due on any date by depositing with the Registrar on or before that date funds sufficient, or, if a City officer is the Registrar, mailing to the registered owner of the Series 2024 Bonds a check or draft in a sum sufficient and providing proceeds available, for the payment thereof in full; or if any Series 2024 Bond or installment of interest thereon shall not be paid when due, the City may nevertheless discharge its liability with reference thereto by depositing with the Registrar funds sufficient, or, if a City officer is the Registrar, by mailing to the registered owner thereof a check or draft in a sum sufficient and providing proceeds available, for the payment thereof in full with interest accrued to the date of such deposit or mailing.

7.03. Prepayment. The City may also discharge its obligations with respect to any Series 2024 Bond called for redemption on any date when it is prepayable in accordance with its terms, by on or before that date depositing with the Registrar funds sufficient, or, if a City officer is the Registrar, mailing to the registered owner of such Series 2024 Bonds a check or a draft in a sum sufficient and providing proceeds available, for the payment of the principal, interest and

redemption premium, if any, which are then due; provided that notice of such redemption has been duly given as provided herein or irrevocably provided for.

7.04. Escrow. The City may also at any time discharge its liability in its entirety with reference to the Series 2024 Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without reinvestment, to provide funds sufficient to pay all principal and interest to become due on the Series 2024 Bonds on or before maturity or, if the Series 2024 Bonds has been duly called for redemption or notice of such redemption has been irrevocably provided for, on or before the designated redemption date.

7.05. Irrevocable Deposits. If an officer of the City is the Registrar, any deposit made under this Section 7 with the Registrar shall be irrevocable and held for the benefit of the owner of the Series 2024 Bonds in respect of which such deposits have been made.

#### Section 8. Repeals and Effective Date.

8.01. Repeal. All provisions of other resolutions and other actions and proceedings of the City and this Council that are in any way inconsistent with the terms and provisions of this Resolution are repealed, amended and rescinded to the full extent necessary to give full force and effect to the provisions of this Resolution.

8.02. Effective Date. This Resolution shall take effect immediately upon its passage and adoption by this Council.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, this 26th day of August, 2024.

---

Mayor

Attest: \_\_\_\_\_  
City Clerk

(SEAL)

## EXHIBIT A

### THE IMPROVEMENTS

#### **General Description**

The Series 2024 Bonds are being issued for the purpose of financing costs of installation, construction, reconstruction and/or replacements of certain curbs, gutters, sidewalks, drive approaches, and/or appurtenant features or a combination thereof in certain locations in the City heretofore ordered by this Council as the W.O. 22-21, Brewington Drive Improvements (the “Brewington Drive Improvements”) and W.O. 23-02, Missing Sidewalk Improvements (the “Missing Sidewalk Improvements” and, collectively, the “Improvements”), as further described below.

#### **Brewington Drive Improvements (W.O. 22-21)**

The Improvements described below constituting the Brewington Drive Improvements will be the reconstruction of the following streets in the Billings Heights: Brewington Drive (between Kyhl Land and Wicks Lane), Erb Circle (cul-de-sac), Lynch Circle (cul-de-sac), and Dayton Circle (cul-de-sac), including the removal and replacement of asphalt concrete pavement and portions of existing concrete driveways, the installation of new concrete curb and gutter, boulevard sidewalks and accessible ramps, concrete drive approaches and driveways, new storm sewer infrastructure, landscaping, street signs, and other miscellaneous construction, within the City of Billings.

#### **Missing Sidewalk Improvements (W.O. 23-02)**

The Improvements described below constituting the Missing Sidewalk Improvements will be the construction of approximately 33,000 square feet of sidewalk, accessibility ramps, curb and gutter, drive approaches, storm drain improvements, and other miscellaneous items on Alkali Creek Road, Virginia Lane, 21<sup>st</sup> Street West, Avenue C, and Parkview Drive, within the City of Billings.

EXHIBIT B

UNITED STATES OF AMERICA  
STATE OF MONTANA  
YELLOWSTONE COUNTY

CITY OF BILLINGS

POOLED SPECIAL SIDEWALK, CURB, GUTTER AND  
ALLEY APPROACH BOND, SERIES 2024

Interest at the rate per annum specified below,  
payable on the 1<sup>st</sup> day of January and the 1<sup>st</sup> day of July  
in each year, commencing January 1, 2025.

| <u>Interest<br/>Rate</u> | <u>Maturity<br/>Date</u> | <u>Date of<br/>Original Issue</u> |
|--------------------------|--------------------------|-----------------------------------|
| 4.75%                    | July 1, 2036             | September 12, 2024                |

No. R-1 \$545,000.00

REGISTERED OWNER: STOCKMAN BANK

PRINCIPAL AMOUNT: FIVE HUNDRED FORTY-FIVE THOUSAND DOLLARS AND  
NO/100

FOR VALUE RECEIVED, City of Billings, Montana (the "City"), will pay to the registered owner identified above, or registered assigns, on the maturity date specified above the principal amount specified above, solely from the revenues hereinafter specified, as authorized by Resolution No. 24-\_\_\_\_, adopted August 26, 2024 (the "Resolution"), all subject to the provisions hereinafter described relating to the redemption of this Bond, in whole or in part, before maturity. This Bond bears interest at the rate per annum specified above from the date of original issue specified above, or from such later date to which interest hereon has been paid or duly provided for, until the maturity date specified above or an earlier date on which this Bond shall have been duly called for redemption by the City Finance Director. Interest on this Bond is payable semiannually on the 1st day of January and the 1st day of July in each year, commencing January 1, 2025, to the owner of record of this Bond appearing as such in the bond register as of the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. Interest on and, upon presentation and surrender hereof at the principal office of the Registrar, the principal of this Bond, shall be payable by check or draft drawn on the Registrar. Notwithstanding the foregoing, so long as this Bond is evidenced by a single, fully registered term Bond, it shall not be necessary to present and surrender this Bond until the full redemption hereof pursuant to the Resolution, but the Registrar shall note in the bond register such principal payment. The principal of and interest on this Bond are payable in lawful money of the United States of America. Interest on this Bond shall be calculated on the basis of a 360-day year composed of twelve 30-day months. The City Finance Director shall initially serve as Registrar for this Bond.

Terms used in this Bond with initial capital letters and not defined herein have the meanings given them in the Resolution.

This Bond is one of an issue in the aggregate principal amount of \$545,000 (the “Series 2024 Bonds”), all of like date of original issue and tenor, except as to serial number, denomination, date, maturity date and redemption rights. The Series 2024 Bonds are issued pursuant to and in full conformity with the Constitution and laws of the State of Montana thereunto enabling, including Montana Code Annotated, Title 7, Chapter 14, Part 41 and Title 7, Chapter 12, Parts 41 and 42, as amended (the “Act”), and ordinances and resolutions duly adopted by the governing body of the City, including the Resolution, for the purpose of financing costs of installation, construction, reconstruction or replacements of certain curbs, gutters, sidewalks, drive approaches, driveways, alley approaches and appurtenant improvements in certain locations in the City (the “Improvements”), to fund a deposit to the Special Improvement District Revolving Fund (the “Revolving Fund”) and to pay costs of issuance of the Bonds.

The Series 2024 Bonds are payable from the collection of a special tax or assessment levied upon all assessable real property adjacent to the Improvements, in an aggregate principal amount not less than \$545,000 (\$322,585.39 for the Brewington Drive Improvements and \$222,414.61 for the Missing Sidewalk Improvements, except as such amounts may be reduced or increased in accordance with provisions of Montana law. Such assessments constitute a lien against the property against which they are made and levied and are to be deposited into the 2024 Special Sidewalk, Curb, Gutter and Alley Approach Sinking Fund of the City (the “2024 Sidewalk Sinking Fund”). The Series 2024 Bonds are not general obligations of the City.

The City has validly established the Revolving Fund to secure the payment of certain of its special improvement and sidewalk, curb, gutter and alley approach bonds and warrants, including the Series 2024 Bonds. The City has also agreed, to the extent permitted by the Act, to issue orders annually, or more often as necessary, authorizing loans or advances from the Revolving Fund to the 2024 Sidewalk Sinking Fund, in amounts sufficient to make good any deficiency in the 2024 Sidewalk Sinking Fund to pay principal of or interest on the Series 2024 Bonds, to the extent money is available in the Revolving Fund, and to provide funds for the Revolving Fund by annually levying such tax or making such loan from its general fund, subject to the limitation that no such tax levy or loan may in any year cause the balance in the Revolving Fund to exceed five percent of the principal amount of the City’s then outstanding special improvement and sidewalk, curb, gutter and alley approach bonds and warrants secured thereby and subject to the durational limitations specified in the Act. While any property tax levy to be made by the City to provide funds for the Revolving Fund is subject to levy limits under current law, the City has agreed in the Resolution to levy property taxes to provide funds for the Revolving Fund to the extent described in this paragraph and, if necessary, to reduce other property tax levies correspondingly to meet applicable levy limits.

If on any interest payment date there will be a balance in the 2024 Sidewalk Sinking Fund after payment of the principal and interest due on the Series 2024 Bonds drawn against it, either from the prepayment of assessments or from the transfer of surplus money from a Construction Subaccount to a Principal Subaccount as provided in Section 3.02, the City Finance Director shall call for redemption on the interest payment date the principal amount of the Series 2024 Bonds which, together with the interest thereon to the interest payment date, will equal the amount of such

funds on deposit in the 2024 Sidewalk Sinking Fund on that date. The redemption price shall equal the principal amount of the Series 2024 Bonds to be redeemed plus interest accrued to the date of redemption. Such mandatory redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Series 2024 Bonds based upon the respective outstanding principal amounts, and with respect to each Series 2024 Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

The Series 2024 Bonds are subject to redemption at any time, at the option of the City, in whole or in part, from sources of funds available therefor (other than those described in Section 2.05(a)), at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium. Such optional redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Series 2024 Bonds based upon the respective outstanding principal amounts, and with respect to each Series 2024 Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

The Series 2024 Bonds are subject to redemption on January 1 and July 1 of the respective years (herein referred to as a “Sinking Fund Payment Date”) and in the principal amounts (hereinafter referred to as a “Mandatory Sinking Fund Payment”) set forth below:

| Term Bond                    |                                                       |                                                    |
|------------------------------|-------------------------------------------------------|----------------------------------------------------|
| Sinking Fund<br>Payment Date | January 1<br>Mandatory Sinking Fund<br>Payment Amount | July 1<br>Mandatory Sinking Fund<br>Payment Amount |
| 2025                         | \$22,000                                              | \$17,000                                           |
| 2026                         | 18,000                                                | 18,000                                             |
| 2027                         | 19,000                                                | 19,000                                             |
| 2028                         | 20,000                                                | 20,000                                             |
| 2029                         | 20,000                                                | 21,000                                             |
| 2030                         | 21,000                                                | 22,000                                             |
| 2031                         | 22,000                                                | 23,000                                             |
| 2032                         | 24,000                                                | 24,000                                             |
| 2033                         | 25,000                                                | 25,000                                             |
| 2034                         | 26,000                                                | 27,000                                             |
| 2035                         | 27,000                                                | 28,000                                             |
| 2036                         | 28,000                                                | 29,000*                                            |

\*Final maturity.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by his attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or his attorney. Upon such transfer or exchange, the City will cause a new Bond to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all things required to be done precedent to the issuance of this Bond have been properly done, happened and been performed in the manner prescribed by the laws of the State of Montana and the resolutions and ordinances of the City of Billings, Montana, relating to the issuance hereof.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by the manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Billings, Montana, by its City Council, has caused this Bond to be executed by the facsimile signatures of the Mayor, the City Finance Director and the City Clerk, and by a printed facsimile of the official seal of the City.

CITY OF BILLINGS, MONTANA

(Facsimile Signature)  
MAYOR

(Facsimile Seal)

(Facsimile Signature)  
CITY FINANCE DIRECTOR

(Facsimile Signature)  
CITY CLERK

Dated:

CERTIFICATE OF AUTHENTICATION

This Bond is delivered pursuant to the Resolution mentioned herein.

CITY OF BILLINGS, MONTANA,  
as Registrar, Transfer Agent, and  
Paying Agent

By \_\_\_\_\_  
City Finance Director

TEN COM -- as tenants  
in common

UTMA.....Custodian.....  
(Cust) (Minor)

TEN ENT -- as tenants  
by the entireties

under Uniform Gifts to

JT TEN -- as joint tenants  
with right of  
survivorship and  
not as tenants in  
common

Minor Act.....  
(State)

\_\_\_\_\_  
Additional abbreviations may also be used.

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_  
\_\_\_\_\_ the within Bond and all rights thereunder, and hereby  
irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within  
Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

PLEASE INSERT SOCIAL SECURITY  
OR OTHER IDENTIFYING NUMBER  
OF ASSIGNEE:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NOTICE: The signature to this assignment  
must correspond with the name as it appears  
upon the face of the within Bond in every  
particular, without alteration, enlargement  
or any change whatsoever.

SIGNATURE GUARANTEED

\_\_\_\_\_  
Signature(s) must be guaranteed by an  
"eligible guarantor institution" meeting  
the requirements of the Registrar,  
which requirements include membership  
or participation in STAMP or such other  
"signature guaranty program" as may be  
determined by the Registrar in  
addition to or in substitution for STAMP,  
all in accordance with the Securities  
Exchange Act of 1934, as amended

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Bond Resolution for Pooled Series 2024 Special Improvement Bonds  
**Presented by:** Andy Zoeller, Finance Director  
**Department:** Finance  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** 621421, 621422, 621425, 621426, 621427

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**RECOMMENDATION**

Staff recommends City Council approve the bond resolution for Special Improvement Districts (SIDs) 1421, 1422, 1425, 1426, and 1427.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

The Council approved the resolution creating SID 1421 to construct water, sanitary sewer, storm drain, curb and gutter, and street improvements to Opal Lane, Greenbriar Road, and Cypress Point. SID 1422 was requested by property owners along Montana Avenue between 27th Street and 22nd Street to replace the existing streetlights within this corridor to high-pressure sodium lights to more efficient LED lights. SID 1425 will construct a traffic signal at the intersection of Broso Park Drive and Gabel Road and this project is also widening about 800-feet of the west side of Gabel Road south of Broso Valley Park Drive to add a travel lane. SID 1426 will construct the remainder of curb and gutter, asphalt pavement, and remove and replace some existing curb and gutter and/or drive approaches to improve drainage on Arvin Lane. The project will also install a new 8-inch water main, replacing the existing 2-inch water main currently serving the neighborhood. At the request of a property owner on Hancock Drive, SID 1427 was created to construct improvements along Hancock Drive. The project will construct the remainder of curb and gutter, asphalt pavement, and drive approaches, and assess the costs of the improvements to the adjacent addressed and non-addressed property owners requesting certain private improvements.

The City has been working with Stockman Bank for the purchase of the bonds. Once the resolution has been approved, the closing will take place and the bond proceeds will be disbursed to the construction accounts.

**ALTERNATIVES**

There are no viable alternatives to funding this project, as the construction bids have been awarded, and the project has been budgeted with an anticipated bond sale. If not approved, staff would like clear direction as to what alternate financing sources are desired for this project.

**FISCAL EFFECTS**

The term on the bonds is 15 years with an interest rate of 4.75%. The property owners identified in the documents ordering the improvements will be assessed for principal and interest cost of the bonds on their property tax bills.

---

**Attachments**

resolution

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Billings, Montana (the “City”), hereby certify that the attached resolution is a true copy of Resolution No. 24-\_\_\_\_\_ entitled: “RESOLUTION RELATING TO \$654,700 POOLED SPECIAL IMPROVEMENT DISTRICT BONDS (SPECIAL IMPROVEMENT DISTRICT NOS. 1421, 1425, 1426, 1427, AND 331), SERIES 2024; FIXING THE FORM AND DETAILS AND PROVIDING FOR THE EXECUTION AND DELIVERY THEREOF AND SECURITY THEREFOR” (the “Resolution”), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Council of the City at a regular meeting on August 26, 2024, and that the meeting was duly held by the City Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof: \_\_\_\_\_; voted against the same: \_\_\_\_\_; abstained from voting thereon: \_\_\_\_\_; or were absent: \_\_\_\_\_.

WITNESS my hand and seal officially this 26th day of August, 2024.

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 24-\_\_\_\_\_

RESOLUTION RELATING TO \$654,700 POOLED SPECIAL  
IMPROVEMENT DISTRICT BONDS (SPECIAL  
IMPROVEMENT DISTRICT NOS. 1421, 1425, 1426, 1427,  
AND 331), SERIES 2024; FIXING THE FORM AND DETAILS  
AND PROVIDING FOR THE EXECUTION AND DELIVERY  
THEREOF AND SECURITY THEREFOR

BE IT RESOLVED by the City Council (the “Council”) of the City of Billings, Montana (the “City”), as follows:

Section 1. Recitals. It is hereby found, determined and declared as follows:

1.01. Resolutions of Intention. By Resolution No. 22-11087, duly adopted by the Council on December 12, 2022, Resolution No. 24-11188, duly adopted by the Council on March 25, 2024, Resolution No. 24-11180, duly adopted by the Council on January 22, 2024, Resolution No. 24-11187, duly adopted by the Council on January 22, 2024, and Resolution No. 23-11117, duly adopted by the Council on May 22, 2023 (each, a “Resolution of Intention” and, collectively, the “Resolutions of Intention”), this Council declared its intention to create Special Improvement District No. 1421 (“SID No. 1421”), Special Improvement District No. 1425 (“SID No. 1425”), Special Improvement District No. 1426 (“SID No. 1426”), Special Improvement District No. 1427 (“SID No. 1427”), and Special Improvement Lighting District No. 331 (“SID No. 331”), respectively (each, a “District” and, collectively, the “Districts”), for the purpose of financing costs of certain public improvements of special benefit to the properties within the respective District. Each of the Resolutions of Intention designated the number of the respective District, described the boundaries thereof, stated whether such District was an extended district, stated the general character of the improvements to be made (collectively, the “Improvements”) and stated an approximate estimate of the costs thereof, in accordance with the provisions of Montana Code Annotated, Title 7, Chapter 12, Parts 41, 42 and 43, as amended (the “Act”). By each Resolution of Intention this Council also declared its intention to cause the cost and expense of making the Improvements specially benefiting the respective District to be assessed against the properties included within the boundaries thereof in accordance with one or more methods of assessment authorized in Sections 7-12-4161 to 7-12-4165 or 7-12-4323 to 7-12-4324 of the Act, and as set forth in the respective Resolution of Intention.

In each Resolution of Intention, this Council stated its intention to issue special improvement district bonds (the “Bonds”) drawn against the respective District to pay a portion of the costs of the Improvements and costs of issuance of the Bonds. This Council further found that it is in the public interest, and in the best interest of the City and the Districts, to secure payment of principal of and interest on the Bonds by the Special Improvement District Revolving Fund of the City (the “Revolving Fund”), on the basis of factors required to be considered under Section 7-12-4225 of the Act. Those findings are hereby ratified and confirmed.

1.02. Notices. Notices of the passage of each Resolution of Intention were given by two publications, with at least six days between publications, in the *Yellowstone County News*, a

weekly newspaper of general circulation published within the City. Notices of the passage of each Resolution of Intention were also mailed the same day the notice was first published to all persons, firms or corporations or the agents thereof having real property within the respective District, listed in their names upon the last completed assessment roll for State, county and school district taxes, at their last known addresses. The notices described the general character of the Improvements, stated the estimated cost of the Improvements and the method or methods of assessment of such costs against properties in the respective District, specified the time when and the place where the Council would hear and pass upon all protests made against the making of the Improvements or the creation or extension of the respective District, and referred to the respective Resolution of Intention as being on file in the office of the City Clerk for a description of the boundaries of the respective District, all in accordance with the provisions of the respective Resolution of Intention, and included a statement that, subject to the limitations of Section 7-12-4222 of the Act, the general fund of the City may be used to provide loans to the Revolving Fund or a general tax levy may be imposed on all taxable property in the City to meet the financial requirements of the Revolving Fund. In each Resolution of Intention, the Council also declared its intention to reimburse the City for costs paid before issuance of the Bonds, as required by Section 1.150-2 of the Treasury Regulations promulgated under the Internal Revenue Code.

1.03. Creation of Districts. At the times and places specified in the notices hereinabove described, this Council met to hear, consider and pass upon all protests made against the making of the Improvements and the creation of the respective District, and, after consideration thereof, it was determined and declared that insufficient protests against the creation or extension of the respective District or the proposed work had been filed in the time and manner provided by law by the owners of the property to be assessed for the Improvements in the respective District, and this Council did therefore by Resolution No. 23-11095, adopted January 23, 2023, Resolution No. 24-11196, adopted April 22, 2024, Resolution No. 24-11182, adopted February 12, 2024, Resolution No. 24-11182, adopted February 12, 2024, and Resolution No. 23-11127, adopted June 12, 2023, create SID No. 1421, SID No. 1425, SID No. 1426, SID No. 1427, and SID No. 331, respectively, and confirm the findings it made with respect to the pledge of the Revolving Fund in the respective Resolution of Intention.

1.04. Construction Contracts. The City will cause or has caused to be constructed the Improvements described in the Resolutions of Intention. Plans, specifications, maps, profiles and surveys for construction of the Improvements to be constructed to benefit the Districts were prepared by the engineers acting for the City or by City engineers, and were thereupon examined and approved by this Council. Advertisements for bids for construction of the Improvements to be undertaken in SID No. 1421, SID No. 1425, SID No. 1426, SID No. 1427, and SID No. 331 were published in the official newspaper of the City in accordance with the provisions of Sections 7-12-4127 and 7-1-4303 of the Act, after which the bids theretofore received were opened and examined. After referring the bids to the engineers for the City it was determined that the lowest regular proposal for the furnishing of all work and materials required for constructing the Improvements in accordance with the approved plans and specifications was the following:

SID No. 1421:

| <u>Work</u>                                                                                                                                                                                      | <u>Bidder</u>      | <u>Contract Price</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|
| Constructing roadways, accessibility ramps, curb and gutter, storm drain improvements, sanitary main, water main, and other miscellaneous items on Greenbriar Road, Cypress Point, and Opal Lane | Askin Construction | \$939,985.00          |

SID No. 1425:

| <u>Work</u>                                                                                                                                                                                                                                                                                              | <u>Bidder</u> | <u>Contract Price</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------|
| Constructing new traffic signalization at the Broso Park Drive/Gabel Road intersection, installing new pedestrian ramps at said intersection, approximately 800 linear feet of pavement widening along the west side of Gabel Road in the vicinity of the intersection and other incidental improvements | Montana Lines | \$543,718.63          |

SID No. 1426:

| <u>Work</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <u>Bidder</u>           | <u>Contract Price</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| Arvin Lane - Constructing approximately 270 linear feet of new City street, including asphalt concrete paving, removing and replacing existing concrete curb and gutter, installing new concrete curb and gutter, removing and replacing portions of existing concrete drive approaches and/or driveways, upsizing and replacing the existing 2-inch and 6-inch water main to an 8-inch water main within the City street, as well as landscape restoration, and other miscellaneous gravel street reconstruction improvements | Earth Movers Excavation | \$229,378.20          |

SID No. 1427:

| <u>Work</u>                                                                                                                                                                                                                                                                                                       | <u>Bidder</u>           | <u>Contract Price</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| Hancock Drive - Constructing approximately 210 linear feet of new City street, including asphalt concrete paving, concrete curb and gutter and ribbon curb, installing new concrete approaches and driveways, as well as landscape restoration, and other miscellaneous gravel street reconstruction improvements | Earth Movers Excavation | \$98,769.50           |

SID No. 331:

| <u>Work</u>                                                                                                     | <u>Bidder</u>                                              | <u>Project Cost</u> |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------|
| Retrofitting 10 cobra-head style streetlights and 13 decorative pedestrian-style streetlights with LED lighting | Not applicable – work completed by City streets department | \$28,649.13         |

Contracts for the construction of the Improvements were therefore awarded to said bidders, subject to the right of owners of property liable to be assessed for the costs thereof to elect to take the work and enter into written contracts therefor in the manner provided by Section 7-12-4147 of the Act, whereupon the City and the successful bidders entered into written contracts for construction of the Improvements upon the bidders having executed and filed bonds satisfactory to this Council and in the form and manner provided by Montana Code Annotated, Title 18, Chapter 2, Part 2, as amended.

1.05. Costs. It is currently estimated that the costs and expenses to be assessed against properties in the Districts benefited by the Improvements, including costs of preparation of plans, specifications, maps, profiles, engineering superintendence and inspection, preparation of assessment rolls, expenses of making the assessments, the cost of work and materials under the construction contracts and all other costs and expenses, including costs of issuance of the Bonds and the deposit of proceeds in the Revolving Fund, are as follows:

|                                           | <u>SID</u><br><u>No. 1421</u> | <u>SID</u><br><u>No. 1425</u> | <u>SID</u><br><u>No. 1426</u> | <u>SID</u><br><u>No. 1427</u> | <u>SID</u><br><u>No. 331</u> |
|-------------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|------------------------------|
| Construction                              | \$982,812.18                  | \$598,090.49                  | \$227,081.60                  | \$92,329.20                   | \$24,670.76                  |
| Engineering                               | 164,282.13                    | 104,359.20                    | 55,081.72                     | 51,908.22                     | 3,978.37                     |
| <b>Total Project Costs</b>                | <b>1,147,094.31</b>           | <b>702,449.69</b>             | <b>282,163.32</b>             | <b>144,237.42</b>             | <b>28,649.13</b>             |
| Less Contributions                        | (859,852.32)                  | (44,920.75)                   | -                             | -                             | -                            |
| Less City Contribution                    | -                             | (441,379.70)                  | (254,643.84)                  | (108,898.67)                  | -                            |
| <b>Total Project Costs to be Assessed</b> | <b>\$287,241.99</b>           | <b>\$216,149.24</b>           | <b>\$27,519.48</b>            | <b>\$35,338.75</b>            | <b>\$28,649.13</b>           |
| City Finance Fee                          | \$ 1,803.00                   | \$ 622.61                     | \$ 172.74                     | \$ 221.82                     | \$ 180.70                    |
| Revolving Fund 5%                         | 15,738.10                     | 11,798.49                     | 1,507.92                      | 1,909.88                      | 1,780.62                     |
| Issuance Costs                            | 9,946.91                      | 7,375.37                      | 955.31                        | 723.70                        | 4,998.70                     |
| Rounding                                  | 32.00                         | 24.00                         | 2.95                          | 3.40                          | 3.20                         |
| <b>Bond Amount</b>                        | <b>\$314,762.00</b>           | <b>\$235,969.70</b>           | <b>\$30,158.40</b>            | <b>\$38,197.55</b>            | <b>35,612.35</b>             |

After deducting amounts contributed by the City for the Improvements and prepayments by property owners in the Districts, the aggregate principal amount required to finance the construction of the Improvements is \$654,700, of which \$314,672.00 shall be allocated to SID No. 1421, \$235,969.70 shall be allocated to SID No. 1425, \$30,158.40 shall be allocated to SID No. 1426, \$38,197.55 shall be allocated to SID No. 1427, and \$35,612.35 shall be allocated to SID No. 331, as provided in the table above.

Such amounts will be levied and assessed against the property within the respective District on the bases described in the respective Resolution of Intention. This Council has jurisdiction and is required by law to levy and assess such amounts, to collect such special assessments and credit the same to the respective District Account (as hereinafter defined) created for each District, which District Accounts are to be maintained on the official books and records of the City separate from all other City funds, within the 2024 Pooled Special Improvement District Sinking Fund (the “Sinking Fund”) for the payment of principal and interest when due on the Bonds herein authorized.

1.06. Sale and Issuance of Bonds. For the purpose of financing a portion of the costs and expenses of making the Improvements, funding a deposit to the Revolving Fund (as hereinafter defined) and paying costs of issuance of the Bonds, which are to be assessed against the property within the respective District as provided in the respective Resolution of Intention, this Council hereby determines that it is in the best interests of the City to sell its Pooled Special Improvement District Bonds (Special Improvement District Nos. 1421, 1425, 1426, 1427, and SID 331), Series 2024 (the “Bonds”) at a private negotiated sale, subject to the limitations and conditions set forth in this Resolution. Stockman Bank (the “Purchaser”) has agreed to purchase the Bonds from the City at an aggregate purchase price of \$654,700 (representing the stated principal amount of the Bonds) upon the terms set forth in this Resolution. The interest rate for the Bonds is 4.75%.

1.07. Recitals. All acts, conditions and things required by the Constitution and laws of the State of Montana, including the Act, and the home rule charter of the City, in order to make the Bonds valid and binding special obligations in accordance with their terms and in accordance with the terms of this Resolution have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required.

## Section 2. The Bonds.

2.01. Principal Amount, Maturity, Denominations, Date, Interest Rate. For the purpose of paying the costs and expenses incurred in the construction of the Improvements, funding a deposit to the Revolving Fund and paying costs of issuance of the Bonds, and in anticipation of the collection of special assessments to be levied therefor, the City shall forthwith issue and deliver to the Purchaser the Bonds, denominated “Pooled Special Improvement District Bonds (Special Improvement District Nos. 1421, 1425, 1426, 1427, and SID 331), Series 2024” in the aggregate principal amount of \$654,700, payable solely from the Sinking Fund. The Bonds shall mature on July 1, 2039, unless earlier redeemed, and shall bear interest from the date of original registration until paid or duly called for redemption at the rate of 4.75% per annum. Interest shall be calculated on the basis of a 360-day year composed of twelve 30-day months.

2.02. Interest Payment Dates. Interest on the Bonds shall be payable on each January 1 and July 1, commencing January 1, 2025, to the owner of record thereof as such appear on the bond register at the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day. Upon the original delivery of the Bonds to the Purchaser and upon each subsequent transfer or exchange of a Bond pursuant to Section 2.04, the Registrar (as hereinafter defined) shall date the Bonds as of the date of its authentication.

2.03. Method of Payment. The Bonds shall be issued only in fully registered form. The interest on and, upon presentation and surrender thereof at the principal office of the Registrar, the principal of the Bonds shall be payable by check or draft drawn on the Registrar. Notwithstanding the foregoing, so long as a Bond is evidenced by a single, fully registered term bond, it shall not be necessary to present and surrender such Bond until the full redemption thereof pursuant to Section 2.05, but the Registrar shall note in the bond register such principal payment. The principal of and interest on the Bonds are payable in lawful money of the United States of America.

2.04. Registration. The City hereby appoints the City Finance Director, to act as bond registrar, transfer agent and paying agent for the Bonds (the “Registrar”). The City reserves the right to appoint a bank, trust company or fiscal company as successor bond registrar, transfer agent or paying agent, as authorized by the Model Public Obligations Registration Act of Montana (the “Registration Act”), but the City agrees to pay the reasonable and customary charges of the Registrar for the services performed. This Section 2.04 shall establish a system of registration for the Bonds as defined in the Registration Act. The effect of registration and the rights and duties of the City and the Registrar with respect thereto shall be as follows:

(a) Bond Register. The Registrar shall keep at its principal office a bond register in which the Registrar shall provide for the registration of ownership of the Bonds and the registration of transfers and exchanges of the Bonds.

(b) Transfer. The Bonds may be transferred in whole but not in part and only to (i) an affiliate of the Purchaser; (ii) a trust or other custodial arrangement established by the Purchaser or one of its affiliates, the owners of any beneficial interest in which are limited to qualified institutional buyers or accredited investors; or (iii) a person or entity that the Purchaser reasonably believes is qualified to purchase the Bonds. Upon surrender to the Registrar for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing and guaranteed by an “eligible guarantor institution” meeting the requirements of the Registrar, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, a new Bond of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer of the Bonds or any portion thereof selected or called for redemption.

(c) Exchange. Whenever any Bond is surrendered by the registered owner for exchange, the Registrar shall authenticate and deliver a new Bond of a like aggregate principal amount, interest rate and maturity, as requested by the registered owner or the owner’s attorney duly authorized in writing.

(d) Cancellation. Any Bond surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that

the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owner. The City and the Registrar may treat the person in whose name any Bond is at any time registered on the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability of the City upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer of a Bond or exchange of a Bond (except for an exchange upon the partial redemption of a Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the City and the Registrar shall be named as obligees. Any Bond so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or such Bond has been called for redemption in accordance with its terms, it shall not be necessary to issue a new Bond prior to payment.

## 2.05. Redemption.

(a) Mandatory Redemption. If on any interest payment date there will be a balance in the Sinking Fund after payment of the principal and interest due on the Bonds drawn against it, either from the prepayment of special assessments levied for the Improvements or from the transfer of surplus money from a Construction Subaccount to a Principal Subaccount as provided in Section 3.02, the City Finance Director shall call for redemption on the interest payment date the principal amount of the Bonds which, together with the interest thereon to the interest payment date, will equal the amount of such funds on deposit in the Sinking Fund on that date. The redemption price shall equal the principal amount of the Bonds to be redeemed plus interest accrued to the date of redemption. Such mandatory redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Bonds based upon the respective

outstanding principal amounts, and with respect to each Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

(b) Optional Redemption. The Bonds are subject to redemption at any time, at the option of the City, in whole or in part, from sources of funds available therefor (other than those described in Section 2.05(a)), at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium. Such optional redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Bonds based upon the respective outstanding principal amounts, and with respect to each Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

(c) Mandatory Sinking Fund Redemption. The Bonds are subject to redemption on January 1 and July 1 of the respective years (herein referred to as a “Sinking Fund Payment Date”) and in the principal amounts (hereinafter referred to as a “Mandatory Sinking Fund Payment”) set forth below:

| Term Bond                    |                                                       |                                                    |
|------------------------------|-------------------------------------------------------|----------------------------------------------------|
| Sinking Fund<br>Payment Date | January 1<br>Mandatory Sinking Fund<br>Payment Amount | July 1<br>Mandatory Sinking Fund<br>Payment Amount |
| 2025                         | \$21,100                                              | \$15,400                                           |
| 2026                         | 15,800                                                | 16,200                                             |
| 2027                         | 16,600                                                | 16,900                                             |
| 2028                         | 17,300                                                | 17,800                                             |
| 2029                         | 18,200                                                | 18,600                                             |
| 2030                         | 19,100                                                | 19,500                                             |
| 2031                         | 20,000                                                | 20,400                                             |
| 2032                         | 20,900                                                | 21,400                                             |
| 2033                         | 21,900                                                | 22,500                                             |
| 2034                         | 23,000                                                | 23,500                                             |
| 2035                         | 24,100                                                | 24,700                                             |
| 2036                         | 25,300                                                | 25,900                                             |
| 2037                         | 26,500                                                | 27,100                                             |
| 2038                         | 27,700                                                | 28,400                                             |
| 2039*                        | 29,100                                                | 29,800*                                            |

\*Final maturity.

(d) Notice and Effect of Redemption. The date of redemption and the principal amount of the Bonds to be redeemed shall be fixed by the City Finance Director, who shall give notice thereof to the Registrar 45 days prior to the date set for redemption in order for the Registrar to give notice, by first class mail, postage prepaid, to the owners of the Bonds at their addresses appearing on the bond register, of the respective principal amounts of the Bonds to be redeemed and the date on which payment will be made, which date shall be not less than 30 days after the date of mailing notice. On the date so fixed, interest on the principal amounts of the Bonds so redeemed shall cease to accrue.

2.06. Form. The Bonds shall be prepared in substantially the form set forth in Exhibit A hereto, and by this reference made a part hereof, with such modifications as are permitted by the Act.

2.07. Execution, Registration and Delivery. The Bonds shall be prepared under the direction of the City Finance Director and shall be executed on behalf of the City by the signatures of the Mayor, the City Finance Director and the City Clerk and sealed with the official seal of the City; provided that the seal and all signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of an authorized representative of the Registrar. The certificate of authentication on a different Bond need not be signed by the same representative. The executed certificate of authentication on the Bonds shall be conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so executed, authenticated and registered, the Bonds shall be delivered by the Registrar to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed.

2.08. Application of Proceeds. From the proceeds of the Bonds, the City Finance Director shall credit forthwith \$15,738.10 for SID No. 1421, \$11,798.49 for SID No. 1425, \$1,507.92 for SID No. 1426, \$1,909.88 for SID No. 1427, and \$1,780.62 for SID No. 331 to the Revolving Fund, as required by Section 7-12-4169(2) of the Act, and the balance of such proceeds to the Construction Subaccount in the respective District Account, in proportion to the principal amounts of the Bonds allocable to each of the Districts, as set forth in Section 1.05, to be used solely for the purposes described in Section 3.02.

### Section 3. Sinking Fund; Assessments.

3.01. 2024 Pooled Special Improvement District Sinking Fund. There is hereby created and established the fund designated as the “2024 Pooled Special Improvement District Sinking Fund” which shall be maintained by the City Finance Director on the books and records of the City separate and apart from all other funds of the City. Within the Sinking Fund there shall be maintained separate accounts for each of SID No. 1421, SID No. 1425, SID No. 1426, SID No. 1427, and SID No. 331, designated accordingly (each, a “District Account” and, collectively, the “District Accounts”). Within each District Account there shall be maintained three separate subaccounts, designated as the “Construction Subaccount,” the “Principal Subaccount” and the “Interest Subaccount,” respectively. The District Account for SID No. 331 shall also be known as the “Special Improvement Lighting District No. 331 Fund.”

3.02. Construction Subaccounts. There shall be credited to the Construction Subaccount in the respective District Account the proceeds of the sale of the Bonds attributable to the respective District remaining after the required deposits to the Revolving Fund. Any earnings on investment of money in a Construction Subaccount shall be retained therein. All costs and

expenses of constructing the Improvements, including costs of issuance of the Bonds, shall be paid from time to time as incurred and allowed from the Construction Subaccount in the respective District Account in accordance with the provisions of applicable law, and money in a Construction Subaccount shall be used for no other purpose; provided that upon completion of the Improvements and after all claims and expenses with respect to the Improvements have been fully paid and satisfied, any money remaining in a Construction Subaccount shall be transferred to the Principal Subaccount in the applicable District Account and used to redeem the principal amount of the Bonds as provided in Section 3.03.

3.03. Principal Subaccounts and Interest Subaccounts. Money in the Principal Subaccounts and the Interest Subaccounts shall be used only for payment of the principal of and interest on the Bonds as such payments become due or to redeem all or a portion of the principal amount of the Bonds.

Upon collection of the installment of principal and interest due on November 30 and May 31 of each year on the special assessments to be levied with respect to the Improvements, the City Finance Director shall credit to the Interest Subaccount in the respective District Account so much of said special assessments as is collected as interest payment and the balance thereof to the Principal Subaccount in the respective District Account. Any installment of any special assessment paid prior to its due date with interest accrued thereon to the next succeeding interest payment date shall be credited with respect to principal and interest payments in the same manner as other assessments are credited to the District Accounts. All money in the Interest Subaccounts and the Principal Subaccounts shall be used first to pay interest then due, and any remaining money shall be used to pay principal then due and, if money is available, to redeem all or a portion of the principal amount of the Bonds in accordance with Section 2.05; provided that any money transferred to a Principal Subaccount from a Construction Subaccount pursuant to Section 3.02 shall be applied to redeem the Bonds to the extent possible on the next interest payment date for which notice of redemption has been properly given pursuant to Section 2.05(a). Interest shall be paid from the respective Interest Subaccount as accrued on the Bonds to the date of redemption, in accordance with the provisions of Sections 7-12-4206 and 7-12-4341 of the Act.

3.04. Loans From Revolving Fund. The Council shall annually or more often if necessary issue an order authorizing a loan or advance from the Revolving Fund to a District Account in an amount sufficient to make good any deficiency then existing in the Interest Subaccount in such District Account and issue an order authorizing a loan or advance from the Revolving Fund to a District Accounts in an amount sufficient to make good any deficiency then existing in the Principal Subaccount in such District Account, in each case to the extent that money is available in the Revolving Fund. A deficiency shall be deemed to exist in the Principal Subaccount or Interest Subaccount in a District Account if the money on deposit therein on any December 15 or June 15 (excluding amounts in the Principal Subaccount representing prepaid special assessments) is less than the amount necessary to pay the principal of the Bonds then due (other than upon mandatory or optional redemption pursuant to Section 2.05(a) and (b) hereof), and interest payable on the Bonds, on the next succeeding interest payment date.

Pursuant to Ordinance No. 1096, the City has undertaken and agreed to provide funds for the Revolving Fund by annually levying such tax or making such loan from the general fund of

the City, subject to the limitation that no such tax levy or loan may in any year cause the balance in the Revolving Fund to exceed five percent of the principal amount of the City's then outstanding special improvement and sidewalk, curb, gutter and alley approach bonds and warrants secured thereby and subject to the durational limitations specified in the Act. In the event that the balance on hand in the Revolving Fund fifteen days prior to any date when interest is due on special improvement and sidewalk, curb, gutter and alley approach bonds and warrants of the City is not sufficient to make good all deficiencies then existing in the funds for which the City covenants to make loans from the Revolving Fund, the balance on hand in the Revolving Fund shall be allocated to the funds in which such deficiencies then exist in proportion to the amounts of the deficiencies on the respective dates of receipt of such money, until all interest accrued on such special improvement and sidewalk, curb, gutter and alley approach bonds and warrants of the City has been paid and to the extent of amounts available in the Revolving Fund. On any date when all accrued interest on special improvement and sidewalk, curb, gutter and alley approach bonds and warrants of the City payable from funds for which the City has covenanted to make loans from the Revolving Fund has been paid, any balance remaining in the Revolving Fund shall be loaned or advanced to the funds for payment and redemption of bonds and warrants to the extent such funds are deficient for such purpose and, if money in the Revolving Fund is insufficient therefor, *pro rata* in an amount proportionate to the amount of such deficiency.

The City hereby determines, covenants and agrees to levy the property tax described in the immediately preceding paragraph to provide funds for the Revolving Fund so long as Bonds are outstanding to the extent required under the provisions of this Resolution and the Act, even though such property tax levy may, under applicable law or provisions of the home rule charter of the City, require that property tax levies of the City for other purposes be reduced correspondingly.

Section 4. Covenants. The City covenants and agrees with the owners from time to time of the Bonds that until the principal amount of the Bonds and interest thereon are fully paid:

4.01. Compliance with Resolution. The City will hold the Sinking Fund and the Revolving Fund as trust funds, separate and apart from all of its other funds, and the City, its officers and agents, will comply with all covenants and agreements contained in this Resolution. The provisions hereinabove made with respect to the Sinking Fund and the Revolving Fund are in accordance with the undertaking and agreement of the City made in connection with the sale of the Bonds as set forth in Section 1.01.

4.02. Construction of Improvements. The City will do all acts and things necessary to enforce the provisions of the construction contracts for the Improvements and to ensure the completion of the Improvements in accordance with the plans and specifications and within the time therein provided, and will pay all costs thereof promptly as incurred and allowed, out of the Construction Subaccount in the respective District Account and within the amount of the proceeds of the Bonds appropriated thereto, amounts contributed by the City therefor and prepayments by property owners in the Districts.

4.03. Levy of Assessments. The City will do all acts and things necessary for the final and valid levy of special assessments upon all assessable real property within the boundaries of

the Districts benefited by the Improvements, in accordance with the Constitution and laws of the State of Montana and the Constitution of the United States, in an aggregate principal amount not less than the following amounts:

| <u>District</u> | <u>Principal Amount</u> |
|-----------------|-------------------------|
| SID No. 1421    | \$314,762.00            |
| SID No. 1425    | 235,969.70              |
| SID No. 1426    | 30,158.40               |
| SID No. 1427    | 38,197.55               |
| SID No. 331     | 35,612.35               |
|                 | \$654,700.00            |

Such special assessments shall be levied on the basis or bases prescribed in the Resolutions of Intention, and shall be payable in substantially equal semiannual installments of principal and interest over a period of 15 years, at an annual rate equal to the sum of: (i) the average annual interest rate borne by the Bonds, plus (ii) one-half of one percent (0.50%) per annum. The assessments to be levied will be payable on the 30th day of November in each of the years 2024 through 2038, and on the 31st day of May in the years 2025 through 2039, inclusive, if not theretofore paid, and shall become delinquent on such date unless paid in full. The first partial payment of each assessment shall include interest on the entire assessment from the date of original registration of the Bonds to January 1, 2025. The assessments shall constitute a lien upon and against the property against which they are made and levied, which lien may be extinguished only by payment of the assessment with all penalties, cost and interest as provided in Sections 7-12-4191 and 7-12-4338 of the Act. No tax deed issued with respect to any lot or parcel of land shall operate as payment of any installment of the assessment thereon which is payable after the execution of such deed, and any tax deed so issued shall convey title subject only to the lien of said future installments, as provided in Montana Code Annotated, Section 15-18-214.

4.04. Reassessment. If at any time and for whatever reason any special assessment or tax herein agreed to be levied is held invalid, the City and this Council, its officers and employees, will take all steps necessary to correct the same and to reassess and re-levy the same, including the ordering of work, with the same force and effect as if made at the time provided by law, ordinance or resolution relating thereto, and will reassess and re-levy the same with the same force and effect as an original levy thereof, as authorized in Section 7-12-4186 of the Act. Any special assessment, or reassessment or re-levy shall, so far as is practicable, be levied and collected as it would have been if the first levy had been enforced including the levy and collection of any interest accrued on the first levy.

If proceeds of the Bonds, including investment income thereon, are applied to the redemption of the Bonds, as provided in Sections 7-12-420, 7-12-4206 and 7-12-4342 of the Act, or if refunding bonds are issued and the outstanding principal amount of the Bonds is decreased or increased, the City will reduce or increase, respectively, the assessments levied in the respective Districts and then outstanding pro rata by the principal amount of such prepayment or the increment above or below the outstanding principal amount of the Bonds represented by the refunding bonds. The City and this Council, its officers and employees will reassess and re-

levy such assessments, with the same effect as an original levy, in such reduced or increased amounts in accordance with the provisions of Sections 7-12-4176 through 7-12-4178 of the Act.

4.05. Absence of Litigation. There is now no litigation pending or, to the best knowledge of the City, threatened questioning the validity or regularity of the creation of the Districts, the contracts for construction of the Improvements or the undertaking and agreement of the City to levy special assessments therefor and to make good any deficiency in the collection thereof through the levy of taxes for and the making of advances from the Revolving Fund, or the right and power of the City to issue the Bonds or in any manner questioning the existence of any condition precedent to the exercise of the City's powers in these matters. If any such litigation should be initiated or threatened, the City will forthwith notify in writing the Purchaser, and will furnish the Purchaser a copy of all documents, including pleadings, in connection with such litigation.

4.06. Waiver of Penalty and Interest. The City covenants not to waive the payment of penalty or interest on delinquent assessments levied for costs of the Improvements, unless the City determines, by resolution of the Council, that such waiver is in the best interest of the owners of the Bonds.

#### Section 5. Tax Matters.

5.01. Use of Improvements. The Improvements will be owned and operated by the City and available for use by members of the general public on a substantially equal basis. The City shall not enter into any lease, use or other agreement with any non-governmental person relating to the use of the Improvements or security for the payment of the Bonds which might cause the Bonds to be considered "private activity bonds" or "private loan bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (the "Code").

5.02. General Covenant. The City covenants and agrees with the owners of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become includable in gross income for federal income tax purposes under the Code and applicable Treasury Regulations (the "Regulations"), and covenants to take any and all actions within its powers to ensure that the interest on the Bonds will not become includable in gross income for federal income tax purposes under the Code and the Regulations.

5.03. Arbitrage Certification. The Mayor, the City Finance Director and the City Clerk, being the officers of the City charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code, and Section 1.148-2(b) of the Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds, it is reasonably expected that the proceeds of the Bonds will be used in a manner that would not cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code and the Regulations.

5.04. Arbitrage Rebate. The City acknowledges that the Bonds are subject to the rebate requirements of Section 148(f) of the Code. The City covenants and agrees to retain such

records, make such determinations, file such reports and documents and pay such amounts at such times as are required under said Section 148(f) and applicable Treasury Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for the exception from the rebate requirement under Section 148(f)(4)(B) of the Code and no “gross proceeds” of the Bonds (other than amounts constituting a “bona fide debt service fund”) arise during or after the expenditure of the original proceeds thereof. In furtherance of the foregoing, the Mayor, the City Finance Director and the City Clerk are hereby authorized and directed to execute a Rebate Certificate, substantially in the form to be prepared by Bond Counsel, and the City hereby covenants and agrees to observe and perform the covenants and agreements contained therein, unless amended or terminated in accordance with the provisions thereof.

5.05. Information Reporting. The City shall file with the Secretary of the Treasury, not later than November 15, 2024, a statement concerning the Bonds containing the information required by Section 149(e) of the Code.

Section 6. Authentication of Transcript. The officers of the City are hereby authorized and directed to furnish to the Purchaser and to Bond Counsel certified copies of all proceedings relating to the issuance of the Bonds and such other certificates and affidavits as may be required to show the right, power and authority of the City to issue the Bonds, and all statements contained in and shown by such instruments, including any heretofore furnished, shall constitute representations of the City as to the truth of the statements purported to be shown thereby.

Section 7. Defeasance.

7.01. General. When the liability of the City on the Bonds issued under and secured by this Resolution has been discharged as provided in this Section 7, all pledges, covenants and other rights granted by this Resolution to the owners of the Bonds shall cease.

7.02. Payment. The City may discharge its liability with reference to any Bond or installment of interest thereon which is due on any date by depositing with the Registrar on or before that date funds sufficient, or, if a City officer is the Registrar, mailing to the registered owner of the Bonds a check or draft in a sum sufficient and providing proceeds available, for the payment thereof in full; or if any Bond or installment of interest thereon shall not be paid when due, the City may nevertheless discharge its liability with reference thereto by depositing with the Registrar funds sufficient, or, if a City officer is the Registrar, by mailing to the registered owner thereof a check or draft in a sum sufficient and providing proceeds available, for the payment thereof in full with interest accrued to the date of such deposit or mailing.

7.03. Prepayment. The City may also discharge its obligations with respect to any Bond called for redemption on any date when it is prepayable in accordance with its terms, by on or before that date depositing with the Registrar funds sufficient, or, if a City officer is the Registrar, mailing to the registered owner of such Bonds a check or a draft in a sum sufficient and providing proceeds available, for the payment of the principal, interest and redemption premium, if any, which are then due; provided that notice of such redemption has been duly given as provided herein or irrevocably provided for.

7.04. Escrow. The City may also at any time discharge its liability in its entirety with reference to the Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without reinvestment, to provide funds sufficient to pay all principal and interest to become due on the Bonds on or before maturity or, if the Bonds has been duly called for redemption or notice of such redemption has been irrevocably provided for, on or before the designated redemption date.

7.05. Irrevocable Deposits. If an officer of the City is the Registrar, any deposit made under this Section 7 with the Registrar shall be irrevocable and held for the benefit of the owner of the Bonds in respect of which such deposits have been made.

#### Section 8. Repeals and Effective Date.

8.01. Repeal. All provisions of other resolutions and other actions and proceedings of the City and this Council that are in any way inconsistent with the terms and provisions of this Resolution are repealed, amended and rescinded to the full extent necessary to give full force and effect to the provisions of this Resolution.

8.02. Effective Date. This Resolution shall take effect immediately upon its passage and adoption by this Council.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, this 26th day of August, 2024.

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Mayor

Attest: \_\_\_\_\_  
City Clerk

(SEAL)

EXHIBIT A

UNITED STATES OF AMERICA  
STATE OF MONTANA  
YELLOWSTONE COUNTY

**CITY OF BILLINGS**

POOLED SPECIAL IMPROVEMENT DISTRICT BONDS, SERIES 2024  
(Special Improvement District Nos. 1421, 1425, 1426, 1427, and 331)

Interest at the rate per annum specified below,  
payable on the 1<sup>st</sup> day of January and the 1<sup>st</sup> day of July  
in each year, commencing January 1, 2025.

| <u>Interest<br/>Rate</u> | <u>Maturity<br/>Date</u> | <u>Date of<br/>Original Issue</u> |
|--------------------------|--------------------------|-----------------------------------|
| 4.75%                    | July 1, 2039             | September 12, 2024                |

No. R-1 \$654,700.00

REGISTERED OWNER: STOCKMAN BANK

PRINCIPAL AMOUNT: SIX HUNDRED FIFTY-FOUR THOUSAND SEVEN  
HUNDRED DOLLARS AND NO/100

FOR VALUE RECEIVED, the City of Billings, Montana (the “City”), will pay to the registered owner identified above, or registered assigns, on the maturity date specified above the principal amount specified above, solely from the revenues hereinafter specified, as authorized by Resolution No. 24-\_\_\_\_, adopted August 26, 2024 (the “Resolution”), all subject to the provisions hereinafter described relating to the redemption of this Bond, in whole or in part, before maturity. This Bond bears interest at the rate per annum specified above from the date of original issue specified above, or from such later date to which interest hereon has been paid or duly provided for, until the maturity date specified above or an earlier date on which this Bond shall have been duly called for redemption by the City Finance Director. Interest on this Bond is payable semiannually on the 1st day of January and the 1st day of July in each year, commencing January 1, 2025, to the owner of record of this Bond appearing as such in the bond register as of the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. Interest on and, upon presentation and surrender hereof at the principal office of the Registrar, the principal of this Bond, shall be payable by check or draft drawn on the Registrar. Notwithstanding the foregoing, so long as this Bond is evidenced by a single, fully registered term Bond, it shall not be necessary to present and surrender this Bond until the full redemption hereof pursuant to the Resolution, but the Registrar shall note in the bond register such principal payment. The principal of and interest on this Bond are payable in lawful money of the United States of America. Interest on this Bond shall be calculated on the basis of a 360-day year composed of twelve 30-day months. The City Finance Director shall initially serve as Registrar for this Bond.

Terms used in this Bond with initial capital letters and not defined herein have the meanings given them in the Resolution.

This Bond is one of an issue in the aggregate principal amount of \$654,700 (the “Bonds”), all of like date of original issue and tenor, except as to serial number, denomination, date, maturity date and redemption rights. The Bonds are issued pursuant to and in full conformity with the Constitution and laws of the State of Montana thereunto enabling, including Montana Code Annotated, Title 7, Chapter 12, Parts 41, 42 and 43, as amended (the “Act”), and ordinances and resolutions duly adopted by the governing body of the City, including the Resolution, to finance a portion of the costs and expenses of making certain local improvements (the “Improvements”) for the special benefit of properties located in Special Improvement District Nos. 1421, 1425, 1426, 1427, and 331 (together, the “Districts”), to fund a deposit to the Special Improvement District Revolving Fund (the “Revolving Fund”) and to pay costs of issuance of the Bonds.

The Bonds are payable from the collection of a special tax or assessment levied upon all assessable real property within the boundaries of the Districts benefited by the Improvements, in an aggregate principal amount not less than \$654,700 (\$314,762.00 for Special Improvement District No. 1421, \$235,969.70 for Special Improvement District No. 1425, \$30,158.40 for Special Improvement District No. 1426, \$38,197.55 for Special Improvement District No. 1427, and \$35,612.35 for Special Improvement Lighting District No. 331), except as such amounts may be reduced or increased in accordance with provisions of Montana law. Such assessments constitute a lien against the property against which they are made and levied and are to be deposited into the 2024 Pooled Special Improvement District Sinking Fund of the City (the “Sinking Fund”). The Bonds are not general obligations of the City.

The City has validly established the Revolving Fund to secure the payment of certain of its special improvement and sidewalk, curb, gutter and alley approach bonds and warrants, including the Bonds. The City has also agreed, to the extent permitted by the Act, to issue orders annually, or more often as necessary, authorizing loans or advances from the Revolving Fund to the Sinking Fund, in amounts sufficient to make good any deficiency in the Sinking Fund to pay principal of or interest on the Bonds, to the extent money is available in the Revolving Fund, and to provide funds for the Revolving Fund by annually levying such tax or making such loan from its general fund, subject to the limitation that no such tax levy or loan may in any year cause the balance in the Revolving Fund to exceed five percent of the principal amount of the City’s then outstanding special improvement and sidewalk, curb, gutter and alley approach bonds and warrants secured thereby and subject to the durational limitations specified in the Act. While any property tax levy to be made by the City to provide funds for the Revolving Fund is subject to levy limits under current law, the City has agreed in the Resolution to levy property taxes to provide funds for the Revolving Fund to the extent described in this paragraph and, if necessary, to reduce other property tax levies correspondingly to meet applicable levy limits.

If on any interest payment date there will be a balance in the Sinking Fund after payment of the principal and interest due on the Bonds drawn against it, either from the prepayment of special assessments levied for the Improvements or from the transfer of surplus money from a Construction Subaccount to a Principal Subaccount as provided in the Resolution, the City Finance Director shall call for redemption on the interest payment date the principal amount of the Bonds which, together with the interest thereon to the interest payment date, will equal the amount of such

funds on deposit in the Sinking Fund on that date. The redemption price shall equal the principal amount of the Bonds to be redeemed plus interest accrued to the date of redemption. Such mandatory redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Bonds based upon the respective outstanding principal amounts, and with respect to each Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

The Bonds are subject to redemption at any time, at the option of the City, in whole or in part, from sources of funds available therefor (other than those described in Section 2.05(a)), at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium. Such optional redemption payments shall reduce the Mandatory Sinking Fund Payments *pro rata* among all Bonds based upon the respective outstanding principal amounts, and with respect to each Bond shall be applied to Mandatory Sinking Fund Payments in inverse order of Sinking Fund Payment Dates.

The Bonds are subject to redemption on January 1 and July 1 of the respective years (herein referred to as a “Sinking Fund Payment Date”) and in the principal amounts (hereinafter referred to as a “Mandatory Sinking Fund Payment”) set forth below:

| Term Bond                 |                                                 |                                              |
|---------------------------|-------------------------------------------------|----------------------------------------------|
| Sinking Fund Payment Date | January 1 Mandatory Sinking Fund Payment Amount | July 1 Mandatory Sinking Fund Payment Amount |
| 2025                      | \$21,100                                        | \$15,400                                     |
| 2026                      | 15,800                                          | 16,200                                       |
| 2027                      | 16,600                                          | 16,900                                       |
| 2028                      | 17,300                                          | 17,800                                       |
| 2029                      | 18,200                                          | 18,600                                       |
| 2030                      | 19,100                                          | 19,500                                       |
| 2031                      | 20,000                                          | 20,400                                       |
| 2032                      | 20,900                                          | 21,400                                       |
| 2033                      | 21,900                                          | 22,500                                       |
| 2034                      | 23,000                                          | 23,500                                       |
| 2035                      | 24,100                                          | 24,700                                       |
| 2036                      | 25,300                                          | 25,900                                       |
| 2037                      | 26,500                                          | 27,100                                       |
| 2038                      | 27,700                                          | 28,400                                       |
| 2039*                     | 29,100                                          | 29,800*                                      |

\*Final maturity.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by his attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or his attorney. Upon such transfer or exchange, the City will cause a new Bond to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing

interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all things required to be done precedent to the issuance of this Bond have been properly done, happened and been performed in the manner prescribed by the laws of the State of Montana and the resolutions and ordinances of the City of Billings, Montana, relating to the issuance hereof.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by the manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Billings, Montana, by its City Council, has caused this Bond to be executed by the facsimile signatures of the Mayor, the City Finance Director and the City Clerk, and by a printed facsimile of the official seal of the City.

CITY OF BILLINGS, MONTANA

(Facsimile Signature)  
MAYOR

(Facsimile Seal)

(Facsimile Signature)  
CITY FINANCE DIRECTOR

(Facsimile Signature)  
CITY CLERK

Dated:

CERTIFICATE OF AUTHENTICATION

This Bond is delivered pursuant to the Resolution mentioned herein.

CITY OF BILLINGS, MONTANA,  
as Registrar, Transfer Agent, and  
Paying Agent

By \_\_\_\_\_  
City Finance Director

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants  
in common

UTMA.....Custodian.....  
(Cust) (Minor)

TEN ENT -- as tenants  
by the entireties

under Uniform Gifts to

JT TEN -- as joint tenants  
with right of  
survivorship and  
not as tenants in  
common

Minor Act.....  
(State)

\_\_\_\_\_  
Additional abbreviations may also be used.

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_  
\_\_\_\_\_ the within Bond and all rights thereunder, and hereby  
irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within  
Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

PLEASE INSERT SOCIAL SECURITY  
OR OTHER IDENTIFYING NUMBER  
OF ASSIGNEE:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NOTICE: The signature to this assignment  
must correspond with the name as it appears  
upon the face of the within Bond in every  
particular, without alteration, enlargement  
or any change whatsoever.

SIGNATURE GUARANTEED

\_\_\_\_\_  
Signature(s) must be guaranteed by an  
“eligible guarantor institution” meeting  
the requirements of the Registrar,  
which requirements include membership  
or participation in STAMP or such other  
“signature guaranty program” as may be  
determined by the Registrar in  
addition to or in substitution for STAMP,  
all in accordance with the Securities  
Exchange Act of 1934, as amended

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Second/Final Reading Ordinance Amending Sec. 24-457, 24-467, 24-473, 24-1004 through 24-1006 BMCC  
**Presented by:** Tracy Scott, Parking Manager  
**Department:** Parking  
**Presentation:** Yes  
**Legal Review:** Yes  
**Project Number:** N/A

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**RECOMMENDATION**

Recommendation to amend BMCC Sections 24-457 Violation, 24-467 Failure to pay parking fees, 24-473, Penalties, 24-1004 Parking violation - Procedure generally, 24-1005 Same - Response failure action, 24-1006 Violation citation compliance failure; warrant for arrest.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Article 24-1000 of the Billings, Montana City Code (BMCC) has not been reviewed or amended since approximately 1993. In the case of certain sections, it has been longer since there has been a review. Amendments are necessary to update the BMCC, to ensure proper alignment with Parking Division enforcement practices regarding violations, and to clarify procedures for those who wish to contest parking citations. Additionally, amendments are proposed that will consolidate the procedures for both issuance of citations and contesting citations in order to ensure uniformity among the various types of parking violations. The first reading of the Ordinance amendments was passed by the City Council on Monday, August 12, 2024. On the first reading of the Ordinance amendments, the motion included the deletion of Section 24-1011 and the second reading reflects the change.

**STAKEHOLDERS**

City of Billings and Downtown Visitors

**ALTERNATIVES**

City Council may:

- Approve; or,
- Not Approve; or
- Make recommendation from Council

**FISCAL EFFECTS**

The city will be monitoring potential changes in the fiscal effects.

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**Attachments**

Redlined Version  
Parking Enforcement/Collections Ordinance - Clean Version

ORDINANCE 24-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS,  
PROVIDING THAT THE BILLINGS, MONTANA CITY  
CODE (BMCC) BE AMENDED BY REVISING SECTIONS  
24-457, 24-467, 24-473, 24-1004 AND REPEALING  
24-1005 and 24-1006

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

**Section 1.** That Section 24-457 of the Billings Montana City Code (BMCC) is amended so that such section shall read as follows:

**SECTION 24-457. Violations**—~~Records~~ It shall be the duty of the city administrator to keep account of all violations of this division and to:

- (1) ~~Record the number of the parking meter adjacent to the vehicle which is or has been parked in violation of any of the provisions of this division;~~
- (2) ~~Record the state license number of the vehicle;~~
- (3) ~~Record any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending the violation;~~
- (4) ~~Conspicuously affix to the vehicle a notice in writing that it has been parking in violation of this division and instruct the owner or operator to answer in regard to the violation within five (5) days during the hours and at the place specified in the notice.~~

A violation of the provisions in Division 4 – Parking Meters and Zones is designated as a municipal infraction. Alleged violations shall be enforced under and subject to the penalties and procedures as provided in Sec. 24-1004.

**Section 2.** That Section 24-467 of the BMCC is amended so that such section shall read as follows:

**SECTION 24-467. Failure to pay parking fees**

~~Failure to pay parking fees of the Billings, Montana City Code (BMCC) is amended and renumbered so that such section shall read as follows:~~

A person who parks in a non-metered city parking space controlled by limited time parking signs is required to pay an hourly or monthly parking fee in the manner and at the time set by the city City. ~~A person who fails to pay the required parking fee when due shall be subject to civil penalties as specified in section 18-1304. Failure to pay the fee when due is designated as a municipal infraction and an alleged violation shall be~~

enforced under and subject to the penalties and procedures as provided in Sec. 24-1004. Each ~~day that a~~ violation that occurs is a separate offense.

**Section 3.** That Section 24-473 of the BMCC is amended so that such section shall read as follows:

**SECTION 24-473. Penalties**

Violations of ~~this article the provisions in Division 5 – Fire Lanes~~ are designated as municipal infractions. ~~and punishable by civil penalties as specified in section 18-1304.~~ An alleged violation of the provisions in Division 5 – Fire Lanes shall be enforced under and subject to the penalties and procedures as provided in Sec. 24-1004.

**Section 4.** That Section 24-1004: of the BMCC is amended so that such section shall read as follows:

**SECTION 24-1004. Parking violation – Procedure generally**

**(A)** Violation for improperly parked vehicle.

1. Whenever any motor vehicle, unattached trailer, or unattached camper, –with or without a driver, is found parked or stopped in violation of any of the restrictions imposed by ordinance of this city City or by state law, ~~the police officer, airport police officer, firefighter, person granted authority by the city administrator to issue notices or citations for violations of parking law, or parking meter attendant observing such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a notice in writing, on a form provided by the city administrator, for the driver to answer to the charge against him or her within five (5) days, during the hours and at a place specified in the notice. The officer, firefighter or parking meter attendant shall send a copy to the city administrator.~~

~~(b) — Any person wishing to obtain authority from the city administrator to issue notices or citations for violations of parking laws shall first complete a course of instruction as prescribed and presented by the city administrator or his/her designee.~~

~~(c) — A parking meter attendant is defined to be any person employed by the city with the authority given to such person to issue notices or citations for violation of traffic laws. the vehicle may be cited for the appropriate parking violation. The notice of violation citation shall be in a the form of a citation authorized by the city. The city employee issuing the notice of violation citation shall note the vehicle's license plate or vehicle identification number and any~~

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other information concerning the vehicle that will identify it and, if the driver is not present, shall serve the citation by placing ~~same on the vehicle, a notice of the parking violation, or alternatively by serving the citation directly on the~~ owner/operator of the vehicle in person, ~~or by serving the citation by regular mail on the registered owner at the registered owner's address as shown on the records of the Montana Motor Vehicle Division~~ of the owner's state of residence.

**2.** The registered owner of a vehicle at the time the violation occurred shall be liable for all fines, fees and penalties related to the specific violation.

**3.** The registered owner at the time a vehicle is found to be in violation of any provisions of this article shall remain liable for all violations despite having subsequently sold, transferred, or otherwise conveyed the vehicle.

**(B) Notice of Violation Citations.**

Employees under the supervision of the ~~parking manager~~ Parking Manager, as well as code enforcement personnel, college campus police, airport police and those under the supervision of the ~~chief of police~~ Chief of Police are authorized to provide enforcement of parking regulations and issue related ~~notices of violation citations~~ for parking violations as set forth in the BMCC or violations of MCA Title 61 (Motor Vehicles) and MCA 49-4-302 (Disability Parking Permits). Employees under the supervision of the ~~parking manager~~ Parking Manager and under the supervision of the ~~chief of police~~ Chief of Police are authorized to immobilize and/or impound a vehicle in accordance with this section.

**1.** The form of the ~~citation notice of the violation~~ shall be designated by the city City, but shall contain in substance the following information:

- a. A statement that the ~~notice of the violation citation~~ represents a determination that a violation of this article or other parking prohibition has been committed by the owner or user of the vehicle and that the determination shall be final unless contested as provided by this article;
- b. A statement that failure to pay a violation may result in immobilization and/or impoundment of the vehicle for which the owner may be liable for ~~a penalty, penalties and administrative~~ fees, including towing, handling and storage costs;
- c. A statement of the specific provision of this article violated and for which the citation was issued;
- d. A statement of the monetary penalty established for the parking violation, including that the violation may subject the owner to additional administrative fees if not paid within ~~twelve (12) calendar~~ working days of the date of issuance of the citation; and
- e. Information advising the owner of the vehicle that they must admit the violation and pay the associated penalty, or deny the violation and request an appeal pursuant to BMCC 24-1004(D).

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2. The ~~notice of violation citation~~ represents a determination that a violation has been committed, and such determination shall be final unless contested as provided herein.

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3. Nothing herein shall be deemed to invalidate any previous notice or citation issued by the ~~city~~ City regarding a violation under this article or other parking prohibition.

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The original citation must be filed with the ~~city parking~~ Parking Division Division and may be disposed of only by official ~~action of the City~~ city or by payment of a fine to the ~~finance department~~ Finance Department or ~~parking division~~ Parking Division.

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C. Response to ~~notice of violation citation~~ required.

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1. Any person who receives a ~~citation~~ notice of a violation of this article shall respond to such ~~citation~~ notice as provided herein within ~~ten-twelve (12), business-calendar~~ days of the date of the issuance of the ~~citation~~ notice, by either paying the penalty set forth in the ~~citation~~ notice or requesting an administrative appeal pursuant to subsection D of this section. If the person receiving ~~the citation notice~~ fails within ~~ten-twelve (12), business-calendar~~ days to either pay the penalty or to request an administrative appeal, said failure shall result in the assessment of a \$20.00 administrative fee which shall be in addition to the penalty.

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2. If the owner of a vehicle cited for a parking violation has not responded to the ~~notice of violation citation~~ within ~~ten-twelve (12) business-calendar~~ days as provided in subsection (C)(1) of this section, the ~~city~~ City shall send a written notice of the citation within ~~ten-thirty-one (31) business days~~ no more than 60 calendar days ~~effrom~~ the date of issuance of the ~~notice citation~~ by regular mail to the last known address of the registered owner of the vehicle. Such notice shall state that if the owner of the vehicle ~~does, did~~ not respond to the ~~written notice~~ initial notice citation within ~~ten-twelve (12) business-calendar~~ within ~~thirty (30) days~~ ~~effrom~~ the date of issuance of the notice of the ~~initial notice citation~~ by either paying the penalty and possible administrative fee or by requesting in writing an administrative appeal pursuant to these procedures, the owner shall be deemed to have waived the owner's right to an administrative appeal and the determination that a violation was committed shall be considered final. Any person who fails to request an administrative appeal or pay the fine described in this subsection shall be deemed to have refused to pay the fine levied by the citation and shall authorize the ~~city~~ City to proceed to collect the fine and all possible administrative fees in any manner available to the ~~city~~ City.

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3. All payments made by a person regarding a ~~citation~~ issued notice of a violation under this article shall be paid only to the ~~city finance department or parking division~~ City Finance Department or Parking Division.

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D. Administrative appeal of parking citation.

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Any person cited for a violation of this article may contest the determination that a violation occurred by submitting to the ~~city~~ City a notice of administrative appeal of ~~the~~ parking citation within the time parameters set forth in subsection (C) of this section. The notice of appeal must contain a written statement detailing the appellant's argument that the citation was issued in error and may include photographs, or any other information the appellant wishes to rely upon. ~~The citing employee's supervisor~~ **Parking Division Manager** ("administrative reviewer Administrative Reviewer") shall review the information submitted and, within ~~fifteen (15)-twenty (20) business-calendar~~ days of receipt of the notice of appeal, the ~~City~~ shall inform the appellant via regular mail or other communication approved by the appellant, whether the citation is affirmed, modified, or dismissed. If the citing officer's decision is affirmed or modified, the petitioner shall have ~~ten (10)- twelve (12) business-calendar~~ days from the date of ~~mailing or other approved official~~ communication of the **Administrative Reviewer's** decision to pay the penalty. Failure to pay within the ~~ten (10)-twelve (12) business-calendar~~ day period shall result in the assessment of a \$20.00 administrative fee which shall be in addition to the penalty, and shall authorize the ~~city~~ City to proceed to collect the fine and all administrative fees in any manner available to the ~~city~~ City.

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**E. Rehearing and judicial review.**

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**1. The City Administrator or a designee shall be responsible for review of an ~~a~~Administrative Rreviewer's decision. In no event shall the ~~A~~administrative Rreviewer whose decision is being reviewed be the designee.**

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**2. A request for review of a decision of an ~~A~~administrative Rreviewer shall be submitted to the City Administrator or designee within ~~twelve~~~~fifteen (125)~~ business-calendar days of the ~~A~~administrative Rreviewer's determination. This written request may include a request for a hearing. Upon receipt of such request, the City Administrator or designee will schedule a time and place for hearing within ~~twenty (20)- twenty-one (21) business-calendar~~ days of receipt of the request and will provide written notice of the date and time to the ~~person~~ appellant. The City Administrator or designee shall have the power to review the facts and the law in order to affirm, reverse, or modify any original decision for error of fact or law.**

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**3. Procedure. The hearing shall afford a reasonable opportunity for ~~person(s)~~ appellant(s) to demonstrate by the statements of witnesses and other evidence that the citation was invalid or unjustified. The City Administrator or designee shall establish the necessary rules and regulations regarding the conduct of such hearings.**

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**4. Appearance of officer. The officer or other person authorized by the ~~city~~ City who issued the ~~notice of violation~~ citation shall not be required to appear at the hearing unless the City Administrator or a designee determines that the officer's presence is required. The City Administrator or a designee may grant one postponement if the officer is not available at the time of the hearing.**

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**5. Determination. At the conclusion of the hearing, the City Administrator or a designee shall immediately render a decision, either finding the ~~person~~**

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appellant liable and assessing a fine in the appropriate amount as authorized by the BMCC or declaring the violation unproven.

6. Failure to appear. Failure of the appellant to appear at a hearing when required to appear shall constitute an admission of the parking violation and shall subject the person charged with the violation to the appropriate fines and costs assessed by the ~~city~~ City acting through the City Administrator or a designee and shall authorize the ~~city~~ City to proceed to collect the fine and all administrative fees in any manner available to the ~~city~~ City.

7. The decision of the City Administrator or a designee shall be the final decision by the ~~city~~ City and the appropriate fines and costs assessed by the City acting through the City Administrator or designee shall be due immediately. Any person aggrieved by a decision may file a petition for judicial review in the Billings Municipal Court. An appeal must be brought within thirty (30) calendar days from the date of the decision of the City Administrator or a designee, and shall be confined to review of the record and questions of law.

Section 5. That Section 24-1005 of the BMCC is repealed.

~~Sec. 24-1005. Same—Response failure action~~Reserved.

~~If a violator of the restrictions on stopping, standing or parking under the traffic laws or ordinances does not appear in response to a notice affixed to such motor vehicle within a period of five (5) days, the city administrator shall send to the registered owner of the motor vehicle to which the notice was affixed a final written notice informing him or her of the violation and warning him or her that, if such final notice is disregarded for a period of fourteen (14) days, a complaint will be filed and application will be made for a warrant of arrest.~~

Section 6. That Section 24-1006 of the BMCC is repealed.

~~Sec. 24-1006. Violation citation compliance failure; warrant for arrest~~Reserved.

~~If any person fails to comply with a notice given to such person or attached to a vehicle or final written notice or fails to make appearance pursuant to a notice directing an appearance in city court, or if any person fails or refuses to pay the fine as required and within the time permitted by ordinance, the city administrator shall file a complaint against such person and apply for a warrant for his or her arrest. **Penalty for vio**The city administrator or designee shall establish a bond schedule for parking violations subject to the maximum penalties established in section 1-110 and section 18-1304.~~

**Section 7. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 8. REPEALER.** All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

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**Section 9. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading the ~~12th~~<sup>22nd</sup> day of ~~August~~<sup>July</sup>, 2024.

PASSED, ADOPTED and APPROVED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF BILLINGS

BY: \_\_\_\_\_  
William A. Cole, Mayor

Attest:

BY: \_\_\_\_\_  
Denise R. Bohlman, City Clerk

ORDINANCE 24-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS,  
PROVIDING THAT THE BILLINGS, MONTANA CITY  
CODE (BMCC) BE AMENDED BY REVISING SECTIONS  
24-457, 24-467, 24-473, 24-1004 AND REPEALING  
24-1005 and 24-1006

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

**Section 1.** That Section 24-457 of the Billings Montana City Code (BMCC) is amended so that such section shall read as follows:

**SECTION 24-457. Violations**

A violation of the provisions in Division 4 – Parking Meters and Zones is designated as a municipal infraction. Alleged violations shall be enforced under and subject to the penalties and procedures as provided in Sec. 24-1004.

**Section 2.** That Section 24-467 of the BMCC is amended so that such section shall read as follows:

**SECTION 24-467. Failure to pay parking fees**

A person who parks in a non-metered city parking space controlled by limited time parking signs is required to pay an hourly or monthly parking fee in the manner and at the time set by the City. Failure to pay the fee when due is designated as a municipal infraction and an alleged violation shall be enforced under and subject to the penalties and procedures as provided in Sec. 24-1004. Each violation that occurs is a separate offense.

**Section 3.** That Section 24-473 of the BMCC is amended so that such section shall read as follows:

**SECTION 24-473. Penalties**

Violations of the provisions in Division 5 – Fire Lanes are designated as municipal infractions.- An alleged violation of the provisions in Division 5 – Fire Lanes shall be enforced under and subject to the penalties and procedures as provided in Sec. 24-1004.

**Section 4.** That Section 24-1004 of the BMCC is amended so that such section shall read as follows:

**SECTION 24-1004. Parking violation – Procedure generally**

**(A)** Violation for improperly parked vehicle.

1. Whenever any motor vehicle, unattached trailer, or unattached camper, with or without a driver, is found parked or stopped in violation of any of the restrictions imposed by ordinance of this City or by state law, the vehicle may be cited for the appropriate parking violation. The citation shall be in a form authorized by the city. The city employee issuing the citation shall note the vehicle's license plate or vehicle identification number and any other information concerning the vehicle that will identify it and, if the driver is not present, shall serve the citation by placing same on the vehicle, by serving the citation on the owner/operator of the vehicle in person, or by serving the citation by regular mail on the registered owner at the registered owner's address as shown on the records of the motor vehicle division of the owner's state of residence.

2. The registered owner of a vehicle at the time the violation occurred shall be liable for all fines, fees and penalties related to the specific violation.

3. The registered owner at the time a vehicle is found to be in violation of any provisions of this article shall remain liable for all violations despite having subsequently sold, transferred, or otherwise conveyed the vehicle.

**(B)** Citations.

Employees under the supervision of the Parking Manager, as well as code enforcement personnel, college campus police, airport police and those under the supervision of the Chief of Police are authorized to provide enforcement of parking regulations and issue related citations for parking violations as set forth in the BMCC or violations of MCA Title 61 (Motor Vehicles) and MCA 49-4-302 (Disability Parking Permits). Employees under the supervision of the Parking Manager and under the supervision of the Chief of Police are authorized to immobilize and/or impound a vehicle in accordance with this section.

1. The form of the citation shall be designated by the City, but shall contain in substance the following information:
  - a. A statement that the citation represents a determination that a violation of this article or other parking prohibition has been committed by the owner or user of the vehicle and that the determination shall be final unless contested as provided by this article;
  - b. A statement that failure to pay a violation may result in immobilization and/or impoundment of the vehicle for which the owner may be liable for penalties and fees, including towing, handling and storage costs;
  - c. A statement of the specific provision of this article violated and for which the citation was issued;

- d. A statement of the monetary penalty established for the parking violation, including that the violation may subject the owner to additional administrative fees if not paid within twelve (12) calendar days of the date of issuance of the citation; and
  - e. Information advising the owner of the vehicle that they must admit the violation and pay the associated penalty, or deny the violation and request an appeal pursuant to BMCC 24-1004(D).
2. The citation represents a determination that a violation has been committed, and such determination shall be final unless contested as provided herein.
  3. Nothing herein shall be deemed to invalidate any previous notice or citation issued by the City regarding a violation under this article or other parking prohibition.
  4. The original citation must be filed with the Parking Division and may be disposed of only by official action of the City or by payment of a fine to the Finance Department or Parking Division.
- C. Response to citation required.
1. Any person who receives a citation of a violation of this article shall respond to such citation as provided herein within twelve (12) calendar days of the date of the issuance of the citation, by either paying the penalty set forth in the citation or requesting an administrative appeal pursuant to subsection D of this section. If the person receiving the citation fails within twelve (12) calendar days to either pay the penalty or to request an administrative appeal, said failure shall result in the assessment of a \$20.00 administrative fee which shall be in addition to the penalty.
  2. If the owner of a vehicle cited for a parking violation has not responded to the citation within twelve (12) calendar days as provided in subsection (C)(1) of this section, the City shall send a written notice of the citation no more than 60 calendar days from the date of issuance of the citation by regular mail to the last known address of the registered owner of the vehicle. Such notice shall state that if the owner of the vehicle does not respond to the written notice within thirty (30) days from the date of issuance of the notice of the citation by either paying the penalty and possible administrative fee or by requesting in writing an administrative appeal pursuant to these procedures, the owner shall be deemed to have waived the owner's right to an administrative appeal and the determination that a violation was committed shall be considered final. Any person who fails to request an administrative appeal or pay the fine described in this subsection shall be deemed to have refused to pay the fine levied by the citation and shall authorize the City to proceed to collect the fine and all possible administrative fees in any manner available to the City.
  3. All payments made by a person regarding a citation issued under this article shall be paid only to the Finance Department or Parking Division.

**D. Administrative appeal of parking citation.**

Any person cited for a violation of this article may contest the determination that a violation occurred by submitting to the City a notice of administrative appeal of the parking citation within the time parameters set forth in subsection (C) of this section. The notice of appeal must contain a written statement detailing the appellant's argument that the citation was issued in error and may include photographs, or any other information the appellant wishes to rely upon. Parking Division Manager ("Administrative Reviewer") shall review the information submitted and, within twenty (20) calendar days of receipt of the notice of appeal, the City shall inform the appellant via regular mail or other communication approved by the appellant, whether the citation is affirmed, modified, or dismissed. If the citing officer's decision is affirmed or modified, the petitioner shall have twelve (12) calendar days from the date of official communication of the Administrative Reviewer's decision to pay the penalty. Failure to pay within the twelve (12) calendar day period shall result in the assessment of a \$20.00 administrative fee which shall be in addition to the penalty, and shall authorize the City to proceed to collect the fine and all administrative fees in any manner available to the City.

**E. Rehearing and judicial review.**

1. The City Administrator or a designee shall be responsible for review of an Administrative Reviewer's decision. In no event shall the Administrative Reviewer whose decision is being reviewed be the designee.
2. A request for review of a decision of an Administrative Reviewer shall be submitted to the City Administrator or designee within twelve (12) calendar days of the Administrative Reviewer's determination. This written request may include a request for a hearing. Upon receipt of such request, the City Administrator or designee will schedule a time and place for hearing within twenty-one (21) calendar days of receipt of the request and will provide written notice of the date and time to the appellant. The City Administrator or designee shall have the power to review the facts and the law in order to affirm, reverse, or modify any original decision for error of fact or law.
3. Procedure. The hearing shall afford a reasonable opportunity for appellant(s) to demonstrate by the statements of witnesses and other evidence that the citation was invalid or unjustified. The City Administrator or designee shall establish the necessary rules and regulations regarding the conduct of such hearings.
4. Appearance of officer. The officer or other person authorized by the City who issued the citation shall not be required to appear at the hearing unless the City Administrator or a designee determines that the officer's presence is required. The City Administrator or a designee may grant one postponement if the officer is not available at the time of the hearing.
5. Determination. At the conclusion of the hearing, the City Administrator or a designee shall immediately render a decision, either finding the appellant liable and assessing a fine in the appropriate amount as authorized by the BMCC or declaring the violation unproven.

6. Failure to appear. Failure of the appellant to appear at a hearing when required to appear shall constitute an admission of the parking violation and shall subject the person charged with the violation to the appropriate fines and costs assessed by the City acting through the City Administrator or a designee and shall authorize the City to proceed to collect the fine and all administrative fees in any manner available to the City.
7. The decision of the City Administrator or a designee shall be the final decision by the City and the appropriate fines and costs assessed by the City acting through the City Administrator or designee shall be due immediately. Any person aggrieved by a decision may file a petition for judicial review in the Billings Municipal Court. An appeal must be brought within thirty (30) calendar days from the date of the decision of the City Administrator or a designee, and shall be confined to review of the record and questions of law.

**Section 5.** That Section 24-1005 of the BMCC is repealed.

**Sec. 24-1005. Reserved.**

**Section 6.** That Section 24-1006 of the BMCC is repealed.

**Sec. 24-1006. Reserved.**

**Section 7. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 8. REPEALER.** All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

**Section 9. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading the 12th day of August, 2024.

PASSED, ADOPTED and APPROVED on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF BILLINGS

BY: \_\_\_\_\_  
William A. Cole, Mayor

Attest:

BY: \_\_\_\_\_  
Denise R. Bohlman, City Clerk

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Payment of Claims for week of July 22nd, 2024  
**Presented by:** Erin Watterud  
**Department:** Finance  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** N/A

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**RECOMMENDATION**

Staff recommends Council approve the Payment of Claims

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Claims in the amount of \$10,660,213.93 have been reviewed and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department. Payment Approval Process Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.). Each invoice goes through a multi-step approval process depending upon the amount of the payment. First, invoices are entered by the department requesting the payment and the department director or designee must perform an initial review and approval of the purchase. The number of approvals within the department can vary based upon the size of the department, but no less than one approver within each department must verify the payment. Second, all payments, regardless of size, must be approved by the Purchasing Agent or designee. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached. If the payment is greater than \$1,000, then it must be approved by the Finance Director or designee. If that payment is greater than \$10,000, then it must be approved by the City Administrator or Assistant City Administrator. Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of \$2,500 is generated and placed on the next City Council meeting for review.

**ALTERNATIVES**

No other alternatives were analyzed

**FISCAL EFFECTS**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

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**Attachments**

CouncilMemo wk of 07222024

| Check Date | Check # | Name                     | Fund Name      | Amount       | Item Desc                                               |
|------------|---------|--------------------------|----------------|--------------|---------------------------------------------------------|
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 562.38    | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 41.53     | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 2,454.39  | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 41.53     | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 506.20    | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 41.53     | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 41.53     | 4077182                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 31.01     | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 31.01     | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 31.01     | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 31.01     | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 277.68    | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 696.43    | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 2,454.39  | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 155.46    | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 761.77    | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 77.73     | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 506.20    | 4083019                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 562.39    | 4086081                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 1,636.24  | 4086081                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Fleet          | \$ 562.39    | 4086081                                                 |
| 07/22/2024 | ACH     | A & I Distributors       | Public Safety  | \$ 137.50    | DEF                                                     |
| 07/22/2024 | ACH     | A & I Distributors       | Solid Waste    | \$ 825.00    | 330 GAL DEF Tote. Collections.                          |
| 07/22/2024 | ACH     | A & I Distributors       | Solid Waste    | \$ 825.00    | 330 GAL DEF Tote. Landfill.                             |
| 07/22/2024 | ACH     | A & I Distributors       | Solid Waste    | \$ 825.00    | 330 GAL Tote. Collections.                              |
| 07/22/2024 | ACH     | A & I Distributors       | Solid Waste    | \$ 825.00    | 330GAL DEF Tote. Collections.                           |
| 07/22/2024 | ACH     | A & I Distributors       | Street/Traffic | \$ 825.00    | inv#4080847def for trucks                               |
| 07/22/2024 | ACH     | A & I Distributors       | Transit        | \$ 825.00    | 4080148. DEF                                            |
| 07/22/2024 | ACH     | A & I Distributors       | Transit        | \$ 825.00    | 4086370_DEF                                             |
| 07/22/2024 | 872767  | A+ Electric Intermediate | Wastewater     | \$ 2,500.00  | Repair Estimate WRF Secondary Pump Station Motors 2,3,5 |
| 07/22/2024 | 872768  | Ace Electric             | SID Const      | \$ 12,384.90 | SID 1423...Annafeld Subdivision 4th Filing Streetlights |
| 07/22/2024 | 872770  | Advanced Employment      | Planning       | \$ 630.00    | Invoice #1360094618 Heather Reese W/E 6/16/24           |
| 07/22/2024 | 872770  | Advanced Employment      | Planning       | \$ 554.40    | Invoice #1360094709 - Heather Reece W/E 6/23/24         |

| Check Date | Check # | Name                      | Fund Name      | Amount        | Item Desc                                               |
|------------|---------|---------------------------|----------------|---------------|---------------------------------------------------------|
| 07/22/2024 | 872770  | Advanced Employment       | Solid Waste    | \$ 263.90     | Contract labor at Landfill for week ending 6/30/24.     |
| 07/22/2024 | 872770  | Advanced Employment       | Solid Waste    | \$ 291.20     | Contract labor at Landfill for week ending 7/7/24.      |
| 07/22/2024 | 872770  | Advanced Employment       | Solid Waste    | \$ 2,238.60   | Contract labor at Landfill for week ending 7/7/24.      |
| 07/22/2024 | 872770  | Advanced Employment       | Solid Waste    | \$ 1,829.10   | Contract labor for Landfill for week ending 6/30/2024.  |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Wastewater     | \$ -          | Prof Svcs Agreement Water/Wastewater Rate Study FY22/23 |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Wastewater     | \$ 239.00     | Prof Svcs Agreement Water/Wastewater Rate Study FY24/25 |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Water          | \$ -          | Prof Svcs Agreement Water/Wastewater Rate Study FY22/23 |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Water          | \$ -          | Prof Svcs Agreement Water/Wastewater Rate Study FY24/25 |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Water          | \$ 577.00     | WO 22-45 Willett and Christensen Pump Station Improv    |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Water          | \$ 1,105.00   | WO 22-45 Willett and Christensen Pump Station Improv    |
| 07/22/2024 | 872771  | Advanced Engin and Enviro | Water          | \$ 10,013.00  | WO 23-96 WTP Intake #2 Catwalk Renovations              |
| 07/22/2024 | 872772  | Advanced Pump & Equipment | Wastewater     | \$ 14,803.90  | waste pump parts                                        |
| 07/22/2024 | 872776  | Altitude Signal           | Street/Traffic | \$ 9,196.98   | quote #004217 for signal supplies                       |
| 07/22/2024 | 872781  | Askin Construction        | Water          | \$ 669,618.36 | WO 24-01 Contract 3: Cedar Park Water Main Replacement  |
| 07/22/2024 | 872783  | AT & T Corp               | Airport        | \$ 1,091.01   | Airport                                                 |
| 07/22/2024 | 872783  | AT & T Corp               | Building       | \$ 45.22      | Building Manager -Jessica Fust                          |
| 07/22/2024 | 872783  | AT & T Corp               | Building       | \$ 512.92     | PW-Building Cell Phones -2090 44510 403450              |
| 07/22/2024 | 872783  | AT & T Corp               | Building       | \$ 426.24     | PW-Building Surfaces                                    |
| 07/22/2024 | 872783  | AT & T Corp               | CDBG           | \$ 112.11     | Comm Dev                                                |
| 07/22/2024 | 872783  | AT & T Corp               | Court Grants   | \$ 128.13     | Muni Court DC                                           |
| 07/22/2024 | 872783  | AT & T Corp               | Engineering    | \$ 174.20     | Engineering Tablets                                     |
| 07/22/2024 | 872783  | AT & T Corp               | Engineering    | \$ 31.47      | PW- Engineering and WQ Justin                           |
| 07/22/2024 | 872783  | AT & T Corp               | Engineering    | \$ 147.48     | PW-Engineering Cell Phones and MiFi                     |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 31.64      | Facilities BOC                                          |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 13.56      | Facilities BOC                                          |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 45.20      | Facilities BOC                                          |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 45.20      | Facilities BOC                                          |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 28.80      | Facilities BOC/CH                                       |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 86.44      | Facilities BOC/CH                                       |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 45.20      | Facilities City Hall                                    |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 45.20      | Facilities City Hall                                    |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 45.20      | Facilities City Hall                                    |
| 07/22/2024 | 872783  | AT & T Corp               | Facilities     | \$ 90.40      | Facilities Managers                                     |

| Check Date | Check # | Name        | Fund Name     | Amount    | Item Desc                          |
|------------|---------|-------------|---------------|-----------|------------------------------------|
| 07/22/2024 | 872783  | AT & T Corp | Fleet         | \$ 90.79  | Motor Pool                         |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 416.90 | Code Enforcement                   |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 45.22  | Purchasing                         |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 45.22  | Human Resources                    |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 226.10 | Legal Dept -Domestic Violence -    |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 50.27  | Legal                              |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 293.93 | PRPL - Recreation Division         |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 87.80  | REC Seasonal                       |
| 07/22/2024 | 872783  | AT & T Corp | General       | \$ 169.04 | Rec Tablets                        |
| 07/22/2024 | 872783  | AT & T Corp | IT Resources  | \$ 100.54 | IT Department -On call Phone -     |
| 07/22/2024 | 872783  | AT & T Corp | Library       | \$ 262.92 | Library                            |
| 07/22/2024 | 872783  | AT & T Corp | Library       | \$ 107.38 | Library Out Reach                  |
| 07/22/2024 | 872783  | AT & T Corp | P.W. Admin    | \$ 32.62  | PWBLKNP OFFICE -50/50              |
| 07/22/2024 | 872783  | AT & T Corp | P.W. Admin    | \$ 32.62  | PWBLKNP OFFICE -50/50              |
| 07/22/2024 | 872783  | AT & T Corp | Park Dist 1   | \$ 573.80 | Parks Dept.                        |
| 07/22/2024 | 872783  | AT & T Corp | Park Dist 1   | \$ 35.12  | Parks Seasonal                     |
| 07/22/2024 | 872783  | AT & T Corp | Park Dist 1   | \$ 533.93 | PRPL Parks Tablets                 |
| 07/22/2024 | 872783  | AT & T Corp | Parking       | \$ 41.19  | Parking Division Meter Maintenance |
| 07/22/2024 | 872783  | AT & T Corp | Parking       | \$ 226.10 | Parking Phones and scanner         |
| 07/22/2024 | 872783  | AT & T Corp | Parking       | \$ 402.14 | Parking Phones and scanner         |
| 07/22/2024 | 872783  | AT & T Corp | PD Program    | \$ 160.56 | CCSIU Toughbook                    |
| 07/22/2024 | 872783  | AT & T Corp | PD Program    | \$ 45.54  | Domestic Violence                  |
| 07/22/2024 | 872783  | AT & T Corp | Phone System  | \$ 65.02  | IT iPads                           |
| 07/22/2024 | 872783  | AT & T Corp | Phone System  | \$ 0.58   | IT iPads                           |
| 07/22/2024 | 872783  | AT & T Corp | Phone System  | \$ 3.46   | Metro Cell Account#287284178560    |
| 07/22/2024 | 872783  | AT & T Corp | Phone System  | \$ 45.22  | TeleComm Manager Doug              |
| 07/22/2024 | 872783  | AT & T Corp | Planning      | \$ 67.83  | PLANNING                           |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety | \$ 251.58 | Animal Control Cell Phones         |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety | \$ 321.12 | Animal Control -MDT                |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety | \$ 120.42 | Assistant chiefs new iPads         |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety | \$ 288.88 | Comm. Center 9-1-1                 |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety | \$ 40.14  | Detective Chartier -Toughbook      |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety | \$ 127.42 | FIRE CRADLEPOINT AND DRONES        |

| Check Date | Check # | Name        | Fund Name      | Amount      | Item Desc                                               |
|------------|---------|-------------|----------------|-------------|---------------------------------------------------------|
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 444.13   | FIRE CRADLEPOINT AND DRONES                             |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 1,283.82 | Fire Department Cell Phones                             |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 426.34   | FIRE EMS                                                |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 180.88   | Fire EMS Cell Phone                                     |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 198.72   | FIRE INSPECTIONS                                        |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 312.04   | Fire iPads                                              |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 222.06   | Fire iPads                                              |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 40.14    | Fire iPads                                              |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 802.80   | Fire Station iPads                                      |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 85.68    | ICAC -Campbell and Spare                                |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 481.68   | MDT Fire                                                |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 83.39    | POLICE CRADLEPOINT                                      |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 125.88   | POLICE CSO                                              |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 4,024.56 | Police Department Cell Phone                            |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 50.27    | Police -Drone                                           |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 5,218.20 | Police MDT Toughbooks and Loaner MDT's                  |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 240.84   | Police MDT Toughbooks and Loaner MDT's                  |
| 07/22/2024 | 872783  | AT & T Corp | Public Safety  | \$ 287.20   | Yellowstone County Cellular Charges -Three cradlepoints |
| 07/22/2024 | 872783  | AT & T Corp | Solid Waste    | \$ 386.95   | SOLID WASTE Cell and iPads                              |
| 07/22/2024 | 872783  | AT & T Corp | Solid Waste    | \$ 139.36   | SOLID WASTE Cell and iPads                              |
| 07/22/2024 | 872783  | AT & T Corp | Street/Traffic | \$ 55.35    | School Flashers                                         |
| 07/22/2024 | 872783  | AT & T Corp | Street/Traffic | \$ 634.66   | Street Traffic iPads                                    |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 49.07    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 58.44    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 50.34    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 61.83    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 50.27    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 58.45    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 50.27    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 50.27    | MET Supervisor Cell Phones                              |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 645.35   | MET Transit Tablets                                     |
| 07/22/2024 | 872783  | AT & T Corp | Transit        | \$ 389.74   | MET Transit Tablets                                     |
| 07/22/2024 | 872783  | AT & T Corp | Wastewater     | \$ 180.88   | PW Environmental                                        |

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|------------|---------|------------------------------|------------------|---------------|----------------------------------------------------|
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 359.99     | PWBELKNAP-DIST COLL CELL PHONES 50/50              |
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 472.70     | PWBLKNP Electricians -Phones                       |
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 28.11      | PWBLKNP STORES -75/25                              |
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 104.52     | PWBLNP-WWTRMNT1 Wastewater Treatment Plant & iPads |
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 1,257.84   | PWBLNP-WWTRMNT1 Wastewater Treatment Plant & iPads |
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 385.50     | PW-Distribution Collection Tablets 50/50           |
| 07/22/2024 | 872783  | AT & T Corp                  | Wastewater       | \$ 80.28      | PW-Environmental                                   |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 34.45      | PW- Engineering and WQ                             |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 359.99     | PWBELKNAP-DIST COLL CELL PHONES 50/50              |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 988.14     | PWBELKNAP-WT Water Treatment                       |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 472.64     | PWBLKNP COMM-METER CityWorks/Neptune               |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 412.35     | PWBLKNP MTRSHOP CELL PHONE AND IPADS               |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 288.40     | PWBLKNP MTRSHOP CELL PHONE AND IPADS               |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 84.34      | PWBLKNP STORES -75/25                              |
| 07/22/2024 | 872783  | AT & T Corp                  | Water            | \$ 385.50     | PW-Distribution Collection Tablets 50/50           |
| 07/22/2024 | 872785  | Billings Clinic              | Public Safety    | \$ 7,020.00   | MEDICAL DIRECTOR                                   |
| 07/22/2024 | 872786  | Billings Depot               | Engineering      | \$ 15,437.22  | Depot August Rent                                  |
| 07/22/2024 | 872787  | Billings Precast Enterprises | Wastewater       | \$ 5,350.00   | WO 24-39 Heights Interceptor Repair Proj           |
| 07/22/2024 | 872789  | Billings Tourism             | Tourism BID #2   | \$ 104,273.71 | Paid June Distributed July, 2024                   |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 1,491.13   | Replacement PLC Module for Centrifuge #            |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 2,669.18   | WO 24-29 WRF Campus Electrical                     |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 2,025.13   | WO 24-29 WRF Campus Electrical - @ Breakers        |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 19,770.93  | WO 24-29 WRF Campus Electrical - @ Breakers        |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 710.50     | WO 24-29 WRF Campus Electrical, MLR pump           |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 1,334.82   | WO 24-29 WRF Campus Electrical, Replacem           |
| 07/22/2024 | ACH     | Border States Electric       | Wastewater       | \$ 2,669.18   | WO 24-39 Campus Electrical...Spare MLR P           |
| 07/22/2024 | ACH     | Border States Electric       | Water            | \$ 282.36     | electrical materials for MCC F2 devicene           |
| 07/22/2024 | ACH     | Border States Electric       | Water            | \$ 141.17     | Materials for MCC F2 Device net removal            |
| 07/22/2024 | ACH     | Border States Electric       | Water            | \$ 49,673.41  | WO 24-42 2024 GE Switchgear Parts - PLC Modules    |
| 07/22/2024 | ACH     | Border States Electric       | Water            | \$ 1.00       | WO 24-42 2024 GE Switchgear Parts - PLC Modules    |
| 07/22/2024 | 872791  | Bradford Roof Management     | Stillwater Const | \$ 8,393.72   | CO 1 Flashed 2 curbs and 2 pipes                   |
| 07/22/2024 | 872791  | Bradford Roof Management     | Stillwater Const | \$ 8,800.00   | Roof repairs at the Stillwater Building            |
| 07/22/2024 | 872792  | Brenntag Pacific             | Wastewater       | \$ 6,075.00   | defoamant for centrifuge operation                 |

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| 07/22/2024 | ACH     | Burns & McDonnell Engin        | Water          | \$ 195,064.13   | WO 19-42 West End Water Treatment Plant Project        |
| 07/22/2024 | 872811  | Cop Construction               | Solid Waste    | \$ 47,045.85    | WO 20-46 Landfill Compost Facility                     |
| 07/22/2024 | 872811  | Cop Construction               | Wastewater     | \$ 518,597.27   | WO 24-01 Contract 2.. 2024 Sewer Replacement Project   |
| 07/22/2024 | 872814  | Cummins Inc - Rocky Mtn        | Transit        | \$ 30.00        | Shipping tensioner Unit 1833 & inventory. W/P 2025-23  |
| 07/22/2024 | 872814  | Cummins Inc - Rocky Mtn        | Transit        | \$ 326.54       | 38-98290. Tensioner Inventory                          |
| 07/22/2024 | 872814  | Cummins Inc - Rocky Mtn        | Transit        | \$ 163.27       | 38-98290. Tensioner Unit 1833. W/O 2025-23             |
| 07/22/2024 | 872814  | Cummins Inc - Rocky Mtn        | Transit        | \$ 4,148.66     | 38-98386. Repair to Unit 1830. W/O 2024-1012           |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 657.00       | 12" X 15" SH CI-FC REPAIR CLAMP - F1-1350 X 15-S       |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 455.13       | 12"x20" SS REPAIR SLEEVE P/N: 706160                   |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 676.46       | 8" X 20" CI-FC REPAIR CLAMP - F1-939 X20-SH            |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 174.10       | PBD-027 8" 22.5 degree bend                            |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 6,867.60     | PBD-027.. 8" PVC Pipe                                  |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 1,042.02     | PIPE BURSTING - 3/4" COMPRESSION COUPLING - (74758Q34) |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 2,630.79     | PIPE BURSTING - 3/4" CORP (74701BQ34)                  |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 3,883.65     | PIPE BURSTING - 6" PUSH-ON VALVE P/N: 24447            |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 92.91        | PIPE BURSTING - 6" TYTON PUSH-ON GASKET P/N: 46262     |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 8,672.54     | PIPE BURSTING - 8" PUSH-ON VALVE P/N: 24456            |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 100.73       | PIPE BURSTING - 8" TYTON PUSH-ON GASKET P/N: 46275     |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 2,311.85     | PIPE BURSTING - 8" X 3/4" TAPPING SADDLE               |
| 07/22/2024 | 872815  | Dakota Supply Group            | Water          | \$ 1,379.06     | PIPE BURSTING - 8" X 6" PUSH-ON TEE P/N: 42448         |
| 07/22/2024 | 872821  | Desman Associates              | Parking        | \$ 1,744.20     | Parking Garages Condition Audit                        |
| 07/22/2024 | 872821  | Desman Associates              | Parking        | \$ 5,038.80     | Parking Garages Condition Audit                        |
| 07/22/2024 | 872821  | Desman Associates              | Parking        | \$ 2,907.00     | Parking Garages Condition Audit                        |
| 07/22/2024 | 872822  | Dezurik                        | Wastewater     | \$ 22,730.40    | 2 Knife Gate Valves                                    |
| 07/22/2024 | 872823  | Dick Anderson Construction     | Water          | \$ 2,753,025.06 | WO 19-42 West End WTP Project - Construction           |
| 07/22/2024 | 872825  | DOWL                           | Water          | \$ 14,652.50    | WO 22-44 Zone 1 Water Storage Improvements             |
| 07/22/2024 | 872825  | DOWL                           | Water          | \$ 62,241.25    | WO24-01 Contract 1: 2024 Water Main Replacement        |
| 07/22/2024 | 872826  | Downtown Billings BID          | Downtown BID   | \$ 28,916.62    | BID Assessments; Paid June Distributed July, 2024      |
| 07/22/2024 | 872828  | Dustbusters                    | Street/Traffic | \$ 6,313.41     | inv#80632dust suppressant for gravel streets           |
| 07/22/2024 | 872830  | Earth Movers Excavation        | Gas Tax        | \$ -            | WO 23-50 Gabel Road Hogan Slough Culvert Replacement   |
| 07/22/2024 | 872830  | Earth Movers Excavation        | Storm Sewer    | \$ 5,197.50     | WO 23-50 Gabel Road Hogan Slough Culvert Replacement   |
| 07/22/2024 | 872840  | Gairrett Excavation & Trucking | Water          | \$ 7,386.59     | Retainage Release Final                                |
| 07/22/2024 | 872841  | Gallagher Benefit Services     | City Ins Fund  | \$ 33,250.00    | Inv. #317359 July-December 2024 Consulting Services    |

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|------------|---------|------------------------|------------------|---------------|-----------------------------------------------------------|
| 07/22/2024 | 872846  | Hample Excavation      | Airport          | \$ 12,648.00  | Invoice #3527. Replace fire Hydrant for Fire Cache        |
| 07/22/2024 | 872849  | Harris Systems USA     | Building         | \$ 9,736.13   | Building Permits FY25                                     |
| 07/22/2024 | 872849  | Harris Systems USA     | General          | \$ 9,736.13   | Code Enforcement FY25                                     |
| 07/22/2024 | 872849  | Harris Systems USA     | General          | \$ 38,944.53  | Financials FY25                                           |
| 07/22/2024 | 872849  | Harris Systems USA     | General          | \$ 9,736.13   | Occupational Licenses FY25                                |
| 07/22/2024 | 872849  | Harris Systems USA     | General          | \$ 9,736.13   | Payroll FY25                                              |
| 07/22/2024 | 872849  | Harris Systems USA     | P.W. Admin       | \$ 38,944.53  | CIS FY25                                                  |
| 07/22/2024 | 872849  | Harris Systems USA     | Planning         | \$ 9,736.13   | Planning & Zoning FY25                                    |
| 07/22/2024 | 872849  | Harris Systems USA     | Solid Waste      | \$ 1,281.59   | Routeware Interface FY25                                  |
| 07/22/2024 | 872851  | Hawkins                | General          | \$ 6,368.96   | CHLORINE FOR POOLS - 6805759                              |
| 07/22/2024 | 872851  | Hawkins                | Water            | \$ 20.00      | Chapple chlorine demmurge                                 |
| 07/22/2024 | 872851  | Hawkins                | Water            | \$ 1,092.51   | chlorine for Chapple P.S.                                 |
| 07/22/2024 | 872855  | Hi-Country Dock & Door | Property Ins     | \$ 5,010.00   | Repairs/replacement to overhead door #30 at the BOC       |
| 07/22/2024 | 872856  | High Point Networks    | IT Resources     | \$ 11,850.00  | Annual Zerto Maintenance Renewal -50 Licenses             |
| 07/22/2024 | 872856  | High Point Networks    | Stillwater Const | \$ 11,875.00  | Block of Hours -migration plan and changes for the New CH |
| 07/22/2024 | 872859  | Hydrotech MT           | Water            | \$ 2,900.00   | Temp Water at 1212 Mallowney Ln                           |
| 07/22/2024 | 872862  | Insight Public Sector  | Facilities       | \$ 2,949.68   | 600 CAT6 patch cables -New CH                             |
| 07/22/2024 | 872864  | Intradyn               | IT Resources     | \$ 13,125.00  | 5 Year Renewal -Email Compliance Vault                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 19.92      | P01943                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 78.87      | P01943                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 56.00      | P01943                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 56.00      | P01943                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 1,288.80   | P01943                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 76.00      | P01943                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 23.59      | P01945                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 78.87      | P01945                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 2,355.80   | P01945                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 7.96       | P01947                                                    |
| 07/22/2024 | ACH     | Joe Johnson Equip      | Fleet            | \$ 24.52      | P01947                                                    |
| 07/22/2024 | 872869  | John's Home & Yard     | Airport          | \$ 2,750.00   | Invoice #98312. Weed Control for Lawn Areas               |
| 07/22/2024 | 872872  | K2 Civil               | Solid Waste      | \$ 41,612.22  | Retainage Release FINAL                                   |
| 07/22/2024 | 872881  | Knife River            | Airport          | \$ 821,480.29 | Cargo Ramp Slot 5 - Eligible for Reimbursement            |
| 07/22/2024 | 872881  | Knife River            | Airport          | \$ 91,275.59  | Cargo Ramp Slot 5 - Ineligible Costs                      |

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| 07/22/2024 | 872881  | Knife River         | Water          | \$ 6,367.79  | 3/4 " BEDDING ROCK - (102) P/N: 333-005-00040          |
| 07/22/2024 | 872881  | Knife River         | Water          | \$ 7,082.74  | CRUSHED GRAVEL 3/4"---1-1 - /2TON = 1 YARD             |
| 07/22/2024 | 872881  | Knife River         | Water          | \$ 27,664.23 | CRUSHED GRAVEL 3/4"---1-1 - /2TON = 1 YARD             |
| 07/22/2024 | 872881  | Knife River         | Water          | \$ 8,325.36  | Delivery and Fuel Surcharge                            |
| 07/22/2024 | 872881  | Knife River         | Water          | \$ 21,090.51 | Delivery and Fuel Surcharge                            |
| 07/22/2024 | 872882  | Kone                | Airport        | \$ 151.00    | FY25 Elevator/Escalator Mntnce - 11/30/24 - IP9        |
| 07/22/2024 | 872882  | Kone                | Airport        | \$ 62.18     | FY25 Elevator/Escalator Mntnce - 11/30/24 - Operations |
| 07/22/2024 | 872882  | Kone                | Airport        | \$ 2,007.47  | FY25 Elevator/Escalator Mntnce - 11/30/24 - Terminal   |
| 07/22/2024 | 872882  | Kone                | Parking        | \$ 245.18    | PARK 1 ELEVATOR MAINTENANCE                            |
| 07/22/2024 | 872882  | Kone                | Parking        | \$ 735.54    | PARK 2 ELEVATOR MAINTENANCE                            |
| 07/22/2024 | 872882  | Kone                | Parking        | \$ 490.36    | PARK 3 ELEVATOR MAINTENANCE                            |
| 07/22/2024 | 872882  | Kone                | Parking        | \$ 481.18    | PARK II NORTH PASSENGER ELEVATOR MAINTENANCE           |
| 07/22/2024 | 872883  | L P Anderson Tire   | Fleet          | \$ 65.00     | 2107628                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Fleet          | \$ 65.00     | 2114248                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Fleet          | \$ 366.00    | 2114280                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Fleet          | \$ 65.00     | 2114758                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Street/Traffic | \$ 1,459.80  | 2114126                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Street/Traffic | \$ 745.45    | 2115730                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Street/Traffic | \$ 105.95    | 2117145                                                |
| 07/22/2024 | 872883  | L P Anderson Tire   | Street/Traffic | \$ 105.95    | 2117161                                                |
| 07/22/2024 | 872888  | Lumen Fx            | Light Maint    | \$ 5,425.00  | chips for replacement lights on midland road           |
| 07/22/2024 | 872900  | MT Dakota Utilities | Airport        | \$ 268.38    | 285 580 1000 6                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | Airport        | \$ 1,968.38  | 595 580 1000 1                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | Airport        | \$ 130.78    | 706 580 1000 7                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | CDBG           | \$ 10.59     | FORECLOSURE Program - 930 Steffanich Drive             |
| 07/22/2024 | 872900  | MT Dakota Utilities | General        | \$ 99.43     | 112 138 9381 8                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | General        | \$ 28.87     | 703 760 1000 8                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | General        | \$ 1,004.19  | 879 660 1000 8                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | General        | \$ 25.14     | 902 360 1000 6                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | Park Dist 1    | \$ 27.30     | 501 473 1000 2                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | Public Safety  | \$ 653.93    | 307 111 5825 0                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | Public Safety  | \$ 22.43     | 357 004 5071 7                                         |
| 07/22/2024 | 872900  | MT Dakota Utilities | Public Safety  | \$ 95.12     | 668 670 1000 2                                         |

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| 07/22/2024 | 872900  | MT Dakota Utilities    | Public Safety    | \$ 41.54      | 672 860 1000 3                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Public Safety    | \$ 168.95     | 819 360 1000 8                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Public Safety    | \$ 25.02      | 930 442 2308 4                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Public Safety    | \$ 22.96      | 958 650 1000 3                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Public Safety    | \$ 29.47      | 971 487 8549 2                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Wastewater       | \$ 68.10      | 017 739 3911 9                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Wastewater       | \$ 68.63      | 470 750 1000 0                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Wastewater       | \$ 22.96      | 559 250 1000 5                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Wastewater       | \$ 65.45      | 596 733 1000 5                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Wastewater       | \$ 62.79      | 713 064 3190 0                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Wastewater       | \$ 63.85      | 843 879 2205 1                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Water            | \$ 25.02      | 162 660 1000 4                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Water            | \$ 10.95      | 373 580 1000 9                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Water            | \$ 10.94      | 373 580 1000 9                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Water            | \$ 23.51      | 541 380 1000 1                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Water            | \$ 21.34      | 825 150 1000 5                                       |
| 07/22/2024 | 872900  | MT Dakota Utilities    | Water            | \$ 62.26      | 921 580 1000 6                                       |
| 07/22/2024 | 872901  | Montana DEQ            | Wastewater       | \$ 2,570.00   | WO 24-08 DEQ # 251010..Sewer Extension..             |
| 07/22/2024 | 872902  | Montana DOT            | Trl Donate       | \$ 6,248.07   | WO 24-37 Project ID 10432                            |
| 07/22/2024 | 872903  | Montana Hardwood Floor | General          | \$ 4,387.50   | re coat hardwood floor at BCC-invoice 14             |
| 07/22/2024 | 872904  | MLEA                   | Public Safety    | \$ 4,860.00   | MLEA 24200, LEOB #184 4/1/24-6/25/24                 |
| 07/22/2024 | 872905  | Montana Lines          | SID Const        | \$ 107,374.41 | SID 14-25 Broso Park and Gabel Traffic Signal        |
| 07/22/2024 | 872905  | Montana Lines          | St Maint Dist    | \$ 264,430.32 | SID 14-25 Broso Park and Gabel Traffic Signal        |
| 07/22/2024 | 872995  | MMIA                   | Payroll Clearing | \$ 464,910.11 | Workers' Comp Program April 1, 2024 - June 30, 2024  |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 12,827.92  | Airport Master Plan Update - Federal Share           |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 1,425.32   | Airport Master Plan Update - Local Share             |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 1,698.52   | Amendment 11-On Call Services                        |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 1,847.38   | Amendment 17. P-9Building Window Replacement Project |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 3,428.70   | Aviation Place Road Rehabilitation - Federal Share   |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 380.97     | Aviation Place Road Rehabilitation - Local Share     |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 53,090.01  | Cargo Slot 5 Ramp Construction - Federal Share       |
| 07/22/2024 | 872912  | Morrison Maierle       | Airport          | \$ 5,898.89   | Cargo Slot 5 Ramp Construction - Local Share         |
| 07/22/2024 | 872912  | Morrison Maierle       | Transit          | \$ 12,308.25  | Amendment 10 MET Transit Remodel Project             |

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| 07/22/2024 | 872912  | Morrison Maierle     | Wastewater     | \$ 3,256.75     | WO 23-35 Hesper Sanitary Sewer Extension                      |
| 07/22/2024 | 872912  | Morrison Maierle     | Wastewater     | \$ 41,754.56    | WO 24-01 24 Sewer Main Repl Proj Engineer Svc Agreement       |
| 07/22/2024 | 872912  | Morrison Maierle     | Water          | \$ 53,517.72    | WO 24-01 Cedar Park Water Main Replacement                    |
| 07/22/2024 | 872912  | Morrison Maierle     | Water          | \$ 1,026.00     | WO 24-24 Voelker Pump Station PRV                             |
| 07/22/2024 | 872914  | Motorola Solutions   | EOC 911        | \$ 1,400,000.00 | PUBLIC SAFETY RADIO SYSTEM, 911 FUNDS                         |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Airport        | \$ 8,297.78     | Cargo Ramp Slot 5 - Eligible for Reimbursement                |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Airport        | \$ 921.98       | Cargo Ramp Slot 5 - Ineligible Costs                          |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | CDBG           | \$ 24.53        | CDBG / Comanche Park Playground Equipment Installation        |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Facilities     | \$ 249.15       | installation of the Billings Public Library Scrim Replacement |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Facilities     | \$ 1,899.00     | installation of the Billings Public Library Scrim Replacement |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Gas Tax        | \$ -            | WO 23-50 Gavel Road Hogan Slough Culvert Replacement          |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | SID Const      | \$ 125.10       | SID 1423..Annafeld Subdivision 4th Filing Streetlights        |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | SID Const      | \$ 1,084.59     | SID 14-25 Broso Park and Gabel Traffic Signal                 |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Solid Waste    | \$ 420.33       | Retainage Release FINAL                                       |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Solid Waste    | \$ 475.21       | WO 20-46 COP Construction Council Action                      |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | St Maint Dist  | \$ 2,671.01     | SID 14-25 Broso Park and Gabel Traffic Signal                 |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Storm Sewer    | \$ 52.50        | WO 23-50 Gavel Road Hogan Slough Culvert Replacement          |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Transit        | \$ 886.57       | MET Transit Addition & Remodel - Federal                      |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Transit        | \$ 696.59       | MET Transit Addition & Remodel - Local                        |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Trl Donate     | \$ 1,534.42     | WO 21-38 Warren Trans_Weave Const Contract                    |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Trl Donate     | \$ 75.64        | WO 21-38 Warren Trans_Weave Const Contract                    |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Wastewater     | \$ 1,697.50     | WO 23-24 Belknap Remodel Phase 2                              |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Wastewater     | \$ 5,238.36     | WO 24-01 Contract 2 - 2024 Sewer Replacement Project          |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Water          | \$ 74.61        | Retainage Release Final                                       |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Water          | \$ 27,808.34    | WO 19-42 West End WTP Construction                            |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Water          | \$ 451.24       | WO 23-24 Belknap Remodel Phase 2                              |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Water          | \$ 5,034.72     | WO 24-01 Contract 1: 2024 Water Main Replacement              |
| 07/22/2024 | 872916  | MT Dept of Rev-CGR2  | Water          | \$ 6,763.82     | WO 24-01 Contract 3: Cedar Park Water Main Replacement        |
| 07/22/2024 | ACH     | NorMont Equipment    | Street/Traffic | \$ 2,633.00     | emulsion for road patcher                                     |
| 07/22/2024 | 872923  | Northland Automotive | Fleet          | \$ 321.75       | IS319178                                                      |
| 07/22/2024 | 872923  | Northland Automotive | Fleet          | \$ 321.75       | IS319178                                                      |
| 07/22/2024 | 872923  | Northland Automotive | Fleet          | \$ 200.20       | IS319178                                                      |
| 07/22/2024 | 872923  | Northland Automotive | Fleet          | \$ 200.20       | IS319178                                                      |

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| 07/22/2024 | 872923  | Northland Automotive | Fleet       | \$ 200.20   | IS319204                                                |
| 07/22/2024 | 872923  | Northland Automotive | Fleet       | \$ 19.10    | IS319204                                                |
| 07/22/2024 | 872923  | Northland Automotive | Fleet       | \$ 321.75   | IS319204                                                |
| 07/22/2024 | 872923  | Northland Automotive | Fleet       | \$ 712.39   | IS319299                                                |
| 07/22/2024 | 872923  | Northland Automotive | Solid Waste | \$ 515.00   | IS319249                                                |
| 07/22/2024 | 872925  | NorthWestern Energy  | Airport     | \$ 77.74    | 1647695-4. De Icer. July 2024                           |
| 07/22/2024 | 872925  | NorthWestern Energy  | Building    | \$ 13.20    | 1569631-3                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | CDBG        | \$ 13.24    | 1709 Saint Johns Av / Act #4150071-1 / Stmt Date 7.2.24 |
| 07/22/2024 | 872925  | NorthWestern Energy  | CDBG        | \$ 16.69    | 930 Steffanich Dr/ Act #4127173-5 / CLOSING BIL         |
| 07/22/2024 | 872925  | NorthWestern Energy  | Facilities  | \$ 16.20    | 3866815-8                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | Facilities  | \$ 302.71   | 3922089-2                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | General     | \$ 39.53    | 0712387-0                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | General     | \$ 113.77   | 0712536-2                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | General     | \$ 944.17   | 0712538-8                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | General     | \$ 57.47    | 0720818-4                                               |
| 07/22/2024 | 872925  | NorthWestern Energy  | General     | \$ 3,210.66 | 0720821-8                                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 1,154.40 | SILMD 10 Acct# 0712546-1                                |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 2,168.54 | SILMD 100 Acct# 0712559-4                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 1,764.49 | SILMD 107 Acct# 0712560-2                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 4,425.23 | SILMD 109 Acct# 0712561-0                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 236.36   | SILMD 113 Acct# 0712562-8                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 952.27   | SILMD 114 Acct# 0712563-6                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 224.05   | SILMD 115 Acct# 0712564-4                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 588.15   | SILMD 116 Acct# 0712565-1                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 3,209.93 | SILMD 117 Acct# 0712566-9                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 209.34   | SILMD 118 Acct# 0712567-7                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 128.89   | SILMD 119 Acct# 0712568-5                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 2,520.70 | SILMD 121 Acct# 0712570-1                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 189.49   | SILMD 122 Acct# 0712571-9                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 336.09   | SILMD 123 Acct# 0712572-7                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 980.28   | SILMD 124 Acct# 0712573-5                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 392.10   | SILMD 125 Acct# 0712574-3                               |
| 07/22/2024 | 872926  | NorthWestern Energy  | Light Maint | \$ 196.05   | SILMD 126 Acct# 0712575-0                               |

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| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 710.64   | SILMD 127 Acct# 0712576-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 497.43   | SILMD 128 Acct# 0712577-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 336.09   | SILMD 129 Acct# 0712578-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 5,055.84 | SILMD 13 Acct# 0721276-4  |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 120.94   | SILMD 130 Acct# 0712579-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 868.24   | SILMD 131 Acct# 0712580-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 224.60   | SILMD 133 Acct# 0712581-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 518.34   | SILMD 134 Acct# 0712582-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 521.12   | SILMD 135 Acct# 0712583-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 476.14   | SILMD 136 Acct# 0712584-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 390.89   | SILMD 137 Acct# 0712585-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 756.21   | SILMD 138 Acct# 0712586-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 252.06   | SILMD 139 Acct# 0712587-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 2,627.12 | SILMD 14 Acct# 0721277-2  |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 588.15   | SILMD 143 Acct# 0712588-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 27.98    | SILMD 144 Acct# 0712589-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 473.75   | SILMD 145 Acct# 0712590-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 364.09   | SILMD 146 Acct# 0712591-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 447.14   | SILMD 147 Acct# 0712592-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,712.80 | SILMD 149 Acct# 0712593-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 758.01   | SILMD 150 Acct# 0712594-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 644.17   | SILMD 151 Acct# 0712595-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 4,348.55 | SILMD 152 Acct# 0712596-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 544.81   | SILMD 153 Acct# 0712597-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,231.77 | SILMD 154 Acct# 0712598-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 504.14   | SILMD 155 Acct# 0712599-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 923.82   | SILMD 157 Acct# 0712600-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 812.23   | SILMD 158 Acct# 0712601-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 998.71   | SILMD 159 Acct# 0712602-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 728.20   | SILMD 160 Acct# 0712603-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,065.96 | SILMD 161 Acct# 0712604-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 49.47    | SILMD 162 Acct# 0712605-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 849.02   | SILMD 163 Acct# 0712606-3 |

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| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 379.01   | SILMD 164 Acct# 0712607-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 896.25   | SILMD 165 Acct# 0712608-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 236.86   | SILMD 167 Acct# 0712609-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,178.62 | SILMD 17 Acct# 0712553-7  |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 568.51   | SILMD 171 Acct# 0712610-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 518.34   | SILMD 172 Acct# 0712611-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,184.38 | SILMD 173 Acct# 0712612-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 994.89   | SILMD 174 Acct# 0712613-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 331.62   | SILMD 175 Acct# 0712614-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 35.36    | SILMD 176 Acct# 0712615-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 260.56   | SILMD 178 Acct# 0712616-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 521.12   | SILMD 179 Acct# 0712617-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 355.33   | SILMD 180 Acct# 0712618-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,708.46 | SILMD 181 Acct# 0712619-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 592.20   | SILMD 182 Acct# 0712620-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,184.38 | SILMD 183 Acct# 0712621-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 379.01   | SILMD 184 Acct# 0712622-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 142.13   | SILMD 185 Acct# 0712623-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 788.22   | SILMD 186 Acct# 0712624-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 236.86   | SILMD 187 Acct# 0712625-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 284.25   | SILMD 188 Acct# 0712626-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 236.86   | SILMD 189 Acct# 0712627-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,231.77 | SILMD 190 Acct# 0712628-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 422.83   | SILMD 191 Acct# 0712629-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 307.93   | SILMD 192 Acct# 0712630-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 758.01   | SILMD 193 Acct# 0712631-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 351.89   | SILMD 194 Acct# 0712632-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 281.53   | SILMD 195 Acct# 0712633-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 89.46    | SILMD 196 Acct# 0712634-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 89.46    | SILMD 197 Acct# 0712635-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 118.46   | SILMD 198 Acct# 0712636-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 59.88    | SILMD 200 Acct# 0712637-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 497.43   | SILMD 201 Acct# 0712638-6 |

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| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 833.55   | SILMD 202 Acct# 0712639-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 23.86    | SILMD 203 Acct# 0712640-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 457.94   | SILMD 204 Acct# 0712641-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 28.28    | SILMD 205 Acct# 0712642-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 331.62   | SILMD 206 Acct# 0712643-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 379.01   | SILMD 207 Acct# 0712644-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 544.81   | SILMD 209 Acct# 0712646-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 107.36   | SILMD 210 Acct# 0712647-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 59.64    | SILMD 211 Acct# 0712648-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 59.64    | SILMD 212 Acct# 0712649-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 35.79    | SILMD 213 Acct# 0712650-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 386.68   | SILMD 214 Acct# 0712651-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 142.13   | SILMD 216 Acct# 0712652-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 457.73   | SILMD 217 Acct# 0712653-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 319.48   | SILMD 220 Acct# 0712654-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 7.07     | SILMD 221 Acct# 0712655-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 94.83    | SILMD 222 Acct# 0712656-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 143.13   | SILMD 223 Acct# 0712657-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,499.87 | SILMD 224 Acct# 0712658-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 433.46   | SILMD 225 Acct# 0712659-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 265.59   | SILMD 226 Acct# 0712660-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 702.48   | SILMD 227 Acct# 0712661-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 812.23   | SILMD 228 Acct# 0712662-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 420.13   | SILMD 229 Acct# 0712663-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 980.28   | SILMD 230 Acct# 0712664-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 588.15   | SILMD 231 Acct# 0712665-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 2,548.71 | SILMD 232 Acct# 0712666-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,050.00 | SILMD 233 Acct# 0712667-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 572.15   | SILMD 234 Acct# 0712668-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 665.41   | SILMD 235 Acct# 0712669-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 211.12   | SILMD 236 Acct# 0712670-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 402.69   | SILMD 237 Acct# 0712671-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 14.13    | SILMD 238 Acct# 0712672-5 |

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| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 94.76    | SILMD 239 Acct# 0712673-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 506.70   | SILMD 240 Acct# 0712674-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 597.61   | SILMD 241 Acct# 0712675-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 84.03    | SILMD 242 Acct# 0712676-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 112.04   | SILMD 244 Acct# 0712677-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 76.46    | SILMD 245 Acct# 0712678-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 336.09   | SILMD 246 Acct# 0712679-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,016.87 | SILMD 247 Acct# 0712680-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 2,772.76 | SILMD 249 Acct# 0718734-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 253.35   | SILMD 250 Acct# 0719001-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 3,935.54 | SILMD 251 Acct# 0718801-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 560.15   | SILMD 252 Acct# 0719162-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,862.03 | SILMD 253 Acct# 0719644-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 189.66   | SILMD 254 Acct# 0719763-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 155.01   | SILMD 255 Acct# 0720813-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,131.81 | SILMD 257 Acct# 0720360-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 2,670.21 | SILMD 258 Acct# 0720606-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,639.63 | SILMD 259 Acct# 0720810-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 504.14   | SILMD 261 Acct# 0720705-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 3,141.28 | SILMD 262 Acct# 0720937-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,149.61 | SILMD 263 Acct# 0720716-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 206.91   | SILMD 264 Acct# 0721427-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 366.46   | SILMD 265 Acct# 0721556-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 47.14    | SILMD 266 Acct# 0721684-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 552.28   | SILMD 270 Acct# 0906944-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 977.11   | SILMD 271 Acct# 0995095-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 2,859.31 | SILMD 272 Acct# 0905005-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 208.16   | SILMD 273 Acct# 0926386-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 603.72   | SILMD 276 Acct# 0961926-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 860.55   | SILMD 277 Acct# 1058710-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 267.42   | SILMD 278 Acct# 1087619-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 60.42    | SILMD 279 Acct# 1124127-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 731.91   | SILMD 280 Acct# 1045653-1 |

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| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 538.51   | SILMD 283 Acct# 1172743-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 332.79   | SILMD 285 Acct# 1206985-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 247.04   | SILMD 286 Acct# 1296582-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,873.79 | SILMD 288 Acct# 1303978-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 122.26   | SILMD 289 Acct# 1685375-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 0.54     | SILMD 289 Acct# 4185749-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 129.98   | SILMD 290 Acct# 1433921-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 616.16   | SILMD 292 Acct# 1481532-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 236.86   | SILMD 293 Acct# 1481534-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 473.75   | SILMD 294 Acct# 1481535-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 112.04   | SILMD 295 Acct# 1481536-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,255.46 | SILMD 296 Acct# 1481537-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 213.18   | SILMD 297 Acct# 1481539-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 189.49   | SILMD 298 Acct# 1481540-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 413.49   | SILMD 300 Acct# 1662840-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 5,211.46 | SILMD 301 Acct# 1687005-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 228.68   | SILMD 302 Acct# 1607534-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 761.73   | SILMD 305 Acct# 1695873-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 182.36   | SILMD 306 Acct# 1740353-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 2,565.92 | SILMD 307 Acct# 2049005-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 274.49   | SILMD 308 Acct# 2072459-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 302.04   | SILMD 309 Acct# 2001311-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 103.08   | SILMD 310 Acct# 2060519-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 222.70   | SILMD 311 Acct# 3014475-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 228.65   | SILMD 312 Acct# 3146127-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 323.84   | SILMD 315 Acct# 3305804-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,153.89 | SILMD 316 Acct# 3291842-7 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 68.74    | SILMD 317 Acct# 3253826-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 817.11   | SILMD 318 Acct# 3372018-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 68.57    | SILMD 320 Acct# 0712569-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 338.50   | SILMD 321 Acct# 3338917-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 68.10    | SILMD 322 Acct# 3402033-9 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 580.32   | SILMD 323 Acct# 3597170-4 |

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| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 258.93    | SILMD 324 Acct# 1246537-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 236.04    | SILMD 325 Acct# 3587598-8 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 85.08     | SILMD 326 Acct# 3840455-4 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 189.49    | SILMD 327 Acct# 3810801-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 479.84    | SILMD 328 Acct# 3894879-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 62.92     | SILMD 329 Acct# 3939032-3 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 188.07    | SILMD 330 Acct# 3951594-5 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 26.02     | SILMD 331 Acct# 0712645-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 9.14      | SILMD 331 Acct# 4174590-2 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 28.59     | SILMD 331 Acct# 4174591-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 23.93     | SILMD 331 Acct# 4174593-6 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 18.97     | SILMD 331 Acct# 4176340-0 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 108.47    | SILMD 332 Acct# 4093467-1 |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 404.98    | SILMD 8 Acct# 0712544-6   |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 370.45    | SILMD 9 Acct# 0712545-3   |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 555.28    | SILMD 95 Acct# 0712556-0  |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 10,005.06 | SILMD 97 Acct# 0712557-8  |
| 07/22/2024 | 872926  | NorthWestern Energy | Light Maint | \$ 1,174.57  | SILMD 99 Acct# 0712558-6  |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.14      | 0722253-2                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 8.74      | 0722258-1                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 13.07     | 0722259-9                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 8.98      | 0722272-2                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 131.47    | 0722273-0                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 9.58      | 0722274-8                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 90.78     | 0722275-5                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 30.52     | 0722278-9                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 13.53     | 0722279-7                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.14      | 0722280-5                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.14      | 0722281-3                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.14      | 0722283-9                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.14      | 0722284-7                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 1,325.19  | 0722287-0                 |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 13.53     | 0722808-3                 |

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| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 9.01   | 0722852-1                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 8.74   | 0722862-0                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 46.83  | 0722901-6                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.76   | 0722976-8                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 192.86 | 0722995-8                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 80.56  | 0723005-5                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.14   | 0723025-3                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ -      | 0723039-4                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 743.22 | 0723045-1                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.00   | 0723046-9                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 21.61  | 0723049-3                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 20.62  | 0723064-2                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 20.62  | 0723065-9                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 4.22   | 0723391-9                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 107.31 | 0723884-3                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 20.62  | 0723887-6                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 63.76  | 0813489-2                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 333.34 | 1191404-1                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ -      | 1409394-2                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 13.05  | 1836666-6                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 13.25  | 1849408-8                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 18.89  | 1904944-4                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 36.13  | 1941243-6                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 87.35  | 3241436-9                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 6.00   | 3477233-5                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 14.41  | 3771457-3                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ -      | 4086220-3                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Park Dist 1 | \$ 20.62  | Gorham irrigation - 4177819-2 July2024 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parking     | \$ 105.21 | 3835890-9                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint | \$ 6.00   | 0722272-2                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint | \$ 6.14   | 0723384-4                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint | \$ 8.29   | 0723386-9                              |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint | \$ 8.29   | 0723387-7                              |

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| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 8.29   | 0723388-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 2.82   | 0723391-9 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 7.21   | 0723393-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.14   | 0723394-3 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.14   | 0723395-0 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.14   | 0723396-8 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.14   | 0723397-6 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.14   | 0723398-4 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.14   | 0723835-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 8.74   | 0723836-3 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.30   | 0723840-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 135.36 | 0723879-3 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.90   | 0723883-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.90   | 0881455-0 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 0.69   | 1029192-0 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 0.68   | 1265177-4 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ -      | 1396192-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 0.68   | 1425364-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 80.94  | 1513796-1 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 80.62  | 1513800-1 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 8.55   | 1513802-7 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 7.94   | 1513804-3 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 0.68   | 1948667-9 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 0.83   | 2041362-1 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 5.06   | 2055817-7 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 6.80   | 3707234-5 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 14.54  | 3707235-2 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 11.26  | 3707236-0 |
| 07/22/2024 | 872925  | NorthWestern Energy | Parks Maint    | \$ 18.27  | 4103439-8 |
| 07/22/2024 | 872925  | NorthWestern Energy | Public Safety  | \$ 553.25 | 0720817-6 |
| 07/22/2024 | 872925  | NorthWestern Energy | Public Safety  | \$ 707.83 | 0871546-8 |
| 07/22/2024 | 872925  | NorthWestern Energy | Street/Traffic | \$ 8.14   | 1045820-6 |
| 07/22/2024 | 872925  | NorthWestern Energy | Street/Traffic | \$ 0.27   | 1740357-7 |

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| 07/22/2024 | 872925  | NorthWestern Energy       | Street/Traffic | \$ 0.54       | 1748896-6                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Street/Traffic | \$ 8.55       | 3088038-9                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Street/Traffic | \$ 0.82       | 3590004-2                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Street/Traffic | \$ 12.91      | 3660075-7                                                     |
| 07/22/2024 | 872926  | NorthWestern Energy       | Street/Traffic | \$ 12,353.72  | Signal Bills 6.30.2024                                        |
| 07/22/2024 | 872925  | NorthWestern Energy       | Transit        | \$ 217.33     | 0719225-5                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Wastewater     | \$ 83,082.95  | 0100591-7                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Wastewater     | \$ 12.16      | 1704025-4                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 1,748.24   | 0100485-2                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 15,576.21  | 0722264-9                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 10,798.95  | 0723040-2                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 6.00       | 0723059-2                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 1,150.60   | 1116452-2                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 146.25     | 1142253-2                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 6.59       | 1867265-9                                                     |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 1,611.56   | WO 19-12...4519 Hesper Rd Temp Water                          |
| 07/22/2024 | 872925  | NorthWestern Energy       | Water          | \$ 1,034.38   | WO 19-42 ...4374 Hesper Rd Temp Service                       |
| 07/22/2024 | 872927  | OAG Aviation Worldwide    | Airport        | \$ 7,657.65   | Invoice #USI055560. Website Real-Time Flight Info             |
| 07/22/2024 | 872928  | Olympic Sales             | Fleet          | \$ 140.81     | 14725                                                         |
| 07/22/2024 | 872928  | Olympic Sales             | Fleet          | \$ 3,159.68   | 14725                                                         |
| 07/22/2024 | 872928  | Olympic Sales             | Fleet          | \$ 7.53       | 14776                                                         |
| 07/22/2024 | 872928  | Olympic Sales             | Fleet          | \$ 20.40      | 14776                                                         |
| 07/22/2024 | 872928  | Olympic Sales             | Fleet          | \$ 15.06      | 14786                                                         |
| 07/22/2024 | 872928  | Olympic Sales             | Fleet          | \$ 22.26      | 14786                                                         |
| 07/22/2024 | 872933  | Plotbox                   | Park Dist 1    | \$ 8,960.00   | annual subscription for August 2024-2025                      |
| 07/22/2024 | 872934  | Potters Industries        | Street/Traffic | \$ 24,640.00  | paint glass beads                                             |
| 07/22/2024 | 872935  | Pow-R Moles Sales         | Street/Traffic | \$ 6,115.72   | push rods for trencher                                        |
| 07/22/2024 | 872936  | Priority Dispatch         | EOC 911        | \$ 24,700.00  | Q PLUS FOR EMD (12 MONTH)                                     |
| 07/22/2024 | 872937  | Progressive Bldng Systems | Facilities     | \$ 24,665.85  | installation of the Billings Public Library Scrim Replacement |
| 07/22/2024 | 872937  | Progressive Bldng Systems | Facilities     | \$ 188,001.00 | installation of the Billings Public Library Scrim Replacement |
| 07/22/2024 | 872940  | Ratco                     | Fleet          | \$ 84.00      | 131934                                                        |
| 07/22/2024 | 872940  | Ratco                     | Fleet          | \$ 51.54      | 132063                                                        |
| 07/22/2024 | 872940  | Ratco                     | Fleet          | \$ 26.00      | 132063                                                        |

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| 07/22/2024 | 872940  | Ratco                  | Wastewater       | \$ 4,998.00  | STAHL SERVICE BODY FOR #7357                                   |
| 07/22/2024 | 872940  | Ratco                  | Water            | \$ 4,998.00  | STAHL SERVICE BODY FOR #7357                                   |
| 07/22/2024 | 872944  | Reliable Mech & Cntrls | Public Safety    | \$ 2,942.00  | Extraction hose & grabber replacement at Fire Station #3       |
| 07/22/2024 | 872944  | Reliable Mech & Cntrls | Public Safety    | \$ 2,040.25  | Replace magnetic graber for fire truck exhaust- Fire Station 1 |
| 07/22/2024 | 872944  | Reliable Mech & Cntrls | Public Safety    | \$ 1,071.40  | Calibrated Carbon Monoxide sensor at Fire Stations 1 & 7       |
| 07/22/2024 | 872944  | Reliable Mech & Cntrls | Public Safety    | \$ 290.50    | Inv. 1465 Repaired exhaust system at Fire Station #7           |
| 07/22/2024 | 872944  | Reliable Mech & Cntrls | Public Safety    | \$ 250.00    | Air handler to be replaced. Fire Station #1                    |
| 07/22/2024 | 872944  | Reliable Mech & Cntrls | Public Safety    | \$ 405.00    | Put portable AC unit in vault                                  |
| 07/22/2024 | 872949  | Sanderson Stewart      | Arterial Streets | \$ 52,224.00 | WO 09-12 Inner Belt Loop - Sch 1 - NW Billings Connector       |
| 07/22/2024 | 872949  | Sanderson Stewart      | Gas Tax          | \$ -         | WO 09-12 Inner Belt Loop - Sch 1 - NW Billings Connector       |
| 07/22/2024 | 872949  | Sanderson Stewart      | Parks Maint      | \$ 800.00    | locate property corners at Ironwood - 57182                    |
| 07/22/2024 | 872949  | Sanderson Stewart      | Trl Donate       | \$ 13,116.50 | WO 21-38 Skyline Trail (Marathon Loop) Schedule II; Pmt 17     |
| 07/22/2024 | 872949  | Sanderson Stewart      | Water            | \$ 3,100.00  | WO 24-18 Central Avenue Water Extension; Pmt 6                 |
| 07/22/2024 | 872949  | Sanderson Stewart      | Water            | \$ 1,403.00  | WO 24-18 Central Avenue Water Extension; Pmt 7                 |
| 07/22/2024 | 872952  | SHI International      | IT Resources     | \$ 30,908.60 | Wasabi 400TB storage 7/31/2024-8/30/2025                       |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 524.04    | 0171206-IN                                                     |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 162.82    | 0171206-IN                                                     |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 9,796.75  | 170193                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 347.61    | 170193                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 19,593.50 | 170194                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 420.69    | 170194                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 1,287.16  | 170408                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 1,144.24  | 170408                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 193.00    | 170408                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 128.10    | 170633                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 998.28    | 170633                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 201.49    | 170633                                                         |
| 07/22/2024 | 872956  | Solid Waste Systems    | Fleet            | \$ 1,146.40  | 170633                                                         |
| 07/22/2024 | 872958  | Spencer Fluid Power    | Fleet            | \$ 2,951.85  | 32524548                                                       |
| 07/22/2024 | 872962  | Steiner Thuesen        | Park Dist 1      | \$ 1,553.10  | REPLACE THE TENNIS COURTS AT PIONEER PARK                      |
| 07/22/2024 | 872962  | Steiner Thuesen        | Park Dist 1      | \$ 1,041.29  | WO 23-32 Gorham park Irrigation System Replacement             |
| 07/22/2024 | 872963  | Midland Mechanical     | Public Safety    | \$ 2,896.00  | Remove/install hydronic unit in the laundry/generator room     |
| 07/22/2024 | 872967  | Swank Enterprises      | Transit          | \$ 87,770.39 | MET Transit Addition & Remodel - Federal                       |

| Check Date | Check # | Name                     | Fund Name      | Amount        | Item Desc                                        |
|------------|---------|--------------------------|----------------|---------------|--------------------------------------------------|
| 07/22/2024 | 872967  | Swank Enterprises        | Transit        | \$ 68,962.45  | MET Transit Addition & Remodel - Local           |
| 07/22/2024 | 872968  | Sysco Montana            | General        | \$ 1,995.67   | FOOD FOR ROSE CONCESSIONS - 543061014            |
| 07/22/2024 | 872968  | Sysco Montana            | Park Dist 1    | \$ 1,827.87   | food for rose park pool concessions - 5403067805 |
| 07/22/2024 | 872971  | Sherwin-Williams Company | Street/Traffic | \$ 12,100.00  | 4 totes of yellow paint                          |
| 07/22/2024 | 872971  | Sherwin-Williams Company | Street/Traffic | \$ 18,150.00  | 6 totes of white                                 |
| 07/22/2024 | ACH     | Town & Country Supply    | Fleet          | \$ 7,083.68   | 441812                                           |
| 07/22/2024 | ACH     | Town & Country Supply    | Fleet          | \$ 12,103.39  | 441812                                           |
| 07/22/2024 | ACH     | Town & Country Supply    | Fleet          | \$ 5,826.95   | 441812                                           |
| 07/22/2024 | ACH     | Town & Country Supply    | Fleet          | \$ 4,918.52   | 441812                                           |
| 07/22/2024 | ACH     | Town & Country Supply    | Fleet          | \$ 3.14       | 441812                                           |
| 07/22/2024 | ACH     | Town & Country Supply    | Public Safety  | \$ 1,003.27   | 440929 FIRE 7: 326 GALLONS DIESEL FUEL           |
| 07/22/2024 | ACH     | Town & Country Supply    | Public Safety  | \$ 2,820.33   | 441947 FIRE 1: UNLEADED & DIESEL                 |
| 07/22/2024 | ACH     | Town & Country Supply    | Transit        | \$ 6,315.96   | 441922. Unleaded Fuel                            |
| 07/22/2024 | 872975  | TW Ridley                | Wastewater     | \$ 168,052.61 | WO 23-24 Belknap Remodel Phase 2; Pmt 6          |
| 07/22/2024 | 872975  | TW Ridley                | Water          | \$ 44,672.21  | WO 23-24 Belknap Remodel Phase 2; Pmt 6          |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 59.74      | 360 Office Solutions Inc - PCard                 |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 532.20     | 4Te*Alarm Monitoring Serv - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 850.80     | 4Te*Alarm Monitoring Serv - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 155.95     | Albertsons #1227 - PCard                         |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 36.64      | Awg 3575 - PCard                                 |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 164.02     | C B Operations Llc - PCard                       |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 185.15     | C B Operations Llc - PCard                       |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 34.00      | Culligan Billings - PCard                        |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 145.63     | Ecolab Inc - PCard                               |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 140.08     | Ecolab Inc - PCard                               |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 126.94     | Ecolab Inc - PCard                               |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 218.58     | Ecolab Inc - PCard                               |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 783.86     | Istate Power Systems 007 - PCard                 |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 170.00     | Jade Learning Llc - PCard                        |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 130.00     | Jen Tech - PCard                                 |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 2,488.49   | Kb Commercial Products - PCard                   |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 101.88     | Kb Commercial Products - PCard                   |
| 07/22/2024 | ACH     | U.S. Bank PCards         | Airport        | \$ 280.00     | Lp Anderson - Point S, Dt - PCard                |

| Check Date | Check # | Name             | Fund Name    | Amount      | Item Desc                         |
|------------|---------|------------------|--------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Airport      | \$ 214.80   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Airport      | \$ 50.00    | Pzg**Mt Dli Ebiz - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | Airport      | \$ 60.00    | Sp Proclip Usa - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Airport      | \$ 1,500.00 | Transportation Security C - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Airport      | \$ 2,720.00 | Wilbur Ellis Billings - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Airport      | \$ 54.14    | Yellowstone County Treas - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Building     | \$ 467.00   | Int'L Code Council Inc - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | CDBG         | \$ 417.05   | City Of Billings - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | CDBG         | \$ 3,510.64 | Cncs - PCard                      |
| 07/22/2024 | ACH     | U.S. Bank PCards | CDBG         | \$ 389.00   | Marble Table - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | CDBG         | \$ 500.00   | Paypal *Shannonstob - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | CDBG         | \$ 21.00    | Smoothie Lab - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | CDBG         | \$ (119.96) | The Home Depot #3101 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Court Grants | \$ 90.00    | Holiday Stations 0731 - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Court Grants | \$ 172.94   | Wm Supercenter #1956 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Engineering  | \$ (5.47)   | 360 Office Solutions Inc - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Engineering  | \$ 5.46     | 360 Office Solutions Inc - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Engineering  | \$ 199.00   | Awwa.Org - PCard                  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Engineering  | \$ 3,845.70 | Dlt Solutions- Llc - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Engineering  | \$ 140.00   | Scheels - PCard                   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Engineering  | \$ 400.00   | Scheels - PCard                   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 12.50    | 4Te*Alarm Services - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 75.00    | 4Te*Alarm Services - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ (14.99)  | Amazon Prime - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 108.00   | Fs *Kanbanflow - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 229.69   | Kb Commercial Products - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 8.99     | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 16.82    | Northwest Pipe Fittings - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Facilities   | \$ 451.00   | Reliable Automation Syste - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Fleet        | \$ 247.99   | Office Depot #1080 - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 32.77    | 360 Office Solutions Inc - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 12.99    | 498221422 - PCard                 |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 1,685.00 | Absaroka River Adventures - PCard |

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|------------|---------|------------------|-----------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 133.60   | Aces Brand Imaging - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 59.99    | Adobe *Adobe - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 19.99    | Adobe *Adobe - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 57.37    | Albertsons #0038 - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 14.37    | Albertsons #0630 - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 16.45    | Albertsons #1227 - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 150.00   | Als Bootery & Repair Shop - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 29.97    | Amazon Mktpl*Kl05L70S3 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 197.94   | Amazon Mktpl*Rc10C7Tw0 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 29.68    | Amazon Mktpl*Rg38428U1 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 95.19    | Amazon Mktpl*Rg9057Ud2 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 836.00   | Amazon.Com*Qx8Fc0Gu3 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ (120.84) | Amc 9640 Online - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 276.00   | American Red Cross - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 55.96    | Amzn Mktp Us*Rg9L262R1 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 10.95    | Amzn Mktp Us*Rg9N05Rh2 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 119.40   | Cc* Crumbl Billings - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 120.00   | Creative Monograms Smb - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 159.55   | Dd Theburgerdive - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 108.39   | Delivery.Com - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 316.09   | Dillard's 939 Rimrock M - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 1,198.12 | Econo Print - PCard               |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 73.67    | Fedex78771894 - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 655.72   | Get Air Billings, Llc - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 132.93   | Hansen Music - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 240.46   | Hanson Chemical - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 109.09   | Hanson Chemical - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 111.18   | Hanson Chemical - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 269.84   | Harbor Freight Tools 207 - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 743.38   | Kb Commercial Products - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 2.96     | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 136.00   | Montana Brewing Company - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 54.47    | Office Depot #450 - PCard         |

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|------------|---------|------------------|-----------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 11.98    | O'Reilly 1551 - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 200.00   | Pzg**Mt Dept Environ Q - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 200.00   | Pzg**Mt Dept Environ Q - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 806.88   | Recreation Supply Company - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 11.75    | Rockcreekcoffee.Com - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 273.42   | Sams Club #4805 - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 286.76   | Samsclub.Com - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 264.00   | Skateworld - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 52.00    | Spo*Bin119 - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 12.65    | Sq *Harper & Madison - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 585.00   | Sq *Wild Rose Paintball / - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 456.00   | Steepworld Climbing - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 180.00   | Sunset Bowl - PCard               |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 1,949.46 | Thomson West*Tcd - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 12.45    | Town & Country Food - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 41.28    | Tst* City Brew Coffee - C - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 41.28    | Tst* City Brew Coffee - C - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 630.00   | Tst* Waterpark - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 917.98   | Ultra Graphics, Llc - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 130.57   | Wal-Mart #1956 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 9.05     | Wal-Mart #2923 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 29.72    | Wal-Mart #2923 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 1.26     | Wal-Mart #2923 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 69.90    | Wal-Mart #2923 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 64.38    | Wal-Mart #2923 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 97.85    | Western Office Equipment - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 170.00   | Wise Wonders Museum - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 37.52    | Wm Supercenter #1956 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 156.82   | Wm Supercenter #1956 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 146.18   | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 26.14    | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 65.28    | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General   | \$ 129.25   | Wm Supercenter #2923 - PCard      |

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| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 6.96     | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 45.00    | Wwp*Sprague Pest Solution - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 54.14    | Yellowstone County Treas - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 83.92    | Yellowstone Wildlife San - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 47.97    | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 16.59    | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 16.99    | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 72.39    | Zumba Fitness - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | General      | \$ 35.00    | Zumbini - PCard                   |
| 07/22/2024 | ACH     | U.S. Bank PCards | IT Resources | \$ 35.97    | Web*Networksolutions - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Library      | \$ 1,950.84 | Demco Inc - PCard                 |
| 07/22/2024 | ACH     | U.S. Bank PCards | Library      | \$ 59.99    | Gamestop - PCard                  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Library      | \$ 3,884.00 | Pelican Products - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | Library      | \$ 2,177.70 | Pelican Products - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | Library      | \$ 155.52   | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | P.W. Admin   | \$ 14.99    | Amazon Prime*3634A9Fn3 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | P.W. Admin   | \$ 32.99    | Billingsgazettethriftync - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | P.W. Admin   | \$ 16.59    | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 253.20   | A And H Turf And Specialt - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 1,499.80 | Amzn Mktp Us*Rg6L977N0 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 10.95    | Amzn Mktp Us*Rg9N05Rh2 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 29.99    | Best Buy 00005926 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 151.80   | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 15.48    | C B Operations Llc - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 5.16     | C B Operations Llc - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 234.06   | C B Operations Llc - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 1,433.84 | C B Operations Llc - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 38.97    | Costco Whse #1644 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 139.93   | Destination Xl #9859 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 8.20     | Hose & Rubber Supply - B - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 103.16   | Interstate Battery Of The - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 6.29     | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1  | \$ 35.99    | Kings Ace Hdwe - PCard            |

| Check Date | Check # | Name             | Fund Name   | Amount      | Item Desc                         |
|------------|---------|------------------|-------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 19.96    | Lowes #00319* - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 402.64   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 1,876.16 | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ (38.18)  | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 132.84   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 23.61    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 840.00   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 38.18    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 14.84    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 24.31    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 175.61   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 92.08    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 80.42    | Napa Store 3547001 - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 200.24   | Northwest Pipe Fittings - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ (208.09) | Northwest Pipe Fittings - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 39.99    | Shipton'S Big R West - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 39.99    | Shipton'S Big R West - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 30.00    | Snappyduds - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 22.61    | Snappyduds - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 40.00    | Snappyduds - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ (119.99) | Tractor-Supply-Co #0303 - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 15.00    | West End Lock And Securit - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 25.00    | West End Lock And Securit - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 733.00   | Wilbur Ellis Billings - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 84.96    | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 8.64     | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Dist 1 | \$ 17.99    | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Park Pgrms  | \$ 249.00   | International Bronze Plaq - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking     | \$ 304.99   | Amazon Mktpl*Z99018E03 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking     | \$ 7.99     | Costco Whse #1644 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking     | \$ 7.98     | Costco Whse #1644 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking     | \$ 7.99     | Costco Whse #1644 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking     | \$ 26.64    | Fedex78771894 - PCard             |

| Check Date | Check # | Name             | Fund Name     | Amount      | Item Desc                         |
|------------|---------|------------------|---------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking       | \$ 29.64    | Fedex79006965 - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parking       | \$ 300.00   | In *Downtown Billings Ass - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parks Maint   | \$ 142.75   | Border States Industries - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parks Maint   | \$ 79.99    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parks Maint   | \$ 243.01   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parks Maint   | \$ 188.18   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Parks Maint   | \$ 117.09   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | PD Program    | \$ 26.05    | 360 Office Solutions Inc - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | PD Program    | \$ 35.00    | Delta Air Baggage Fee - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | PD Program    | \$ 35.00    | Delta Air Baggage Fee - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | PD Program    | \$ 348.00   | United 0162399908544 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Planning      | \$ 52.26    | Costco Whse #1644 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Planning      | \$ 69.93    | Evergreen Ace Hardware - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Planning      | \$ 30.00    | Party America Billings - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Planning      | \$ 100.00   | Target 00001719 - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Planning      | \$ 205.00   | Zeecreativeinc - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Planning      | \$ 16.59    | Zoom.Us 888-799-9666 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 936.99   | 360 Office Solutions Inc - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 2,629.94 | Action Targets - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 925.55   | Action Targets - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 5,819.00 | Air Science - PCard               |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 161.70   | Albertsons #1227 - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 164.69   | Amazon Mktp*8V6M254W3 - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 479.85   | Amazon.Com*Rc4N614H1 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 39.00    | American Water Technol - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 17.55    | Amzn Mktp Us*Rc05P9N82 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 129.99   | Amzn Mktp Us*Rg24C2Rz1 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 279.98   | B&H Photo 800-606-6969 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 760.75   | Big Sky Communications 1 - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 35.99    | Billingsgazettethriftync - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 199.99   | Bound Tree Medical Llc - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 831.21   | Bound Tree Medical Llc - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 42.43    | Cenex-Rocky Mountain Sup - PCard  |

| Check Date | Check # | Name             | Fund Name     | Amount      | Item Desc                         |
|------------|---------|------------------|---------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 135.68   | Chalet Market Downtown - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ (4.50)   | Chalet Market Downtown - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 33.95    | Conoco - Wheat Montana Fa - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 729.99   | Costco Whse #1644 - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 208.84   | Crye Precision Llc - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 128.15   | Econoprint - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 99.83    | Evergreen Ace Hardware - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 50.38    | Exxon Dave'S Express - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 47.20    | Ferguson Ent - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 71.90    | Galls - PCard                     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 39.47    | Harbor Freight Tools 207 - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 13.98    | Heights Ace Hdwe - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 81.99    | Hulu 877-8244858 Ca - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 86.00    | In *Billings Clinic - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 35.00    | In *Billings Clinic - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 18.00    | In *Billings Clinic - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 457.22   | Iron Mountain - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 101.13   | Iron Mountain - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 141.90   | Jimmy Johns - 1646 - M - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 159.47   | Kb Commercial Products - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 117.32   | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 134.31   | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 171.16   | Life Assist Inc - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 1,888.00 | Midwayusa Com - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 50.00    | National Association Of S - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 1,171.72 | Ray Allen Manufacturing - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 81.51    | Rockets Gourmet Wraps And - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 1,092.00 | Royal Arms International, - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 900.00   | Shieldspike Llc - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 1,385.50 | Shiloh Veterinary Hospita - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 234.48   | Sonetics Corporation - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 84.00    | Sp Born Primitive - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety | \$ 45.56    | Sp Usamm - PCard                  |

| Check Date | Check # | Name             | Fund Name      | Amount      | Item Desc                         |
|------------|---------|------------------|----------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 72.56    | Sp Usamm - PCard                  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 101.00   | Sq *Off Main Deli And Bak - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 530.00   | Target 00013334 - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 530.00   | Target 00013334 - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 1,791.64 | Team Wendy - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 79.96    | The Home Depot #3101 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 41.28    | Tst* City Brew Coffee - C - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 27.98    | Uber Trip - PCard                 |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 148.87   | Uline *Ship Supplies - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 4,523.12 | Uniforms2Gear Inc - PCard         |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 11.01    | Ups*Billing Center - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 35.04    | Viq Solutions, Inc. - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 16.76    | Wal-Mart #1956 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Public Safety  | \$ 49.84    | Yellowstone Valley Elect - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 519.96   | Amazon Mktpl*Rg4Ne3K42 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 19.19    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 79.10    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 415.92   | Billings Paint Center - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 30.58    | Evergreen Ace Hardware - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 527.80   | Fastenal Company 01Mtbll - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 683.76   | Shipton'S Big R West - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Street/Traffic | \$ (46.99)  | 360 Office Solutions Inc - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 103.90   | Amazon Mktpl*Rg56C37C1 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 552.30   | Amzn Mktp Us*Rg1Vc6Yp2 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 62.94    | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 635.42   | M Golden Pilot Supplies - PCard   |
| 07/22/2024 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 287.63   | The Home Depot 3101 - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit        | \$ 500.00   | Alpha Overhead Door - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit        | \$ 17.29    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit        | \$ 43.30    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit        | \$ 3,533.00 | Creative Monograms Smb - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit        | \$ 130.00   | Creative Monograms Smb - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit        | \$ 39.88    | Facebk *8T9Vk34Db2 - PCard        |

| Check Date | Check # | Name             | Fund Name  | Amount      | Item Desc                         |
|------------|---------|------------------|------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 19.99    | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 19.50    | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 3.99     | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 26.99    | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 58.12    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 7.58     | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 12.53    | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 18.24    | Napa Store 3547001 - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 528.56   | Purvis Industries 68 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 1,510.13 | Purvis Industries 68 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 176.19   | Purvis Industries 68 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 479.00   | Sp Don Brown Bus Par - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 31.15    | Sp Don Brown Bus Par - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Transit    | \$ 45.16    | Ups (800) 811-1648 - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 63.51    | AlSCO Inc. - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 20.49    | Amazon Mktp*BI5Nx5P73 - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 137.48   | Amzn Mktp Us*Rg9Nh7Qe0 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 130.00   | Automationdirect.Com - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 66.58    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 39.36    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 25.98    | Heights Ace Hdwe - PCard          |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 107.19   | Insight Public Sector - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 12.06    | Insight Public Sector - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 6.74     | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 315.50   | L-Com - PCard                     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 45.02    | Napa Store 3547007 - PCard        |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 3,603.57 | Provantage - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 154.38   | Purvis Industries 68 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 62.94    | Salisburyonline.Com - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 609.30   | Sq *Genuine Marketing Llc - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 89.80    | Wal-Mart #2923 - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 34.00    | Wm Supercenter #2923 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater | \$ 1,239.28 | Yellowstone Valley Elect - PCard  |

| Check Date | Check # | Name             | Fund Name     | Amount      | Item Desc                         |
|------------|---------|------------------|---------------|-------------|-----------------------------------|
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater    | \$ 209.91   | Yellowstone Valley Elect - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater    | \$ 305.91   | Yellowstone Valley Elect - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater    | \$ 19.00    | Yellowstone Valley Elect - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Wastewater    | \$ 269.29   | Yellowstone Valley Elect - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 45.91    | A And H Turf And Specialt - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 63.51    | Alsco Inc. - PCard                |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 20.49    | Amazon Mktp*Bl5Nx5P73 - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 30.97    | Amazon.Com*G18Z59Xk3 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 24.77    | Amzn Mktp Us*Rg85J1572 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 137.49   | Amzn Mktp Us*Rg9Nh7Qe0 - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 39.36    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 46.25    | Billings - Tacoma Screw P - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 110.00   | Dxp Enterprises - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 423.33   | Dxp Enterprises - PCard           |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 3.22     | Evergreen Ace Hardware - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 184.00   | Grainger - PCard                  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 78.78    | Hach Company - PCard              |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 28.49    | Insight Public Sector - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 3.21     | Insight Public Sector - PCard     |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 26.97    | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 14.99    | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 6.75     | Kings Ace Hdwe - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 49.09    | Lowe's #00319* - PCard            |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 60.40    | Mcmaster-Carr - PCard             |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 204.36   | Midland Implement Co - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 236.88   | Northwest Industrial Supp - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 62.94    | Salisburyonline.Com - PCard       |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 97.35    | Santiago'S Mexican Restau - PCard |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 9.30     | Sq *Tvetene Turf, Inc. - PCard    |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 152.32   | The Home Depot #3101 - PCard      |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 25.81    | Yellowstone County Treas - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Water         | \$ 1,758.25 | Yellowstone Valley Elect - PCard  |
| 07/22/2024 | ACH     | U.S. Bank PCards | Anti-Graffiti | \$ 185.94   | Sp Rainbow Store - PCard          |

| Check Date | Check # | Name                     | Fund Name        | Amount       | Item Desc                             |
|------------|---------|--------------------------|------------------|--------------|---------------------------------------|
| 07/22/2024 | 872977  | Unemployment Ins Contrib | Payroll Clearing | \$ 35,293.06 | quarter ending 6/30/2024              |
| 07/22/2024 | 872978  | Verizon Wireless         | Engineering      | \$ 27.32     | PW-Engineering                        |
| 07/22/2024 | 872978  | Verizon Wireless         | Fleet            | \$ 42.51     | Motor Pool                            |
| 07/22/2024 | 872978  | Verizon Wireless         | General          | \$ 163.43    | City Administrator                    |
| 07/22/2024 | 872978  | Verizon Wireless         | General          | \$ 40.01     | Code Enforcement Laptop               |
| 07/22/2024 | 872978  | Verizon Wireless         | General          | \$ 10.02     | Tina Hoeger Laptop                    |
| 07/22/2024 | 872978  | Verizon Wireless         | General          | \$ 27.32     | Victoria Hill -Laptop                 |
| 07/22/2024 | 872978  | Verizon Wireless         | PD Program       | \$ 468.35    | CCSIU Cel/PTT                         |
| 07/22/2024 | 872978  | Verizon Wireless         | PD Program       | \$ 80.02     | CCSIU RAVEN                           |
| 07/22/2024 | 872978  | Verizon Wireless         | Phone System     | \$ 80.02     | WRF Cradle Point Belknap Cradle Point |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 40.01     | Bait Car                              |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 40.01     | Fire Drone Hotspot                    |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 50.03     | Fire MDT                              |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 40.01     | Fire MDT                              |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 360.09    | MDT Toughbooks                        |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 41.25     | Police Bait Car                       |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 50.03     | Police Chiefs iPad                    |
| 07/22/2024 | 872978  | Verizon Wireless         | Public Safety    | \$ 20.02     | Police MiFi                           |
| 07/22/2024 | 872978  | Verizon Wireless         | Solid Waste      | \$ 94.00     | PW-SW-ON CALL Solid Waste On Call     |
| 07/22/2024 | 872978  | Verizon Wireless         | Solid Waste      | \$ 24.42     | PW-SW-ON CALL Solid Waste On Call     |
| 07/22/2024 | 872978  | Verizon Wireless         | Solid Waste      | \$ 257.78    | Solid Waste Tablets -Routware         |
| 07/22/2024 | 872978  | Verizon Wireless         | Street/Traffic   | \$ 174.67    | PW-Streets/ Street cameras            |
| 07/22/2024 | 872978  | Verizon Wireless         | Street/Traffic   | \$ 242.97    | PW-STRT TRFC Streets                  |
| 07/22/2024 | 872978  | Verizon Wireless         | Transit          | \$ 309.02    | MET AVL                               |
| 07/22/2024 | 872978  | Verizon Wireless         | Transit          | \$ 970.51    | MET Max Transit                       |
| 07/22/2024 | 872978  | Verizon Wireless         | Transit          | \$ 1,120.28  | MET Max Transit                       |
| 07/22/2024 | 872978  | Verizon Wireless         | Transit          | \$ 120.11    | MET Transit                           |
| 07/22/2024 | 872978  | Verizon Wireless         | Wastewater       | \$ 520.13    | MET Tablets                           |
| 07/22/2024 | 872978  | Verizon Wireless         | Water            | \$ 27.32     | PWBLKNP Water Treatment Brian Risser  |
| 07/22/2024 | 872978  | Verizon Wireless         | Water            | \$ 40.01     | PWBLNP Comm-Meter CityWorks/Neptune   |
| 07/22/2024 | 872978  | Verizon Wireless         | Water            | \$ 67.33     | PWBLNP Comm-Meter CityWorks/Neptune   |
| 07/22/2024 | 872979  | Voegele Acquisitions     | Street/Traffic   | \$ 3,900.00  | early summer fertilizer               |
| 07/22/2024 | 872979  | Voegele Acquisitions     | Street/Traffic   | \$ 2,988.00  | roundup application                   |

| Check Date | Check # | Name                       | Fund Name   | Amount        | Item Desc                                                 |
|------------|---------|----------------------------|-------------|---------------|-----------------------------------------------------------|
| 07/22/2024 | 872980  | Warren Transport           | Trl Donate  | \$ 151,907.56 | WO 21-38 Schedule II Skyline Trail (Marathan Loop)        |
| 07/22/2024 | 872980  | Warren Transport           | Trl Donate  | \$ 7,487.88   | WO 21-38 Schedule II Skyline Trail (Marathan Loop)        |
| 07/22/2024 | 872982  | Western Municipal Const    | Water       | \$ 498,437.16 | WO 24-01 Contract 1: 2024 Water Main Replacement          |
| 07/22/2024 | 872984  | Western Water Consultants  | SID Const   | \$ 19,155.27  | SID 1421 Cypress Point Professional Services Contract     |
| 07/22/2024 | 872984  | Western Water Consultants  | SID Const   | \$ 9,591.23   | SID 1421 Cypress Point Professional Services Contract     |
| 07/22/2024 | 872986  | Wilbur Ellis               | Park Dist 1 | \$ 19,189.00  | fertilizer for parks - 16606447                           |
| 07/22/2024 | 872990  | Yellowstone County         | Wastewater  | \$ 79,949.10  | MOU with Yellowstone County water line project WO 24-13   |
| 07/22/2024 | 872991  | Yellowstone Co Finance Dpt | Building    | \$ 7,273.41   | Miller Building; Building Division; August, 2024 Rent     |
| 07/22/2024 | 872991  | Yellowstone Co Finance Dpt | CDBG        | \$ 5,656.80   | Miller Building; Community Development; August, 2024 Rent |
| 07/22/2024 | 872991  | Yellowstone Co Finance Dpt | General     | \$ 2,263.37   | Miller Building; Code Enforcement; August, 2024 Rent      |
| 07/22/2024 | 872991  | Yellowstone Co Finance Dpt | Planning    | \$ 4,845.51   | Miller Building; Planning Dept.; August, 2024 Rent        |

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Payment of Claims for week of July 29th, 2024  
**Presented by:** Erin Watterud  
**Department:** Finance  
**Presentation:** No  
**Legal Review:** Not Applicable  
**Project Number:** N/A

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**RECOMMENDATION**

Staff recommends Council approve the Payment of Claims

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Claims in the amount of \$3,083,963.58 have been reviewed and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department. Payment Approval Process Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.). Each invoice goes through a multi-step approval process depending upon the amount of the payment. First, invoices are entered by the department requesting the payment and the department director or designee must perform an initial review and approval of the purchase. The number of approvals within the department can vary based upon the size of the department, but no less than one approver within each department must verify the payment. Second, all payments, regardless of size, must be approved by the Purchasing Agent or designee. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached. If the payment is greater than \$1,000, then it must be approved by the Finance Director or designee. If that payment is greater than \$10,000, then it must be approved by the City Administrator or Assistant City Administrator. Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of \$2,500 is generated and placed on the next City Council meeting for review.

**ALTERNATIVES**

No other alternatives were analyzed

**FISCAL EFFECTS**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

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**Attachments**

CouncilMemo wk of 07292024

| Check Date | Check # | Name                          | Fund Name      | Amount        | Item Desc                                             |
|------------|---------|-------------------------------|----------------|---------------|-------------------------------------------------------|
| 07/29/2024 | 873006  | Askin Const                   | Gas Tax        | \$ -          | WO 22-07 Mallowney Lane Improvements                  |
| 07/29/2024 | 873006  | Askin Const                   | Gas Tax        | \$ 1,826.55   | WO 22-07 Mallowney Lane Improvements                  |
| 07/29/2024 | 873006  | Askin Const                   | Sidewalk Const | \$ -          | WO 22-07 Mallowney Lane Improvements                  |
| 07/29/2024 | 873006  | Askin Const                   | St Maint Dist  | \$ -          | WO 22-07 Mallowney Lane Improvements                  |
| 07/29/2024 | 873006  | Askin Const                   | Tax Incrmnt S  | \$ 75,877.96  | WO 23-26 Sbura Gravel Streets Phase II                |
| 07/29/2024 | 873006  | Askin Const                   | Water          | \$ -          | WO 22-07 Mallowney Lane Improvements                  |
| 07/29/2024 | 873007  | BAR 10                        | Parks Maint    | \$ 7,500.00   | remove asphalt and sub base replace with dirt         |
| 07/29/2024 | 873012  | Billings Construction Supply  | Park Dist 1    | \$ 115.17     | toilet rental for Centennial - 13092                  |
| 07/29/2024 | 873012  | Billings Construction Supply  | Park Dist 1    | \$ 147.30     | toilet rental for Mary Street - 3062                  |
| 07/29/2024 | 873012  | Billings Construction Supply  | Public Safety  | \$ 108.17     | PORTABLE TOILET RENTAL: JUNE 2024 - FIRE BURN BLDG    |
| 07/29/2024 | 873012  | Billings Construction Supply  | Solid Waste    | \$ 113.03     | Landfill Toilet Rental Site: S236. 6/1/24 - 6/30/24.  |
| 07/29/2024 | 873012  | Billings Construction Supply  | Solid Waste    | \$ 106.03     | Landfill Toilet Rental Site: S479. 6/1/24 - 6/30/24.  |
| 07/29/2024 | 873012  | Billings Construction Supply  | Street/Traffic | \$ 99.36      | seal for unit 1222                                    |
| 07/29/2024 | 873012  | Billings Construction Supply  | Street/Traffic | \$ 1,340.00   | trash pump                                            |
| 07/29/2024 | 873012  | Billings Construction Supply  | Street/Traffic | \$ 106.03     | toilet rental at airport property                     |
| 07/29/2024 | 873012  | Billings Construction Supply  | Wastewater     | \$ 108.17     | Toilet Rental..Billings Rod & Gun Club..              |
| 07/29/2024 | 873012  | Billings Construction Supply  | Water          | \$ 115.17     | 525 O'Mally, Toilet Rental                            |
| 07/29/2024 | 873012  | Billings Construction Supply  | Water          | \$ 835.00     | Grand Ave between 7th St W & 8th, Traffi              |
| 07/29/2024 | 873012  | Billings Construction Supply  | Water          | \$ 929.00     | TC for Water Main Break @ Rimrock Rd/Mor              |
| 07/29/2024 | ACH     | Center for P. Safety Mngmnt   | General        | \$ 27,915.60  | Fire/EMS/Law Enforcement Services Analysis            |
| 07/29/2024 | 873026  | Colstrip Electric             | Wastewater     | \$ 116,012.97 | WO 21-31 WRF UF Electrical Improvements               |
| 07/29/2024 | 873027  | COSTCO                        | Water          | \$ 138,587.27 | Credit refund for overbilling account 3112874         |
| 07/29/2024 | 873032  | D & D Transport Refrigeration | Transit        | \$ 633.36     | SB06217. Blower Motor Unit 1827. W/O 2025-42          |
| 07/29/2024 | 873032  | D & D Transport Refrigeration | Transit        | \$ 1,266.72   | SB06217. Blower Motor. Inventory                      |
| 07/29/2024 | 873032  | D & D Transport Refrigeration | Transit        | \$ 155.63     | SB06217. Critical Fee Unit 1827. W/O 2025-42          |
| 07/29/2024 | 873032  | D & D Transport Refrigeration | Transit        | \$ 605.91     | SB06217. ECM Unit 1827. W/O 2025-42                   |
| 07/29/2024 | 873032  | D & D Transport Refrigeration | Transit        | \$ 35.00      | SB06217. Shipping Blower Motor Unit 1827. W/O 2025-42 |
| 07/29/2024 | 873033  | Dakota Supply Group           | Water          | \$ 1,778.40   | #6 VALVE BOX BASE (TY381525) P/N: 36185               |
| 07/29/2024 | 873033  | Dakota Supply Group           | Water          | \$ 1,333.80   | #6 VALVE BOX BASE (TY381525) P/N: 36185               |
| 07/29/2024 | 873033  | Dakota Supply Group           | Water          | \$ 99.52      | 1" STIFFENERS - CTS PE INSERTS SS P/N: 6133T1         |
| 07/29/2024 | 873033  | Dakota Supply Group           | Water          | \$ 61.30      | 1" X 100' POLY PIPE - SDR9 CTS 250# P/N: SDR91100     |
| 07/29/2024 | 873033  | Dakota Supply Group           | Water          | \$ 72.74      | 1" X 100' POLY PIPE - SDR9 CTS 250# P/N: SDR91100     |
| 07/29/2024 | 873033  | Dakota Supply Group           | Water          | \$ 567.23     | 12" PV- LOK CLAMP RESTRAINT P/N: 368804               |

| Check Date | Check # | Name                     | Fund Name        | Amount       | Item Desc                                              |
|------------|---------|--------------------------|------------------|--------------|--------------------------------------------------------|
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 101.15    | 3/4" STIFFENERS - CTS PE INSERTS SS P/N: 6133T34       |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 835.74    | 4" MJ RW GATE VALVE P/N: 24493                         |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 176.75    | 6" PV-LOCK CLAMP RESTRAINT P/N: 368797                 |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 208.25    | 8 X 2 TAPPING SADDLE - FOR C900 P/N: 342432            |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 446.34    | BLUE MARKING PAINT P/N: 111-090-00140                  |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 300.74    | MARKING PAINT GREEN - GREEN SPRAYON #363               |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 518.16    | MJ RESTRAINT PACK PVC P/N191948                        |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 30.40     | SPIROL PIN HVY 1/4 X 1-1/4 P/N: 415989                 |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 3,058.84  | TYLER 6860 HD 26" TOP SECTION (TY502166) (COB-100)     |
| 07/29/2024 | 873033  | Dakota Supply Group      | Water            | \$ 490.53    | Water Parts                                            |
| 07/29/2024 | 873036  | Desman Associates        | Facilities       | \$ 2,500.00  | Inv. D24037 Condition Audit on skybridge               |
| 07/29/2024 | 873037  | Desman Associates        | Parking          | \$ 1,948.40  | Parking Garages Condition Audit                        |
| 07/29/2024 | 873037  | Desman Associates        | Parking          | \$ 3,377.21  | Parking Garages Condition Audit                        |
| 07/29/2024 | 873037  | Desman Associates        | Parking          | \$ 1,169.04  | Parking Garages Condition Audit                        |
| 07/29/2024 | 873042  | Elreg Distributors       | Transit          | \$ 4,629.49  | 0141353-IN. Alternator Unit 1833. W/O 2025-23          |
| 07/29/2024 | 873042  | Elreg Distributors       | Transit          | \$ 403.51    | 0141353-IN. Shipping Alternator Unit 1833. W/O 2025-23 |
| 07/29/2024 | 873043  | Empire Heating & Cooling | Public Safety    | \$ 2,858.28  | PROVIDE & INSTALL ROOF TOP UNIT                        |
| 07/29/2024 | 873046  | Executive Cleaning       | Library          | \$ 1,374.00  | 78369                                                  |
| 07/29/2024 | 873046  | Executive Cleaning       | Library          | \$ 1,698.00  | 78384                                                  |
| 07/29/2024 | 873047  | FARMSTEAD APARTMENTS     | Water            | \$ 78,605.94 | Credit refund for overbilling account 3085807          |
| 07/29/2024 | 873048  | FarrWest Environmental   | Public Safety    | \$ 3,280.00  | RAE SYSTEMS TRUCK MOUNT CHARGING CRADLE FOR QRAE 3     |
| 07/29/2024 | 873051  | Fisher Sand & Gravel     | Street/Traffic   | \$ 4,487.68  | asphalt                                                |
| 07/29/2024 | 873051  | Fisher Sand & Gravel     | Street/Traffic   | \$ 313.60    | asphalt                                                |
| 07/29/2024 | 873051  | Fisher Sand & Gravel     | Street/Traffic   | \$ 5,468.16  | asphalt                                                |
| 07/29/2024 | 873052  | Fisher's Technology      | Airport          | \$ 68.64     | Invoice #1337078. Copy Machine Maintenance             |
| 07/29/2024 | 873052  | Fisher's Technology      | CDBG             | \$ 140.74    | Fisher's Tech - June 2024 - Duplication Expense        |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 949.80    | 1337081- Copy Fund                                     |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 35.35     | 1337786- Copy Fund                                     |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 23.49     | 1338919- Copy Fund                                     |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 167.37    | 1339944- Copy Fund                                     |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 21.15     | 1340560- Copy Fund                                     |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 39.76     | 1342032- Copy Fund                                     |
| 07/29/2024 | 873052  | Fisher's Technology      | Central Services | \$ 117.76    | 1342033- Copy Fund                                     |

| Check Date | Check # | Name                  | Fund Name        | Amount        | Item Desc                                                  |
|------------|---------|-----------------------|------------------|---------------|------------------------------------------------------------|
| 07/29/2024 | 873052  | Fisher's Technology   | Central Services | \$ 135.19     | 1343776- Copy Fund                                         |
| 07/29/2024 | 873052  | Fisher's Technology   | Engineering      | \$ 6.86       | Contract base rate chare                                   |
| 07/29/2024 | 873052  | Fisher's Technology   | General          | \$ 132.90     | copier contract - 1337787                                  |
| 07/29/2024 | 873052  | Fisher's Technology   | General          | \$ 388.77     | copier copies for main office -1337079                     |
| 07/29/2024 | 873052  | Fisher's Technology   | Park Dist 1      | \$ 62.93      | copier copies for main office -1337079                     |
| 07/29/2024 | 873052  | Fisher's Technology   | PD Program       | \$ 164.95     | 1337629, toner                                             |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 426.06     | 1326836, service invoice                                   |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 29.25      | 1337785, contract invoice                                  |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 379.11     | 1339411- Police Fund                                       |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 1.59       | 1339412- Police Fund                                       |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 704.45     | 1341026, toner                                             |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 163.09     | 1343777, contract invoice                                  |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 28.85      | 1345764, contract invoice                                  |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 15.06      | BLACK & WHITE COPIES                                       |
| 07/29/2024 | 873052  | Fisher's Technology   | Public Safety    | \$ 66.29      | COLOR COPIES                                               |
| 07/29/2024 | 873052  | Fisher's Technology   | Solid Waste      | \$ 179.93     | Contract overage charge for 5/1/24 - 5/31/24. Collections. |
| 07/29/2024 | 873052  | Fisher's Technology   | Solid Waste      | \$ 80.70      | Contract overage charge for 5/18/24 - 6/17/24. Landfill.   |
| 07/29/2024 | 873052  | Fisher's Technology   | Street/Traffic   | \$ 109.52     | inv#1343778copier agreement                                |
| 07/29/2024 | 873052  | Fisher's Technology   | Transit          | \$ 159.84     | Invoice #1349122. Copy Machine Maintenance                 |
| 07/29/2024 | 873052  | Fisher's Technology   | Water            | \$ 77.77      | CITBIL-AOS Canon Copier - 05/31/24-06/2                    |
| 07/29/2024 | 873062  | Heiman Fire Equipment | Public Safety    | \$ 320.00     | 3750-WD881P                                                |
| 07/29/2024 | 873062  | Heiman Fire Equipment | Public Safety    | \$ 7,440.00   | FIRE FOAM WD-881                                           |
| 07/29/2024 | 873062  | Heiman Fire Equipment | Public Safety    | \$ 52.00      | HANDLING                                                   |
| 07/29/2024 | 873066  | Iaff                  | Payroll Clearing | \$ 5,599.00   | Payroll Summary                                            |
| 07/29/2024 | 873071  | J & S Properties      | Tax Incrmnt E    | \$ 207,399.00 | final payment                                              |
| 07/29/2024 | ACH     | Jacobs Engineering    | Gas Tax          | \$ 776.97     | Asset Management Program Project; Payment 49               |
| 07/29/2024 | ACH     | Jacobs Engineering    | Light Maint      | \$ 776.97     | Asset Management Program Project; Payment 49               |
| 07/29/2024 | ACH     | Jacobs Engineering    | Storm Sewer      | \$ 1,870.06   | Asset Management Program Project; Payment 49               |
| 07/29/2024 | ACH     | Jacobs Engineering    | Street/Traffic   | \$ 2,906.02   | Asset Management Program Project; Payment 49               |
| 07/29/2024 | ACH     | Jacobs Engineering    | Wastewater       | \$ 6,356.68   | Asset Management Program Project; Payment 49               |
| 07/29/2024 | ACH     | Jacobs Engineering    | Water            | \$ 6,356.68   | Asset Management Program Project; Payment 49               |
| 07/29/2024 | 873077  | Knife River           | St Maint Dist    | \$ 69,285.65  | WO 24-07 Safe Routes to School - Construction Contract     |
| 07/29/2024 | 873081  | L P Anderson Tire     | Fleet            | \$ 125.46     | 211778                                                     |

| Check Date | Check # | Name                | Fund Name        | Amount        | Item Desc                                                 |
|------------|---------|---------------------|------------------|---------------|-----------------------------------------------------------|
| 07/29/2024 | 873081  | L P Anderson Tire   | Fleet            | \$ 65.00      | 2120548                                                   |
| 07/29/2024 | 873081  | L P Anderson Tire   | Fleet            | \$ 1,022.00   | 2129943                                                   |
| 07/29/2024 | 873081  | L P Anderson Tire   | Fleet            | \$ 2,876.04   | 2129943                                                   |
| 07/29/2024 | 873081  | L P Anderson Tire   | Street/Traffic   | \$ 89.50      | 2121223                                                   |
| 07/29/2024 | 873085  | Lyngsoe Systems     | Library          | \$ 160,682.94 | Library Materials Handler & Conveyance System per the TRP |
| 07/29/2024 | 873086  | Maaco               | Property Ins     | \$ 4,635.65   | Inv. 30378 repairs to Fire vehicle #4074 #2024-072        |
| 07/29/2024 | 873094  | Montana CSED        | Payroll Clearing | \$ 5,743.84   | Child Support MT CSED                                     |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 166.52     | 129 573 1000 1. Mud Wash. July 2024                       |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 24.46      | 160 723 3573 6. USDA. July 2024                           |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 226.82     | 179 053 7751 5. New Concourse. July 2024                  |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 22.82      | 185 580 1000 7. TSA. July 2024                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 28.37      | 229 573 1000 0. Detail Bay 1 Hertz. July 2024             |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 22.82      | 283 116 0655 3. Alpine. July 2024                         |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 384.89     | 285 580 1000 6                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 22.82      | 295 580 1000 4. Aero Interiors. July 2024                 |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 25.58      | 329 573 1000 9. Detail Bay 3 Enterprise. July 2024        |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 26.71      | 429 573 1000 8. Detail Bay 4 Avis/Budget. July 2024       |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 24.46      | 529 573 1000 7. Detail Bay 5 Thrifty/Dollar. July 2024    |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 3,218.97   | 595 580 1000 1                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 28.37      | 629 573 1000 6. Detail Bay 2 National/Alamo. July 2024    |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 231.23     | 706 580 1000 7                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 532.19     | 788 689 5644 8. Concourse Kitchen. July 2024              |
| 07/29/2024 | 873095  | MT Dakota Utilities | Airport          | \$ 67.08      | 889 373 1000 6. Car Wash. July 2024                       |
| 07/29/2024 | 873095  | MT Dakota Utilities | Facilities       | \$ 64.97      | 375 963 4481 4                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Facilities       | \$ 378.45     | 929 780 1000 4                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | General          | \$ 41.01      | 437 780 1000 9                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Library          | \$ 602.28     | 219 924 4851 0                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Park Dist 1      | \$ 53.15      | 501 473 1000 2                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Parking          | \$ 24.29      | 717 353 1000 6                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Parking          | \$ 24.86      | 799 152 1209 0                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Public Safety    | \$ 24.29      | 062 907 9494 7                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Public Safety    | \$ 220.80     | 169 233 1000 3                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Public Safety    | \$ 24.29      | 514 117 0478 9                                            |

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| 07/29/2024 | 873095  | MT Dakota Utilities | Public Safety     | \$ 108.06    | 533 653 1000 1                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Public Safety     | \$ 72.49     | 602 589 7178 1                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Public Safety     | \$ 88.91     | 885 880 1000 4                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Transit           | \$ 104.79    | 962 880 1000 0                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 1,265.06  | 293 780 1000 2                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 1,265.06  | 293 780 1000 2                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 2,530.12  | 293 780 1000 2                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 142.90    | 596 733 1000 5                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 131.06    | 713 064 3190 0                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 73.59     | 735 453 1000 2                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Wastewater        | \$ 133.22    | 843 879 2205 1                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Water             | \$ 74.12     | 076 225 9180 3                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Water             | \$ 22.47     | 373 580 1000 9                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Water             | \$ 22.46     | 373 580 1000 9                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Water             | \$ 47.11     | 541 380 1000 1                                            |
| 07/29/2024 | 873095  | MT Dakota Utilities | Water             | \$ 131.05    | 921 580 1000 6                                            |
| 07/29/2024 | 873096  | Montana DOT         | Transit           | \$ 6,727.00  | Loc match for 1 Para Van, Sec 5310, Contract# 113465 MET5 |
| 07/29/2024 | 873097  | Montana DOT         | Transit           | \$ 2,683.00  | Loc match for 1 Para Van, Sec 5310, Contract# 113466 MET7 |
| 07/29/2024 | 873098  | Montana DOT         | Transit           | \$ 7,817.00  | Loc match for 1 Para Van, Sec 5310, Contract# 113466 MET8 |
| 07/29/2024 | 873099  | MFPE                | Payroll Clearing  | \$ 2,978.64  | Payroll Summary                                           |
| 07/29/2024 | 873103  | MSFA                | Payroll Clearing  | \$ 5,576.18  | Payroll Summary                                           |
| 07/29/2024 | 873104  | Morgan Contractors  | FireStation Const | \$ 19,955.54 | Retainage Release                                         |
| 07/29/2024 | 873104  | Morgan Contractors  | Public Safety     | \$ 6,855.94  | Fire Station 8 Remodel                                    |
| 07/29/2024 | 873169  | Morrison Maierle    | Airport           | \$ 10,638.14 | AIP-73 Terminal Expansion - Eligible for Reimbursement    |
| 07/29/2024 | 873169  | Morrison Maierle    | Airport           | \$ 1,182.02  | AIP-73 Terminal Expansion - Ineligible for Reimbursement  |
| 07/29/2024 | 873169  | Morrison Maierle    | Airport           | \$ 999.97    | AIP-76 Terminal Expansion - eligible for local            |
| 07/29/2024 | 873169  | Morrison Maierle    | Airport           | \$ 43,058.09 | Amendment #13 Terminal Expansion Project - Federal        |
| 07/29/2024 | 873169  | Morrison Maierle    | Airport           | \$ 4,047.40  | Amendment #13 Terminal Expansion Project - Ineligible     |
| 07/29/2024 | 873169  | Morrison Maierle    | Airport           | \$ 4,784.23  | Amendment #13 Terminal Expansion Project - Local          |
| 07/29/2024 | 873105  | Morrison Maierle    | Wastewater        | \$ 17,743.45 | WO 23-01 2023 Water/Sewer Replacement -Contract 2 Sewer   |
| 07/29/2024 | 873106  | MPPA                | Payroll Clearing  | \$ 4,030.95  | Payroll Summary                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 123.13    | AIP-77 Terminal Expansion (GMP) - Federal Share           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 11.58     | AIP-77 Terminal Expansion (GMP) - Ineligible Local Share  |

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| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 13.68    | AIP-77 Terminal Expansion (GMP) - Local Share               |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 464.10   | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 494.02   | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 568.45   | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 619.58   | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 813.64   | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 1,131.31 | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Airport           | \$ 1,910.11 | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Arterial Streets  | \$ 1,010.88 | WO 09-12 Inner Belt Loop Northwest Billings Connector       |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | FireStation Const | \$ 201.60   | Retainage Release                                           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Gas Tax           | \$ 24.85    | WO 09-12 Inner Belt Loop Northwest Billings Connector       |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Gas Tax           | \$ -        | WO 22-07 Mallowney Lane Improvements                        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Gas Tax           | \$ 18.45    | WO 22-07 Mallowney Lane Improvements                        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Library           | \$ 1,623.06 | Business Tax: Library Materials Handler & Conveyance Sys    |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Public Safety     | \$ 60.61    | Fire Station #8 Remodel                                     |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Public Safety     | \$ 28.87    | PROVIDE & INSTALL ROOF TOP HVAC UNIT                        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Sidewalk Const    | \$ -        | WO 22-07 Mallowney Lane Improvements                        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | St Maint Dist     | \$ -        | WO 22-07 Mallowney Lane Improvements                        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | St Maint Dist     | \$ 103.67   | WO 23-45 Street & traffic Remote Breakroom                  |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | St Maint Dist     | \$ 699.85   | WO 24-07 Safe Routes to School - Const Contract             |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Storm Sewer       | \$ 287.48   | WO-23-48 CCTC storm drain                                   |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Tax Incrmnt S     | \$ 766.44   | WO 23-26 Sbura Gravel Streets                               |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Wastewater        | \$ 1,171.85 | WO 21-31 CEI Electrical Contractors Council Action Contract |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Wastewater        | \$ -        | WO 23-01 2023 Sewer Main Replacement; Princeton Ave         |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Wastewater        | \$ -        | WO 23-01 2023 Sewer Main Replacement; Ponderosa Dr          |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Wastewater        | \$ -        | WO 23-01 2023 Sewer Main Replacement; Burlington Ave        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Wastewater        | \$ 348.81   | WO 23-01 2023 Sewer Main Replacement; Montana Ave           |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Wastewater        | \$ -        | WO 23-01 2023 Sewer Main Replacement; 1st Ave South         |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Water             | \$ -        | WO 22-07 Mallowney Lane Improvements                        |
| 07/29/2024 | 873107  | MT Dept of Rev-CGR2 | Water             | \$ -        | WO 23-01 Zone 6 Water Main Replacement                      |
| 07/29/2024 | 873109  | Napa Auto Parts     | Facilities        | \$ 39.48    | Inv. BIL 0000585843 Brake Parts Cleaner                     |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet             | \$ 48.96    | 582697                                                      |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet             | \$ 11.08    | 582802                                                      |

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| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 77.83    | 582802                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 494.94   | 582802                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 17.62    | 582807                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 10.65    | 582888                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 77.82    | 582980                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 90.72    | 583240                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 56.15    | 583323                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 233.97   | 583401                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 16.10    | 583428                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 1.09     | 583428                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 14.50    | 583428                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 7.80     | 583451                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 9.92     | 583539                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 3.27     | 583539                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 2.97     | 583539                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 6.04     | 583544                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 9.64     | 583548                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 1.62     | 583613                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 44.26    | 583643                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 23.90    | 583681                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 20.74    | 583693                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Fleet          | \$ 6,024.00 | 589651                                   |
| 07/29/2024 | 873109  | Napa Auto Parts     | Street/Traffic | \$ 10.50    | air filter for unit 1119                 |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 2,327.49 | 0100483-7. Runway Lights. July 2024      |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 1,561.75 | 0100484-5. ARFF Facility. July 2024      |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 325.85   | 0712792-1. IP-7. July 2024               |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 885.73   | 0712800-2. IP-9. July 2024               |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 105.85   | 0712809-3. Alpine. July 2024             |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 35.29    | 1138926-9. Aero Interiors. July 2024     |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 902.83   | 1669567-8. TSA. July 2024                |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 1,853.99 | 1993430-6. Car Wash. July 2024           |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 279.93   | 2001846-1. Mud Wash. July 2024           |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport        | \$ 326.62   | 2001848-7. Detail Bay 1 Hertz. July 2024 |

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| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 295.54   | 2001855-2. Detail Bay 2 National/Alamo. July 2024 |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 67.43    | 2001862-8. Detail Bay 3 Enterprise. July 2024     |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 246.96   | 2001865-1. Detail Bay 4 Avis/Budget. July 2024    |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 48.74    | 2001867-7. Detail Bay 5 Thrifty/Dollar. July 2024 |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 61.38    | 3085107-5. Employee Parking. July 2024            |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 190.54   | 3446396-8. USDA. July 2024                        |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 1,015.20 | 3477231-9. Parking Zone. July 2024                |
| 07/29/2024 | 873113  | NorthWestern Energy | Airport     | \$ 11.59    | 3733186-5. Airport Storage. July 2024             |
| 07/29/2024 | 873113  | NorthWestern Energy | Engineering | \$ 1,086.45 | 1741314-7                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Facilities  | \$ 2,218.65 | 0975808-7                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Facilities  | \$ 935.18   | 1160802-3                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Facilities  | \$ 1,454.70 | 1160804-9                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Facilities  | \$ 3,716.03 | 1269391-7                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | General     | \$ 1,523.93 | 0100506-5                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 7.04     | 0722237-5                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 6.45     | 0722247-4                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 352.75   | 0722251-6                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 0.27     | 0722254-0                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 91.46    | 0722255-7                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 18.86    | 0722261-5                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 23.68    | 0722262-3                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 77.04    | 0722263-1                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 159.80   | 0722265-6                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 81.95    | 0722266-4                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 19.61    | 0722268-0                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 15.31    | 0722269-8                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 11.00    | 0722292-0                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 37.41    | 0722293-8                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 26.68    | 0722905-7                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 180.27   | 0722933-9                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 90.03    | 0723035-2                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 6.90     | 0723036-0                                         |
| 07/29/2024 | 873113  | NorthWestern Energy | Park Dist 1 | \$ 194.56   | 0723037-8                                         |

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| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 20.28      | 0723038-6                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 35.41      | 0723042-8                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 161.04     | 0723044-4                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 100.14     | 0723048-5                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 47.17      | 0723051-9                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 539.80     | 0723054-3                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 8.73       | 0723055-0                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 30.00      | 0723056-8                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 13.95      | 0723057-6                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 29.12      | 0723058-4                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 8.70       | 0723090-7                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 6.00       | 0723162-4                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 29.10      | 0789437-1                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 253.78     | 0925496-2                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Park Dist 1      | \$ 205.55     | 4089118-6                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Parking          | \$ 1,906.17   | 0720834-1                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Public Safety    | \$ 2,625.25   | Fire 1: 0100476-1 July 2024                           |
| 07/29/2024 | 873113  | NorthWestern Energy         | Radio            | \$ 303.14     | 0721580-9                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Solid Waste      | \$ 1,795.66   | 3252194-0                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Street/Traffic   | \$ 6.00       | 0723645-8                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Transit          | \$ 192.76     | 1784756-7                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Wastewater       | \$ 1,353.80   | 0100606-3                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Water            | \$ 13,044.95  | 0100540-4                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Water            | \$ 6,911.40   | 0100606-3                                             |
| 07/29/2024 | 873113  | NorthWestern Energy         | Water            | \$ 175,088.78 | 0100606-3                                             |
| 07/29/2024 | 873116  | Performance Engin & Consult | Storm Sewer      | \$ 25,703.75  | WO 24-38 Wicks Lane Storm                             |
| 07/29/2024 | 873121  | Priority Dispatch           | EOC 911          | \$ 4,990.00   | SIN 357344 PROTOCOL PILOT GUIDES                      |
| 07/29/2024 | 873123  | Riverside Contracting       | Arterial Streets | \$ 100,076.99 | Inner Belt Loop Northwest Billings Connector          |
| 07/29/2024 | 873123  | Riverside Contracting       | Gas Tax          | \$ 2,460.45   | WO 09-12 Inner Belt Loop Northwest Billings Connector |
| 07/29/2024 | 873124  | Riverstone Health           | Public Safety    | \$ 35,986.23  | RiverStone two full time equivalent RNs NFP program   |
| 07/29/2024 | 873128  | Sanderson Stewart           | Tax Incrmnt S    | \$ 5,736.00   | WO 21-42 SBURA Streets improvements                   |
| 07/29/2024 | 873129  | SHI International           | IT Resources     | \$ 72,748.00  | Annual Manage Engine Renewal 7/29/2024 -8/28/2025     |
| 07/29/2024 | 873170  | Sletten Construction        | Airport          | \$ 12,190.68  | AIP-77 Terminal Expansion (GMP) - Federal Share       |

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| 07/29/2024 | 873170  | Sletten Construction     | Airport       | \$ 117,069.81 | AIP-77 Terminal Expansion (GMP) - Federal Share          |
| 07/29/2024 | 873170  | Sletten Construction     | Airport       | \$ 1,145.91   | AIP-77 Terminal Expansion (GMP) - Ineligible Local Share |
| 07/29/2024 | 873170  | Sletten Construction     | Airport       | \$ 11,004.39  | AIP-77 Terminal Expansion (GMP) - Ineligible Local Share |
| 07/29/2024 | 873170  | Sletten Construction     | Airport       | \$ 1,354.52   | AIP-77 Terminal Expansion (GMP) - Local Share            |
| 07/29/2024 | 873170  | Sletten Construction     | Airport       | \$ 13,007.76  | AIP-77 Terminal Expansion (GMP) - Local Share            |
| 07/29/2024 | 873132  | Sletten Construction     | Airport       | \$ 111,999.31 | Retainage Release                                        |
| 07/29/2024 | 873132  | Sletten Construction     | Airport       | \$ 245,375.82 | Retainage Release                                        |
| 07/29/2024 | 873132  | Sletten Construction     | Airport       | \$ 45,945.53  | Retainage Release                                        |
| 07/29/2024 | 873132  | Sletten Construction     | Airport       | \$ 48,907.88  | Retainage Release                                        |
| 07/29/2024 | 873132  | Sletten Construction     | Airport       | \$ 56,275.24  | Retainage Release                                        |
| 07/29/2024 | 873132  | Sletten Construction     | Airport       | \$ 61,337.65  | Retainage Release                                        |
| 07/29/2024 | 873170  | Sletten Construction     | Airport       | \$ 80,547.88  | Retainage Release                                        |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 317.28     | 170341                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 107.94     | 170341                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 69.26      | 170404                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 274.65     | 170404                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 200.30     | 170404                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 177.00     | 170806                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 641.89     | 170806                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 674.80     | 170885                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 15.82      | 170885                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 2.20       | 170940                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Fleet         | \$ 16.02      | 170940                                                   |
| 07/29/2024 | 873133  | Solid Waste Systems      | Wastewater    | \$ 5,520.69   | 0171293-IN- CAMERA CABLE 1000FT                          |
| 07/29/2024 | 873135  | Standard Drain Cleaning  | Storm Sewer   | \$ 28,460.42  | WO 23-48 CCTV City Storm Drain                           |
| 07/29/2024 | 873138  | Superior Concrete: Const | Park Dist 1   | \$ 8,065.00   | repair sidewalk along North Park-3524                    |
| 07/29/2024 | 873140  | Sysco Montana            | Park Dist 1   | \$ 2,001.19   | food for rose concessions - 543073187                    |
| 07/29/2024 | 873140  | Sysco Montana            | Park Dist 1   | \$ 1,585.96   | food for rose concessions - 543079048                    |
| 07/29/2024 | 873145  | Terracon Consultants     | SID Const     | \$ 969.40     | SID 14-25 Density/Concrete Testing                       |
| 07/29/2024 | 873145  | Terracon Consultants     | St Maint Dist | \$ 1,650.60   | SID 14-25 Density/Concrete Testing                       |
| 07/29/2024 | 873145  | Terracon Consultants     | St Maint Dist | \$ 1,430.00   | SID 14-26 Density Testing                                |
| 07/29/2024 | 873145  | Terracon Consultants     | St Maint Dist | \$ 570.00     | SID 14-27...Density Testing                              |
| 07/29/2024 | 873145  | Terracon Consultants     | St Maint Dist | \$ 310.00     | WO 21-32 & WO 24-07 Density Testing                      |

| Check Date | Check # | Name                        | Fund Name        | Amount        | Item Desc                                                      |
|------------|---------|-----------------------------|------------------|---------------|----------------------------------------------------------------|
| 07/29/2024 | 873145  | Terracon Consultants        | Storm Sewer      | \$ 1,170.00   | WO 21-32 & WO 24-07 Density Testing                            |
| 07/29/2024 | 873145  | Terracon Consultants        | SID Const        | \$ 570.00     | SID 14-26 Density Testing                                      |
| 07/29/2024 | 873145  | Terracon Consultants        | SID Const        | \$ 390.00     | SID 14-27...Density Testing                                    |
| 07/29/2024 | ACH     | Town & Country Supply       | Public Safety    | \$ 637.38     | 440940 FIRE 6: DIESEL                                          |
| 07/29/2024 | ACH     | Town & Country Supply       | Public Safety    | \$ 637.38     | 440941 FIRE 1 DIESEL                                           |
| 07/29/2024 | ACH     | Town & Country Supply       | Public Safety    | \$ 1,093.11   | 440942 FIRE 2 - DIESEL                                         |
| 07/29/2024 | ACH     | Town & Country Supply       | Public Safety    | \$ 797.35     | 441392 FIRE 5 UNLEADED & DIESEL                                |
| 07/29/2024 | ACH     | Town & Country Supply       | Public Safety    | \$ 2,062.74   | 441393 FIRE 1 UNLEADED & DIESEL                                |
| 07/29/2024 | ACH     | Town & Country Supply       | Transit          | \$ 17,962.80  | 441821. Diesel Fuel                                            |
| 07/29/2024 | ACH     | Tractor & Equipment Co.     | Solid Waste      | \$ 911.81     | Coolant for landfill equipment.                                |
| 07/29/2024 | ACH     | Tractor & Equipment Co.     | Solid Waste      | \$ 208.80     | Element for landfill unit 201.                                 |
| 07/29/2024 | ACH     | Tractor & Equipment Co.     | Solid Waste      | \$ 3,438.06   | Filters, elements, and cartridges for landfill equipment.      |
| 07/29/2024 | 873152  | Unified Supply & Services   | Airport          | \$ 8,874.00   | Invoice #240456P. Rollers for Bag Claim Belts                  |
| 07/29/2024 | 873160  | Western Municipal Const     | Wastewater       | \$ -          | WO 23-01 2023 Sewer Main Replacement; Princeton Ave            |
| 07/29/2024 | 873160  | Western Municipal Const     | Wastewater       | \$ -          | WO 23-01 2023 Sewer Main Replacement; Ponderosa Drive          |
| 07/29/2024 | 873160  | Western Municipal Const     | Wastewater       | \$ 34,532.35  | WO 23-01 2023 Sewer Main Replacement; Montana Ave              |
| 07/29/2024 | 873160  | Western Municipal Const     | Wastewater       | \$ -          | WO 23-01 2023 Sewer Main Replacement; 1st Ave South            |
| 07/29/2024 | 873160  | Western Municipal Const     | Wastewater       | \$ -          | WO 23-01 2023 Sewer Main Replacement; Burlington Ave           |
| 07/29/2024 | 873160  | Western Municipal Const     | Water            | \$ -          | WO 23-01 2023 Sewer Main Replacement; Water Main               |
| 07/29/2024 | 873162  | Williams Investigations     | Payroll Clearing | \$ 2,635.09   | Payroll Summary                                                |
| 07/29/2024 | 873164  | Wovek                       | St Maint Dist    | \$ 10,263.33  | WO 23-45 Street & Traffic Remote Breakroom; Pmt 1              |
| 07/29/2024 | 873165  | Ylwtstne County Finance Dpt | Public Safety    | \$ 500,000.00 | MOU w/ Ylwtstne Co develop/operate short term facility YCDF    |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Light Maint      | \$ 364.67     | SILMD 299 Vintage Estates; 4179014 6.30.2024                   |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Light Maint      | \$ 665.82     | SILMD 313 Vintage Estates Sub Phase II; 4179017 6.30.2024      |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Public Safety    | \$ 627.21     | 4179013: July 2024 - 5195 kwh used                             |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Radio            | \$ 239.56     | LANDFILL TOWER: 07/2024                                        |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Solid Waste      | \$ 71.09      | Electricity service at Landfill Compost site. 6/4/24 - 7/1/24  |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Solid Waste      | \$ 430.20     | Electricity service at Landfill Flare. 6/1/24 - 7/1/24.        |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Solid Waste      | \$ 2,975.86   | Electricity service at Landfill. 6/1/24 - 7/1/24.              |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Street/Traffic   | \$ 43.76      | 4799 Grand Ave Traffic Signal; 4179019 6.30.2024               |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Street/Traffic   | \$ 47.27      | 54th St W & Grand Signal; 4179019 6.30.2024                    |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Street/Traffic   | \$ 74.32      | 54th St W & Rimrock - Street Light & Traffic Signal; 6.30.2024 |
| 07/29/2024 | 873168  | Yellowstone Valley Elec     | Street/Traffic   | \$ 46.45      | Alkali Cr Rd & Interbelt Loop lights; 4179018 6.30.2024        |

| <b>Check Date</b> | <b>Check #</b> | <b>Name</b>             | <b>Fund Name</b> | <b>Amount</b> | <b>Item Desc</b>                                 |
|-------------------|----------------|-------------------------|------------------|---------------|--------------------------------------------------|
| 07/29/2024        | 873168         | Yellowstone Valley Elec | Street/Traffic   | \$ 30.21      | Ben Steele School - 56th St W; 4179020 6.30.2024 |

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Zone Change 1051 - 122 N 12th St - EBURD-IS to EBURD-13 Main Street - Public Hearing and 1st reading  
**Presented by:** Anna Vickers, Planning Division Manager  
**Department:** Planning & Community Services  
**Presentation:** Yes  
**Legal Review:** Not Applicable  
**Project Number:** PZX-24-00130

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**RECOMMENDATION**

The Zoning Commission recommends approval of Zone Change 1051 and adoption of the findings of the 10 review criteria.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

This is a zone change request for property within the East Billings Urban Renewal District. The property is located at 122 N 12th St, north of 1st Ave N, and the previous location of the Billings Bronze foundry. The foundry experienced a catastrophic fire in February 2018, and the property has been vacant since that time. The current owner and potential developer is intending to build some live and work units on the property that will eventually front both N 12th St and 2nd Ave N with buildings. The property is legally described as Lots 6-12, Block 77, Billings Original Town.

The type of structure (frontage type) the developers would like to use is allowed in both EBURD-IS (current zoning) and EBURD-13 Main Street (proposed zoning). However, the EBURD-IS zone does not allow residential use except for employees and caretakers. In addition, only two such "dwelling units" would be allowed for each 10,000 square feet of building area. The proposed buildings will have much less floor area than required and may or may not provide housing for "employees or caretakers". The recent amendment to the zoning code regarding the allowance for multi-unit developments in mixed-use and commercial zones does not apply to industrial zone districts including the EBURD-IS zone. It does apply to the EBURD-13 Main Street zone. The property is just east of the current EBURD-13 Main Street zone boundary and does fit in with the intended uses and description of this proposed zoning district:

*EBURD 13th: The North 13th Street Main Street is intended to provide a walkable, shopping and dining corridor including office and residential areas adjacent to the Central Works and Industrial Sanctuary districts, while allowing appropriate craftsman industrial and commercial businesses.*

The property owner, Cal Paulson, and the agent, Zach Schopp, intend to develop the site with commercial shop spaces on the first floor and residential units above the shops. It is likely the structures will be attached side-by-side to achieve the urban form intended for the EBURD districts. There are no specific intended uses for the new structures other than shop space with residential apartments above those spaces.

**APPLICATION DATA**

**OWNER:** Cal Paulson  
**AGENT:** Zach Schopp  
**LEGAL DESCRIPTION:** Lots 6-12, Block 77, Billings Original Town  
**ADDRESS:** 122 N 12th St  
**CURRENT ZONING:** EBURD-Industrial Sanctuary (EBURD-IS)  
**PROPOSED ZONING:** EBURD-13 Main Street  
**EXISTING LAND USE:** Vacant  
**PROPOSED USE:** Side-by-side live/work buildings  
**SIZE OF PARCEL:** 24,500 square feet (.562 acres)

**SURROUNDING LAND USE & ZONING**

**NORTH:** Zoning: EBURD-IS Land Use: Western Ranch Supply storage lot  
**SOUTH:** Zoning: EBURD-IS Land Use: Adult Store  
**EAST:** Zoning: EBURD-IS Land Use: Wild Willy's Casino  
**WEST:** Zoning: EBURD-13 Main Street Land Use: Shafer's Wild Game Processing, Home Grown retail

The city adopted the East Billings Urban Renewal Master Plan in 2009 with the idea of updating and revising the existing zoning to support revitalization of this 400+ acre area east of downtown. The prior zoning for all property

within EBURD was either Controlled Industrial or Heavy Industrial. The zone district boundaries were set based on how the master plan envisioned the redevelopment patterns. These included areas for residential, mixed uses, artisan and maker spaces, as well as the more industrial oriented uses on the far eastern end of the district. The Central Works district covers much of the center of the EBURD, while the mixed use and residential areas are geographically closer to downtown. The industrial focus has been along the eastern edges and part of the railroad interface along Montana Avenue.

The previous use on the property, Billings Bronze, produced sculpture and bronze pieces for decades before it burned down in February 2018 due to an electrical problem. The foundry produced bronze sculptures for artists that are featured in Billings, in Montana, throughout the United States and world-wide. The loss of the foundry had a significant impact on the local artist community and the EBURD development district. The property is south and west of the current location of Red Oxx manufacturing and sits just 1/2 block north of 1st Ave North, a major transportation corridor into and out of downtown Billings. Re-development of the property would help the east end of the EBURD district increase the vitality of the district and improve public safety in the area.

The Planning staff reviewed the request and recommended approval to the City Zoning Commission based on draft proposed findings of the 10 review criteria on August 6, 2024. The Zoning Commission concurred with this recommendation and findings. The proposed zoning fits in with the existing master plan and zoning plan for the EBURD. More industrial type uses are for the Industrial Sanctuary zone districts. The proposed zone of EBURD-13 Main Street will allow compatible development to the adjacent EBURD-IS zones and will complement the existing EBURD-13 Main Street district to the west. Adding a residential population to this area will help with "eyes on the street" natural surveillance and increase public safety as well as the livelihood of the area. The adjacent uses and zones are compatible with the proposed zoning. No objections were received from the adjacent owners.

## **STAKEHOLDERS**

The applicant conducted the pre-application neighborhood meeting on April 24 at the subject property. No surrounding owners attended the meeting. The Planning staff published the legal advertisement, posted the property with a Zoning Request sign, mailed notice of the hearing to the property owners within 300 feet and published the application on the Current Zoning Application web page. Planning staff received no comments or inquiries concerning the zone change.

### **Zoning Commission Public Hearing August 6, 2024**

The Zoning Commission held a public hearing on August 6, 2024, and received the staff recommendation and testimony from the applicant's agent, Zach Schopp. There was no other testimony received. Chairperson Dan Brooks closed the public hearing.

Commission member Greg McCall made a motion to recommend approval and adoption of the 10 review criteria. The motion was seconded by Commission member Andy Megorden, and it was approved on a unanimous vote (5-0).

## **ALTERNATIVES**

The City Council may:

- Approve and adopt the findings of the ten review criteria for Zone Change 1051 as recommended by the Zoning Commission; or,
- Deny and adopt different findings of the ten review criteria for Zone Change 1051; or,
- Delay action on the zone change request for up to 30 days at the request of the applicant or on its own motion; or,
- Refer the application back to the Zoning Commission for an additional public hearing based on 1) new information submitted that the applicant and public has not had an opportunity to examine; or 2) new information has been presented that was never submitted or considered by the Zoning Commission or staff; or
- Allow the applicant to withdraw the zone change request.

The applicant has not requested a delay or withdrawal of the application.

## **FISCAL EFFECTS**

Approval or denial of the zone change should have no effect on the Planning Division budget.

## **SUMMARY**

Before making a decision on the zone change request, the City Council will consider the Zoning Commission's findings of the following criteria:

1. Is the new zoning designed in accordance with the Growth Policy?

The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy:

Essential Investments:

- Infill development and development near existing city infrastructure may be the most cost effective.

#### Community Fabric:

- Cost-effective landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors

#### Strong Neighborhoods:

- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- Zoning and subdivision regulations that utilize Crime Prevention Through Environmental Design (CPTED) strategies result in safer neighborhoods
- Implementation of the Infill Policy is important to encourage development of underutilized properties

#### Prosperity:

- A diversity of available jobs can ensure a strong Billings' economy
- Successful businesses that provide local jobs benefit the community
- Community investments that attract and retain a strong, skilled and diverse workforce also attracts businesses
- Retaining and supporting existing businesses helps sustain a healthy economy

The property is an underutilized site with access to full city services. Entrepreneurship in Billings has always been a foundation of the local economy. Providing a live/work housing option will support these local small business owners as well as providing an affordable housing choice in an area in need of people. The proposed residential use will support the principles of CPTED and will help deter crime in the area.

#### 2. Is the new zoning designed to secure from fire and other dangers?

The new zoning is a form-based code that requires site development standards and regulates uses to a lesser degree. The implementation of the form-based code along with building and fire codes during re-development will provide security from fire and other dangers.

#### 3. Whether the new zoning will promote public health, public safety and general welfare?

Public health and public safety will be promoted by the proposed zoning. The property has the potential to allow new mixed-use structures to be built to current building and safety codes. A full re-development of the property will benefit the general welfare by adding to the tax increment value of the EBURD. Vacant lots tend to attract vandals and transients. Development of this lot will help make this area of the EBURD safer.

#### 4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?

Transportation: The proposed zoning will not have any effect on the existing transportation system. The surrounding street system consists of arterial and local streets. Development of the property may require some changes in the infrastructure, but most of the right-of-way has been updated.

Water and Sewer: The City will provide water and sewer for the property. There will be no additional impacts on the system from the proposed zoning.

Schools and Parks: Schools and parks should not be affected by the proposed zoning.

Fire and Police: The subject property is served by city public safety services. The Police and Fire Departments had no concerns about the zone change.

#### 5. Will the new zoning provide adequate light and air?

The proposed zoning provides for sufficient building separations to allow for adequate light and air.

#### 6. Will the new zoning effect motorized and non-motorized transportation?

The new zoning will have no effect on the transportation system. Traffic generation will not affect the local street network and surrounding intersections are traffic controlled.

#### 7. Will the new zoning promote compatible urban growth?

The new zoning does promote compatibility with urban growth. The proposed zoning will allow this parcel to develop for residential and commercial uses that are compatible with the urban growth pattern.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?

The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. The proposed zoning is identical to the zoning to the north and west of the subject property and is an appropriate zone with the adjacent businesses and arterial streets.

9. Will the new zoning conserve the value of buildings?

There are no buildings on the property.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?

The proposed zoning will encourage an appropriate industrial use and building form on this property.

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### **Attachments**

ZC 1051 Zoning Map and Site Photos

ZC 1051 Zoning History

Pre application info ZC 1051

ZC 1051 application and letter

ZC 1051 Ordinance

City Zone Change 1051 – 122 N 12<sup>th</sup> St – EBURD-IS to EBURD-13 MS

Zoning Map and Site Photos







Original Zone District Map for EBURD district 2012



Current Zone District Map for EBURD 2024 – changes noted



Subject Property – view west from N 12<sup>th</sup> St



View south along N 12<sup>th</sup> St



View north at intersection of N 12<sup>th</sup> St and 2<sup>nd</sup> Ave N



View northeast across intersection of N 12<sup>th</sup> St and 2<sup>nd</sup> Ave N



View east across N 12<sup>th</sup> St



Billings Bronze Foundry on subject property prior to February 2018 fire

Zoning History for ZC 1051 – 122 N 12<sup>th</sup> Street

| <b>SUBJECT PROPERTY</b>                                       | <b>Zone Change #</b> | <b>DATE</b>   | <b>FOR</b>           | <b>APPROVED (Y/N)</b> | <b>ADDITIONAL DATA</b>                       |
|---------------------------------------------------------------|----------------------|---------------|----------------------|-----------------------|----------------------------------------------|
| 122 N 12 Street                                               | <b>City ZC 901</b>   | Sept 10, 2012 | CI to EBURD-IS       | Yes                   | Part of EBURD zone change and text amendment |
| <b>SURROUNDING PROPERTY</b>                                   | <b>Zone Change #</b> | <b>DATE</b>   | <b>FOR</b>           | <b>APPROVED (Y/N)</b> | <b>ADDITIONAL DATA</b>                       |
| Kairos Center – N 15 <sup>th</sup> St & 1 <sup>st</sup> Ave N | 966                  | 6/25/2018     | EBURD-IS to EBURD-CW | Yes                   | Kairos Center Condos                         |
| Yellowstone Ice and Water – 1523 Montana Ave                  | 989                  | 4/12/2021     | EBURD-CW to EBURD-IS | Yes                   | New Ice Plant                                |

**CITY ZONE CHANGE Pre-Application Statement of Owner(s) and Agent(s)**

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning:** EBURD Industrial Sanctuary

2. **Written description of the Zone Change Plan** including existing and proposed new zoning:

Currently EBURD Industrial Sanctuary, proposed to be EBURD-13th st Main Street

3. **Legal Description of Property:**

BILLINGS ORIGINAL TOWNSITE, S33, T01 N, R26 E, BLOCK 77, Lot 6 - 12

4. **Neighborhood Task Force Area:** Yes /// No . If Yes, Name of Task Force

No

5. **Roster of persons who attended the pre-application neighborhood meeting:** please attach to on line application

6. **A brief synopsis of the meeting results including any written minutes or audio recording.**

please attach to on line application

7. **The undersigned affirm the following:**

1) The pre-application neighborhood meeting was held on the 24th, day of April, 2024.

2) The zone change application is based on materials presented at the meeting.

**Owner (s):**

Cal Paulson Telephone: (406)670-0671

**Address:**

122 N 12th st, Billings MT 59101 Email: \_\_\_\_\_

**Agent (s):**

Zach Schopp Telephone: (406)855-8204

Address: 1719 E Castle Stone Sq, Billings, MT 59106 Email: zach@seedoflifelabs.com

Complete this form and upload to your on-line Zone Change application

Sign in sheet

|         |         |
|---------|---------|
| Brune   | Tam     |
| Cal     | Paulson |
| Zach    | Schopp  |
| Matthew | Tucker  |

The Foundry Project  
122 N 12<sup>th</sup> st, 59101  
Billings, MT 59101

**Meeting Synopsis**

The Pre application meeting was held from 1-2pm on the 24<sup>th</sup> of April, 2024 at 122 N 12<sup>th</sup> st, Billings, MT 59101. The meeting was also available via zoom.

Sign-in sheet attached

Meeting synopsis:

Zach Schopp, Bruce Tonn, and Matt Tucker held the meeting via zoom and in-person. The only attendee who came was the current property owner, Cal Paulson. Cal had asked about our vision for the property with the rezoning, and we explained that in order to add residential living above commercial spacing, we would need to rezone. He was excited about the idea. The rest of the meeting was spent chatting and waiting for any other potential attendees, none of whom showed up.

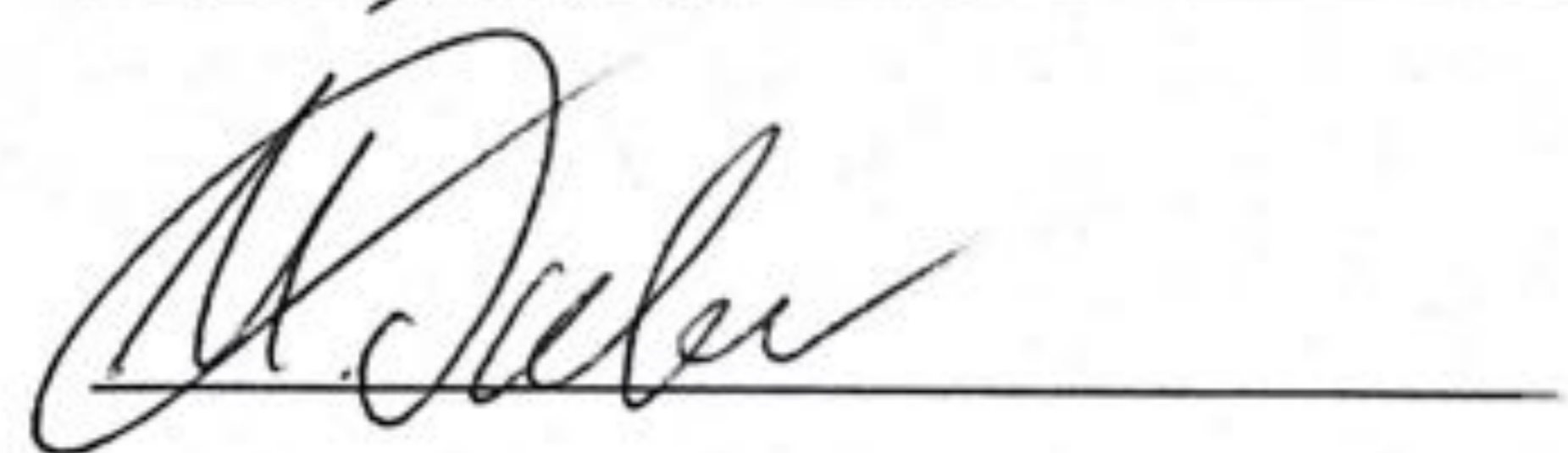
Zach Schopp



Bruce Tonn



Matt Tucker



Date: 6/17/2024

CITY ZONE CHANGE APPLICATION FORM

**CITY ZONE CHANGE**

Billings Zone Change # 1051 Project # PZX-24-00130

The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the City of Billings Zoning Regulations.

Present Zoning EBURD Industrial Sanctuary

Proposed Zoning: EBURD-13th st Main Street

PARCEL TAX ID# A005180 CITY ELECTION WARD WARD I

Legal Description of Property: Billings Original Townsite, S33, T01N, R26E, Block 77 Lot 6-12

Address or General Location (If unknown, contact City Engineering): 122 N 12th st, Billings, MT 59101

Size of Parcel (Area square feet or acres): .562 Acres

Present Land-Use: None

Proposed Land-Use: Commercial/Residential structures

\*\*\* Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s) Cal Paulson

(Record Owner)

119 N 13th st Billings, MT 59101

(Address)

406-670-0671

(Phone Number)

(email)

Agent(s): Zach Schopp

(Name)

1719 E Castle Stone Sq, Billings, MT 59106

(Address)

4068558204 zach@seedoflifelabs.com

(Phone Number)

(Email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature: Calvin Paulson Date: 06-11-2024

(Record Owner – Digital Signature Allowed)

**To: City of Billings Planning Department**

**Subject: Zone Change Application for The Foundry Project at 122 N 12th St, Billings, MT 59101**

**Introduction:**

The Foundry Project LLC is under contract to purchase the property located at 122 N 12th St, Billings, MT 59101, with the intention to develop commercial and mixed-use buildings featuring commercial shop space on the ground floor and residential apartments above. This project aims to enhance the downtown area by providing workforce housing opportunities and fostering a vibrant, integrated community where people can live, work, and enjoy local amenities.

**Alignment with the City's Growth Policy:**

Our development plan aligns with the City of Billings' Growth Policy, which emphasizes managing growth by encouraging development within existing city limits, prioritizing areas with existing infrastructure, and fostering strong neighborhoods. The Foundry Project will contribute to this vision by redeveloping an underutilized property within the Billings Industrial Revitalization District (BIRD) into a dynamic mixed-use space that supports both commercial and residential needs.

**Statutory Criteria for Zone Change:**

*1. Designed in accordance with the growth policy:*

The Foundry Project supports the City's vision of promoting development within city limits where infrastructure exists, enhancing the unique character of neighborhoods, and offering diverse housing options. By integrating commercial and residential spaces, we aim to create a thriving community hub that reflects Billings' growth objectives.

*2. Secure from fire and other dangers:*

The new zoning and development will incorporate modern building codes and fire safety measures, ensuring a safe environment for residents and businesses. We will work closely with local fire departments to ensure compliance with all safety regulations.

*3. Promote public health, public safety, and general welfare:*

By providing workforce housing and local commercial spaces, our project will enhance the general welfare of the community. Residents will benefit from reduced commute times and improved access to amenities, contributing to their overall well-being.

*4. Facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements:*

The Foundry Project will leverage existing infrastructure and services, minimizing the need for new public investments. Our development will support the use of public transportation and non-motorized transportation, reducing traffic congestion and environmental impact.

*5. Provide adequate light and air:*

The design of our mixed-use building will ensure ample natural light and ventilation for both commercial and residential units, promoting a healthy living and working environment.

*6. Effect motorized and non-motorized transportation:*

Our project is strategically located to encourage walking, cycling, and the use of public transportation. We will include bike racks and pedestrian-friendly pathways to support non-motorized transportation options.

*7. Compatible with urban growth in the vicinity of cities or towns:*

The proposed development is in line with urban growth patterns in downtown Billings, complementing nearby commercial and residential areas. It will contribute to the ongoing revitalization efforts in the BIRD.

*8. Considers the character of the district and the peculiar suitability of the property for particular uses:*

The property's history as a commercial foundry makes it uniquely suitable for a mixed-use development that honors its industrial past while meeting current needs for commercial and residential space.

*9. Conserve the value of buildings:*

By redeveloping and repurposing the existing property, The Foundry Project will help conserve and potentially increase the value of nearby buildings, contributing positively to the overall property market in the area.

*10. Encourage the most appropriate use of land throughout Yellowstone County:*

Our project exemplifies the most appropriate use of land in this district by transforming a former industrial site into a mixed-use development that addresses contemporary urban needs, aligning with the county's broader goals for sustainable development.

*11. Compatibility with the zoning of nearby cities and towns:*

The mixed-use nature of our project is compatible with the zoning and development patterns in nearby areas, fostering a cohesive and integrated urban landscape.

**Conclusion:**

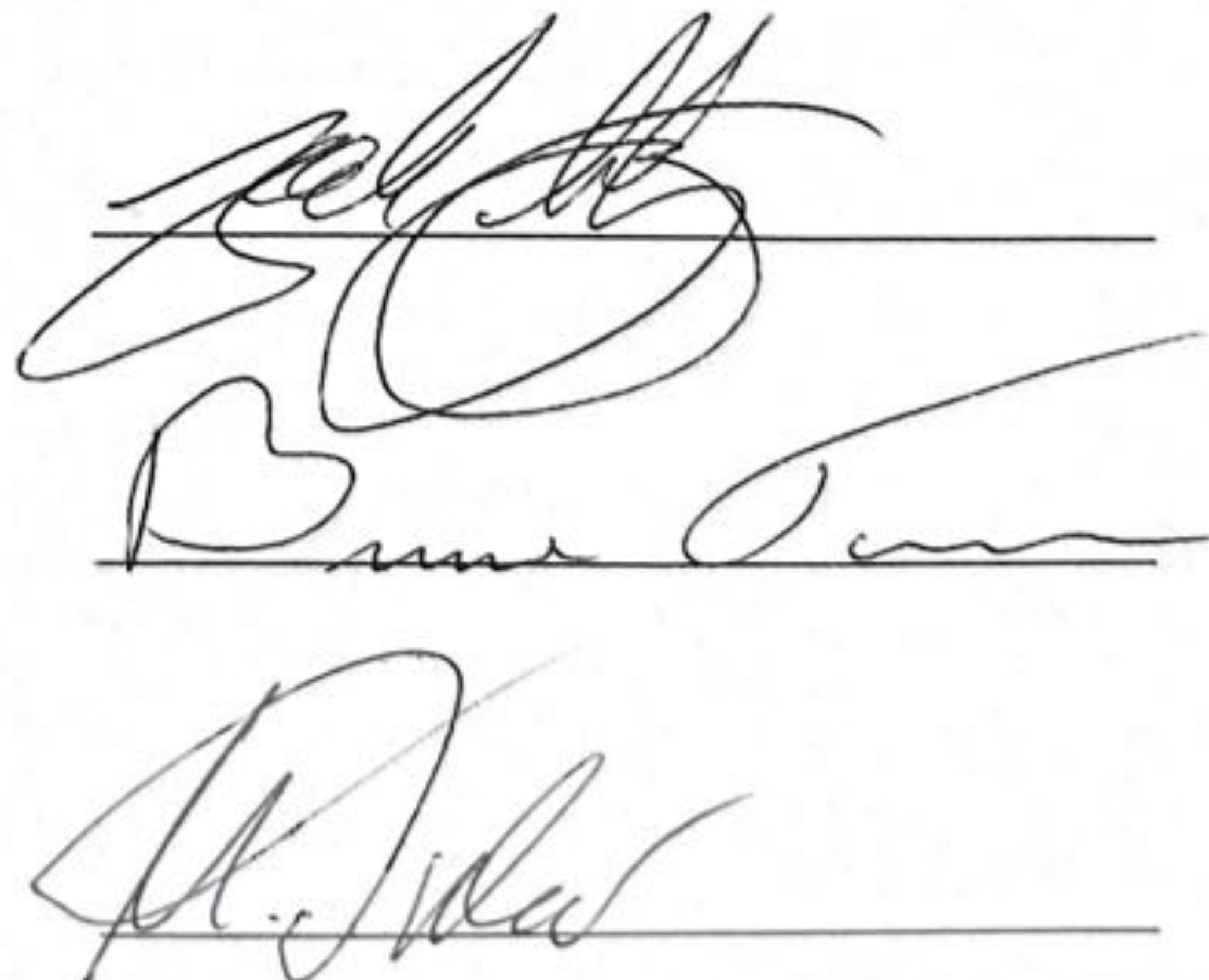
The Foundry Project LLC is committed to contributing to the City of Billings' vision for growth and community betterment through the thoughtful development of 122 N 12th St. Our project will enhance the downtown lifestyle, provide essential workforce housing, and support local businesses, aligning with the city's growth policy and statutory criteria for a zone change. We respectfully request approval for the proposed zone change to enable this transformative project.

Sincerely,

Zach Schopp

Bruce Tonn

Matt Tucker



ORDINANCE 24-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS,  
PROVIDING THE ZONE CLASSIFICATION for Lots 6  
through 12, Block 77 of Billings Original Town, BE  
AMENDED

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

**Section 1. RECITALS.** *Title 76, Chapter 2, Part 3, MCA, and Sections 27-1628, BMCC,* provide for amendment to the City Zoning Map from time to time. The City Zoning Commission and staff have reviewed the proposed zoning for the real property hereinafter described. The Zoning Commission and staff have considered the ten (10) criteria required by Title 76, Chapter 2, Part 3, MCA. The recommendations of the Zoning Commission and staff have been submitted to the City Council, and the City Council, in due deliberation, has considered the ten (10) criteria required by state law.

**Section 2. DESCRIPTION.** **Lots 6 through 12 of Block 77, Billings Original Town** are presently zoned **EBURD-Industrial Sanctuary (EBURD-IS)**, and is shown on the official zoning map within this zone districts.

**Section 3. ZONE DISTRICT AMENDMENT.** The official zoning map is hereby amended and the zoning for **Lots 6 through 12 of Block 77, Billings Original Town**, is hereby changed from **EBURD-IS**, to **EBURD-North 13<sup>th</sup> St Main Street (EBURD-13<sup>th</sup>)**, and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **EBURD-13<sup>th</sup>**, as set out in the Billings, Montana City Code.

**Section 4. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 5. REPEALER.** All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

**Section 6. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading this 26<sup>th</sup> day of August, 2024.

PASSED, ADOPTED and APPROVED on second reading this 9<sup>th</sup> day of September, 2024.

CITY OF BILLINGS

BY: \_\_\_\_\_

William A. Cole, Mayor

Attest:

BY: \_\_\_\_\_

Denise R. Bohlman, City Clerk

Zone Change 1051 – 112 N 12<sup>th</sup> St

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Zone Change 1053 - 529 S Billings Blvd - N2 (Mid-Century Neighborhood) to CX (Heavy Commercial) - Public hearing and 1st reading  
**Presented by:** Nicole Cromwell  
**Department:** Planning & Community Services  
**Presentation:** Yes  
**Legal Review:** Not Applicable  
**Project Number:** PZX-24-00154

**RECOMMENDATION**

The Zoning Commission recommends approval and adoption of the 10 review criteria for Zone Change 1053.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

This is a zone change request for property located at 529 S Billings Blvd legally described as Parcel 1 of Certificate of Survey 666. The property is currently zoned N2 (Mid-Century Neighborhood), and shares a property line with Hanser's vehicle wrecking yard to the north. The site was originally developed with a residential home (1925) that is in significant disrepair. Hanser Properties purchased the parcel in late 2023 and the deed was filed in January 2024. Prior to this purchase, the property was filled with junk, trash, debris and salvaged materials by the previous owner and tenants. There were 11 code enforcement cases on the property between 2008 and 2023 - eight of those in the last 5 years. Since purchasing the property, Hanser Properties has cleared the lot of all debris and trash and secured the home. The residence is currently vacant.

The intent of the zone change is to allow Hanser Properties to use the rear portion of the property for storage of equipment used for the business. This would not include wrecked vehicles. Those vehicles would still be stored in the wrecking yard to the north. A wrecking yard is not a permitted use in the CX zone district. The wrecking yard to the north is zoned Light Industrial and has previously received special review approval from the City Council (2016).

This property is intended for the storage of abandoned vehicles that are towed by Hansers' Towing. Abandoned vehicles are reported to the Police Department or other public safety agencies. These are towed off the public street if not removed in a short period of time after notice is given to the owner. The towing company is required to store the towed vehicle for at least 30 days to give the owner time to retrieve the vehicle. Afterward, if not retrieved by the owner, the vehicle can be moved to the wrecking yard for parts or sent to a facility to be crushed. In addition, Hanser Properties would like to preserve the option in the future for residential uses on the property that will include all types of housing options, from single family to multifamily dwellings. The existing driveway will not be used for the immediate planned use as secure storage for abandoned vehicles. The tow trucks will enter through the wrecking yard and bring the abandoned vehicles into the rear portion of the subject property. The owners intend to remove the existing dwelling from the front, and install new fencing around the proposed storage area. Conversion of the property to this new use will require improvements to buffer the residential areas to the east and south.

South Billings Blvd is an arterial street with a large volume of daily traffic including all types of vehicles including tractor trailers, school buses, passenger vehicles and delivery vehicles. This section north of King Ave E is a main connection between the interstate and other arterial streets that go east to downtown and west to Laurel frontage Road and King Ave W. About 10,000 vehicle trips per day use this section of S Billings Blvd that does not include school traffic (Sept to May). An adjustment factor to adjust these traffic counts is between 1.1 and 1.2. There is a multi-use path constructed on this side of the street and is heavily used by school students and neighborhood residents.

The subject property received two previous zone changes prior to the 2021 zoning code overhaul and update. In May 1974, the property was changed from single family zoning (R96) to small lot single family zoning with options for multifamily dwellings (R60) - County Zone Change 14. In 2001, this lot and surrounding property was re-zoned from R60 and R96 to R70 and RMH zoning.

The subject property was not re-developed under those previous zoning changes while the property to the south and east was developed. Rebecca Estates off Newman Avenue is located in the former R70 zone district and Rebecca Estates Manufactured Home Park is located to the south in an RMH zone district. The current zoning for this parcel and for Rebecca Estates off Newman Avenue is N2 - Mid-Century Neighborhood and the manufactured home park is still zoned RMH. Property to the north and west is zoned Light Industrial (I1) and all these parcels are owned by

Hanser Properties. Hanser's Automotive started the development of the wrecking yard on the east side of S Billings Blvd in 2004 and completed the southern portion adjacent to the subject property in 2019.

The Planning staff reviewed the application and recommended approval to the Zoning Commission based on the draft proposed findings of the 10 review criteria for zone changes. The Zoning Commission concurred with the recommendation. The proposed zoning of CX is an interim and transitional zone between the existing I1 zoning and the N2 zoning to the south. The CX zone now allows the option for future development for residential use. The proposed use for storage of Hanser commercial vehicles as well as a dedicated long term storage space (30 to 60 days) of abandoned vehicles will allow the businesses to have secure off-street parking, reserving the ability for future redevelopment.

Expansion of the wrecking yard to this property would not be allowed in the CX zone. Re-development of the property will require a shielding fence and landscaping installed as per the B3 bufferyard standards in the zoning code. A B3 bufferyard is required between a CX zone used for non-residential purposes and any adjacent developed neighborhood zone. The B3 bufferyard is intended to diminish any negative impact on the adjacent homes by including trees and shrubs in addition to a sight-obscuring fence. Impacts to neighbors might include noise, dust, commercial lighting and similar activity that does not improve the quiet enjoyment of residential property. The required bufferyard should diminish these impacts to a great degree. Buildings and surrounding properties will benefit from property improvements and removal of nuisance conditions. Standards for commercial property adjacent to residential neighbors will apply to this property in addition to the landscaping requirements including shielded light fixtures if any are proposed. Single family residential uses along an arterial street tend to have a lower quality of life due to the impact of traffic volume and types of traffic that may include heavy trucks, buses and tractor trailers. Not all arterial streets have the same variety or volume of traffic, but S Billings Boulevard does have the volume and types of traffic that would tend to make single-family homes less comfortable.

OWNER: Hanser's Properties LP; Ralph Hanser  
AGENT: JW Papez, P.E.  
LEGAL DESCRIPTION: Parcel 1 of C/S 666  
ADDRESS: 529 S Billings Blvd  
CURRENT ZONING: N2  
PROPOSED ZONING: CX  
EXISTING LAND USE: one single family home  
PROPOSED USE: Storage of equipment for Hanser's Automotive  
SIZE OF PARCEL: 22,651 square feet

**NORTH:**

Zoning: I1  
Land Use: Hanser's vehicle wrecking yard

**SOUTH:**

Zoning: N2  
Land Use: Single family home

**EAST:**

Zoning: N2  
Land Use: Single family homes

**WEST:**

Zoning: I1  
Land Use: Hanser's Wrecking Service

**STAKEHOLDERS**

The applicant conducted a pre-application meeting at 502 S Billings Blvd on June 17, 2024. The synopsis of the meeting is attached. There were no surrounding owners who attended. The planning staff have not received input from any neighboring property owners. The Planning staff posted the property, mailed the surrounding property owners and placed a legal ad in the Yellowstone County News as required by the zoning regulations. In addition, the application was posted online on the "Current Zoning Applications" web page maintained by the Planning Division.

**Zoning Commission Public Hearing August 6, 2024**

The Zoning Commission held a public hearing on August 6, 2024, and received the Planning staff recommendation and testimony from the applicant, Shel Hanser of Hanser Properties, and the agent, JW Papez. No other testimony was received. Chairperson Dan Brooks closed the public hearing.

Commission member David Goss made a motion to recommend approval and adoption of the findings of the 10 review criteria. The motion was seconded by Commission member Andy Megorden, and was approved on a unanimous vote (5-0).

## ALTERNATIVES

The City Council may:

- Approve and adopt the findings of the ten review criteria for Zone Change 1053 as recommended by the Zoning Commission; or,
- Deny and adopt different findings of the ten review criteria for Zone Change 1053; or,
- Delay action on the zone change request for up to 30 days at the request of the applicant or on its own motion; or
- Refer the application back to the Zoning Commission for an additional public hearing based on 1) new information submitted that the applicant and public has not had an opportunity to examine; or 2) new information has been presented that was never submitted or considered by the Zoning Commission or staff; or
- Allow the applicant to withdraw the zone change request.

The applicant has not requested a delay or withdrawal of the application.

## FISCAL EFFECTS

The zone change will not have any effect on the Planning Division budget.

## SUMMARY

Prior to making a decision on the zone change request, the City Council shall consider the Zoning Commission's recommended findings of the following criteria:

1. Is the new zoning designed in accordance with the Growth Policy?

The proposed zone change is consistent with the following goals of the Growth Policy:

### Community Fabric:

- Attractive street-scapes provide a pleasant and calming travel experience in urban and suburban neighborhoods.

### Essential Investments:

- Infill development and development near existing city infrastructure may be the most cost-effective.

### Strong Neighborhoods:

- Implementation of the Infill Policy is important to encourage the development of underutilized properties.

### Prosperity

- Successful businesses that provide local jobs benefit the community.
- Retaining and supporting existing businesses helps sustain a healthy economy.

The South Billings Urban Renewal Master Plan envisioned this area between Newman Lane, Parkway Lane, Laurel Frontage Rd and King Ave E as the "Amend Village". This area of the Amend Village neighborhood north of Simpson Street up to Laurel Frontage Road was designated to increase business opportunities. The plan focused on re-invigorating the businesses along Laurel Frontage Rd by reintroducing street trees and better urban infrastructure. Hanser's Automotive has been a key agent of improvements on S Billings Blvd, including the installation of a "hawk" signal for a pedestrian crossing between their facilities on the west and east sides of the street, street lighting and street front landscaping.

The Hanser Automotive property on the west side of S Billings Blvd is constrained by adjacent property owners and uses. Additional areas for secure parking or equipment and business vehicles are limited on the west side of S Billings Blvd. The proposed zoning of CX on the subject property would allow some additional area for parking and storage of business vehicles. The existing wrecking facility directly north of the subject property would not expand on to this parcel as CX zoning does not allow this use. The existing zoning of N2 would only allow one structure with 1 or 2 units without additional street frontage. A re-development under this zone could include a private street that would expand the number of dwellings on the property from 2 dwelling units. It is not likely a new development of one or two-family dwellings would make sense at this location. The proposed zoning would allow re-development to provide a secure parking storage area for Hanser's Automotive. The CX zone and other non-residential development has to provide an effective buffer between this use and the adjacent residential neighborhood. The zoning district is compatible with the character of S Billings Blvd and there are protections in place for the adjacent residential neighborhoods. The Infill Policy encourages development of vacant and undervalued property within the city limits with emphasis on efficient use of existing city infrastructure and services. The Growth Policy supports increasing

opportunities for businesses to stay in Billings and continue to provide local jobs.

2. Is the new zoning designed to secure from fire and other dangers?

The new zoning requires minimum setbacks, open and landscaped areas and building separations. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers.

3. Whether the new zoning will promote public health, public safety and general welfare?

Public health and public safety will be promoted by the proposed zoning. Re-development of the vacant land in the city will promote public health and safety as well as the general welfare by improving the appearance of the area and adding value to the tax increment district. The adjacent residential neighborhood will be protected through the application of the zoning standards for any new development of the property and landscaping.

4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?

**Transportation:** The proposed zoning will have little impact on the surrounding transportation system. The City Engineering Division will work closely with the owner to ensure any impacts are minimized.

**Water and Sewer:** The City already provides water and sewer to the property, but the existing residence is vacant. There will be no additional impact to the system at this time from the proposed zoning.

**Schools and Parks:** Schools and parks should be unaffected by the proposed zone change.

**Fire and Police:** The subject property is served by city public safety services. The Police Department had no concerns with the zone change and the Fire Department will be involved in any development plan and building permit(s).

5. Will the new zoning provide adequate light and air?

The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.

6. Will the new zoning effect motorized and non-motorized transportation?

The new zoning will not have an immediate effect on vehicle and pedestrian traffic. The drive approach will remain in place. If the property is re-developed in the future, impacts on transportation will be evaluated at that time. Construction and demolition on the site may disrupt traffic patterns for short periods of time.

7. Will the new zoning will promote compatible urban growth?

The new zoning does promote compatibility with urban growth. The proposed zoning will allow commercial activity on an underutilized property as an infill project.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?

The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. Development will include new buffer yards and landscaping to better insulate the existing neighborhood from commercial uses.

9. Will the new zoning conserve the value of buildings?

The property is currently developed with one single family dwelling. The existing home can remain and will not be de-valued by the proposed zoning. Residential use is allowed in the CX zone.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?

The proposed zoning will permit commercial uses similar to surrounding uses to the north and west. Existing residential neighborhoods to the south and east will be protected by commercial development standards when that use is adjacent to a residential neighborhood.

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## Attachments

ZC 1053 Zoning Map and Site Photos

ZC 1053 Zoning History

City Code Section 27-1628

ZC 1053 App and Letter

Pre application info ZC 1053

ZC 1053 Ordinance

City Zone Change 1053 – 529 S Billings Blvd – N2 to CX  
Zoning Map and Site Photos





Subject Property May 2023 aerial



Current aerial of subject property





Subject Property – 529 S Billings Blvd



View southeast to adjacent residential properties



View southwest across S Billings Blvd



View northwest across S Billings Blvd



View north on S Billings Blvd



View southeast across subject property



View east into subject property rear yard

Zoning History for ZC 1053 – 529 S Billings Blvd – Parcel 1 C/S 666

| <b>SUBJECT PROPERTY</b>                       | <b>Zone Change #</b> | <b>DATE</b>    | <b>FOR</b>                    | <b>APPROVED (Y/N)</b> | <b>ADDITIONAL DATA</b>              |
|-----------------------------------------------|----------------------|----------------|-------------------------------|-----------------------|-------------------------------------|
|                                               | <b>County ZC 14</b>  | May 15, 1974   | R-96 to R-60                  | Yes                   |                                     |
|                                               | <b>City ZC 671</b>   | March 12, 2001 | R-96 and R-60 to R-70 and RMH | Yes                   | Includes surrounding land           |
| <b>SURROUNDING PROPERTY</b>                   | <b>Zone Change #</b> | <b>DATE</b>    | <b>FOR</b>                    | <b>APPROVED (Y/N)</b> | <b>ADDITIONAL DATA</b>              |
| Hanser's Wrecking Yard<br>439 S Billings Blvd | ZC 745               | 11/28/2004     | RMF to CI                     | Yes                   | Yard improvements completed in 2019 |
|                                               | ZC 858               | 10/26/2009     | R96/R70 to CI                 |                       |                                     |
|                                               | ZC 860               | 2/18/2010      | R60 to CI                     |                       |                                     |
|                                               | ZC 947               | 8/8/2016       | R60 to CI                     |                       |                                     |
| 766 Calhoun Lane                              | ZC 871               | 1/24/2011      | R96 to EGC                    | Y                     | Updated to Public 2                 |

**Sec. 27-1628. Zone change.**

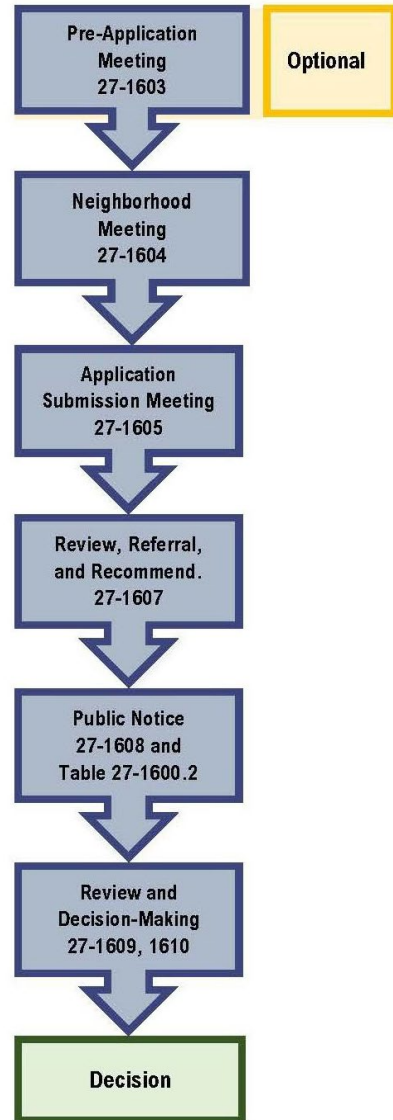
A. *Purpose.* This zoning code, including the official zoning map, may be amended by the city council.

B. *Initiation of zone change.*

1. *Text amendment.* Proposals to amend the text of this zoning code (text amendment), may be initiated by the city council, the zoning commission, or the Yellowstone County Board of Planning.
2. *Zone change (map amendment).* Unless initiated by the city council, all applications for zone change must be submitted by the owner of the subject property, the contract purchaser, or the authorized agent of the owner.

C. *Procedures.*

1. *Common procedures.* Common procedures for review and decision of a zone change application are identified in Table 27-1600.1 and are summarized here for applicant convenience.
2. *Specific procedures.*
  - (a) A pre-application neighborhood meeting is required per section 27-1604.
    - (1) The applicant shall provide a signed statement affirming the pre-application neighborhood meeting was conducted in conformance with the requirements of subsection 27-1604(b)(3), and the zone change application is based on material presented at the meeting. The signed statement shall include a copy of the meeting notice, any written materials provided to the surrounding property owners, a brief synopsis of the meeting results, a roster of the persons attending the meeting and audio or written minutes of the meeting.
  - (b) Notice of a zone change application shall be provided as follows:
    - (1) *Publication.* Notice of the application shall be advertised in a newspaper of general circulation at least fifteen (15) calendar days in advance of the date of the public hearing.
    - (2) Mailed notice shall be provided to the applicant and/or applicant's authorized agent; and
      - a. Where the subject property is equal to or more than six hundred (600) feet to exterior coterminous city limits: All property owners within a 300-foot radius. Where the subject property is less than six hundred (600) feet to exterior coterminous city limits: All property owners within one thousand three



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hundred twenty (1,320) feet. Coterminous city limits do not include unincorporated islands within the city limits.

- b. PD zone change: All property owners within one thousand three hundred twenty (1,320) feet.
- c. PND zone change: All property owners within one thousand three hundred twenty (1,320) feet.
- d. In addition to the notice above and before enacting on its own motion an amendment to the official zoning map, the city council shall provide written notification by mail of such amendment to each property owner whose name appears on the last tax record of the property subject to the amendment. The notification shall include what the proposed map amendment is, the time, date and place of the public hearing on the proposed amendment. Such notification shall be made at least fifteen (15) calendar days in advance of the date of public hearing.

(3) *Posted.* Place notice of the public hearing on the property subject to the zone change fifteen (15) calendar days in advance of the public hearing.

(4) Notice of a text amendment shall be published in the same manner as the publication requirement of a zone change application.

(c) Public hearings shall be held for both the city zoning commission review and city council review of the request for zone change or text amendment.

D. *Decision criteria.* The review and decision-making bodies shall consider the following statutory criteria in making a recommendation or decision regarding a zone change application:

- 1. Whether the new zoning is designed in accordance with the growth policy;
- 2. Whether the new zoning is designed to secure from fire and other dangers;
- 3. Whether the new zoning will promote public health, public safety and general welfare;
- 4. Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;
- 5. Whether the new zoning will provide adequate light and air;
- 6. Whether the new zoning will affect motorized and nonmotorized transportation;
- 7. Whether the new zoning will promote compatible urban growth;
- 8. Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses;
- 9. Whether the new zoning will conserve the value of buildings; and
- 10. Whether the new zoning will encourage the most appropriate use of land throughout the city.

E. *Review and decision-making.*

1. *City zoning commission recommendation.*

(a) The city zoning commission shall make a recommendation to the city council to:

- (1) Deny the application;
- (2) Approve the application; or
- (3) Allow the application to be withdrawn.

- 
- (b) Recommendations from the zoning commission shall be based on findings of fact and shall be transmitted to the applicant or applicant's agent, and the city council within fifteen (15) calendar days of the date of the public hearing before the zoning commission.
  - (c) The recommendation of the zoning commission shall be published in a newspaper of general circulation.
  - (d) The zoning commission may, by a majority vote of the members present, delay action for a period not to exceed thirty (30) calendar days, without prejudice to the applicant. A report of the commission's recommendation and the zoning coordinator's findings and conclusions shall be submitted to the city council.

2. *City council action.*

- (a) The city council shall hold a public hearing within thirty (30) calendar days after the publication of the zoning commission recommendation.
- (b) Before taking action on a zone change application, and after presentation of the zoning commission report, the city council shall hold a public hearing on the application.
- (c) A second reading of the ordinance as required by BMCC section 2-232.
- (d) The city council shall:
  - (1) Approve the application;
  - (2) Deny the application;
  - (3) Allow withdrawal of the application; or
  - (4) Delay the application for a period not to exceed thirty (30) calendar days.

3. *Protest petition triggers supermajority vote requirement.* As provided in MCA 76-2-305(2), in the event of a protest petition against such zone change signed by the owners of twenty-five (25) percent or more of: (1) the area of the lots included in any proposed change; or (2) those lots or units, as defined in MCA 70-23-102, one hundred fifty (150) feet from a lot included in a proposed change, such proposed amendment shall not become effective except by the favorable vote of two-thirds ( $\frac{2}{3}$ ) of the present and voting members of the city council.

- (a) For purposes of this protest provision, each unit owner is entitled to have the percentage of the unit owner's undivided interest in the common elements of the condominium, as expressed in the declaration, included in the calculation of the protest.
- (b) If the property, as defined in MCA 70-23-102, spans more than one lot, the percentage of the unit owner's undivided interest in the common elements must be multiplied by the total number of lots upon which the property is located.
- (c) The percentage of the unit owner's undivided interest must be certified as correct by the unit owner seeking to protest a change or by the presiding officer of the association of unit owners.
- (d) The protest petition must be received in the planning and community services department office by 5:00 p.m. on the Friday preceding the first reading of the amendment by the city council.

( Ord. No. 21-5748 , § 3(Exh. A), 1-25-21; Ord. No. 22-5807 , § 3(o), 5-9-22)

July 1, 2024

City of Billings Zoning Commission  
Attn: Zoning Commission Chairman  
2825 3<sup>rd</sup> Ave. North  
Billings, MT 59101

**RE: Zone Change Tract 1, CS 666**

Mr. Chairman,

Hanser Properties, LP recently acquired a property located at 529 South Billings Boulevard. The subject property is located immediately adjacent to their existing operational facilities along South Billings Boulevard. The subject property is currently zoned Mid-Century Neighborhood (N2), and my client would seek to rezone the property to Heavy Commercial (CX). This zone change is necessary to facilitate usage of the property that is compatible with their existing operations, which are not permitted within (N2) zoning.

The rezoning from N2 to CX would not only allow Hanser Properties LP to utilize the property as part of their operations but would also allow for the potential construction of multi-family residential in the future.

The proposed zone change is in line with the City of Billings Growth Policy and will allow for more flexible usage of the property for future development.

Kind Regards,

James W. Papez

Papez Development Services

**CITY ZONE CHANGE APPLICATION FORM**

**CITY ZONE CHANGE** Billings Zone Change # \_\_\_\_\_ Project # \_\_\_\_\_

The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the **City of Billings** Zoning Regulations.

Present Zoning Mid-Century Neighborhood Residential (N2)

Proposed Zoning: Heavy Commercial (CX)

PARCEL TAX ID# D01574 CITY ELECTION WARD 3

Legal Description of Property: S09, T01, R26E, Parcel 1 of Certificate of Survey 666

Address or General Location (If unknown, contact City Engineering): 529 South Billings, Blvd.

Size of Parcel (Area square feet or acres): 22,651 sf

Present Land-Use: Residential

Proposed Land-Use: Commercial

\*\*\* Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s) Hanser Properties, LP

(Record Owner)

430 South Billings Blvd., Billings, MT 59101

(Address)

(406) 248-7795

(Phone Number)

ralph@hansers.com

(email)

Agent(s): James Papez, P.E.

(Name)

5420 Molo Road, Billings, MT 59106

(Address)

(406) 545-5284 james@pds-eng.net

(Phone Number)

(Email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature:  Date: 7-1-2024  
(Record Owner – Digital Signature Allowed)

## Tract 1, Certificate of Survey 666 Zone Change Questions

**1. Whether the new zoning is designed in accordance with the growth policy;**

The rezoning of the property is in line with the current adopted growth policy of the City of Billings. This project would be considered an “infill development” that already has access to established City infrastructure making it a cost-effective solution to redevelopment. The commercial zoning will allow Hanser’s to utilize the property in conjunction with their existing operations that provide local jobs and valuable services to the greater Billings area. Additionally, the proposed zone change will also allow for both commercial and multi-family residential redevelopment potential on the subject property.

**2. Whether the new zoning is designed to secure from fire and other dangers;**

The proposed zone change from N2 (Mid-Century Neighborhood) to CX (Heavy Commercial) should not create any additional fire dangers. The redevelopment of the property will remove an abundance of accumulated waste and debris that currently exists on the property thereby reducing existing fire dangers. Additionally, two existing fire hydrants are located within 275’ of the subject property to provide adequate fire protection.

**3. Whether the new zoning will promote public health, public safety, and general welfare;**

The change from N2 to CX zoning will promote public health, safety and general welfare by removing existing dilapidated buildings from the subject property, thereby enhancing the neighborhood. The rezoned property will be equipped with a security fence that will reduce the potential for transient gathering. The CX zone also allows for the potential development of multifamily housing on the property in the future.

**4. Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;**

The zone change will not impact existing transportation and the property will retain the existing drive approach located on South Billings Blvd. Water and

sewer services are currently extended into the property which could be utilized, unless future development exceeds the capacity of the existing services. If this were to occur, both water and sewer mains are readily available in South Billings Blvd. to meet any increased usage. The change from N2 to CX is not anticipated to have any impact on schools or parks since the zone change would still allow for potential multi family housing in the future.

**5. Whether the new zoning will provide adequate light and air;**

The zone change will have minimal impacts on light and air in the surrounding area. Redevelopment of the property will likely increase the amount of open area compared to the existing site conditions. Any future improvements would be completed in compliance with the City of Billings zoning code for open areas and light.

**6. Whether the new zoning will affect motorized and nonmotorized transportation;**

The zone change is not anticipated to have any impact on motorized and non-motorized transportation. The subject property will retain the existing drive approach onto South Billings Blvd. An existing 10-foot wide multi-use path is located along the property frontage which promotes non-motorized transportation as well as enhanced access to motorized transportation facilities.

**7. Whether the new zoning will promote compatible urban growth;**

The zone change from N2 to CX will promote compatible urban growth through the increased allowable uses for the property. The CX zoning contains compatible uses that compliment the adjacent Light Industrial zoning to the north, while allowing for the potential future development of multifamily housing adjacent to the properties to the south and east.

**8. Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses;**

The subject property is surrounded primarily by a mix of Light Industrial, Mid-Century Neighborhood, and Residential Mobile Home districts. The zone change from N2 to CX will allow for uses compatible with both the industrial and residential surrounding uses. The CX zoning contains compatible uses that complements the adjacent Light Industrial zoning to the north, while

allowing for the potential future development of multifamily housing adjacent to the residential properties to the south and east.

**9. Whether the new zoning will conserve the value of buildings;**

The existing property is occupied by a dilapidated residence, garage and discarded materials. The rezoning of the property will facilitate removal of the existing buildings, waste, and debris and promote redevelopment that enhances the appeal of the neighborhood, further discouraging transient presence. The variety of uses and redevelopment potential associated with CX zoning will help conserve and promote the value of buildings in the district.

**10. Whether the new zoning will encourage the most appropriate use of land throughout the city.**

The subject property is surrounded primarily by a mix of Light Industrial, Mid-Century Neighborhood, and Residential Mobile Home districts. The zone change from N2 to CX will allow for uses compatible with both the industrial and residential surrounding uses. The CX zoning contains compatible uses that complement the adjacent Light Industrial zoning to the north, while allowing for the potential future development of multifamily housing adjacent to the residential properties to the south and east.

**CITY ZONE CHANGE Pre-Application Statement of Owner(s) and Agent(s)**

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. **Present Zoning:** Mid-Century Neighborhood Residential (N2)
  
2. **Written description of the Zone Change Plan** including existing and proposed new zoning:  
The property would be rezoned from Mid-Century Neighborhood (N2) to Heavy Comercial (CX)
  
3. **Legal Description of Property:**  
S09, T01, R26E, Parcel 1 of Certificate of Survey 666
  
4. **Neighborhood Task Force Area:** Yes /// No . If Yes, Name of Task Force  
Yes, Southwest Corridor
  
5. **Roster of persons who attended the pre-application neighborhood meeting:** please attach to on line application
  
6. **A brief synopsis of the meeting results including any written minutes or audio recording.**  
please attach to on line application
  
7. **The undersigned affirm the following:**
  - 1) The pre-application neighborhood meeting was held on the 17, day of June, 2024.
  - 2) The zone change application is based on materials presented at the meeting.

Owner (s):  
Hanser Properties, LP Telephone: 406-248-7795

Address:  
430 South Billings Blvd. Email: ralph@hansers.com

Agent (s):  
James Papez, PE Telephone: 406-545-5284

Address: 5420 Molo Road, Billings MT 59106 Email: james@pds-eng.net

Complete this form and upload to your on-line Zone Change application

**CITY ZONE CHANGE NEIGHBORHOOD MEETING**

Monday, June 17<sup>th</sup>, 2024

Hanser Automotive Conference Room

502 South Billings, Blvd., Billings, MT 59101

A neighborhood meeting will be held to consider a zone change for a property located at 529 South Billings Blvd., Billings, Montana 59101. The meeting will take place in the conference room of Hanser Automotive located at 502 South Billings Blvd, Billings, MT 59101, on June 17<sup>th</sup>, 2024 at 5:30 pm.

The existing property is currently zoned Mid-Century Neighborhood Residential (N2) and would seek to be rezoned to Heavy Commercial (CX).

The legal description and ownership of the subject property is as follows:

**Legal: S09, T01 S, R26 E, Parcel 1 of Certificate of Survey 666**

**Ownership: Hanser Properties, LP**

**430 South Billings Blvd.**

**Billings, MT 59101**

**(406) 248-7795**

This notice is provided to all property owners located within 300 feet of the subject property. Any person interested and/or affected by this change is welcome to attend to express their opinion.

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**MEETING MEMORANDUM**

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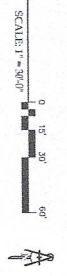
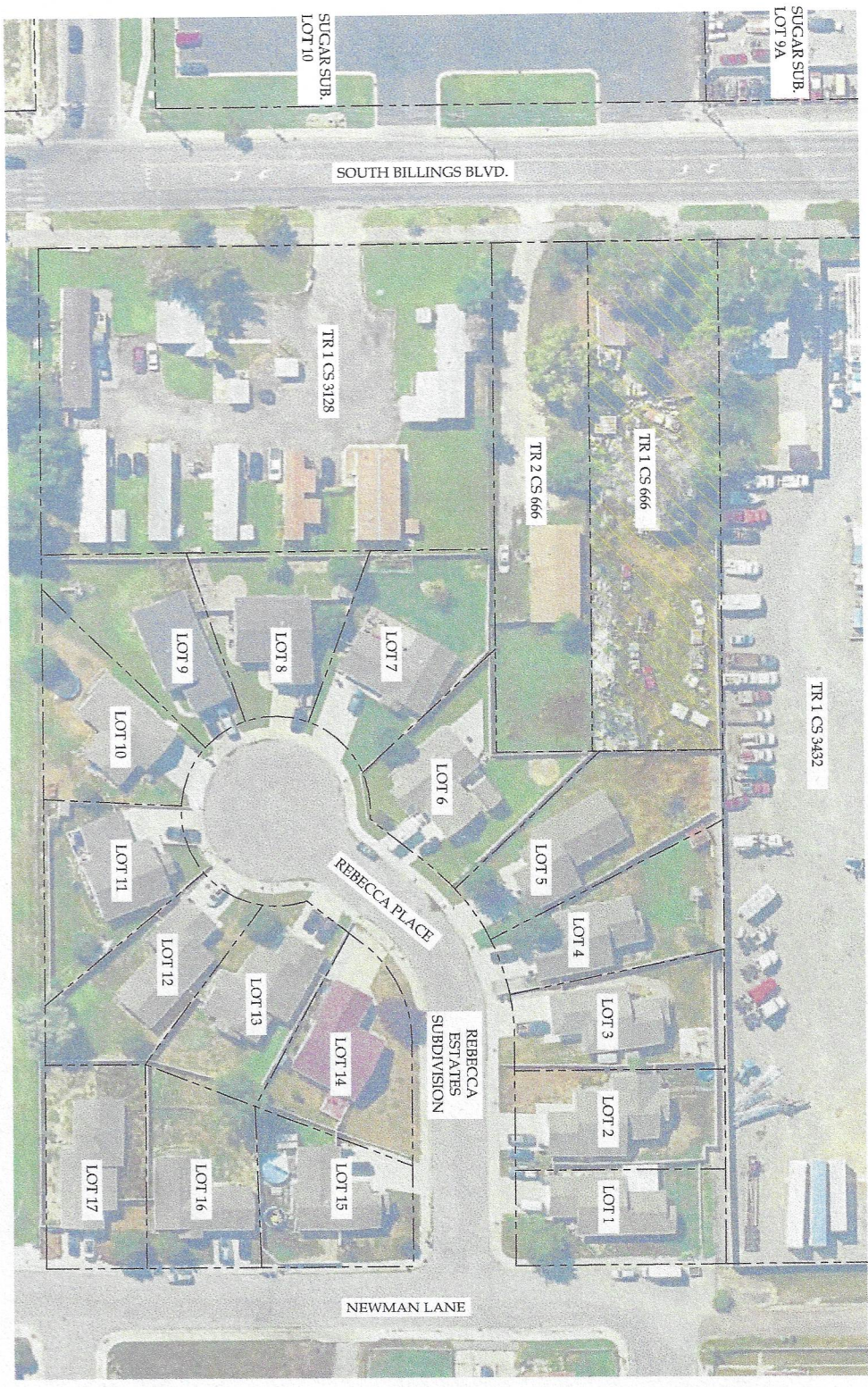
**TO:** CITY OF BILLINGS PLANNING DEPARTMENT  
**FROM:** JAMES W. PAPEZ, P.E.  
**SUBJECT:** NEIGHBORHOOD ZONE CHANGE MEETING\_PARCEL 1 CS 666  
**DATE:** JUNE 17, 2024

**NEIGHBORHOOD MEETING RECAP MEMORANDUM**

On Monday June 17<sup>th</sup> at 5:30 PM, a neighborhood meeting was conducted to collect comments and/or concerns associated with a proposed zone change of Parcel 1 of Certificate of Survey 666. The meeting was held in the conference room of Hanser Automotive located at 430 South Billings Blvd. Notification letters for the meeting were sent out on June 10<sup>th</sup> to notify all property owners located within 300-feet of the subject property.

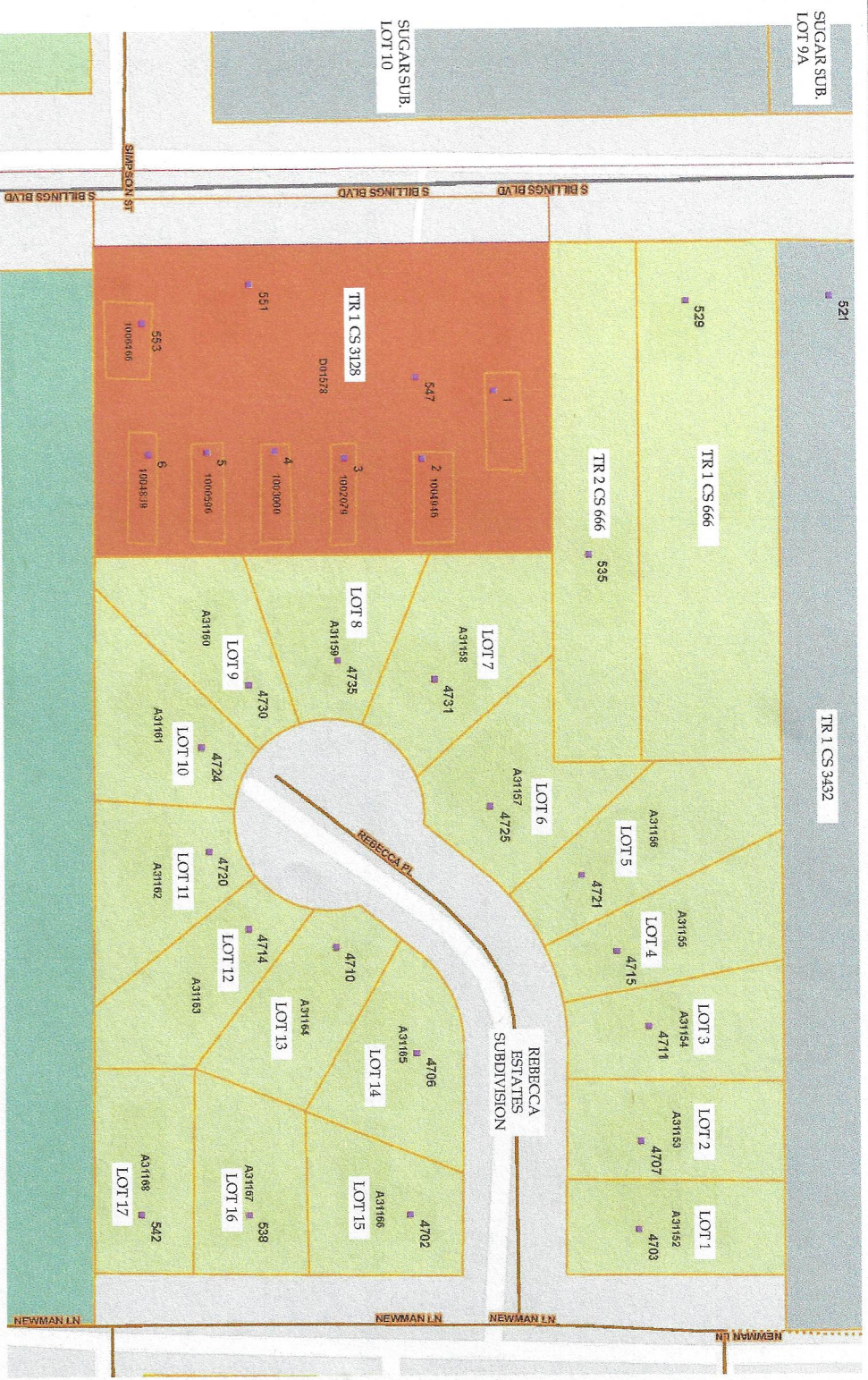
In attendance at the meeting were James Papez (Owners Representative) and Shel Hanser (Property Owner/Applicant). None of the notified surrounding property owners attended the meeting, nor were any comments received. The meeting concluded at 6:00 PM.





1 ZONING EXHIBIT

- County Border
- Township
- Sections
- City address
- Residential
- Commercial
- Church
- Local/Private Roads
- Local Street or Rd
- Undeveloped Rd
- Federal/State/Arterial
- County Rd, Collector
- Easements
- Pedestrian (bike, walking, park, sidewalk)
- All other easements
- Parcels - Ownership lines
- Zoning
- I1 - Light Industrial
- N2 - Mid-Century Neighborhood
- P1 - Open Space, Parks, Recreation
- P2 - Public-Civic, Institutional
- RMH - Residential Mobile Home



ORDINANCE 24-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF BILLINGS,  
PROVIDING THE ZONE CLASSIFICATION for Parcel 1,  
C/S 666, BE AMENDED

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

**Section 1. RECITALS.** *Title 76, Chapter 2, Part 3, MCA, and Sections 27-1628, BMCC,* provide for amendment to the City Zoning Map from time to time. The City Zoning Commission and staff have reviewed the proposed zoning for the real property hereinafter described. The Zoning Commission and staff have considered the ten (10) criteria required by Title 76, Chapter 2, Part 3, MCA. The recommendations of the Zoning Commission and staff have been submitted to the City Council, and the City Council, in due deliberation, has considered the ten (10) criteria required by state law.

**Section 2. DESCRIPTION.** Parcel 1, C/S 666 is presently zoned **Mid-Century Neighborhood Residential (N2)**, and is shown on the official zoning map within this zone districts.

**Section 3. ZONE DISTRICT AMENDMENT.** The official zoning map is hereby amended and the zoning for **Parcel 1, C/S 666**, is hereby changed from **Mid-Century Neighborhood Residential (N2)**, to **Heavy Commercial (CX)**, and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Heavy Commercial (CX)**, as set out in the Billings, Montana City Code.

**Section 4. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

**Section 5. REPEALER.** All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

**Section 6. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading this 26<sup>th</sup> day of August, 2024.

PASSED, ADOPTED and APPROVED on second reading this 9<sup>th</sup> day of September, 2024.

CITY OF BILLINGS

BY: \_\_\_\_\_

William A. Cole, Mayor

Attest:

BY: \_\_\_\_\_

Denise R. Bohlman, City Clerk

Zone Change 1053 – 529 S Billings Blvd

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Tax Increment Assistance to the Alberta Bair Theater from the Downtown Tax Increment Fund  
**Presented by:** Andy Zoeller, Finance Director  
**Department:** Finance  
**Presentation:** Yes  
**Legal Review:** No  
**Project Number:** N/A

**RECOMMENDATION**

The Downtown Billings Partnership (DBP) Board has reviewed the attached application for tax increment assistance and recommends the City Council not approve the request for tax increment finance funds from the Expanded North 27th Urban Renewal District to the Alberta Bair Theater Corporation, a 501(c)(3) non-profit.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Alberta Bair Theater (ABT) is a non-profit corporation that runs the Alberta Bair Theater located at 2722 3rd Avenue North. Because this property is owned by the City and operated by a non-profit, there are no property taxes paid on the property. The City of Billings owns fee title to the property. The ABT has leased the property from the City to operate a performing arts theater since October 18, 1982. Under the terms of the current lease agreement, dated October 18, 2012, the ABT has the right to possess the property through October 17, 2072, and is entitled to make whatever renovations and improvements that it deems appropriate.

Alberta Bair Theater intends to install bollards along the sidewalk on N. Broadway and 3rd Ave N. The ABT is requesting \$112,065 toward the installation of bollards to provide protection of their building and pedestrians from vehicles. The total cost of improvements is estimated to be \$112,065, to be partially funded by the TIF and with \$29,065 from the ABT.

The DBP considered the application at its July 26th meeting and voted not to recommend \$83,000 in TIF assistance. The DBP's decision was based on the district's financial projections and current priorities, which emphasize downtown housing, mixed-use projects, and public safety. While acknowledging the significance of the ABT and its importance downtown, the DBP's recommendation reflects a prioritization of these goals and limited financial resources. The DBP board recommends waiting for the two-way street conversion to occur prior to investing in the bollards, as the reconfiguration may provide the traffic-calming and safety that is desired.

**Table 1.** Alignment of Proposed Improvements with City TIF Policy, Expanded N27th URD Plan, and MT Code Annotated.

| Qualified Improvements | DBA Strategic Plan | City TIF Policy                                                                                                                                                                                        | Urban Renewal Plan                                                                                                                                 | Montana Code Annotated |
|------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Sidewalk Bollards      |                    | Permitted uses of TIF Funds:<br>(1)(b) Public infrastructure, including , but not limited to: streets, storm drains, parking, public buildings, water and sewer lines, sidewalks, utility connections. | Infrastructure Improvements (Part V. p. 55)<br><br>(vii) Streetscapes and traffic calming plans<br>(viii) Sidewalks, curbs and gutter improvements | MCA 7-15-4288(4)       |

**ALTERNATIVES**

City Council may:

- Approve the application for TIF funds, contrary to the DBP's recommendation; or,
- Modify the requested amount or terms for the expenditure of TIF funds; or,
- Disapprove the application for TIF funds, in line with the DBP's recommendation.

**FISCAL EFFECTS**

This project was not included in the FY25 budget and the downtown TIF district lost 7.3% in taxable value this year. If approved, staff recommends that payment not occur until FY26 or later. The development agreement with the Rockman project (approved on 3/11/24), limits the ability for the TIF to fund new development projects prior to the completion of that project. The total amount requested for this project is \$83,000 and will need to be budgeted in future years, as funds are available.

ABI Application  
City TIF Policy  
2008 Downtown urban Renewal Plan  
ABT Transmittal Letter



**City of Billings**  
**Expanded North 27th Street**  
**Urban Renewal District**

**Tax Increment Financing Assistance**  
**Information & Application**

Updated 2/25/2022

**Applications must be submitted to the DBP and  
approved by the City prior to the start of  
construction**

**Downtown Billings Partnership, Inc.**  
116 N. 29<sup>th</sup> St, Billings, MT 59101 - Tel. 406-294-5060  
[www.downtownbillings.com](http://www.downtownbillings.com)

# Large Project Incentive Grant

## Purpose:

The purpose of this program is to provide financial and practical assistance to develop or redevelop buildings within the boundaries of the Expanded North 27th Street Urban Renewal District (URD) in downtown Billings. This program will:

- 1) Assist in the economic revitalization and stabilization of the URD;
- 2) Attract and retain a stable clientele population within the URD;
- 3) Stimulate private investment within the URD;
- 4) Generate additional property tax revenues within the URD; and
- 5) Encourage and facilitate the remodeling and restoration of historically significant structures within the URD.

Large projects **must support** the goals of the [Downtown Billings Strategic Plan](#) and the [Urban Renewal Plan of the North 27<sup>th</sup> St. TIFD](#). Applicants are encouraged to consider the design aesthetic of the surrounding neighborhood when submitting a design for review.

*Applicants are reminded that grant awards made by the Downtown Billings Partnership (DBP) are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded at the DBP and Billings City Council's discretion due to funding limitation, competing applications, and/or competing priorities of the DBP.*

## Eligible Expenses:

**Section One:** All public governments as well as public corporations (501c3) inherently have a public benefit purpose. Even though public business normally is not subject to property tax, if their projects, programs, or activities can show blight remediation, as defined by the Urban Renewal Plan, they qualify for up to 100% TIFD assistance. [MCA 35-1-1402 Definitions](#).

**Section Two:** Pursuant to [MCA 7-15-4208](#), private enterprise and private projects are encouraged and enabled to receive TIFD support for qualified expenditures/costs.

**Section Three:** Qualified Expenditures - [MCA 7-15-4282](#) through [7-15-4294](#). Ordinance [08-5483](#).

- a. Remediation or diminishing blight {[MCA 7-15-4206\(2\)](#)} affecting buildings and structures that negatively impact the residents of the city due to:
  - i. Substantial deterioration especially roofs in serious need of repair or replacement
  - ii. Obsolete uses that require a change of use
  - iii. Defective and lack of compliance with current Building and Fire Codes
    1. Electrical service upgrades
    2. plumbing upgrades
  - iv. Unsanitary and/or unsafe structures
  - v. Vacant and unused spaces

- b. Relocation of displaced people and/or businesses
- c. Enhancement of infrastructure, public or private, that improve the pedestrian experience
  - i. Streetlights, sidewalks, curbs, gutters, wayfinding, and placemaking
  - ii. Repair and stabilization of vault caps in the public right of way
  - iii. Building and business signage
  - iv. Facade stabilization and/or improvement
  - v. Outdoor patios
  - vi. Landscaping
  - vii. Green spaces
- d. Mixed use redevelopment containing
  - i. Parking
  - ii. Conference facilities
  - iii. Housing
    - 1. Market rate
    - 2. Workforce
  - iv. Street level retail and dining
- e. Improvements that lead to stabilized and/or increased taxable valuation
- f. Relocation of utility wires, inefficient land use, and/or problems of access and circulation
- g. Increased use of public transit
- h. Increased Crime Prevention and Public Safety
  - i. Increased energy efficiencies
  - i. Exterior windows, and doors
  - ii. HVAC upgrades
- j. Change of ownership through property acquisition

**Section Four:** Qualified Expenditures - [MCA 7-15-4282](#) through [7-15-4294](#). Ordinance [12-5590](#).

- k. Remediation or diminishing blight {MCA 7-15-4206(2)} at sidewalk/street level that negatively impacts the residents of the city due to:
  - i. Vacant storefronts
    - 1. Business Retention and Recruitment projects
      - a. Business plan program/contest (e.g. Battle of the Plans)
      - b. Retail coordinator staff or consultant
      - c. Strategic planning
      - d. Marketing and promotion
      - e. Commercial rent assistance
      - f. Public art
      - g. Pocket parks

**Timeframe and application process:**

Applications will be accepted and reviewed quarterly. Applications must be received by the 15<sup>th</sup> day of the first month of each quarter. Each complete application will be reviewed by the DBP staff, Development Committee, and the DBP Board of Directors and, if recommended, will go to the Billings City Council for final approval within each quarterly grant cycle.

| <b>Application Due to DBP</b>                                                                                                                                                          | <b>Application Reviewed by Development Committee and DBP Board</b>                               | <b>Application Presented to City Council for Final Approval</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| July 1                                                                                                                                                                                 | 2 <sup>nd</sup> Thursday of July – Dev. Com<br>4 <sup>th</sup> Friday of August – DBP Board      | September Council Business Meeting                              |
| October 1                                                                                                                                                                              | 2 <sup>nd</sup> Thursday of October – Dev. Com<br>4 <sup>th</sup> Friday of November – DBP Board | December Council Business Meeting                               |
| January 1                                                                                                                                                                              | 2 <sup>nd</sup> Thursday of January – Dev. Com<br>4 <sup>th</sup> Friday of February – DBP Board | March Council Business Meeting                                  |
| April 1                                                                                                                                                                                | 2 <sup>nd</sup> Thursday of April – Dev. Com<br>4 <sup>th</sup> Friday of May – DBP Board        | June Council Business Meeting                                   |
| <b>Every effort will be made to facilitate every complete application through the entire process within each quarterly grant cycle. Incomplete applications may extend the process</b> |                                                                                                  |                                                                 |

**Grading Criteria:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>The purpose of this program is to provide financial and practical assistance to develop or redevelop buildings within the boundaries of the Expanded North 27th Street Urban Renewal District (URD) in downtown Billings. This program will:</b></p> <ul style="list-style-type: none"> <li>- Assist in the economic revitalization and stabilization of the URD;</li> <li>- Attract and retain a stable clientele population within the URD;</li> <li>- Stimulate private investment within the URD;</li> <li>- Generate additional property tax revenues within the URD; and</li> <li>- Encourage and facilitate the remodeling and restoration of historically significant structures within the URD.</li> </ul> | <p><b>Grant adjustment based upon contributions to the Downtown Billings Strategic Plan; project must score 12 points or more to receive maximum funding;</b></p> <p><b>maximum grant is reduced 10% for each point less than 12;</b></p> <p><b>Projects receiving 0 or 1 point do not qualify for a grant</b></p> |
| <p><b>All applications are considered at the sole discretion of the DBP &amp; Council per URD’s priorities/objectives/availability of funds</b></p> <p><b>Current priorities primarily encourage mixed-use developments with housing and street level business activity - priorities are reviewed annually and may evolve depending on the landscape</b></p>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                    |

| <b>Tier 1</b>                                                                                                 |                                                                                                                                                                                                                                                                                              |                         |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Does it eliminate blight?                                                                                     | Blight may include but is not limited to conditions which represent a risk to public health, morals, safety, and welfare in its present condition. Examples range from physical dilapidation to improper or inefficient layout. For a more complete list of factors, refer to MCA 7-15-4206. | <b>3 points<br/>Y/N</b> |
| Does it add/keep/improve housing?                                                                             | Construction or rehabilitation of housing is a priority in the downtown area. Quantity, quality, and projected rental or sale rates of units are to be considered.                                                                                                                           | <b>3 points<br/>Y/N</b> |
| Does it improve the overall design/aesthetic (facade, signage, historic preservation, alleyscapes)?           | Structural restoration, wayfinding, activation of alleys, and celebration of downtown's historical character are priorities as well as indicators of a strong town/city.                                                                                                                     | <b>3 points<br/>Y/N</b> |
| Does it promote economic growth (increasing taxable value, maximizing opportunities for shoppers & visitors)? | Activating vacant buildings or improving its operations in terms of safety contribute positively to the taxable value. Eliminating vacancies and adding density of populations enhance the vitality, vibrancy, resiliency, and connectivity of the neighborhood.                             | <b>3 points<br/>Y/N</b> |
| Is it energy efficient (environmentally and/or sustainably)?                                                  | Obtaining LEED certification, rehabilitating an existing building, and maintaining up-to-date utilities not only ensure the safety of tenants but also enhance their health while keeping costs low.                                                                                         | <b>3 points<br/>Y/N</b> |

| <b>Tier 2</b>                                                                                                |                                                                                                                                                                                                                                                                                                   |                         |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Does it add/maintain/enhance landscaping (trees, boulevards, nativescaping)?                                 | City Centers are often places of gatherings for cultural events, musical concerts, and artisan eateries and shopping in addition to being a place to work, live, and play. Greenery is essential in maintaining a healthy positive environment where inhabitants have access to natural elements. | <b>2 points<br/>Y/N</b> |
| Does it activate an inactive building/space (abandoned, empty, unoccupied)?                                  | Vacancies lead to stagnating or declining taxable value. They also tend to be dark, which attracts undesired activities, which impacts the perception of safety.                                                                                                                                  | <b>2 points<br/>Y/N</b> |
| Does it provide an improved pedestrian experience (seasonal decor, ambiance lighting, sidewalk activations)? | Robust storefronts and sidewalk furniture/amenities engage with pedestrians and offer a compelling invitation to continue exploring businesses.                                                                                                                                                   | <b>2 points<br/>Y/N</b> |

|                                                                                   |                                                                                                                                                                                                      |                         |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Does it add public art?                                                           | Public art can be a mural, storefront paint, signalbox wraps, sculptures, artistic installations of benches and bike racks.                                                                          | <b>2 points<br/>Y/N</b> |
| Does it promote creation of jobs?                                                 | New businesses or business growth often mean new jobs and/or more human presence, which contribute to the economy and safety.                                                                        | <b>2 points<br/>Y/N</b> |
| <b>Tier 3</b>                                                                     |                                                                                                                                                                                                      |                         |
| Does it connect/improve walkways and/or parks?                                    | Colorful walkways, pavement, or cobblestones that are ADA compliant and well lit.                                                                                                                    | <b>1 point<br/>Y/N</b>  |
| Does it encourage business development (recruitment, retention, diversification)? | Businesses offer jobs as well as a place for the community to come to as a destination. Businesses provide natural surveillance with eyes on the street. Businesses contribute to our local economy. | <b>1 point<br/>Y/N</b>  |
| Does it offer/maintain off-street parking?                                        | Parking can be convenient for those who own vehicles and for visitors who live elsewhere or from out of town/state.                                                                                  | <b>1 point<br/>Y/N</b>  |
| Does it support public safety (Crime Prevention Through Environmental Design)?    | Active spaces, well lit environments, and densely populated neighborhoods.                                                                                                                           | <b>1 point<br/>Y/N</b>  |
| Does it reinforce safe pedestrian crossings?                                      | ADA entrances, exits, sidewalks, bulbouts, signage.                                                                                                                                                  | <b>1 point<br/>Y/N</b>  |

|                                                                                     |                                                                                                                                      |                        |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Tier 4 - Bonus</b>                                                               |                                                                                                                                      |                        |
| Does it provide a new or improved green/public space?                               | Whether it's a dog park, pocket park, playground, or a picnic haven, greenery contributes positively to the livelihood or residents. | <b>3 point<br/>Y/N</b> |
| Does it drive visitations?                                                          | Catalyst or one-of-a-kind attractions, activities, or anchor businesses increase visitations from other parts of the City or State.  | <b>3 point<br/>Y/N</b> |
| Does it pave the way to the creation of a convention/conference center or facility? | Convention centers bring in events, tourism, professional conferences, all of which contributes to the local business and economy.   | <b>3 point<br/>Y/N</b> |
| Does it promote traffic calming?                                                    | Sidewalk widening or parklets that slow car traffic.                                                                                 | <b>3 point<br/>Y/N</b> |

| <b>Tier 5 - Disadvantage</b>                                   |                                                                                                                                                                                                                |                        |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Does it demolish a historically significant landmark           | Historical artifacts showcase architectural marvels and characteristics of the neighborhood's identity.                                                                                                        | <b>Minus 6<br/>Y/N</b> |
| Does it demolish a structure that could otherwise be salvaged? | Salvaging a building may not contribute to historical significance but it promotes longevity of energy efficiency practices and may create interesting architectural marvels when mixing the old with the new. | <b>Minus 3<br/>Y/N</b> |

At the sole discretion of the DBP Board of Directors, applicants are required to seek endorsement from the TIF Development Committee, which shall consist of design professionals, business or property owners, community members with an interest in downtown vitality, and members of the DBP Board. Applications will be reviewed by the DBP staff under supervision of the Development Committee. The DBP shall review applications on a first come, first served basis for the duration of funding availability. Quarterly, all projects that are recommended for approval by the Committee shall be submitted to the DBP Board of Directors for recommendation to Billings City Council for final approval or disapproval of funding the project.

All applicants will be apprised of the status of their application by written communication from the DBP staff. Award recipients shall receive a Development Agreement indicating the amount of the incentive funds awarded and any conditions deemed necessary by the DBP Board for receipt of the award. Applicants are required to return a signed copy of the Development Agreement to the DBP staff before funds will be committed to the project.

**Release of Funds:**

It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the DBP by the award recipient. The project must be completed essentially as presented to the Committee and DBP Board in order to receive payment.

Incentive funds will be paid out according to the following criteria:

1. Applicants must submit copies of all required building permits.
2. Payment documentation must be submitted to the DBP office at 116 N 29<sup>th</sup> St.
3. Incentive awards will be paid upon **completion** of the project.

**Acceptable documentation is defined as PAID invoices, statements, or schedule of values from vendors, contractors, or consultants clearly detailing the work completed for the project**

**Encumbrance Policy:**

Applicants receiving funding under this program during the course of a given fiscal year (July 1 through June 30) are eligible to carry forward/encumber unexpended funds for a **maximum of one additional fiscal year** if all effort has been made to begin the project in the initial year; and/or when circumstances related to weather, construction season, etc. prohibit the completion of the project. Applicants must advise the DBP by June 1<sup>st</sup> if they will be requesting an extension of their project schedule.

**Disclaimer:**

The Downtown Billings Partnership, Inc., its committees, partners and or affiliates are not responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Urban Renewal Project Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

# downtown Billings

## Expanded North 27th Street Urban Renewal District TIF Application

Project Name: Bollards Date Submitted: January 4, 2024

### Applicant Information

Name: Alberta Bair Theater

Address: 2801 3rd Ave.

City/State/Zip: Billings, MT 59101

Phone: 406-256-8915

Email: jdietrich@albertabairtheater.org

If the applicant is not an individual conducting business under their own name, the applicant has the status indicated below and is organized or operating under the law of:

|                                      |                                                                                     |             |       |
|--------------------------------------|-------------------------------------------------------------------------------------|-------------|-------|
| Corporation/LLC                      | Nonprofit or charitable institution/corporation <input checked="" type="checkbox"/> | Partnership | Other |
| Date of organization:<br>April, 1983 |                                                                                     |             |       |

## Project Information

Building name (if applicable): Alberta Bair Theater

Address: 2801 3rd Ave.

City/State/Zip: Billings, MT 59101

Legal Description (obtained from Orion via County records):  
\_\_\_\_\_

### **Property owner (if property is not owned by the applicant)**

Property Owner (name or entity): City of Billings

Property owner contact: \_\_\_\_\_

Lessor's Address: P.O. Box 1178

City/State/Zip: Billings, MT 59103-1178

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Employment

Existing FTEs: 7

New permanent FTEs created by the project: \_\_\_\_\_

Construction FTEs: \_\_\_\_\_

## Architectural Firm

Firm name: N/A

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Contractor

Business Name: Langlas & Associates

Address: 2270 Grant Road

City/State/Zip: Billings, MT 59102

Phone: \_\_\_\_\_

Email: Samuel@langlas.com

## Financial lending institution

Business name: N/A

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Project Information

### **Description of Project:**

Attach a narrative explaining the project and any other design information. Use this section to pitch your project and explain how it will eliminate blight and/or provide a benefit to the public.

For the safety of our patrons, both in and outside of the renovated theater, as well as passersby, installing bollards on the sidewalk to prevent accidents is extremely important.

Since the renovation, two traffic collisions near the theater have happened; one knocked down the lamp post and one-way street sign next to ABT and the other hit and injured a bicyclist and hit a parked car in front of the First United Methodist Church.

At least two more incidents have happened nearby recently.

In September of 2023, a 15-year-old girl was arrested on suspicion of driving under the influence and four other people were hospitalized when two vehicles collided at the intersection of Third Avenue North and North 27th Street. The collision caused the vehicles to wind up off the road, past the sidewalk, and on First United Congregational Church's lot.

More recently, two women were found passed out in a vehicle littered with empty White Claw cans after they apparently drove into a sign near Spitz Mediterranean Restaurant and crashed into the bollards in front of Spitz, destroying the bollards. After the collision, the driver turned the vehicle around and drove to The Billings Gazette's parking lot, where the two women were found unconscious. What would have happened to the restaurant had the bollards not been there is anyone's guess.

### **Rehabilitation Plans:**

Attach schematic design drawings and/or completed construction document plans - including site, landscaping, and other engineering design information.

See attached drawings by Sanderson Stewart

### **Project Schedule:**

Attach a timeline or schedule through completion.

We were hoping for this summer to coordinate with the conversion of the one-way street to two-way.

## Project Details

### Land and site improvements (itemized)

|    |          |                     |
|----|----------|---------------------|
| 1. | Bollards | \$ <u>26,000.00</u> |
| 2. |          | \$ _____            |
| 3. |          | \$ _____            |
| 4. |          | \$ _____            |
|    | Subtotal | \$ <u>26,000.00</u> |

### Construction/rehabilitation costs (use general construction trade divisions)

|    |                      |                     |
|----|----------------------|---------------------|
| 1. | Langlas & Associates | \$ <u>81,000.00</u> |
| 2. |                      | \$ _____            |
| 3. |                      | \$ _____            |
| 4. |                      | \$ _____            |
| 5. |                      | \$ _____            |
| 6. |                      | \$ _____            |
| 7. |                      | \$ _____            |
| 8. |                      | \$ _____            |
|    | Subtotal             | \$ <u>81,000.00</u> |

### Fees

|    |                           |                    |
|----|---------------------------|--------------------|
| 1. | Architectural/engineering | \$ <u>5,000.</u>   |
| 2. | Permits                   | \$ <u>65.00</u>    |
| 3. |                           | \$ _____           |
|    | Subtotal                  | \$ <u>5,065.00</u> |

Total Project Development Costs \$ 112,065.00



D. Other sources of funding \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_

Sources of funds summary (post totals from above)

|                         |                       |
|-------------------------|-----------------------|
| A. Applicant equity     | \$ _____ 40,000       |
| B. Lender commitments   | _____                 |
| C. TIF assistance       | \$ _____ 40,000 _____ |
| D. Other funds          | _____                 |
| Total Project financing | \$ _____ 40,000       |
|                         | _____ 112,000         |
|                         | \$ _____              |

**Certification**

I (we), Jan Dietrich  
 (please print), the APPLICANT, certify that the statements and estimates within this application as well as any and all documentation submitted as attachments to this application or under separate are true and correct to the best of my (our) knowledge and belief.

Signature: Jan Dietrich  
 Title: Executive Director  
 Address: 2801 Third Ave. North  
Billings, MT 59101  
 Date: January 4, 2024

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

**RESOLUTION NO. 18-10750****A RESOLUTION OF THE CITY OF BILLINGS FORMING A  
POLICY FOR THE ADMINISTRATION OF URBAN  
RENEWAL AREAS OR DISTRICTS (URD) IN THE CITY.**

WHEREAS, MCA, Title 7, Chapter 15, Part 42, Section 51 declares: General powers of municipalities in connection with urban renewal. Every municipality shall have all the power necessary or convenient:

- (1) To carry out and effectuate the purposes and provisions of this part and part 43;
- (2) To undertake and carry out urban renewal projects within the municipality, to make and execute contracts and other instruments necessary or convenient to the exercise of its powers under this part and part 43, and to disseminate blight clearance and urban renewal information;
- (3) To organize, coordinate, and direct, within the municipality, the administration of the provisions of this part and part 43 as they apply to such municipality in order that the objective of remedying blighted areas and preventing the causes thereof within such municipality may be most effectively promoted and achieved and to establish such new office or offices of the municipality or to reorganize existing offices in order to carry out such purpose most effectively;
- (4) To exercise all or any part or combination of powers granted in this part or part 43; and

WHEREAS, the City of Billings reviews and adopts Urban Renewal Plans for each of its Urban Renewal Districts, and those Plans specify goals for each Urban Renewal District; and

WHEREAS, the City of Billings may establish local policies that guide the establishment, operations, funding and governance of urban renewal districts; and

WHEREAS, development of TIF (Tax Increment Financing) Policies would be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

That the City Council now makes and adopts the following TIF Policy:

## CITY OF BILLINGS TAX INCREMENT FINANCE POLICY

1. PERMITTED USES OF TIF FUNDS. TIF funds may be used for costs outlined in MCA, Title 7, Chapter 15, Part 42, Section 88. Urban Renewal Plans adopted by the City may limit what TIF funds may be spent on in any Urban Renewal District. Eligible costs may include, but are not limited to:
  - a. Land acquisition and assemblage, demolition and removal of structures, relocation of occupants, analysis to determine needs of an urban renewal area, administrative cost for redevelopment activities.
  - b. Public infrastructure, including, but not limited to: streets, storm drains, parking, public buildings, water and sewer lines, sidewalks, utility connections.
  - c. Private infrastructure with public benefit, including, but not limited to, building façades, windows, doors, fire suppression or alarm systems, storm drainage, environmental remediation, parking, and ADA access.
  
2. FINANCIAL ASSISTANCE THROUGH TIF. All financial assistance must be approved by the City Council prior to any activity receiving funding. Financial assistance should be requested prior to beginning construction. All activity (design and construction) must be completed prior to issuance of TIF funds from the City Finance Department. Financial thresholds and assistance tools are as follows:
  - a. A minimum of  $\geq$  \$5 of private investment for every \$1 of public investment is the preferred threshold to be met for each TIF application. The City Council reserves the right to approve any application that does not meet this minimum. The City Council also may make exceptions for projects of less than \$100,000, and for publicly owned projects, properties or facilities.
  - b. Grants may be made for uses listed in Part 1 above benefitting any government owned-land or buildings and for profit and non-profit businesses.
  - c. Bonding may be available at the discretion of the City Council.
  - d. All TIF grants will be formalized by a development agreement that must be signed by the grantee before the City will reimburse eligible expenses.
  
3. URD MANAGEMENT. Each URD in the City of Billings will be managed as follows:
  - a. Each URD should maintain a non-profit advisory board to make recommendations to the City Council regarding TIF expenditures. Unless specifically authorized by a Memorandum of Understanding (MOU) referenced in 3(b) below, a majority of board members must own or lease property within the district, or must represent such owner or lessee, and may include representation from residential or commercial property owners or lessees. Advisory Boards must carry insurance for their members and provide proof of insurance to the City.
  - b. A MOU must be executed between the advisory board and the City Council that defines the board's roles, responsibilities, authority, and processes, including for hiring and maintaining board support staff. The MOU must

contain language addressing conflict of interest situations for board members whose property may directly benefit from a TIF expenditure and for board support staff. The MOU also must include language that if there is the appearance of a conflict of interest the issue will be reviewed by City legal staff before moving forward.

- c. Training for all URD advisory boards will be conducted biannually in coordination with City staff and URD support staff. The training must include, but is not limited to: review of URD and TIF laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.
- d. URD financial reporting will be consistent across all URDs and be set by coordination between the City Finance Director and the Planning and Community Services Director, and URD support staff.
- e. TIF application review and City Council staff report preparation will be conducted by the Planning and Community Services Department Director, in coordination with the Assistant City Administrator, Finance Director, and URD support staff.

PASSED by the City Council and APPROVED this 9<sup>th</sup> day of July, 2018.



CITY OF BILLINGS

BY: William A Cole  
William A. Cole, Mayor

ATTEST

BY: Denise R. Bohlman  
Denise R. Bohlman, City Clerk

**NOTE: SUPPORTING DOCUMENTS FOLLOW AGENDA**

# CITY OF BILLINGS

CITY OF BILLINGS' VISION STATEMENT:

***"THE MAGIC CITY – A VIBRANT, WELCOMING PLACE WHERE  
PEOPLE FLOURISH AND BUSINESS THRIVES"***

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## AGENDA

COUNCIL CHAMBERS

December 8, 2008

6:30 P.M.

**CALL TO ORDER – Mayor Tussing**

**PLEDGE OF ALLEGIANCE – Mayor Tussing**

**INVOCATION – Councilmember McCall**

**ROLL CALL**

**MINUTES – November 13, 2008, Special Meeting  
November 24, 2008**

**COURTESIES** – Presentation to Al Winegardner and family in appreciation of donation in memory of Jayne Winegardner

**PROCLAMATIONS**

**ADMINISTRATOR REPORTS – Tina Volek**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Item: 1 ONLY.**  
**Speaker sign-in required.** (Comments offered here are limited to 1 minute per speaker. Please sign up on the clipboard located at the podium. Comment on items listed as public hearing items will be heard ONLY during the designated public hearing time for each respective item.)

*(NOTE: For Items not on this agenda, public comment will be taken at the end of the agenda. Please sign up on the clipboard located at the back of the room.)*

### **CONSENT AGENDA:**

1. A. **Change Order #3**, W.O. 08-09, Waste Water Treatment Plant Primary Effluent Pipe Replacement and Sludge Drying Bed Expansion, Western Municipal, \$20,468.65, and **increase** the City Administrator's change order authority by \$50,000.

B. **Approval** of compensation agreement for Private Contract No. 599, Emmanuel Baptist Church Sanitary Sewer Extension project, \$325,360.

**C. Approval** of amended Purchase and Sale Agreement with School District Two for ten acres within Cottonwood Park for \$200,000, and **authorization** for the Mayor to execute associated documents to consummate the sale and transfer of ownership of the property.

**D. Approval** of grant application submittal to Safe Route to School Program for the Elementary School Traffic Plan, \$50,000.

**E. Resolution** relating to financing of proposed Zone 3 Storage, Zone 4 Reservoir project and Water Rehabilitation project; establishing compliance with reimbursement bond regulations under the Internal Revenue Code for the purpose of reimbursing the City with bond sale proceeds for financing water projects prior to the availability of funds.

**F. Resolution** relating to financing of a proposed Wastewater treatment plant disinfection system project; establishing compliance with reimbursement bond regulations under the Internal Revenue Code for the purpose of reimbursing the City with bond sale proceeds for financing sewer projects prior to the availability of funds.

**G. Second/Final reading** ordinance expanding the North 27<sup>th</sup> Street Urban Renewal Area – 2008.

**H. Second/Final reading** ordinance modifying the South Billings Boulevard Urban Renewal District.

**I. Exempt Amended Plat** of Tract 1 of Certificate of Survey 1815.

**J. Bills and Payroll**  
(1) November 7, 2008  
(2) November 14, 2008

**(Action:** approval or disapproval of Consent Agenda.)

## **REGULAR AGENDA:**

**2. PUBLIC HEARING AND RESOLUTION GRANTING NEW OR EXPANDING INDUSTRY TAX INCENTIVES FOR BIG SKY ECONOMIC DEVELOPMENT AUTHORITY/GENERAL ELECTRIC CAPITAL CORPORATION** for a new building at 3333 Hesper Road. Staff recommends approval. **(Action:** approval or disapproval of staff recommendation).

**3. PUBLIC HEARING AND RESOLUTION GRANTING NEW OR EXPANDING INDUSTRY TAX INCENTIVES FOR DALCO INDUSTRIES DBA TETON STEEL** for property improvements at Gabel Road and South 29<sup>th</sup> Street. Staff

recommends approval. (**Action:** approval or disapproval of staff recommendation).

4. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR REVISIONS TO BOARDS AND COMMISSIONS:** Revisions that provide consistency in procedural areas for advisory boards, commissions and committees, and reorganizes ordinances into one Article of the Code. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
5. **PUBLIC HEARING FOR EXTENSION OF INTERIM ZONING ORDINANCE:** A proposed one-year extension of the Interim Zoning Ordinance that amends Section 27-611, Sexually Oriented Businesses, and allows the interim zoning ordinance to be effective until December 23, 2009. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
6. **DOWNTOWN BILLINGS PARKING STUDY.** Delayed from 11/24/08. Staff recommends approval of contract with Rich and Associates, Inc. for \$68,500. (**Action:** approval or disapproval of staff recommendation).
7. **PUBLIC COMMENT on Non-Agenda Items -- Speaker sign-in required.** (*Restricted to ONLY items not on this printed agenda; comments limited to 3 minutes per speaker. Please sign up on the clipboard located at the back of the Council Chambers.*)

(**Action:** approval or disapproval of Consent Agenda.)

## ADJOURN

(**NOTE:** Additional information on any of these items is available in the City Clerk's Office)

Visit our Web site at:  
<http://ci.billings.mt.us>

**ATTACHMENT A**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE MODIFYING THE URBAN RENEWAL PLAN OF THE NORTH 27<sup>TH</sup> STREET DISTRICT URBAN RENEWAL AREA; MODIFYING THE BOUNDARIES OF THE DISTRICT; ADOPTING A MODIFIED URBAN RENEWAL PLAN INCLUDING A TAX INCREMENT PROVISION; APPROVING URBAN RENEWAL PROJECTS THEREIN AND AUTHORIZING THE ISSUANCE OF TAX INCREMENT URBAN RENEWAL REVENUE BONDS OF THE CITY TO FINANCE COSTS THEREOF

NOW, WHEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

WHEREAS, on July 11, 2005 the City Council adopted Ordinance No. 05-5333, which created the North 27<sup>th</sup> Street District Urban Renewal Area (hereafter “North 27<sup>th</sup> Street District”) and adopted the Urban Renewal Plan of the North 27<sup>th</sup> Street District Urban Renewal Area (“N. 27<sup>th</sup> Street Plan”) that included a tax increment provision and endorsed urban renewal projects.

WHEREAS, on November 13, 2006 the City Council adopted Ordinance No. 06-5394 which expanded the boundaries and amended the N. 27<sup>th</sup> Street Plan to create the Extended N. 27<sup>th</sup> Street District that included a tax increment provision and endorsed urban renewal projects.

WHEREAS, it has been determined that the Extended North 27<sup>th</sup> Street District and the N. 27<sup>th</sup> Street Plan should be modified to include additional property contiguous to the Extended North 27<sup>th</sup> Street District.

WHEREAS, this Council on November 24, 2008, conducted a public hearing on a proposal to modify the N. 27<sup>th</sup> Street Plan by adopting the Urban Renewal Plan of the Expanded North 27<sup>th</sup> Street District Urban Renewal Area - 2008, thereby establishing a modified urban renewal area to be formally designated as the Expanded North 27<sup>th</sup> Street District Urban Renewal Area - 2008 (the “Expanded North 27<sup>th</sup> Street District - 2008” or “the Property”), and to undertake urban renewal projects therein, all as authorized by Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended (the “Act”).

WHEREAS, the Expanded North 27<sup>th</sup> Street District - 2008 is depicted on Attachment 1 (depicting the relationship of the Expanded North 27<sup>th</sup> District – 2008 to the Extended N. 27<sup>th</sup> Street District) and which is hereby incorporated herein and made a part hereof. Pursuant to this Ordinance, the boundaries of the Redevelopment Area are modified to reflect the addition of the Property depicted on the map on Attachment 1. The Redevelopment Area, as modified, is depicted on Attachment 1 and legally described on Attachment 2 (the “Resulting Redevelopment Area”) (each of which is hereby incorporated herein and made a part hereof). The Resulting Redevelopment Area is contiguous.

WHEREAS, opportunities have been presented to the City that makes it desirable for the City to consider urban renewal projects within the Expanded North 27<sup>th</sup> Street District - 2008 consisting of demolishing certain blighted structures within the district; improving such properties with new construction, landscaping, utilities, and other similar improvements; and making the properties so improved available for private redevelopment in accordance with the Act (the "Projects"). Development proposals to be considered for funding include mixed use projects, building renovations, services for the District and the construction or expansion of City owned parking structures within the District.

WHEREAS, the proposed modified urban renewal plan titled the Urban Renewal Plan of the Expanded North 27<sup>th</sup> Street District - 2008 is attached hereto as Attachment 3 (which is hereby incorporated herein and made a part hereof) (the "Modified Plan"). The Modified Plan contains a tax increment provision and will govern the operation and administration of the Expanded North 27<sup>th</sup> Street District - 2008.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Billings, Montana, as follows:

1. Findings. This Council hereby finds, determines and declares, based on the comments received at the public hearing and other studies and information available to this Council, that:

a. The Property presently contains structures and improvements that are in a state of substantial deterioration, are obsolete or defective, pose unsanitary or unsafe conditions, are vacant and unused, and have inappropriate uses. The present condition of the Property substantially impairs the sound functioning of the downtown area of the City and its environs, is conducive to juvenile delinquency and crime, poses the threat of vandalism or mischief and fire or loss, constitutes an economic and social liability, and is a menace to the public health, safety, and welfare of the residents of the City. Accordingly, the Council reaffirms its previous findings that the Property is a blighted area within the meaning of Section 7-15-4210 of the Act. This Council finds that the rehabilitation, redevelopment or a combination thereof of the Property is necessary and in the interest of the health, safety, morals or welfare of the residents of the City. This Council finds that undertaking measures to eradicate or diminish the blight affecting the Property will help to foster a more dynamic, livable, and vibrant downtown.

b. If Projects require relocation of displaced persons, a detailed relocation plan is required and will be prepared.

c. The Modified Plan conforms to the 2003 Billings and Yellowstone County Growth Policy and the City's Downtown Framework Plan.

d. The Modified Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the District by private enterprise.

e. A sound and adequate financial program is required for the financing of Projects, which program includes substantial private investment and financing and the sale and issuance by the City of Tax Increment Bonds in proportions yet to be determined, for the purpose of financing a portion of the costs of the Projects as set forth above.

f. Approved Projects will constitute urban renewal projects within the meaning of the Act and are authorized to be undertaken by the City.

2. Plan Adoption. The Modified Plan is hereby adopted and approved in all respects, including without limitation, the segregation and application of tax increments as provided in Sections 7-15-4282 through 7-15-4293 of the Act as provided therein. For purposes of allocating taxes according to the Act, the "prior assessed value" of taxable property within the Expanded North 27<sup>th</sup> Street District - 2008 is that value shown on the assessment rolls as of January 1, 2008.

3. Project Approval. Authorized Projects are hereby approved.

4. Bonds. This Council approves financing the costs of Urban Renewal Projects, or a portion thereof, with proceeds of the Bonds. The City is hereby authorized and directed to undertake activities and analysis ordinarily prerequisite to the issuance of tax increment urban renewal revenue bonds in a principal amount not to exceed \$10 million for financing of the costs of Urban Renewal Projects or a portion thereof.

5. Conditional Commitment. The adoption of the Plan does not constitute a guarantee or a firm commitment that the City will issue the Bonds or undertake Projects. If, based on comments or information made available to or obtained by the City, it appears that the issuance of the Bonds or Projects is not in the public interest or consistent with the purposes of the Act, the City reserves the right not to issue the Bonds or undertake the Project.

7. Repealer. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

8. Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

9. Effective Date. This Ordinance shall be in full force and effect from and after the date that is 30 calendar days after the date set forth below.

ADOPTED by the City Council of the City of Billings, Montana, on second reading this 8<sup>th</sup> day of December, 2008.

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Ron Tussing, Mayor

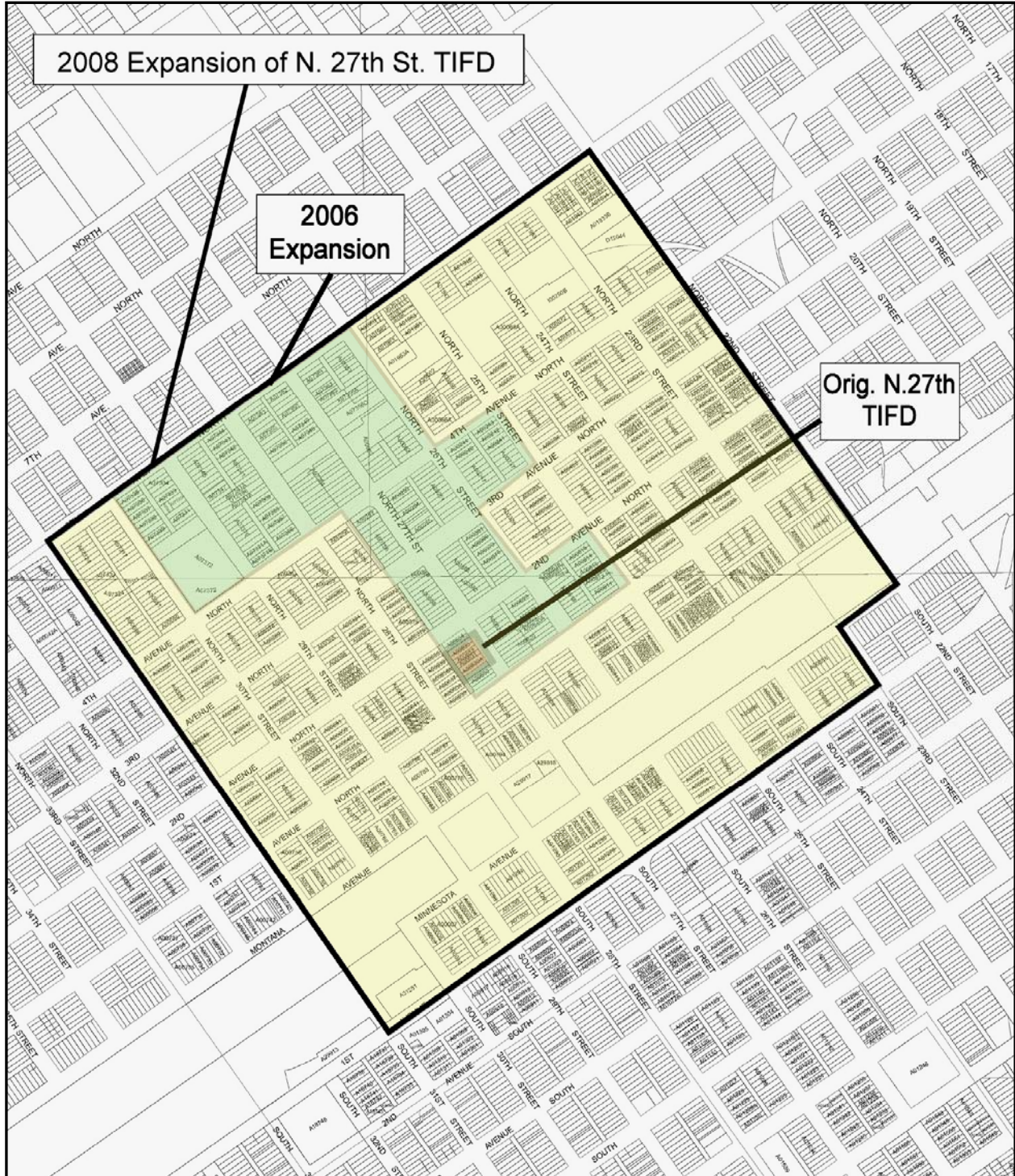
ATTEST:

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Cari Martin, City Clerk

**ATTACHMENT 1**

**Expanded North 27<sup>th</sup> Street Urban Renewal District – 2008 Boundaries, Boundaries of the Extended N. 27<sup>th</sup> Street District (2006) and the Boundaries of the N. 27<sup>th</sup> Street District (2005)**



**ATTACHMENT 2**  
**Expanded North 27<sup>th</sup> Street Urban Renewal District – 2008**  
**Boundary Description**

**Beginning at a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and North 31<sup>st</sup> St. proceeding east along the centerline of 6<sup>th</sup> Ave. North to a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and N. 22<sup>nd</sup> Street proceeding south along the centerline of North 22<sup>nd</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to a point at the intersection of South 22<sup>nd</sup> Street and Minnesota Avenue proceeding west along the centerline of Minnesota Avenue to a point at the intersection of Minnesota Avenue and South 23<sup>rd</sup> Street proceeding south along the centerline of South 23<sup>rd</sup> Street to a point at the intersection of South 23<sup>rd</sup> Street and 1st Avenue South proceeding west along the centerline of 1<sup>st</sup> Avenue South to a point at the intersection of the centerlines of 1<sup>st</sup> Avenue South and South 31<sup>st</sup> Street proceeding north along the centerline of South 31<sup>st</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to the starting point at the intersection North 31<sup>st</sup> Street and 6<sup>th</sup> Avenue North encompassing all parcels and tax codes therein.**

**ATTACHMENT 3**  
**Expanded North 27<sup>th</sup> Street Urban Renewal Area – 2008**  
**Modified Plan**

**EXPANSION OF THE BILLINGS, MONTANA  
NORTH 27<sup>TH</sup> STREET URBAN RENEWAL AREA,  
WITH TAX INCREMENT, AND AMENDMENT TO  
THE URBAN RENEWAL PLAN**

**FOR CITY OF BILLINGS AND PLANNING REVIEW**  
**October 14, 2008**

Prepared by



Downtown Billings Partnership, Inc  
2815 2<sup>nd</sup> Ave. North – Billings, MT 59101 – [gregk@downtownbillings.com](mailto:gregk@downtownbillings.com)

## **SECTION 1 – INTRODUCTION**

On July 11, 2005, the City Council adopted an ordinance that (a) created the North 27<sup>th</sup> Street District Urban Renewal Area (“North 27<sup>th</sup> Street District”) and (b) adopted an urban renewal plan for the district. On November 13, 2006 the City Council adopted an ordinance that (a) expanded the North 27<sup>th</sup> Street District and (b) modified the urban renewal plan for the district. For reasons discussed in this Amendment to the Urban Renewal Plan of the North 27<sup>th</sup> Street District (“Plan”), it has been determined that the North 27<sup>th</sup> Street District should be expanded again to include other contiguous blighted properties in need of redevelopment. Further, it has been determined that this area, known as the Central Business District of Billings, has been and is in need of expanded public parking, enhanced pedestrian connections and experiences, improved public safety, and infrastructure improvements to public and private properties that will lead to increased taxable values. The existing urban renewal plan may be modified by ordinance in accordance with the procedure described in M.C.A. § 7-15-4221. The Urban Renewal Plan of the North 27<sup>th</sup> Street District approved by the City Council on July 11, 2005 and modified on November 13, 2006 is hereby included by reference as part of this amended Plan and shall remain applicable hereto except to the extent the original plan is explicitly or impliedly amended by this Plan. It is recognized as part of this Plan that the basic vision of the document known as Downtown Billings Framework Plan, adopted by the Billings City Council on December 22, 1997 and by the Yellowstone County Commissioners on December 23, 1997, is still valid and should be considered a part hereof. The terms defined in “Part I – DEFINITIONS” of the North 27<sup>th</sup> Street District Plan shall have the same meanings in this Plan unless a contrary meaning is expressed herein. The expanded district proposed in this Plan is hereafter referred to as the Expanded North 27<sup>th</sup> Street District - 2008 or the “District.”

## **SECTION 2 – BACKGROUND**

The original Downtown Redevelopment District, a downtown tax increment finance district, was created on December 20, 1975 by a resolution which cited hazardous conditions existing in the district due to overhead utility wires, inefficient land use, problems of access and circulation, physical constraints to development, random location of mixed uses and deteriorated building

conditions, and found that rehabilitation and redevelopment of the District would be in the public interest. That original district (hereafter “1975 District”) comprised one hundred and twenty four (124) blocks in the city center after the 1985 south expansion and the 2004 east expansion. The 1975 District expired March 1, 2008 but the Urban Renewal Plan and the Framework Plan used for that district, in many parts and in relation to this District remain valid.

Because the 1975 District has terminated, but many of the undesirable conditions continue to exist, it was determined that it would be in the best interest of the City to expand the North 27<sup>th</sup> Tax Increment District to assist the construction of public improvements, stabilize and grow the tax base, increase the parking inventory, increase the inventory of downtown residential property, stimulate multi-use development (“Multi-Use Facility Projects”), fill street level vacancies, provide expanded security, develop safe event locations with appropriate traffic control devices, expand the Business Improvement District, make modifications to street and intersection lighting, increase traffic calming and reduce the noise in the district through Quiet Zone management and further implement the vision of the Downtown Framework Plan.

Currently, there is a need to expand the North 27<sup>th</sup> Street District to encompass development needs on the North 27<sup>th</sup> Street corridor, the North Broadway corridor, the Old Town Neighborhood and the Montana Avenue Historic District (including expansion of the Historic District to include areas south of the railroad tracks), the Civic District, areas adjacent to the Medical Corridor, adjacent to the East Billings Urban Renewal Area and other underutilized properties within the Central Business District of Billings. Although there has been significant improvement in the valuation of property in much of the 1975 District, the area defined by this proposed expanded tax increment district has major properties that have been neglected for many years and continue to show signs of serious blight and tax base decline. Many parcels have been removed from the tax rolls and/or are delinquent on payments of taxes and fees. The Expanded North 27<sup>th</sup> Street District creates an opportunity to continue redevelopment of the center of downtown with a mixture of public and private investment in a roughly seventy-one-square-

block district (just over half of the size of the 1975 expanded district) encompassing the existing North 27<sup>th</sup> Street District.

The area has several pockets of low taxable value, with several lots of the land being owned by government and other non-profit entities and several buildings that are over 50% vacant.

The creation of the Expanded North 27<sup>th</sup> Street District is essential to any planned development at 4<sup>th</sup> Avenue North and North Broadway, redevelopment of the vacant Northern Hotel, improving security and expanding the clean safe and vibrant programs of the Business Improvement District, continuing redevelopment of the Civic Plaza area, developing the boundary areas of the Medical Corridor and the East Billings Urban Renewal Area, and expanding the Historic District. It could also assist with the essential remodeling of the Northern Hotel, the Babcock Theatre, the Westwood Building, the Lincoln Hotel Building. Public infrastructure construction within this expanded District could assist with the renovation and/or relocation of various City facilities, such as the public library. It is currently expected that the expanded North 27<sup>th</sup> Street District may help fund the following projects:

## **I. Business Programs and Projects**

- a. Business Retention
  - i. Targeted assistance and review of existing street level businesses
  - ii. Retail market survey
- b. Business Recruitment
  - i. Development of a “chainlet” network
  - ii. Business plan development assistance
  - iii. Association networking
  - iv. Business Improvement District support
  - v. Business cluster analysis
  - vi. Pedestrian study
    - 1. demographics
    - 2. directions
    - 3. linkages
    - 4. destinations
    - 5. wayfinding

## **II. Parking and Transportation**

- a. Increase use of public transit
- b. Parking structures to support current and future needs

- c. Explore parking linkages to adjacent destinations
- d. Explore parking management practices and programs
  - i. Off street parking
  - ii. On street parking

### **III. Crime Prevention and Public Safety**

- a. Cooperative Security Program
- b. Business Watch Program
- c. Crime and Fraud prevention programs
  - i. Geared towards street level businesses

### **IV. Management, Implementation and Maintenance**

- a. Downtown Billings Partnership, Inc. or its successor, management agreement
  - i. Project development
  - ii. Public awareness
  - iii. Advocacy and liaison between public and private sectors
- b. Business Improvement District expansion and development
  - i. Cooperative work agreements with PMDs
  - ii. Development and promotion of Conference Corridor
  - iii. BID expansion
  - iv. “Green” Management
    - 1. Recycling programs
    - 2. Tree management

### **V. Infrastructure Improvements**

- a. Public
  - i. Expansion of Historic District
  - ii. New Library
  - iii. New Planning Department Offices
  - iv. Public Parking and Greenspace
  - v. Intersection Lighting by Public Works
  - vi. New SILMDs for mid-block lighting
  - vii. Streetscapes and traffic calming plans
  - viii. Sidewalks, curbs and gutter improvements
    - 1. stabilization of vaults
  - ix. Relocation of public and private utility lines
- b. Public infrastructure improvements that would support the following development projects/programs
  - i. Workforce housing development
  - ii. Loft and Condo development
  - iii. Lodging development
  - iv. Conference Facilities

v. Entertainment venues

**SECTION 3 – SUMMARY OF BLIGHT FINDINGS**

The area in the proposed expansion of the North 27th Street District contains a great deal of blight. Within the district there is substantial structural deterioration, long-term land vacancy, a railroad spur line that has been abandoned and a major rail line that continues to divide the Central Business District. Several of the commercial buildings in the district are deteriorated and/or vacant and need demolition or renovation. Many of the storefronts and upper floors are vacant or under-occupied. Sidewalks are cracked; alleys are deteriorated, and, in general, much of the area is below accepted standards. In contrast to the above, there are certain properties within the district in good repair but included in the district to allow for a contiguous block of land within the district and because pockets of revitalization cannot be sustained if areas of neglect and blight surround them. Over time, without continued managed urban renewal, even these success stories will once again decline in taxable value. Most of the district falls into the blighted, neglected and under-utilized categories.

**SECTION 4 – DESCRIPTION OF BLIGHTED AREA**

The expanded urban renewal area described in this amended Plan incorporates most of the Central Business District. Within the district there are several older, single-story structures that have been retrofitted for offices and warehousing, numerous surface parking lots, and several vacant structures. Many of these structures are unsuited to their current uses because of age obsolescence and physical deterioration.

Montana's Urban Renewal Law (Montana Code Annotated Title 7, Chapter 15, Parts 42 and 43) provides the authority to declare the existence of blighted areas and to target them for improvements. "Blighted area" is defined in Section 7-15-4206(2), M.C.A., as follows:

*[A]n area that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime; substantially impairs or arrests the sound growth of the city or its environs; retards the provision of housing accommodations; or constitutes an economic or social liability or is detrimental*

*or constitutes a menace to the public health, safety, welfare, and morals in its present condition and use, by reason of:*

- (a) the substantial physical dilapidation; deterioration; defective construction, material, and arrangement; or age obsolescence of buildings or improvements, whether residential or nonresidential;*
- (b) inadequate provision for ventilation, light, proper sanitary facilities, or open spaces as determined by competent appraisers on the basis of an examination of the building standards of the municipality;*
- (c) inappropriate or mixed uses of land or buildings;*
- (d) high density of population and overcrowding;*
- (e) defective or inadequate street layout;*
- (f) faulty lot layout in relation to size, adequacy, accessibility, or usefulness;*
- (g) excessive land coverage;*
- (h) unsanitary or unsafe conditions;*
- (i) deterioration of site;*
- (j) diversity of ownership;*
- (k) tax or special assessment delinquency exceeding the fair value of the land;*
- (l) defective or unusual conditions of title;*
- (m) improper subdivision or obsolete platting;*
- (n) the existence of conditions that endanger life or property by fire or other causes; or*
- (o) any combination of the factors listed in this subsection (2).*

The land being added to the Plan area includes 405 (Exhibit A) property tax codes plus a segment of centrally assessed BN Railroad property. The complete, expanded Urban Renewal Area will have 481 property tax codes plus the segment of BN Railroad property. Within that total area, and as noted in the 2006 approved Urban Renewal Plan, there are many “target areas” that should be immediately considered for redevelopment. The properties on N. Broadway between 4<sup>th</sup> Avenue North and 6<sup>th</sup> Avenue North will need additional parking to facilitate the construction of a Stockman Bank facility. The area adjacent to the Northern Hotel on North Broadway is in need of parking due to the closure of the privately owned parking structure in that area due to unsafe and blighted conditions of the structure. The area east of the Yellowstone County Courthouse Lawn is targeted for a new federal courthouse and will need additional parking and green spaces. The area between the new MET transit facility on N. 25<sup>th</sup> Street and to the east boundary of the East Billings Urban Renewal Area (N. 22<sup>nd</sup> Street) is in need of redevelopment that could include workforce housing and parking. The status of the Battin Federal Courthouse is still unclear. The facility is contaminated with asbestos and is destined to become vacant with the completion of a new federal courthouse and office building. This

vacancy will present a redevelopment opportunity in the near future. The area surrounding City of Billings Park IV contains many surface parking lots that could be developed if Park IV is sold to a private developer. This area lacks high-rise housing with mixed use occupancy on the first floor. The future use of the Lincoln Center is unclear and it could be a redevelopment opportunity if the school district ceases its administrative and continuing education functions in the building. The properties on 1<sup>st</sup> Ave. S. and Minnesota Avenue are not currently in a Historic District and values remain stagnant as compared to the Montana Avenue area. The redevelopment of the south side of the railroad tracks has not kept up with the redevelopment north of the tracks and should be a target area. Several properties located between Montana Avenue and 1<sup>st</sup> Avenue North are severely underutilized and in need of redevelopment. Without attention to some of this blight, over time, the value of the Montana Avenue redevelopment will most likely be negatively impacted.

#### **SECTION 5 – DETERMINATION OF BLIGHT**

The proposed expansion area of the North 27<sup>th</sup> Street District contains a number of underdeveloped properties. The Council previously determined that the property included in the North 27<sup>th</sup> Street District was “blighted” within the meaning of the Act in Resolution 05-18276 adopted June 13, 2005 and Resolution 06-18488, adopted September 25, 2006. The Redevelopment Area, including the portion that is to be expanded to form the Expanded North 27<sup>th</sup> Street District - 2008, was previously determined to be blighted and an appropriate area for an urban renewal project in Resolution No. 12107 dated January 5, 1976. Deficiencies in public and private properties located in the district lead to a determination that the area continues to be blighted, as defined by state statute. Specific areas of blight on the site are listed below:

##### Deficient Structures in Expanded Area

There are several buildings that are over 50 years in age and do not qualify as being historically significant. Many are in poor repair and may contain potentially hazardous asbestos and lead paint.

#### Deficient Public Facilities in Extended Area

The streets, curbs, gutters and sidewalks in much of the area are in satisfactory repair. However, sewer and water utilities in the area are aging and have required frequent repairs in recent years. Several parking lots generally do not meet code requirements for paving, striping and landscaping. Many of them are cracked and crumbling. The city owned parking ramps within the area, except for Park IV have extensive “waiting lists” and public parking for adjacent office and commercial structures continues to be inadequate. Demand for parking will continue and additional and expanded parking structures will be required to accommodate commercial growth.

#### Deficient Land Use in Extended Area

In general, the area is under-utilized due to the significant amount of surface parking areas and a large number of single-story structures. The taxable value of this district must be stabilized and encouraged to grow.

### **SECTION 6 – THE SITE AND ITS RELATIONSHIP TO THE CITY**

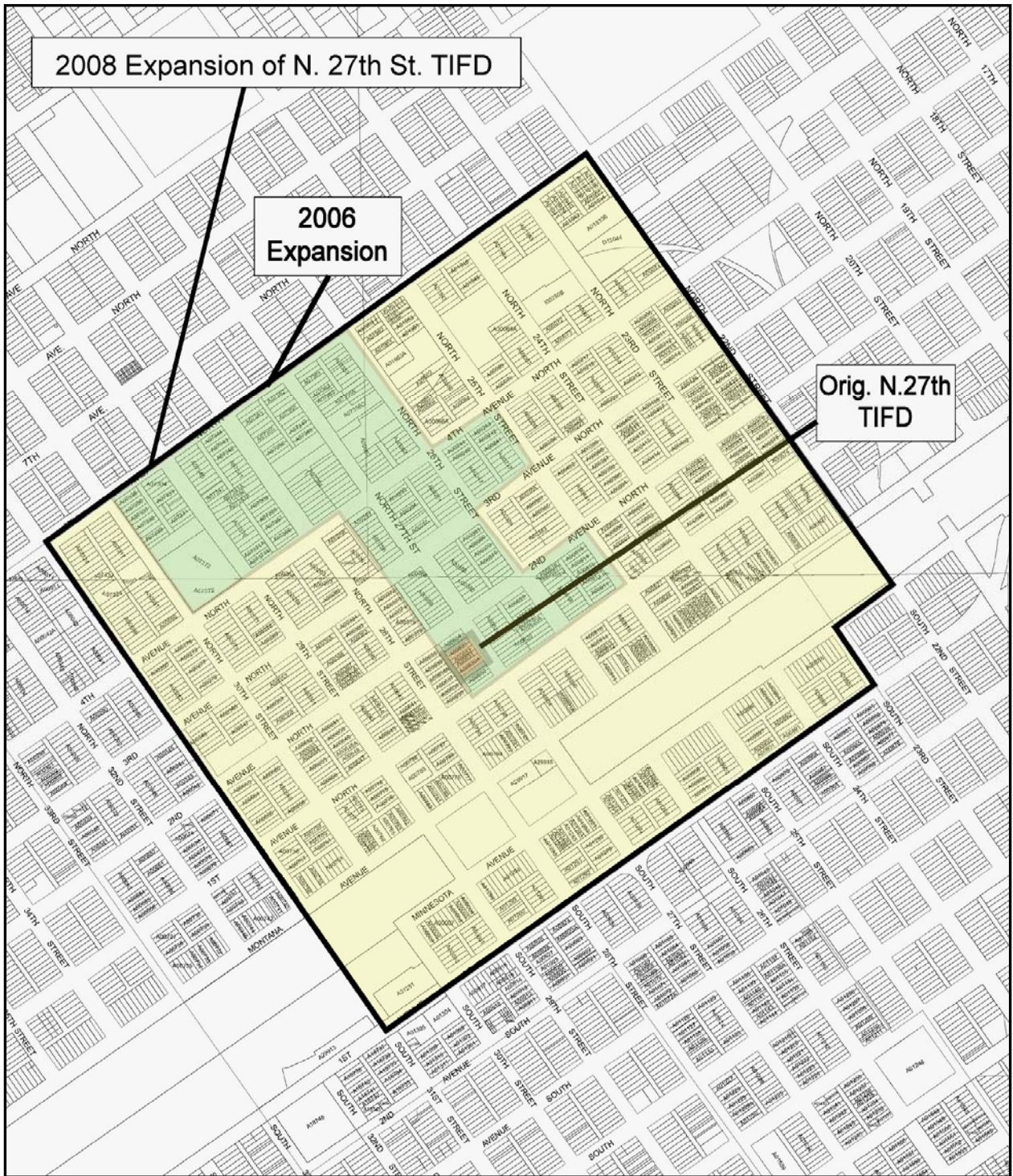
As noted, the expanded North 27<sup>th</sup> Street Urban Renewal Area comprises most of the Central Business District (CBD) of the City of Billings.

### **SECTION 7 – LEGAL DESCRIPTION**

The legal description of the proposed Expanded North 27<sup>th</sup> Street District – 2008 is as follows:

**Beginning at a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and North 31<sup>st</sup> St. proceeding east along the centerline of 6<sup>th</sup> Ave. North to a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and N. 22<sup>nd</sup> Street proceeding south along the centerline of North 22<sup>nd</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to a point at the intersection of South 22<sup>nd</sup> Street and Minnesota Avenue proceeding west along the centerline of Minnesota Avenue to a point at the intersection of Minnesota Avenue and South 23<sup>rd</sup> Street proceeding south along the centerline of South 23<sup>rd</sup> Street to a point at the intersection of South 23<sup>rd</sup> Street and 1st Avenue South proceeding west along the centerline of 1<sup>st</sup> Avenue South to a point at the intersection of the centerlines of 1<sup>st</sup> Avenue South and South 31<sup>st</sup> Street proceeding north along the centerline of South 31<sup>st</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to the starting point at the intersection North 31<sup>st</sup> Street and 6<sup>th</sup> Avenue North encompassing all parcels and tax codes therein, all inclusive.**

Map of entire Expanded N. 27<sup>th</sup> District



## **SECTION 8 – PROPERTY DEVELOPERS**

New development in the proposed tax increment district will also be accomplished through the implementation of the Downtown Framework Plan. These Projects are described in Section 2 of this plan.

## **SECTION 9 – PROJECT RELATIONSHIP TO THE FRAMEWORK PLAN**

The proposed urban renewal area and expanded tax increment district is located generally in the center of the City and encompasses most of the “districts” as defined by the Billings Framework Plan (“Framework Plan”). One goal of the Framework Plan was to remove barriers to downtown circulation and development created by 4<sup>th</sup> Avenue North and 6<sup>th</sup> Avenue North and establish the area between the avenues as both a discreet district and a recognized extension of the CBD, thereby allowing potential ties to the medical corridor and MSU-Billings from the CBD. Generally, the Framework Plan stressed the downtown’s ability to make a positive impact on the entire city. The Framework Plan also recommended a private non-profit organization to assist the City of Billings with the management of the Tax Increment District through an annual work plan and contract. This Expanded N 27<sup>th</sup> Street District may be managed in a similar manner and could make use of the redevelopment and facilitation established through that management entity.

### **Framework Plan Recommendation: Housing**

The Framework Plan states that housing should be a top priority and that the City should continue to work with builders and developers to encourage downtown housing through various methods. Specifically, the plan states that high-rise housing is to be located in the east transition zone and portions of the north transition zone.

The formation of an expanded tax increment district will help to raise funds that can be used for construction or rehabilitation of public infrastructure necessary to attract and retain housing in the area.

## **Framework Plan Recommendation: Priorities**

The top priorities identified in the Framework Plan include the following:

- Development incentives, including business retention and recruitment
- Housing – demonstration projects
- Streetscape Kit of Parts – expand kit to include Minnesota Avenue
- Events Kit of Parts – Modern and safer traffic control devices may be needed
- Paring configuration adjustments – several one-way streets could be converted to 2-way
- 5<sup>th</sup> Avenue North Corridor preservation and enhancement

**This amendment to the Plan and the urban renewal projects that it contemplates specifically address all six of these priorities.**

### **SECTION 10 – CONFORMANCE TO THE GROWTH POLICY**

One of the requirements of Montana’s Urban Renewal Law (Title 7, Chapter 15, Parts 42 and 43) is that the urban renewal plan must conform to the community’s growth policy. The Yellowstone County and City of Billings Growth Policy (“Growth Policy”) refers to and promotes downtown redevelopment in a variety of ways. This amendment to the Plan is consistent with the current Growth Policy.

### **SECTION 11 – CERTAIN PLAN FEATURES AND FINANCIAL MATTERS**

Section 7-15-4217, M.C.A., of the Act requires cities to make certain findings when they adopt an urban renewal plan and approve Urban Renewal Projects. These are addressed below:

1. Most of the District contains no existing dwelling units or housing, and planned projects would not displace any persons from housing. Accordingly, there is no need to have a workable and feasible plan for substitute housing until and unless such a project is developed in the future.
2. This amended Plan conforms to the Growth Policy for the City as a whole and to the

Framework Plan.

3. This Modified Plan affords maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the Expanded North 27<sup>th</sup> Street District by private enterprise. It is unreasonable to expect that the district will be remain stabilized and/or redeveloped without substantial public support. Numerous properties within the area are dilapidated. As presently constituted, property in the district is not conducive to any sort of uniform or integrated development and, as presently existing, cannot compete with other areas of the City for substantial developments, particularly areas at the outskirts of the City. Experience has validated the foregoing facts and observations. This amended Plan is intended to facilitate the identification and construction of significant Urban Renewal Projects, which would not be possible without this Plan.
4. A sound and adequate financial program exists for financing projects, which include the sale and issuance by the City of the Bonds in an amount not to exceed the costs of the project, including administration costs and costs of issuance of the Bonds. Any approved Development Project will require commitments of substantial private financing that will provide the primary means for funding construction of the improvements.
5. This Expanded N. 27<sup>th</sup> Street District - 2008 may be modified at any time by the City Council as necessary to eliminate and prevent the development or spread of blighted areas, and encourage urban rehabilitation. The process for plan modification shall follow the procedures set forth in 7-15-4212 through 7-15-4219 MCA, with respect to initial adoption of this plan. For purposes of urban renewal district boundary changes only, the notice of public hearing, as described in 7-15-4215 MCA, may be mailed only to those owners whose properties are situated within the area of expansion or contraction of the Urban Renewal District boundaries. In cases where the boundaries are not modified, but the contents of the urban renewal plan are substantially modified, notification shall be mailed to all owners of property within the Urban Renewal District area.

## SECTION 12 – TAX INCREMENT

Tax increment financing is necessary to encourage private reinvestment within the District, which will further encourage economic growth in the District and Downtown Billings, create substantial employment opportunities, and increase the tax base of the City and other taxing jurisdictions. The expanded North 27<sup>th</sup> Street District is hereby established as a tax increment financing urban renewal area within the meaning of the Act, and, in particular, Section 7-15-4282 through 7-15-4293 of the Act. This Section constitutes a tax increment provision within the meaning of the Act. In connection therewith:

1. For the purpose of calculating the incremental taxable value each year for the life of the district, the base taxable value shall be calculated as current base taxable value of the district plus the base taxable value of all real and personal property added to the district by this amended plan and as show in Exhibit B as of **January 1, 2008**.
2. The City is hereby authorized to segregate the tax increment derived in the district and use and deposit such increment into the tax increment fund of the district for use as authorized by the Act and as authorized herein from time to time, including, without limitation, pledging the tax increment to repayment of Bonds.
3. The tax increment received from the district may be used to pay directly costs of an approved Development Project as may from time to time be approved by the Council. The Council also hereby authorizes the use of tax increment in the district to pay debt service on Bonds issued to finance a portion of the costs of these Development Projects, and costs associated with the sale and security of such Bonds in compliance with the Act, subject to any limitations imposed by the Montana Constitution and federal law.
4. The tax increment provision of the district will terminate upon the latter of:
  - a. The fifteenth (15<sup>th</sup>) year following the original creation of the district; or
  - b. The payment or provision for payment in full or discharge of all Bonds, and the payment of interest thereon, for which the tax increment has been pledged.

After termination of the tax increment provision, all taxes shall continue to be levied upon the actual taxable value of the taxable property in the district, but shall be paid into funds of the taxing bodies levying taxes within the district.

## SECTION 13 – CONCLUSIONS

The creation of this expanded North 27th Street Urban Renewal District will have a positive impact on Downtown Billings and no impact on the total taxable value flowing to the taxing entities from the now expired 1975 Urban Renewal District.

Expansion of the North 27<sup>th</sup> Street District is an essential first-step in completing what may be a number of urban renewal projects. If completed, mixed use projects approved within the first two years could stimulate over \$30 million in new construction, and possibly as much as \$15 million in re-sales and redevelopment. Approximately 500 new employees and new downtown residents could be located on the commercial and upper floors of possible mixed use projects. Thus, expansion of the district, in addition to further stabilizing the tax base, eliminating blight and providing renaissance to the CBD, will also bring new employees and residents to the CBD.

Mixed use development within the Expanded District ties in favorably with and actually stimulates the remodeling plans that are currently underway for several downtown properties. Additionally, like any major new development, the anticipated Stockman Bank construction at 4<sup>th</sup> Avenue North and North Broadway will have a stimulating effect on the surrounding area. Specific examples of this are:

1. It will tie the CBD to the medical corridor located immediately to the north of the development.
2. The Billings Clinic has purchased the Underriner property to the north and west of the Library. The Clinic's plans at this point have not been determined; however, the development proposed in this amended Plan will enhance and encourage future development by this group.

3. The Framework Plan encourages the development of the 5<sup>th</sup> Avenue North corridor. An enhanced Library, as accomplished by projects described in this Plan, will provide an excellent entrance to this corridor.
4. Future redevelopment and revitalization of structures like the Northern Hotel and the Babcock Theatre Building are enabled by this district.
5. This expanded district may assist with the completion of and continued modernization of City owned downtown parking structures.

In conclusion, expansion of the North 27<sup>th</sup> Street Urban Renewal District to include the property described in this amended Plan will have a positive effect on the CBD and the City.



July 26, 2024

City of Billings Planning and Community Services  
Attn: Andy Zoeller  
P.O. Box 1178  
Billings, MT 59103-1178

Request for TIF Assistance - Alberta Bair Theater

Dear, Andy -

The DBP is hereby submitting a request for TIF assistance on behalf of the Alberta Bair Theater, the Nonprofit that manages the ABT campus on behalf of the City of Billings, for a project in the Expanded North 27th Street Urban Renewal District.

The project involves the installation of bollards along the sidewalk on N Broadway and 3rd Ave N. Since the completion of its renovations, at least four accidents have happened that could have been more catastrophic. One knocked down a street lamp and a one-way street sign next to the ABT. The other injured a bicyclist and damaged a parked car by the Church adjacent to and North of the ABT. This past Fall, a 15-year old driver was arrested on suspicion of driving under the influence and four other people were hospitalized when two vehicles collided at the intersection of 3rd Ave N & N 27th St. More recently, two women were found passed out in a vehicle littered with empty containers after they drove into a sign and bollards in front of Spitz Mediterranean Street Food almost kitty corner from the ABT. After the collision, the driver turned the vehicle around and drove to the Billings Gazette's parking lot where the driver and passenger were found unconscious.

The ABT is requesting \$83,000 toward the installation of bollards. The Board of Directors of the DBP support this project & recommend approval. This project complies with the Montana Code Annotated in terms of eligible expenses. Furthermore, this project conforms with goals & elements of the Urban Renewal Plan as well as the Downtown Billings Strategic Plan to contribute toward a safer environment and continuation of attracting visitors to downtown. This will ensure that a Historic yet recently renovated asset like the Alberta Bair Theater is preserved, modernized, and well protected to maintain a safe atmosphere for downtown visitors & attendees of the theater.

The DBP is requesting a position for review by the Billings City Council during its regular meeting Monday, August 26th.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "Mehmet Casey", is written over a horizontal line.

Mehmet Casey, Development Director | Downtown Billings Partnership

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Tax Increment Assistance to the Babcock Theater from the Downtown Tax Increment Fund  
**Presented by:** Andy Zoeller, Finance Director  
**Department:** Finance  
**Presentation:** Yes  
**Legal Review:** No  
**Project Number:** N/A

**RECOMMENDATION**

The Downtown Billings Partnership (DBP) Board has reviewed the attached application for tax increment assistance and recommends the City Council not approve the request for tax increment finance funds from the Expanded North 27th Urban Renewal District to the Cine Billings, d/b/a Art House Billings.

Due to the critical nature of needed improvements, I as City Administrator, recommend Council support staff bringing back a proposed approach to funding the improvements necessary to protect the structural integrity of the Babcock Theater property in 2024.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Cine Billings, a non-profit organization, leases and manages the Babcock Theater located at 2810 2nd Avenue North. As the property is city-owned, and operated by a non-profit, it does not generate property tax revenue. (Lease agreement attached)

Cine Billings proposes to undertake substantial exterior rehabilitation work on the Babcock Theater. The planned improvements include repairs to the historic marquee, which is over 70 years old and has drainage issues compromising its safety. Additional work involves upgrading the vault beneath the sidewalk, which is showing signs of deterioration, as well as enhancing the entry doors for improved security and efficiency. Other planned upgrades include securing an abandoned brick chimney and making interior improvements to the balcony railing, stairs, and flooring. The estimated cost for these improvements is approximately \$586,929, with funding sources including a Montana Historic Preservation Grant and other contributions.

The DBP considered the application at its July 26th meeting and voted not to recommend \$300,000 in TIF assistance. The DBP's decision was based on the district's financial projections and current priorities, which emphasize downtown housing, mixed-use projects, and public safety. While acknowledging the significance of the Babcock Theater's improvements, and its importance downtown, the DBP's recommendation reflects a prioritization of these goals and limited financial resources.

Should the City Council decide to fund the project, it is important to note that the requested expenditures do align with the Urban Renewal Plan and Montana Code Annotated, as noted in the table below.

**Table 1.** Alignment of Proposed Improvements with City TIF Policy, Expanded N. 27th Urban Renewal District Plan, and MT Code Annotated.

| Qualified Improvements                    | DBA Strategic Plan                 | City TIF Policy                                                                                                                                                                                                                                           | Urban Renewal Plan                                                                                                                                                                                                                                        | Montana Code Annotated |
|-------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Historic Marquee                          | A Strong Downtown Identity - P. 13 | Permitted uses of TIF Funds:<br><br>• Public infrastructure including...sidewalks P.2<br>• Private infrastructure with Public Benefit and Public infrastructure - P.2<br><br>Financial Assistance Through TIF - (grants may be for non-profit businesses) | Infrastructure Improvements (Part V. P 55)<br><br>• Expansion of Historic District<br>• Sidewalks, curbs, and gutter improvements ( <i>stabilization of vaults</i> )<br>• Public Infrastructure to support entertainment venues and conference facilities | MCA 7-15-4288 (4)      |
| Sidewalk                                  |                                    |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                           |                        |
| Exterior Doors                            |                                    |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                           |                        |
| Interior Work (Railing, Stairs, Flooring) |                                    |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                           |                        |

**ALTERNATIVES**

City Council may:

- Approve the application for TIF funds, contrary to the DBP's recommendation; or,
- Modify the requested amount or terms for the expenditure of TIF funds; or,
- Disapprove the application for TIF funds, in line with the DBP's recommendation.

**FISCAL EFFECTS**

This project was not included in the FY25 budget. If approved, staff recommends that payment not occur until FY26 or later. The development agreement with the Rockman project (approved on 3/11/24), limits the ability for the TIF to fund new development projects prior to the completion of that project. The total amount requested for this project is \$300,000 and will need to be budgeted in future years, as funds are available.

**Attachments**

- 2008 Downtown Urban Renewal Plan
- City TIF Policy
- Babcock TIF Application
- Babcock Transmittal Letter
- City & Arthouse Lease of Babcock Theater

**NOTE: SUPPORTING DOCUMENTS FOLLOW AGENDA**

# CITY OF BILLINGS

CITY OF BILLINGS' VISION STATEMENT:

***“THE MAGIC CITY – A VIBRANT, WELCOMING PLACE WHERE  
PEOPLE FLOURISH AND BUSINESS THRIVES”***

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## AGENDA

COUNCIL CHAMBERS

December 8, 2008

6:30 P.M.

**CALL TO ORDER – Mayor Tussing**

**PLEDGE OF ALLEGIANCE – Mayor Tussing**

**INVOCATION – Councilmember McCall**

**ROLL CALL**

**MINUTES – November 13, 2008, Special Meeting  
November 24, 2008**

**COURTESIES** – Presentation to Al Winegardner and family in appreciation of donation in memory of Jayne Winegardner

**PROCLAMATIONS**

**ADMINISTRATOR REPORTS – Tina Volek**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Item: 1 ONLY.**  
**Speaker sign-in required.** (Comments offered here are limited to 1 minute per speaker. Please sign up on the clipboard located at the podium. Comment on items listed as public hearing items will be heard ONLY during the designated public hearing time for each respective item.)

*(NOTE: For Items not on this agenda, public comment will be taken at the end of the agenda. Please sign up on the clipboard located at the back of the room.)*

### **CONSENT AGENDA:**

1. A. **Change Order #3**, W.O. 08-09, Waste Water Treatment Plant Primary Effluent Pipe Replacement and Sludge Drying Bed Expansion, Western Municipal, \$20,468.65, and **increase** the City Administrator's change order authority by \$50,000.

B. **Approval** of compensation agreement for Private Contract No. 599, Emmanuel Baptist Church Sanitary Sewer Extension project, \$325,360.

**C. Approval** of amended Purchase and Sale Agreement with School District Two for ten acres within Cottonwood Park for \$200,000, and **authorization** for the Mayor to execute associated documents to consummate the sale and transfer of ownership of the property.

**D. Approval** of grant application submittal to Safe Route to School Program for the Elementary School Traffic Plan, \$50,000.

**E. Resolution** relating to financing of proposed Zone 3 Storage, Zone 4 Reservoir project and Water Rehabilitation project; establishing compliance with reimbursement bond regulations under the Internal Revenue Code for the purpose of reimbursing the City with bond sale proceeds for financing water projects prior to the availability of funds.

**F. Resolution** relating to financing of a proposed Wastewater treatment plant disinfection system project; establishing compliance with reimbursement bond regulations under the Internal Revenue Code for the purpose of reimbursing the City with bond sale proceeds for financing sewer projects prior to the availability of funds.

**G. Second/Final reading** ordinance expanding the North 27<sup>th</sup> Street Urban Renewal Area – 2008.

**H. Second/Final reading** ordinance modifying the South Billings Boulevard Urban Renewal District.

**I. Exempt Amended Plat** of Tract 1 of Certificate of Survey 1815.

**J. Bills and Payroll**  
(1) November 7, 2008  
(2) November 14, 2008

**(Action:** approval or disapproval of Consent Agenda.)

## **REGULAR AGENDA:**

**2. PUBLIC HEARING AND RESOLUTION GRANTING NEW OR EXPANDING INDUSTRY TAX INCENTIVES FOR BIG SKY ECONOMIC DEVELOPMENT AUTHORITY/GENERAL ELECTRIC CAPITAL CORPORATION** for a new building at 3333 Hesper Road. Staff recommends approval. **(Action:** approval or disapproval of staff recommendation).

**3. PUBLIC HEARING AND RESOLUTION GRANTING NEW OR EXPANDING INDUSTRY TAX INCENTIVES FOR DALCO INDUSTRIES DBA TETON STEEL** for property improvements at Gabel Road and South 29<sup>th</sup> Street. Staff

recommends approval. (**Action:** approval or disapproval of staff recommendation).

4. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR REVISIONS TO BOARDS AND COMMISSIONS:** Revisions that provide consistency in procedural areas for advisory boards, commissions and committees, and reorganizes ordinances into one Article of the Code. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
5. **PUBLIC HEARING FOR EXTENSION OF INTERIM ZONING ORDINANCE:** A proposed one-year extension of the Interim Zoning Ordinance that amends Section 27-611, Sexually Oriented Businesses, and allows the interim zoning ordinance to be effective until December 23, 2009. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
6. **DOWNTOWN BILLINGS PARKING STUDY.** Delayed from 11/24/08. Staff recommends approval of contract with Rich and Associates, Inc. for \$68,500. (**Action:** approval or disapproval of staff recommendation).
7. **PUBLIC COMMENT on Non-Agenda Items -- Speaker sign-in required.** (*Restricted to ONLY items not on this printed agenda; comments limited to 3 minutes per speaker. Please sign up on the clipboard located at the back of the Council Chambers.*)

(**Action:** approval or disapproval of Consent Agenda.)

## ADJOURN

(**NOTE:** Additional information on any of these items is available in the City Clerk's Office)

**Visit our Web site at:  
<http://ci.billings.mt.us>**

**ATTACHMENT A**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE MODIFYING THE URBAN RENEWAL PLAN OF THE NORTH 27<sup>TH</sup> STREET DISTRICT URBAN RENEWAL AREA; MODIFYING THE BOUNDARIES OF THE DISTRICT; ADOPTING A MODIFIED URBAN RENEWAL PLAN INCLUDING A TAX INCREMENT PROVISION; APPROVING URBAN RENEWAL PROJECTS THEREIN AND AUTHORIZING THE ISSUANCE OF TAX INCREMENT URBAN RENEWAL REVENUE BONDS OF THE CITY TO FINANCE COSTS THEREOF

NOW, WHEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

WHEREAS, on July 11, 2005 the City Council adopted Ordinance No. 05-5333, which created the North 27<sup>th</sup> Street District Urban Renewal Area (hereafter “North 27<sup>th</sup> Street District”) and adopted the Urban Renewal Plan of the North 27<sup>th</sup> Street District Urban Renewal Area (“N. 27<sup>th</sup> Street Plan”) that included a tax increment provision and endorsed urban renewal projects.

WHEREAS, on November 13, 2006 the City Council adopted Ordinance No. 06-5394 which expanded the boundaries and amended the N. 27<sup>th</sup> Street Plan to create the Extended N. 27<sup>th</sup> Street District that included a tax increment provision and endorsed urban renewal projects.

WHEREAS, it has been determined that the Extended North 27<sup>th</sup> Street District and the N. 27<sup>th</sup> Street Plan should be modified to include additional property contiguous to the Extended North 27<sup>th</sup> Street District.

WHEREAS, this Council on November 24, 2008, conducted a public hearing on a proposal to modify the N. 27<sup>th</sup> Street Plan by adopting the Urban Renewal Plan of the Expanded North 27<sup>th</sup> Street District Urban Renewal Area - 2008, thereby establishing a modified urban renewal area to be formally designated as the Expanded North 27<sup>th</sup> Street District Urban Renewal Area - 2008 (the “Expanded North 27<sup>th</sup> Street District - 2008” or “the Property”), and to undertake urban renewal projects therein, all as authorized by Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended (the “Act”).

WHEREAS, the Expanded North 27<sup>th</sup> Street District - 2008 is depicted on Attachment 1 (depicting the relationship of the Expanded North 27<sup>th</sup> District – 2008 to the Extended N. 27<sup>th</sup> Street District) and which is hereby incorporated herein and made a part hereof. Pursuant to this Ordinance, the boundaries of the Redevelopment Area are modified to reflect the addition of the Property depicted on the map on Attachment 1. The Redevelopment Area, as modified, is depicted on Attachment 1 and legally described on Attachment 2 (the “Resulting Redevelopment Area”) (each of which is hereby incorporated herein and made a part hereof). The Resulting Redevelopment Area is contiguous.

WHEREAS, opportunities have been presented to the City that makes it desirable for the City to consider urban renewal projects within the Expanded North 27<sup>th</sup> Street District - 2008 consisting of demolishing certain blighted structures within the district; improving such properties with new construction, landscaping, utilities, and other similar improvements; and making the properties so improved available for private redevelopment in accordance with the Act (the “Projects”). Development proposals to be considered for funding include mixed use projects, building renovations, services for the District and the construction or expansion of City owned parking structures within the District.

WHEREAS, the proposed modified urban renewal plan titled the Urban Renewal Plan of the Expanded North 27<sup>th</sup> Street District - 2008 is attached hereto as Attachment 3 (which is hereby incorporated herein and made a part hereof) (the “Modified Plan”). The Modified Plan contains a tax increment provision and will govern the operation and administration of the Expanded North 27<sup>th</sup> Street District - 2008.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Billings, Montana, as follows:

1. Findings. This Council hereby finds, determines and declares, based on the comments received at the public hearing and other studies and information available to this Council, that:

a. The Property presently contains structures and improvements that are in a state of substantial deterioration, are obsolete or defective, pose unsanitary or unsafe conditions, are vacant and unused, and have inappropriate uses. The present condition of the Property substantially impairs the sound functioning of the downtown area of the City and its environs, is conducive to juvenile delinquency and crime, poses the threat of vandalism or mischief and fire or loss, constitutes an economic and social liability, and is a menace to the public health, safety, and welfare of the residents of the City. Accordingly, the Council reaffirms its previous findings that the Property is a blighted area within the meaning of Section 7-15-4210 of the Act. This Council finds that the rehabilitation, redevelopment or a combination thereof of the Property is necessary and in the interest of the health, safety, morals or welfare of the residents of the City. This Council finds that undertaking measures to eradicate or diminish the blight affecting the Property will help to foster a more dynamic, livable, and vibrant downtown.

b. If Projects require relocation of displaced persons, a detailed relocation plan is required and will be prepared.

c. The Modified Plan conforms to the 2003 Billings and Yellowstone County Growth Policy and the City’s Downtown Framework Plan.

d. The Modified Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the District by private enterprise.

e. A sound and adequate financial program is required for the financing of Projects, which program includes substantial private investment and financing and the sale and issuance by the City of Tax Increment Bonds in proportions yet to be determined, for the purpose of financing a portion of the costs of the Projects as set forth above.

f. Approved Projects will constitute urban renewal projects within the meaning of the Act and are authorized to be undertaken by the City.

2. Plan Adoption. The Modified Plan is hereby adopted and approved in all respects, including without limitation, the segregation and application of tax increments as provided in Sections 7-15-4282 through 7-15-4293 of the Act as provided therein. For purposes of allocating taxes according to the Act, the "prior assessed value" of taxable property within the Expanded North 27<sup>th</sup> Street District - 2008 is that value shown on the assessment rolls as of January 1, 2008.

3. Project Approval. Authorized Projects are hereby approved.

4. Bonds. This Council approves financing the costs of Urban Renewal Projects, or a portion thereof, with proceeds of the Bonds. The City is hereby authorized and directed to undertake activities and analysis ordinarily prerequisite to the issuance of tax increment urban renewal revenue bonds in a principal amount not to exceed \$10 million for financing of the costs of Urban Renewal Projects or a portion thereof.

5. Conditional Commitment. The adoption of the Plan does not constitute a guarantee or a firm commitment that the City will issue the Bonds or undertake Projects. If, based on comments or information made available to or obtained by the City, it appears that the issuance of the Bonds or Projects is not in the public interest or consistent with the purposes of the Act, the City reserves the right not to issue the Bonds or undertake the Project.

7. Repealer. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

8. Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

9. Effective Date. This Ordinance shall be in full force and effect from and after the date that is 30 calendar days after the date set forth below.

ADOPTED by the City Council of the City of Billings, Montana, on second reading this 8<sup>th</sup> day of December, 2008.

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Ron Tussing, Mayor

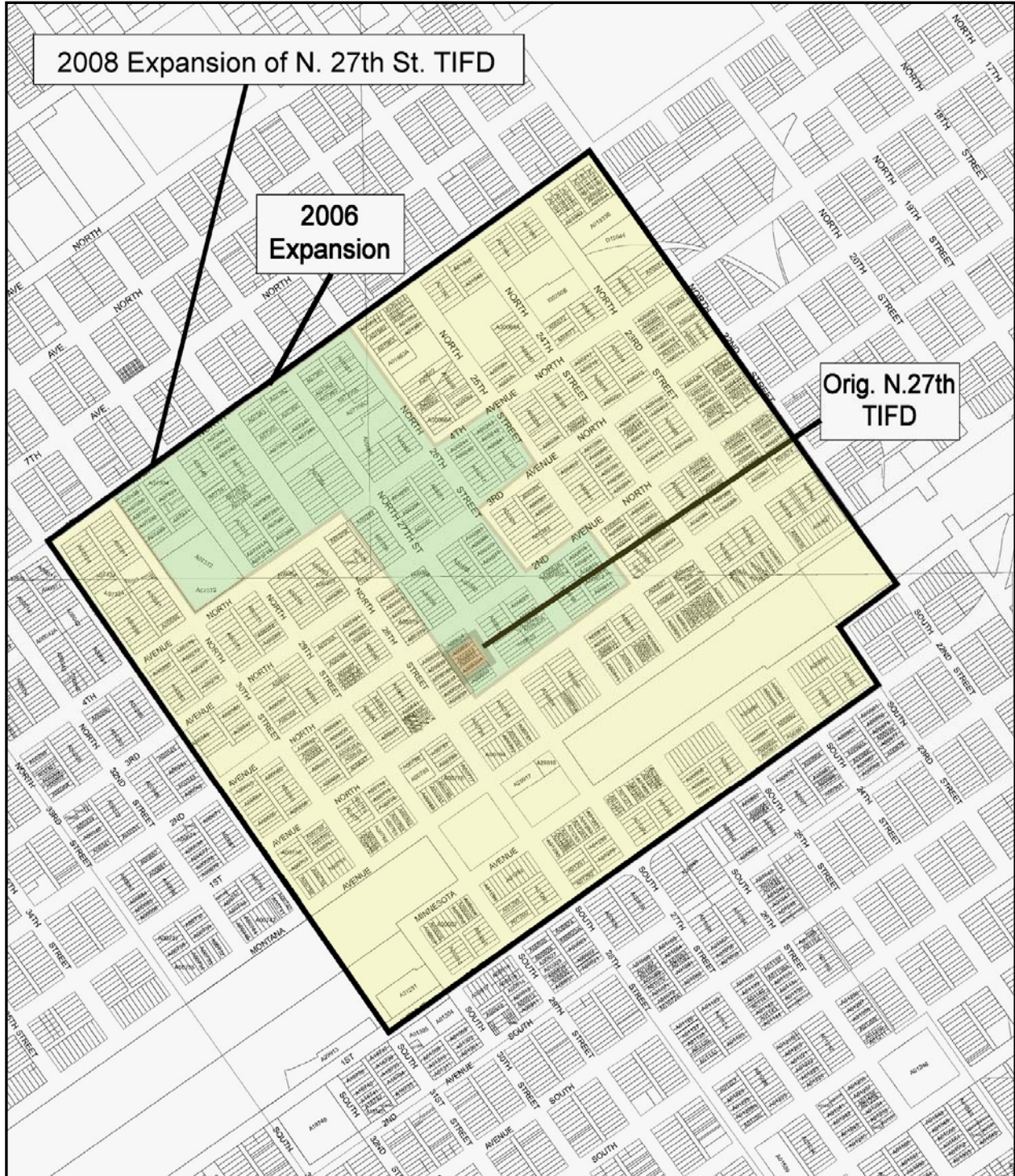
ATTEST:

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Cari Martin, City Clerk

**ATTACHMENT 1**

**Expanded North 27<sup>th</sup> Street Urban Renewal District – 2008 Boundaries, Boundaries of the Extended N. 27<sup>th</sup> Street District (2006) and the Boundaries of the N. 27<sup>th</sup> Street District (2005)**



**ATTACHMENT 2**  
**Expanded North 27<sup>th</sup> Street Urban Renewal District – 2008**  
**Boundary Description**

**Beginning at a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and North 31<sup>st</sup> St. proceeding east along the centerline of 6<sup>th</sup> Ave. North to a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and N. 22<sup>nd</sup> Street proceeding south along the centerline of North 22<sup>nd</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to a point at the intersection of South 22<sup>nd</sup> Street and Minnesota Avenue proceeding west along the centerline of Minnesota Avenue to a point at the intersection of Minnesota Avenue and South 23<sup>rd</sup> Street proceeding south along the centerline of South 23<sup>rd</sup> Street to a point at the intersection of South 23<sup>rd</sup> Street and 1st Avenue South proceeding west along the centerline of 1<sup>st</sup> Avenue South to a point at the intersection of the centerlines of 1<sup>st</sup> Avenue South and South 31<sup>st</sup> Street proceeding north along the centerline of South 31<sup>st</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to the starting point at the intersection North 31<sup>st</sup> Street and 6<sup>th</sup> Avenue North encompassing all parcels and tax codes therein.**

**ATTACHMENT 3**  
**Expanded North 27<sup>th</sup> Street Urban Renewal Area – 2008**  
**Modified Plan**

**EXPANSION OF THE BILLINGS, MONTANA  
NORTH 27<sup>TH</sup> STREET URBAN RENEWAL AREA,  
WITH TAX INCREMENT, AND AMENDMENT TO  
THE URBAN RENEWAL PLAN**

**FOR CITY OF BILLINGS AND PLANNING REVIEW**  
**October 14, 2008**

Prepared by



Downtown Billings Partnership, Inc  
2815 2<sup>nd</sup> Ave. North – Billings, MT 59101 – [gregk@downtownbillings.com](mailto:gregk@downtownbillings.com)

## **SECTION 1 – INTRODUCTION**

On July 11, 2005, the City Council adopted an ordinance that (a) created the North 27<sup>th</sup> Street District Urban Renewal Area (“North 27<sup>th</sup> Street District”) and (b) adopted an urban renewal plan for the district. On November 13, 2006 the City Council adopted an ordinance that (a) expanded the North 27<sup>th</sup> Street District and (b) modified the urban renewal plan for the district. For reasons discussed in this Amendment to the Urban Renewal Plan of the North 27<sup>th</sup> Street District (“Plan”), it has been determined that the North 27<sup>th</sup> Street District should be expanded again to include other contiguous blighted properties in need of redevelopment. Further, it has been determined that this area, known as the Central Business District of Billings, has been and is in need of expanded public parking, enhanced pedestrian connections and experiences, improved public safety, and infrastructure improvements to public and private properties that will lead to increased taxable values. The existing urban renewal plan may be modified by ordinance in accordance with the procedure described in M.C.A. § 7-15-4221. The Urban Renewal Plan of the North 27<sup>th</sup> Street District approved by the City Council on July 11, 2005 and modified on November 13, 2006 is hereby included by reference as part of this amended Plan and shall remain applicable hereto except to the extent the original plan is explicitly or impliedly amended by this Plan. It is recognized as part of this Plan that the basic vision of the document known as Downtown Billings Framework Plan, adopted by the Billings City Council on December 22, 1997 and by the Yellowstone County Commissioners on December 23, 1997, is still valid and should be considered a part hereof. The terms defined in “Part I – DEFINITIONS” of the North 27<sup>th</sup> Street District Plan shall have the same meanings in this Plan unless a contrary meaning is expressed herein. The expanded district proposed in this Plan is hereafter referred to as the Expanded North 27<sup>th</sup> Street District - 2008 or the “District.”

## **SECTION 2 – BACKGROUND**

The original Downtown Redevelopment District, a downtown tax increment finance district, was created on December 20, 1975 by a resolution which cited hazardous conditions existing in the district due to overhead utility wires, inefficient land use, problems of access and circulation, physical constraints to development, random location of mixed uses and deteriorated building

conditions, and found that rehabilitation and redevelopment of the District would be in the public interest. That original district (hereafter “1975 District”) comprised one hundred and twenty four (124) blocks in the city center after the 1985 south expansion and the 2004 east expansion. The 1975 District expired March 1, 2008 but the Urban Renewal Plan and the Framework Plan used for that district, in many parts and in relation to this District remain valid.

Because the 1975 District has terminated, but many of the undesirable conditions continue to exist, it was determined that it would be in the best interest of the City to expand the North 27<sup>th</sup> Tax Increment District to assist the construction of public improvements, stabilize and grow the tax base, increase the parking inventory, increase the inventory of downtown residential property, stimulate multi-use development (“Multi-Use Facility Projects”), fill street level vacancies, provide expanded security, develop safe event locations with appropriate traffic control devices, expand the Business Improvement District, make modifications to street and intersection lighting, increase traffic calming and reduce the noise in the district through Quiet Zone management and further implement the vision of the Downtown Framework Plan.

Currently, there is a need to expand the North 27<sup>th</sup> Street District to encompass development needs on the North 27<sup>th</sup> Street corridor, the North Broadway corridor, the Old Town Neighborhood and the Montana Avenue Historic District (including expansion of the Historic District to include areas south of the railroad tracks), the Civic District, areas adjacent to the Medical Corridor, adjacent to the East Billings Urban Renewal Area and other underutilized properties within the Central Business District of Billings. Although there has been significant improvement in the valuation of property in much of the 1975 District, the area defined by this proposed expanded tax increment district has major properties that have been neglected for many years and continue to show signs of serious blight and tax base decline. Many parcels have been removed from the tax rolls and/or are delinquent on payments of taxes and fees. The Expanded North 27<sup>th</sup> Street District creates an opportunity to continue redevelopment of the center of downtown with a mixture of public and private investment in a roughly seventy-one-square-

block district (just over half of the size of the 1975 expanded district) encompassing the existing North 27<sup>th</sup> Street District.

The area has several pockets of low taxable value, with several lots of the land being owned by government and other non-profit entities and several buildings that are over 50% vacant.

The creation of the Expanded North 27<sup>th</sup> Street District is essential to any planned development at 4<sup>th</sup> Avenue North and North Broadway, redevelopment of the vacant Northern Hotel, improving security and expanding the clean safe and vibrant programs of the Business Improvement District, continuing redevelopment of the Civic Plaza area, developing the boundary areas of the Medical Corridor and the East Billings Urban Renewal Area, and expanding the Historic District. It could also assist with the essential remodeling of the Northern Hotel, the Babcock Theatre, the Westwood Building, the Lincoln Hotel Building. Public infrastructure construction within this expanded District could assist with the renovation and/or relocation of various City facilities, such as the public library. It is currently expected that the expanded North 27<sup>th</sup> Street District may help fund the following projects:

## **I. Business Programs and Projects**

- a. Business Retention
  - i. Targeted assistance and review of existing street level businesses
  - ii. Retail market survey
- b. Business Recruitment
  - i. Development of a “chainlet” network
  - ii. Business plan development assistance
  - iii. Association networking
  - iv. Business Improvement District support
  - v. Business cluster analysis
  - vi. Pedestrian study
    - 1. demographics
    - 2. directions
    - 3. linkages
    - 4. destinations
    - 5. wayfinding

## **II. Parking and Transportation**

- a. Increase use of public transit
- b. Parking structures to support current and future needs

- c. Explore parking linkages to adjacent destinations
- d. Explore parking management practices and programs
  - i. Off street parking
  - ii. On street parking

### **III. Crime Prevention and Public Safety**

- a. Cooperative Security Program
- b. Business Watch Program
- c. Crime and Fraud prevention programs
  - i. Geared towards street level businesses

### **IV. Management, Implementation and Maintenance**

- a. Downtown Billings Partnership, Inc. or its successor, management agreement
  - i. Project development
  - ii. Public awareness
  - iii. Advocacy and liaison between public and private sectors
- b. Business Improvement District expansion and development
  - i. Cooperative work agreements with PMDs
  - ii. Development and promotion of Conference Corridor
  - iii. BID expansion
  - iv. “Green” Management
    - 1. Recycling programs
    - 2. Tree management

### **V. Infrastructure Improvements**

- a. Public
  - i. Expansion of Historic District
  - ii. New Library
  - iii. New Planning Department Offices
  - iv. Public Parking and Greenspace
  - v. Intersection Lighting by Public Works
  - vi. New SILMDs for mid-block lighting
  - vii. Streetscapes and traffic calming plans
  - viii. Sidewalks, curbs and gutter improvements
    - 1. stabilization of vaults
  - ix. Relocation of public and private utility lines
- b. Public infrastructure improvements that would support the following development projects/programs
  - i. Workforce housing development
  - ii. Loft and Condo development
  - iii. Lodging development
  - iv. Conference Facilities

v. Entertainment venues

**SECTION 3 – SUMMARY OF BLIGHT FINDINGS**

The area in the proposed expansion of the North 27th Street District contains a great deal of blight. Within the district there is substantial structural deterioration, long-term land vacancy, a railroad spur line that has been abandoned and a major rail line that continues to divide the Central Business District. Several of the commercial buildings in the district are deteriorated and/or vacant and need demolition or renovation. Many of the storefronts and upper floors are vacant or under-occupied. Sidewalks are cracked; alleys are deteriorated, and, in general, much of the area is below accepted standards. In contrast to the above, there are certain properties within the district in good repair but included in the district to allow for a contiguous block of land within the district and because pockets of revitalization cannot be sustained if areas of neglect and blight surround them. Over time, without continued managed urban renewal, even these success stories will once again decline in taxable value. Most of the district falls into the blighted, neglected and under-utilized categories.

**SECTION 4 – DESCRIPTION OF BLIGHTED AREA**

The expanded urban renewal area described in this amended Plan incorporates most of the Central Business District. Within the district there are several older, single-story structures that have been retrofitted for offices and warehousing, numerous surface parking lots, and several vacant structures. Many of these structures are unsuited to their current uses because of age obsolescence and physical deterioration.

Montana’s Urban Renewal Law (Montana Code Annotated Title 7, Chapter 15, Parts 42 and 43) provides the authority to declare the existence of blighted areas and to target them for improvements. “Blighted area” is defined in Section 7-15-4206(2), M.C.A., as follows:

*[A]n area that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime; substantially impairs or arrests the sound growth of the city or its environs; retards the provision of housing accommodations; or constitutes an economic or social liability or is detrimental*

*or constitutes a menace to the public health, safety, welfare, and morals in its present condition and use, by reason of:*

- (a) the substantial physical dilapidation; deterioration; defective construction, material, and arrangement; or age obsolescence of buildings or improvements, whether residential or nonresidential;*
- (b) inadequate provision for ventilation, light, proper sanitary facilities, or open spaces as determined by competent appraisers on the basis of an examination of the building standards of the municipality;*
- (c) inappropriate or mixed uses of land or buildings;*
- (d) high density of population and overcrowding;*
- (e) defective or inadequate street layout;*
- (f) faulty lot layout in relation to size, adequacy, accessibility, or usefulness;*
- (g) excessive land coverage;*
- (h) unsanitary or unsafe conditions;*
- (i) deterioration of site;*
- (j) diversity of ownership;*
- (k) tax or special assessment delinquency exceeding the fair value of the land;*
- (l) defective or unusual conditions of title;*
- (m) improper subdivision or obsolete platting;*
- (n) the existence of conditions that endanger life or property by fire or other causes; or*
- (o) any combination of the factors listed in this subsection (2).*

The land being added to the Plan area includes 405 (Exhibit A) property tax codes plus a segment of centrally assessed BN Railroad property. The complete, expanded Urban Renewal Area will have 481 property tax codes plus the segment of BN Railroad property. Within that total area, and as noted in the 2006 approved Urban Renewal Plan, there are many “target areas” that should be immediately considered for redevelopment. The properties on N. Broadway between 4<sup>th</sup> Avenue North and 6<sup>th</sup> Avenue North will need additional parking to facilitate the construction of a Stockman Bank facility. The area adjacent to the Northern Hotel on North Broadway is in need of parking due to the closure of the privately owned parking structure in that area due to unsafe and blighted conditions of the structure. The area east of the Yellowstone County Courthouse Lawn is targeted for a new federal courthouse and will need additional parking and green spaces. The area between the new MET transit facility on N. 25<sup>th</sup> Street and to the east boundary of the East Billings Urban Renewal Area (N. 22<sup>nd</sup> Street) is in need of redevelopment that could include workforce housing and parking. The status of the Battin Federal Courthouse is still unclear. The facility is contaminated with asbestos and is destined to become vacant with the completion of a new federal courthouse and office building. This

vacancy will present a redevelopment opportunity in the near future. The area surrounding City of Billings Park IV contains many surface parking lots that could be developed if Park IV is sold to a private developer. This area lacks high-rise housing with mixed use occupancy on the first floor. The future use of the Lincoln Center is unclear and it could be a redevelopment opportunity if the school district ceases its administrative and continuing education functions in the building. The properties on 1<sup>st</sup> Ave. S. and Minnesota Avenue are not currently in a Historic District and values remain stagnant as compared to the Montana Avenue area. The redevelopment of the south side of the railroad tracks has not kept up with the redevelopment north of the tracks and should be a target area. Several properties located between Montana Avenue and 1<sup>st</sup> Avenue North are severely underutilized and in need of redevelopment. Without attention to some of this blight, over time, the value of the Montana Avenue redevelopment will most likely be negatively impacted.

#### **SECTION 5 – DETERMINATION OF BLIGHT**

The proposed expansion area of the North 27<sup>th</sup> Street District contains a number of underdeveloped properties. The Council previously determined that the property included in the North 27<sup>th</sup> Street District was “blighted” within the meaning of the Act in Resolution 05-18276 adopted June 13, 2005 and Resolution 06-18488, adopted September 25, 2006. The Redevelopment Area, including the portion that is to be expanded to form the Expanded North 27<sup>th</sup> Street District - 2008, was previously determined to be blighted and an appropriate area for an urban renewal project in Resolution No. 12107 dated January 5, 1976. Deficiencies in public and private properties located in the district lead to a determination that the area continues to be blighted, as defined by state statute. Specific areas of blight on the site are listed below:

##### Deficient Structures in Expanded Area

There are several buildings that are over 50 years in age and do not qualify as being historically significant. Many are in poor repair and may contain potentially hazardous asbestos and lead paint.

#### Deficient Public Facilities in Extended Area

The streets, curbs, gutters and sidewalks in much of the area are in satisfactory repair. However, sewer and water utilities in the area are aging and have required frequent repairs in recent years. Several parking lots generally do not meet code requirements for paving, striping and landscaping. Many of them are cracked and crumbling. The city owned parking ramps within the area, except for Park IV have extensive “waiting lists” and public parking for adjacent office and commercial structures continues to be inadequate. Demand for parking will continue and additional and expanded parking structures will be required to accommodate commercial growth.

#### Deficient Land Use in Extended Area

In general, the area is under-utilized due to the significant amount of surface parking areas and a large number of single-story structures. The taxable value of this district must be stabilized and encouraged to grow.

### **SECTION 6 – THE SITE AND ITS RELATIONSHIP TO THE CITY**

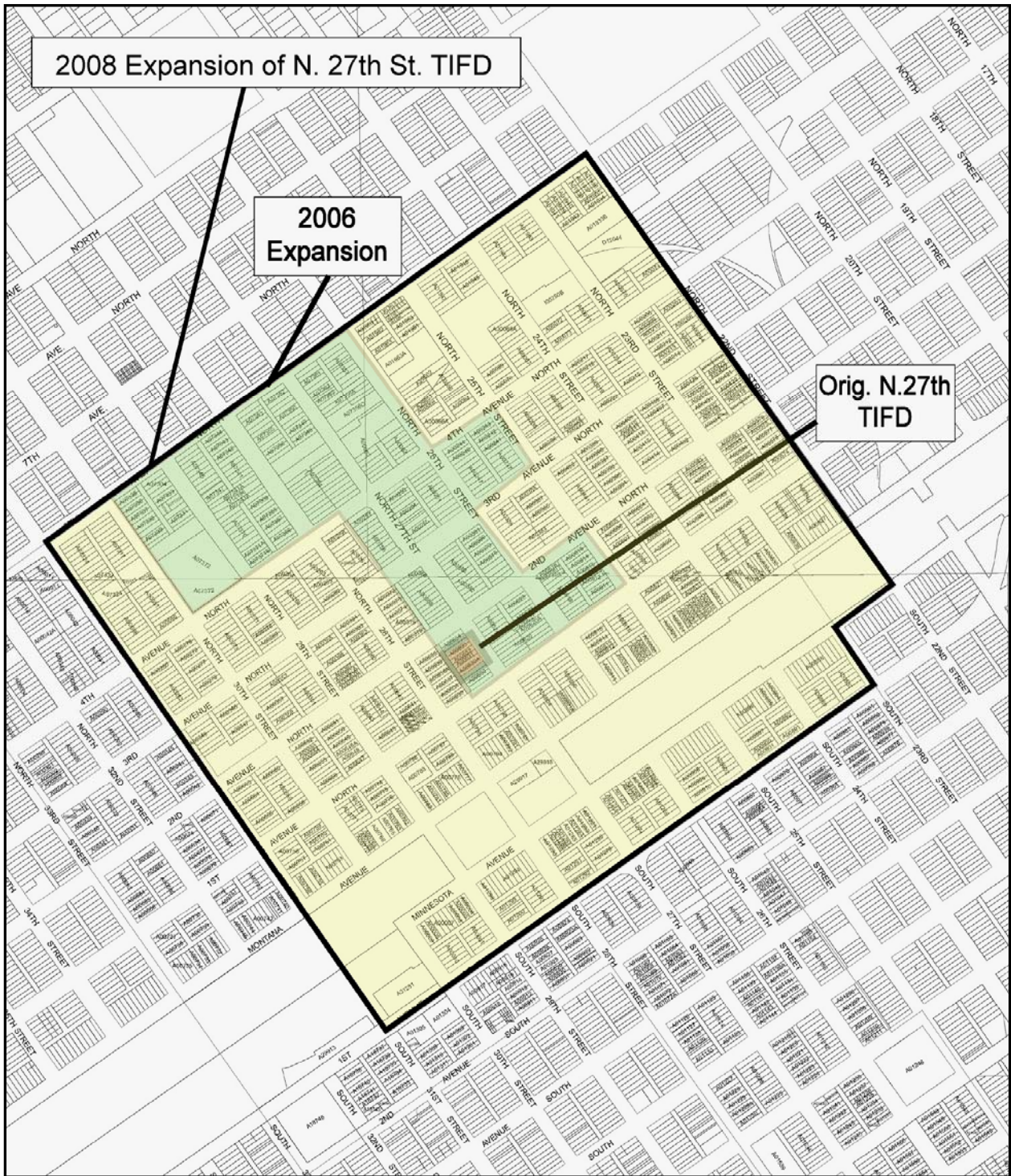
As noted, the expanded North 27<sup>th</sup> Street Urban Renewal Area comprises most of the Central Business District (CBD) of the City of Billings.

### **SECTION 7 – LEGAL DESCRIPTION**

The legal description of the proposed Expanded North 27<sup>th</sup> Street District – 2008 is as follows:

**Beginning at a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and North 31<sup>st</sup> St. proceeding east along the centerline of 6<sup>th</sup> Ave. North to a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and N. 22<sup>nd</sup> Street proceeding south along the centerline of North 22<sup>nd</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to a point at the intersection of South 22<sup>nd</sup> Street and Minnesota Avenue proceeding west along the centerline of Minnesota Avenue to a point at the intersection of Minnesota Avenue and South 23<sup>rd</sup> Street proceeding south along the centerline of South 23<sup>rd</sup> Street to a point at the intersection of South 23<sup>rd</sup> Street and 1st Avenue South proceeding west along the centerline of 1<sup>st</sup> Avenue South to a point at the intersection of the centerlines of 1<sup>st</sup> Avenue South and South 31<sup>st</sup> Street proceeding north along the centerline of South 31<sup>st</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to the starting point at the intersection North 31<sup>st</sup> Street and 6<sup>th</sup> Avenue North encompassing all parcels and tax codes therein, all inclusive.**

Map of entire Expanded N. 27<sup>th</sup> District



## **SECTION 8 – PROPERTY DEVELOPERS**

New development in the proposed tax increment district will also be accomplished through the implementation of the Downtown Framework Plan. These Projects are described in Section 2 of this plan.

## **SECTION 9 – PROJECT RELATIONSHIP TO THE FRAMEWORK PLAN**

The proposed urban renewal area and expanded tax increment district is located generally in the center of the City and encompasses most of the “districts” as defined by the Billings Framework Plan (“Framework Plan”). One goal of the Framework Plan was to remove barriers to downtown circulation and development created by 4<sup>th</sup> Avenue North and 6<sup>th</sup> Avenue North and establish the area between the avenues as both a discreet district and a recognized extension of the CBD, thereby allowing potential ties to the medical corridor and MSU-Billings from the CBD. Generally, the Framework Plan stressed the downtown’s ability to make a positive impact on the entire city. The Framework Plan also recommended a private non-profit organization to assist the City of Billings with the management of the Tax Increment District through an annual work plan and contract. This Expanded N 27<sup>th</sup> Street District may be managed in a similar manner and could make use of the redevelopment and facilitation established through that management entity.

### **Framework Plan Recommendation: Housing**

The Framework Plan states that housing should be a top priority and that the City should continue to work with builders and developers to encourage downtown housing through various methods. Specifically, the plan states that high-rise housing is to be located in the east transition zone and portions of the north transition zone.

The formation of an expanded tax increment district will help to raise funds that can be used for construction or rehabilitation of public infrastructure necessary to attract and retain housing in the area.

## **Framework Plan Recommendation: Priorities**

The top priorities identified in the Framework Plan include the following:

- Development incentives, including business retention and recruitment
- Housing – demonstration projects
- Streetscape Kit of Parts – expand kit to include Minnesota Avenue
- Events Kit of Parts – Modern and safer traffic control devices may be needed
- Paring configuration adjustments – several one-way streets could be converted to 2-way
- 5<sup>th</sup> Avenue North Corridor preservation and enhancement

**This amendment to the Plan and the urban renewal projects that it contemplates specifically address all six of these priorities.**

### **SECTION 10 – CONFORMANCE TO THE GROWTH POLICY**

One of the requirements of Montana’s Urban Renewal Law (Title 7, Chapter 15, Parts 42 and 43) is that the urban renewal plan must conform to the community’s growth policy. The Yellowstone County and City of Billings Growth Policy (“Growth Policy”) refers to and promotes downtown redevelopment in a variety of ways. This amendment to the Plan is consistent with the current Growth Policy.

### **SECTION 11 – CERTAIN PLAN FEATURES AND FINANCIAL MATTERS**

Section 7-15-4217, M.C.A., of the Act requires cities to make certain findings when they adopt an urban renewal plan and approve Urban Renewal Projects. These are addressed below:

1. Most of the District contains no existing dwelling units or housing, and planned projects would not displace any persons from housing. Accordingly, there is no need to have a workable and feasible plan for substitute housing until and unless such a project is developed in the future.
2. This amended Plan conforms to the Growth Policy for the City as a whole and to the

Framework Plan.

3. This Modified Plan affords maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the Expanded North 27<sup>th</sup> Street District by private enterprise. It is unreasonable to expect that the district will be remain stabilized and/or redeveloped without substantial public support. Numerous properties within the area are dilapidated. As presently constituted, property in the district is not conducive to any sort of uniform or integrated development and, as presently existing, cannot compete with other areas of the City for substantial developments, particularly areas at the outskirts of the City. Experience has validated the foregoing facts and observations. This amended Plan is intended to facilitate the identification and construction of significant Urban Renewal Projects, which would not be possible without this Plan.
4. A sound and adequate financial program exists for financing projects, which include the sale and issuance by the City of the Bonds in an amount not to exceed the costs of the project, including administration costs and costs of issuance of the Bonds. Any approved Development Project will require commitments of substantial private financing that will provide the primary means for funding construction of the improvements.
5. This Expanded N. 27<sup>th</sup> Street District - 2008 may be modified at any time by the City Council as necessary to eliminate and prevent the development or spread of blighted areas, and encourage urban rehabilitation. The process for plan modification shall follow the procedures set forth in 7-15-4212 through 7-15-4219 MCA, with respect to initial adoption of this plan. For purposes of urban renewal district boundary changes only, the notice of public hearing, as described in 7-15-4215 MCA, may be mailed only to those owners whose properties are situated within the area of expansion or contraction of the Urban Renewal District boundaries. In cases where the boundaries are not modified, but the contents of the urban renewal plan are substantially modified, notification shall be mailed to all owners of property within the Urban Renewal District area.

## SECTION 12 – TAX INCREMENT

Tax increment financing is necessary to encourage private reinvestment within the District, which will further encourage economic growth in the District and Downtown Billings, create substantial employment opportunities, and increase the tax base of the City and other taxing jurisdictions. The expanded North 27<sup>th</sup> Street District is hereby established as a tax increment financing urban renewal area within the meaning of the Act, and, in particular, Section 7-15-4282 through 7-15-4293 of the Act. This Section constitutes a tax increment provision within the meaning of the Act. In connection therewith:

1. For the purpose of calculating the incremental taxable value each year for the life of the district, the base taxable value shall be calculated as current base taxable value of the district plus the base taxable value of all real and personal property added to the district by this amended plan and as show in Exhibit B as of **January 1, 2008**.
2. The City is hereby authorized to segregate the tax increment derived in the district and use and deposit such increment into the tax increment fund of the district for use as authorized by the Act and as authorized herein from time to time, including, without limitation, pledging the tax increment to repayment of Bonds.
3. The tax increment received from the district may be used to pay directly costs of an approved Development Project as may from time to time be approved by the Council. The Council also hereby authorizes the use of tax increment in the district to pay debt service on Bonds issued to finance a portion of the costs of these Development Projects, and costs associated with the sale and security of such Bonds in compliance with the Act, subject to any limitations imposed by the Montana Constitution and federal law.
4. The tax increment provision of the district will terminate upon the latter of:
  - a. The fifteenth (15<sup>th</sup>) year following the original creation of the district; or
  - b. The payment or provision for payment in full or discharge of all Bonds, and the payment of interest thereon, for which the tax increment has been pledged.

After termination of the tax increment provision, all taxes shall continue to be levied upon the actual taxable value of the taxable property in the district, but shall be paid into funds of the taxing bodies levying taxes within the district.

## SECTION 13 – CONCLUSIONS

The creation of this expanded North 27th Street Urban Renewal District will have a positive impact on Downtown Billings and no impact on the total taxable value flowing to the taxing entities from the now expired 1975 Urban Renewal District.

Expansion of the North 27<sup>th</sup> Street District is an essential first-step in completing what may be a number of urban renewal projects. If completed, mixed use projects approved within the first two years could stimulate over \$30 million in new construction, and possibly as much as \$15 million in re-sales and redevelopment. Approximately 500 new employees and new downtown residents could be located on the commercial and upper floors of possible mixed use projects. Thus, expansion of the district, in addition to further stabilizing the tax base, eliminating blight and providing renaissance to the CBD, will also bring new employees and residents to the CBD.

Mixed use development within the Expanded District ties in favorably with and actually stimulates the remodeling plans that are currently underway for several downtown properties. Additionally, like any major new development, the anticipated Stockman Bank construction at 4<sup>th</sup> Avenue North and North Broadway will have a stimulating effect on the surrounding area. Specific examples of this are:

1. It will tie the CBD to the medical corridor located immediately to the north of the development.
2. The Billings Clinic has purchased the Underriner property to the north and west of the Library. The Clinic's plans at this point have not been determined; however, the development proposed in this amended Plan will enhance and encourage future development by this group.

3. The Framework Plan encourages the development of the 5<sup>th</sup> Avenue North corridor. An enhanced Library, as accomplished by projects described in this Plan, will provide an excellent entrance to this corridor.
4. Future redevelopment and revitalization of structures like the Northern Hotel and the Babcock Theatre Building are enabled by this district.
5. This expanded district may assist with the completion of and continued modernization of City owned downtown parking structures.

In conclusion, expansion of the North 27<sup>th</sup> Street Urban Renewal District to include the property described in this amended Plan will have a positive effect on the CBD and the City.

**RESOLUTION NO. 18-10750****A RESOLUTION OF THE CITY OF BILLINGS FORMING A  
POLICY FOR THE ADMINISTRATION OF URBAN  
RENEWAL AREAS OR DISTRICTS (URD) IN THE CITY.**

WHEREAS, MCA, Title 7, Chapter 15, Part 42, Section 51 declares: General powers of municipalities in connection with urban renewal. Every municipality shall have all the power necessary or convenient:

- (1) To carry out and effectuate the purposes and provisions of this part and part 43;
- (2) To undertake and carry out urban renewal projects within the municipality, to make and execute contracts and other instruments necessary or convenient to the exercise of its powers under this part and part 43, and to disseminate blight clearance and urban renewal information;
- (3) To organize, coordinate, and direct, within the municipality, the administration of the provisions of this part and part 43 as they apply to such municipality in order that the objective of remedying blighted areas and preventing the causes thereof within such municipality may be most effectively promoted and achieved and to establish such new office or offices of the municipality or to reorganize existing offices in order to carry out such purpose most effectively;
- (4) To exercise all or any part or combination of powers granted in this part or part 43; and

WHEREAS, the City of Billings reviews and adopts Urban Renewal Plans for each of its Urban Renewal Districts, and those Plans specify goals for each Urban Renewal District; and

WHEREAS, the City of Billings may establish local policies that guide the establishment, operations, funding and governance of urban renewal districts; and

WHEREAS, development of TIF (Tax Increment Financing) Policies would be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

That the City Council now makes and adopts the following TIF Policy:

## CITY OF BILLINGS TAX INCREMENT FINANCE POLICY

1. PERMITTED USES OF TIF FUNDS. TIF funds may be used for costs outlined in MCA, Title 7, Chapter 15, Part 42, Section 88. Urban Renewal Plans adopted by the City may limit what TIF funds may be spent on in any Urban Renewal District. Eligible costs may include, but are not limited to:
  - a. Land acquisition and assemblage, demolition and removal of structures, relocation of occupants, analysis to determine needs of an urban renewal area, administrative cost for redevelopment activities.
  - b. Public infrastructure, including, but not limited to: streets, storm drains, parking, public buildings, water and sewer lines, sidewalks, utility connections.
  - c. Private infrastructure with public benefit, including, but not limited to, building façades, windows, doors, fire suppression or alarm systems, storm drainage, environmental remediation, parking, and ADA access.
  
2. FINANCIAL ASSISTANCE THROUGH TIF. All financial assistance must be approved by the City Council prior to any activity receiving funding. Financial assistance should be requested prior to beginning construction. All activity (design and construction) must be completed prior to issuance of TIF funds from the City Finance Department. Financial thresholds and assistance tools are as follows:
  - a. A minimum of  $\geq$  \$5 of private investment for every \$1 of public investment is the preferred threshold to be met for each TIF application. The City Council reserves the right to approve any application that does not meet this minimum. The City Council also may make exceptions for projects of less than \$100,000, and for publicly owned projects, properties or facilities.
  - b. Grants may be made for uses listed in Part 1 above benefitting any government owned-land or buildings and for profit and non-profit businesses.
  - c. Bonding may be available at the discretion of the City Council.
  - d. All TIF grants will be formalized by a development agreement that must be signed by the grantee before the City will reimburse eligible expenses.
  
3. URD MANAGEMENT. Each URD in the City of Billings will be managed as follows:
  - a. Each URD should maintain a non-profit advisory board to make recommendations to the City Council regarding TIF expenditures. Unless specifically authorized by a Memorandum of Understanding (MOU) referenced in 3(b) below, a majority of board members must own or lease property within the district, or must represent such owner or lessee, and may include representation from residential or commercial property owners or lessees. Advisory Boards must carry insurance for their members and provide proof of insurance to the City.
  - b. A MOU must be executed between the advisory board and the City Council that defines the board's roles, responsibilities, authority, and processes, including for hiring and maintaining board support staff. The MOU must

contain language addressing conflict of interest situations for board members whose property may directly benefit from a TIF expenditure and for board support staff. The MOU also must include language that if there is the appearance of a conflict of interest the issue will be reviewed by City legal staff before moving forward.

- c. Training for all URD advisory boards will be conducted biannually in coordination with City staff and URD support staff. The training must include, but is not limited to: review of URD and TIF laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.
- d. URD financial reporting will be consistent across all URDs and be set by coordination between the City Finance Director and the Planning and Community Services Director, and URD support staff.
- e. TIF application review and City Council staff report preparation will be conducted by the Planning and Community Services Department Director, in coordination with the Assistant City Administrator, Finance Director, and URD support staff.

PASSED by the City Council and APPROVED this 9<sup>th</sup> day of July, 2018.



CITY OF BILLINGS

BY: William A Cole  
William A. Cole, Mayor

ATTEST

BY: Denise R. Bohlman  
Denise R. Bohlman, City Clerk

# downtown *Billings*

## City of Billings Expanded North 27th Street Urban Renewal District

**Tax Increment Financing Assistance  
Information & Application**

Updated 2/25/2022

**Applications must be submitted to the DBP and  
approved by the City prior to the start of  
construction**

**Downtown Billings Partnership, Inc.  
116 N. 29<sup>th</sup> St, Billings, MT 59101 - Tel. 406-294-5060  
[www.downtownbillings.com](http://www.downtownbillings.com)**

# Large Project Incentive Grant

## Purpose:

The purpose of this program is to provide financial and practical assistance to develop or redevelop buildings within the boundaries of the Expanded North 27th Street Urban Renewal District (URD) in downtown Billings. This program will:

- 1) Assist in the economic revitalization and stabilization of the URD;
- 2) Attract and retain a stable clientele population within the URD;
- 3) Stimulate private investment within the URD;
- 4) Generate additional property tax revenues within the URD; and
- 5) Encourage and facilitate the remodeling and restoration of historically significant structures within the URD.

Large projects **must support** the goals of the [Downtown Billings Strategic Plan](#) and the [Urban Renewal Plan of the North 27<sup>th</sup> St. TIFD](#). Applicants are encouraged to consider the design aesthetic of the surrounding neighborhood when submitting a design for review.

*Applicants are reminded that grant awards made by the Downtown Billings Partnership (DBP) are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded at the DBP and Billings City Council's discretion due to funding limitation, competing applications, and/or competing priorities of the DBP.*

## Eligible Expenses:

**Section One:** All public governments as well as public corporations (501c3) inherently have a public benefit purpose. Even though public business normally is not subject to property tax, if their projects, programs, or activities can show blight remediation, as defined by the Urban Renewal Plan, they qualify for up to 100% TIFD assistance. [MCA 35-1-1402 Definitions](#).

**Section Two:** Pursuant to [MCA 7-15-4208](#), private enterprise and private projects are encouraged and enabled to receive TIFD support for qualified expenditures/costs.

**Section Three:** Qualified Expenditures - [MCA 7-15-4282](#) through [7-15-4294](#). Ordinance [08-5483](#).

- a. Remediation or diminishing blight {[MCA 7-15-4206\(2\)](#)} affecting buildings and structures that negatively impact the residents of the city due to:
  - i. Substantial deterioration especially roofs in serious need of repair or replacement
  - ii. Obsolete uses that require a change of use
  - iii. Defective and lack of compliance with current Building and Fire Codes
    1. Electrical service upgrades
    2. plumbing upgrades
  - iv. Unsanitary and/or unsafe structures
  - v. Vacant and unused spaces

- b. Relocation of displaced people and/or businesses
- c. Enhancement of infrastructure, public or private, that improve the pedestrian experience
  - i. Streetlights, sidewalks, curbs, gutters, wayfinding, and placemaking
  - ii. Repair and stabilization of vault caps in the public right of way
  - iii. Building and business signage
  - iv. Facade stabilization and/or improvement
  - v. Outdoor patios
  - vi. Landscaping
  - vii. Green spaces
- d. Mixed use redevelopment containing
  - i. Parking
  - ii. Conference facilities
  - iii. Housing
    - 1. Market rate
    - 2. Workforce
  - iv. Street level retail and dining
- e. Improvements that lead to stabilized and/or increased taxable valuation
- f. Relocation of utility wires, inefficient land use, and/or problems of access and circulation
- g. Increased use of public transit
- h. Increased Crime Prevention and Public Safety
  - i. Increased energy efficiencies
  - i. Exterior windows, and doors
  - ii. HVAC upgrades
- j. Change of ownership through property acquisition

**Section Four:** Qualified Expenditures - [MCA 7-15-4282](#) through [7-15-4294](#). Ordinance [12-5590](#).

- k. Remediation or diminishing blight {MCA 7-15-4206(2)} at sidewalk/street level that negatively impacts the residents of the city due to:
  - i. Vacant storefronts
    - 1. Business Retention and Recruitment projects
      - a. Business plan program/contest (e.g. Battle of the Plans)
      - b. Retail coordinator staff or consultant
      - c. Strategic planning
      - d. Marketing and promotion
      - e. Commercial rent assistance
      - f. Public art
      - g. Pocket parks

**Timeframe and application process:**

Applications will be accepted and reviewed quarterly. Applications must be received by the 15<sup>th</sup> day of the first month of each quarter. Each complete application will be reviewed by the DBP staff, Development Committee, and the DBP Board of Directors and, if recommended, will go to the Billings City Council for final approval within each quarterly grant cycle.

| <b>Application Due to DBP</b>                                                                                                                                                          | <b>Application Reviewed by Development Committee and DBP Board</b>                               | <b>Application Presented to City Council for Final Approval</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| July 1                                                                                                                                                                                 | 2 <sup>nd</sup> Thursday of July – Dev. Com<br>4 <sup>th</sup> Friday of August – DBP Board      | September Council Business Meeting                              |
| October 1                                                                                                                                                                              | 2 <sup>nd</sup> Thursday of October – Dev. Com<br>4 <sup>th</sup> Friday of November – DBP Board | December Council Business Meeting                               |
| January 1                                                                                                                                                                              | 2 <sup>nd</sup> Thursday of January – Dev. Com<br>4 <sup>th</sup> Friday of February – DBP Board | March Council Business Meeting                                  |
| April 1                                                                                                                                                                                | 2 <sup>nd</sup> Thursday of April – Dev. Com<br>4 <sup>th</sup> Friday of May – DBP Board        | June Council Business Meeting                                   |
| <b>Every effort will be made to facilitate every complete application through the entire process within each quarterly grant cycle. Incomplete applications may extend the process</b> |                                                                                                  |                                                                 |

**Grading Criteria:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>The purpose of this program is to provide financial and practical assistance to develop or redevelop buildings within the boundaries of the Expanded North 27th Street Urban Renewal District (URD) in downtown Billings. This program will:</b></p> <ul style="list-style-type: none"> <li>- Assist in the economic revitalization and stabilization of the URD;</li> <li>- Attract and retain a stable clientele population within the URD;</li> <li>- Stimulate private investment within the URD;</li> <li>- Generate additional property tax revenues within the URD; and</li> <li>- Encourage and facilitate the remodeling and restoration of historically significant structures within the URD.</li> </ul> | <p><b>Grant adjustment based upon contributions to the Downtown Billings Strategic Plan; project must score 12 points or more to receive maximum funding;</b></p> <p><b>maximum grant is reduced 10% for each point less than 12;</b></p> <p><b>Projects receiving 0 or 1 point do not qualify for a grant</b></p> |
| <p><b>All applications are considered at the sole discretion of the DBP &amp; Council per URD’s priorities/objectives/availability of funds</b></p> <p><b>Current priorities primarily encourage mixed-use developments with housing and street level business activity - priorities are reviewed annually and may evolve depending on the landscape</b></p>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                    |

| <b>Tier 1</b>                                                                                                 |                                                                                                                                                                                                                                                                                              |                        |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Does it eliminate blight?                                                                                     | Blight may include but is not limited to conditions which represent a risk to public health, morals, safety, and welfare in its present condition. Examples range from physical dilapidation to improper or inefficient layout. For a more complete list of factors, refer to MCA 7-15-4206. | <b>3 points</b><br>Y/N |
| Does it add/keep/improve housing?                                                                             | Construction or rehabilitation of housing is a priority in the downtown area. Quantity, quality, and projected rental or sale rates of units are to be considered.                                                                                                                           | <b>3 points</b><br>Y/N |
| Does it improve the overall design/aesthetic (facade, signage, historic preservation, alleyscapes)?           | Structural restoration, wayfinding, activation of alleys, and celebration of downtown's historical character are priorities as well as indicators of a strong town/city.                                                                                                                     | <b>3 points</b><br>Y/N |
| Does it promote economic growth (increasing taxable value, maximizing opportunities for shoppers & visitors)? | Activating vacant buildings or improving its operations in terms of safety contribute positively to the taxable value. Eliminating vacancies and adding density of populations enhance the vitality, vibrancy, resiliency, and connectivity of the neighborhood.                             | <b>3 points</b><br>Y/N |
| Is it energy efficient (environmentally and/or sustainably)?                                                  | Obtaining LEED certification, rehabilitating an existing building, and maintaining up-to-date utilities not only ensure the safety of tenants but also enhance their health while keeping costs low.                                                                                         | <b>3 points</b><br>Y/N |

| <b>Tier 2</b>                                                                                                |                                                                                                                                                                                                                                                                                                   |                        |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Does it add/maintain/enhance landscaping (trees, boulevards, nativescaping)?                                 | City Centers are often places of gatherings for cultural events, musical concerts, and artisan eateries and shopping in addition to being a place to work, live, and play. Greenery is essential in maintaining a healthy positive environment where inhabitants have access to natural elements. | <b>2 points</b><br>Y/N |
| Does it activate an inactive building/space (abandoned, empty, unoccupied)?                                  | Vacancies lead to stagnating or declining taxable value. They also tend to be dark, which attracts undesired activities, which impacts the perception of safety.                                                                                                                                  | <b>2 points</b><br>Y/N |
| Does it provide an improved pedestrian experience (seasonal decor, ambiance lighting, sidewalk activations)? | Robust storefronts and sidewalk furniture/amenities engage with pedestrians and offer a compelling invitation to continue exploring businesses.                                                                                                                                                   | <b>2 points</b><br>Y/N |

|                                                                                   |                                                                                                                                                                                                      |                        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Does it add public art?                                                           | Public art can be a mural, storefront paint, signalbox wraps, sculptures, artistic installations of benches and bike racks.                                                                          | <b>2 points</b><br>Y/N |
| Does it promote creation of jobs?                                                 | New businesses or business growth often mean new jobs and/or more human presence, which contribute to the economy and safety.                                                                        | <b>2 points</b><br>Y/N |
| <b>Tier 3</b>                                                                     |                                                                                                                                                                                                      |                        |
| Does it connect/improve walkways and/or parks?                                    | Colorful walkways, pavement, or cobblestones that are ADA compliant and well lit.                                                                                                                    | <b>1 point</b><br>Y/N  |
| Does it encourage business development (recruitment, retention, diversification)? | Businesses offer jobs as well as a place for the community to come to as a destination. Businesses provide natural surveillance with eyes on the street. Businesses contribute to our local economy. | <b>1 point</b><br>Y/N  |
| Does it offer/maintain off-street parking?                                        | Parking can be convenient for those who own vehicles and for visitors who live elsewhere or from out of town/state.                                                                                  | <b>1 point</b><br>Y/N  |
| Does it support public safety (Crime Prevention Through Environmental Design)?    | Active spaces, well lit environments, and densely populated neighborhoods.                                                                                                                           | <b>1 point</b><br>Y/N  |
| Does it reinforce safe pedestrian crossings?                                      | ADA entrances, exits, sidewalks, bulbouts, signage.                                                                                                                                                  | <b>1 point</b><br>Y/N  |

|                                                                                     |                                                                                                                                      |                       |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Tier 4 - Bonus</b>                                                               |                                                                                                                                      |                       |
| Does it provide a new or improved green/public space?                               | Whether it's a dog park, pocket park, playground, or a picnic haven, greenery contributes positively to the livelihood or residents. | <b>3 point</b><br>Y/N |
| Does it drive visitations?                                                          | Catalyst or one-of-a-kind attractions, activities, or anchor businesses increase visitations from other parts of the City or State.  | <b>3 point</b><br>Y/N |
| Does it pave the way to the creation of a convention/conference center or facility? | Convention centers bring in events, tourism, professional conferences, all of which contributes to the local business and economy.   | <b>3 point</b><br>Y/N |
| Does it promote traffic calming?                                                    | Sidewalk widening or parklets that slow car traffic.                                                                                 | <b>3 point</b><br>Y/N |

| <b>Tier 5 - Disadvantage</b>                                   |                                                                                                                                                                                                                |                        |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Does it demolish a historically significant landmark           | Historical artifacts showcase architectural marvels and characteristics of the neighborhood's identity.                                                                                                        | <b>Minus 6<br/>Y/N</b> |
| Does it demolish a structure that could otherwise be salvaged? | Salvaging a building may not contribute to historical significance but it promotes longevity of energy efficiency practices and may create interesting architectural marvels when mixing the old with the new. | <b>Minus 3<br/>Y/N</b> |

At the sole discretion of the DBP Board of Directors, applicants are required to seek endorsement from the TIF Development Committee, which shall consist of design professionals, business or property owners, community members with an interest in downtown vitality, and members of the DBP Board. Applications will be reviewed by the DBP staff under supervision of the Development Committee. The DBP shall review applications on a first come, first served basis for the duration of funding availability. Quarterly, all projects that are recommended for approval by the Committee shall be submitted to the DBP Board of Directors for recommendation to Billings City Council for final approval or disapproval of funding the project.

All applicants will be apprised of the status of their application by written communication from the DBP staff. Award recipients shall receive a Development Agreement indicating the amount of the incentive funds awarded and any conditions deemed necessary by the DBP Board for receipt of the award. Applicants are required to return a signed copy of the Development Agreement to the DBP staff before funds will be committed to the project.

**Release of Funds:**

It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the DBP by the award recipient. The project must be completed essentially as presented to the Committee and DBP Board in order to receive payment.

Incentive funds will be paid out according to the following criteria:

1. Applicants must submit copies of all required building permits.
2. Payment documentation must be submitted to the DBP office at 116 N 29<sup>th</sup> St.
3. Incentive awards will be paid upon **completion** of the project.

**Acceptable documentation is defined as PAID invoices, statements, or schedule of values from vendors, contractors, or consultants clearly detailing the work completed for the project**

**Encumbrance Policy:**

Applicants receiving funding under this program during the course of a given fiscal year (July 1 through June 30) are eligible to carry forward/encumber unexpended funds for a **maximum of one additional fiscal year** if all effort has been made to begin the project in the initial year; and/or when circumstances related to weather, construction season, etc. prohibit the completion of the project. Applicants must advise the DBP by June 1<sup>st</sup> if they will be requesting an extension of their project schedule.

**Disclaimer:**

The Downtown Billings Partnership, Inc., its committees, partners and or affiliates are not responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Urban Renewal Project Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

# downtown *Billings*

## Expanded North 27th Street Urban Renewal District TIF Application

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If the applicant is not an individual conducting business under their own name, the applicant has the status indicated below and is organized or operating under the law of:

|                       |                                                 |             |       |
|-----------------------|-------------------------------------------------|-------------|-------|
| Corporation/LLC       | Nonprofit or charitable institution/corporation | Partnership | Other |
| Date of organization: |                                                 |             |       |

## Project Information

Building name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Legal Description (obtained from Orion via County records):  
\_\_\_\_\_

### **Property owner (if property is not owned by the applicant)**

Property Owner (name or entity): \_\_\_\_\_

Property owner contact: \_\_\_\_\_

Lessor's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Employment

Existing FTEs: \_\_\_\_\_

New permanent FTEs created by the project: \_\_\_\_\_

Construction FTEs: \_\_\_\_\_

## Architectural Firm

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Contractor

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Financial lending institution

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Project Information

### **Description of Project:**

Attach a narrative explaining the project and any other design information. Use this section to pitch your project and explain how it will eliminate blight and/or provide a benefit to the public.

Text

### **Rehabilitation Plans:**

Attach schematic design drawings and/or completed construction document plans - including site, landscaping, and other engineering design information.

### **Project Schedule:**

Attach a timeline or schedule through completion.

# Project Details

Land and site improvements (itemized)

|    |          |          |
|----|----------|----------|
| 1. | _____    | \$ _____ |
| 2. | _____    | \$ _____ |
| 3. | _____    | \$ _____ |
| 4. | _____    | \$ _____ |
|    | Subtotal | \$ _____ |

Construction/rehabilitation costs (use general construction trade divisions)

|    |          |          |
|----|----------|----------|
| 1. | _____    | \$ _____ |
| 2. | _____    | \$ _____ |
| 3. | _____    | \$ _____ |
| 4. | _____    | \$ _____ |
| 5. | _____    | \$ _____ |
| 6. | _____    | \$ _____ |
| 7. | _____    | \$ _____ |
| 8. | _____    | \$ _____ |
|    | Subtotal | \$ _____ |

Fees

|    |                                 |          |
|----|---------------------------------|----------|
| 1. | Architectural/engineering       | \$ _____ |
| 2. | Permits                         | \$ _____ |
| 3. | _____                           | \$ _____ |
|    | Subtotal                        | \$ _____ |
|    | Total Project Development Costs | \$ _____ |

## Project Financing

**A. Applicant equity**

Cash invested \$ \_\_\_\_\_

Land & buildings \$ \_\_\_\_\_

(if value is more than State of Montana  
Valuation, a current appraisal must be  
submitted)

Other \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**B. Lender commitments (attach bank loan commitment letter, letters of credit or other documentation)**

| Lender   | Loan Amount | Interest | Term     | Payment/Period |
|----------|-------------|----------|----------|----------------|
| _____    | \$ _____    | _____%   | ____yrs  | \$ ____/Month  |
| _____    | \$ _____    | _____%   | ____yrs  | \$ ____/Month  |
| Subtotal |             |          | \$ _____ |                |

**C. TIF assistance - eligible expenses**

MCA

citation (Office use only)

|          |          |          |
|----------|----------|----------|
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| _____    | \$ _____ | _____    |
| Subtotal |          | \$ _____ |

D. Other sources of funding

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Sources of funds summary (post totals from above)

A. Applicant equity \$ \_\_\_\_\_

B. Lender commitments \$ \_\_\_\_\_

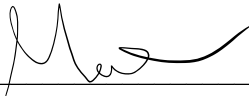
C. TIF assistance \$ \_\_\_\_\_

D. Other funds \$ \_\_\_\_\_

Total Project financing \$ \_\_\_\_\_

**Certification**

I (we), \_\_\_\_\_ (please print),  
the APPLICANT, certify that the statements and estimates within this application as well as any and all  
documentation submitted as attachments to this application or under separate are true and correct to the  
best of my (our) knowledge and belief.

Signature:  \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

## PROJECT INFORMATION

### NARRATIVE OF PROJECT:

We are working to bring much needed rehabilitation to the exterior/entryway and interior safety needs of the Babcock Theater.

When Art House entered into agreement with the City of Billings to manage the space we had an understanding they City would provide funds as needed/available. After going through the budgeting process with City Staff and Council, we have been pointed towards TIF financing for what needs to be done to maintain this historic space. We have secured funding for the majority of the work, but after in-depth investigation and pricing, two major items have come back much higher than expected or budgeted. We are hoping TIF would be able to bridge the gap and help us continue to see the Babcock thrive!

The project entails both exterior and interior work that needs to be done.

#### EXTERIOR:

1. Marquee Rehabilitation: The Marquee is 70 years old and showing it's age in many ways. While we budgeted what we thought was appropriate to address the needs in front of us, after architectural assessment there is much work that must be done for the drainage system. If we do not address this issue, anything we do cosmetically will simply begin to rust again. This number represents our work to get another 70+ years of beauty out of the Marquee!
2. SideWalk/Vault Fix: Many sidewalks in Downtown Billings have a basement "vault" space underneath them. The Babcock's sidewalk support beams are severely eroded and need replacement. This requires taking up the old sidewalk, installing new steel support beams and relaying the sidewalk. All of this will be done to not only address the current erosion problem, but to also seal the space (better preventing erosion in the future).
3. Exterior Doors + Entryway: There is major energy loss with our current exterior door and they are not the most secure as a strong tug could open a locked door. We plan to replace the doors. On top of that our entryway floor is in need of a cosmetic upgrade that will be much safer and not as slippery when wet.
4. Brick Stack Demo: There is an abandoned brick chimney from the old boiler that is starting to erode and bricks have/are falling. This is a safety/liability issue we will address.

#### INTERIOR:

1. Mop Closet/Stairs Support: There is a section of flooring and stairs to the balcony that has sunk 3 inches over the past couple decades. We need to jack the floor up and resecure this section for safety and liability reasons.
2. Balcony Safety/Railing: As a historic property the Balcony of the Babcock does not meet current code requirements. While we are able to be grandfathered in and stay open, we are concerned for the safety of our community as it is a high risk area for someone to have an injury. We would like to address this by installing handrails up the middle of the balcony ailes/stairs.

**REHABILITATION PLANS:**

See attached documents.

**PROJECT SCHEDULE:**

|                       |                                                             |
|-----------------------|-------------------------------------------------------------|
| June 2024             | Presentation of SideWalk project by Langlas to Art House    |
| August 2024           | Art House start and complete brick stack demo               |
| September 2024        | Langlas begin work on SideWalk and Mop Closet               |
| October 2024          | Langlas complete work on SideWalk and Mop Closet            |
| October-November 2024 | Art House begin work on Marquee and Entryway/Exterior Doors |
| December 2024         | Art House complete work on Marquee and Entryway/Ext. Doors  |
| January 2025          | Art House begin work on Balcony Safety Railing              |
| February 2025         | Art House complete work on Balcony Safety Railing           |
| March 2025            | Total Project Completion                                    |

| <b>ITEM</b>                         | <b>ART HOUSE FUNDS</b> |
|-------------------------------------|------------------------|
| Architecture/Engineer Review        | \$20,000               |
| <b>EXTERIOR WORK</b>                |                        |
| Marquee Rehab                       | \$150,000              |
| Side Walk                           | \$268,891              |
| Entry Doors                         | \$49,950               |
| Alley Exit Doors                    | \$19,995               |
| Stage Alley Door                    | \$5,593                |
| Outside Entry Floor                 | \$11,500               |
| Brick Stack Demo (safety issues)    | \$20,000               |
| <b>INTERIOR WORK</b>                |                        |
| Mop Closet/Stairs Support           | \$11,000               |
| Balcony Safety/Railing              | \$30,000               |
| <b>TOTAL</b>                        | <b>\$586,929</b>       |
| <b>FUNDING SOURCES</b>              |                        |
| Montana Historic Preservation Grant | \$236,000              |
| In Kind                             | \$19,000               |
| TIF Funds                           | \$300,000              |
| Art House Fund                      | \$31,929               |



| <b>Babcock Sidewalk Replacement</b>                                                                                        |                                   |         |                      | 6/21/2024          |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------|----------------------|--------------------|
| Based Upon: Plans from Miles and Dennis 24001_ CD Progress Set 051524 and Babcock Sidewalk Replace Calc Submittal 5.9.2024 |                                   |         |                      |                    |
|                                                                                                                            | <b>BUILDING</b>                   |         |                      |                    |
| <b>DIVISION 1</b>                                                                                                          | <b>GENERAL CONDITIONS</b>         |         |                      | <b>\$55,767.78</b> |
|                                                                                                                            | INCLUSIONS:                       |         | BID BY:              |                    |
|                                                                                                                            | Superintendent                    |         | Langlas & Associates |                    |
|                                                                                                                            | Project Manager                   |         |                      |                    |
|                                                                                                                            | Administration                    |         |                      |                    |
|                                                                                                                            | Dumpster                          |         |                      |                    |
|                                                                                                                            | Equipment & Fuel                  |         |                      |                    |
|                                                                                                                            | Phone                             |         |                      |                    |
|                                                                                                                            | Toilet                            |         |                      |                    |
|                                                                                                                            | Clean Sidewalks                   |         |                      |                    |
|                                                                                                                            | Close-Out                         |         |                      |                    |
|                                                                                                                            | Safety Supplies                   |         |                      |                    |
|                                                                                                                            | Building Permit                   |         |                      |                    |
|                                                                                                                            | Pedestrian Control                |         |                      |                    |
|                                                                                                                            | EXCLUSIONS:                       |         |                      |                    |
|                                                                                                                            | Builders Risk Insurance           |         |                      |                    |
|                                                                                                                            | Plan Review Fee                   |         |                      |                    |
|                                                                                                                            | System Development or Impact Fees |         |                      |                    |
|                                                                                                                            | Winter Conditions Except for Tile |         |                      |                    |
|                                                                                                                            | Testing & Special Inspections     |         |                      |                    |
|                                                                                                                            | Temporary Utilities               |         |                      |                    |
|                                                                                                                            | Covering Open Sidewalk            |         |                      |                    |
| <b>DIVISION 2</b>                                                                                                          | <b>CLEANING</b>                   |         |                      | <b>\$4,160.00</b>  |
|                                                                                                                            | INCLUSIONS:                       |         | BID BY:              |                    |
|                                                                                                                            | Continuous Construction Cleaning  |         | Langlas & Associates |                    |
|                                                                                                                            | EXCLUSIONS:                       |         |                      |                    |
|                                                                                                                            | Final Cleaning                    |         |                      |                    |
| <b>DIVISION 2</b>                                                                                                          | <b>DEMOLITION</b>                 |         |                      | <b>\$12,278.00</b> |
|                                                                                                                            | INCLUSIONS:                       |         | BID BY:              |                    |
|                                                                                                                            | Steel Prep Selective Demo         |         | Langlas & Associates |                    |
|                                                                                                                            | Remove Beams                      |         |                      |                    |
|                                                                                                                            | Saw Cutting                       |         |                      |                    |
|                                                                                                                            | Dumpsters for Demolition          |         |                      |                    |
|                                                                                                                            | Abatement                         | \$3,000 | Allowance            |                    |
|                                                                                                                            | EXCLUSIONS:                       |         |                      |                    |
|                                                                                                                            | Shoring                           |         |                      |                    |
| <b>DIVISION 3</b>                                                                                                          | <b>CONCRETE</b>                   |         |                      | <b>\$0.00</b>      |
|                                                                                                                            | INCLUSIONS:                       |         | BID BY: SEE DIV 32   |                    |
|                                                                                                                            | Concrete Slab on Deck             |         |                      |                    |
|                                                                                                                            | Rebar for Building Concrete       |         |                      |                    |
|                                                                                                                            | Concrete Slab on Grade            |         |                      |                    |
|                                                                                                                            | Concrete Accessories              |         |                      |                    |
|                                                                                                                            | Concrete Materials                |         |                      |                    |
|                                                                                                                            | EXCLUSIONS:                       |         |                      |                    |
|                                                                                                                            | Winter Conditions                 |         |                      |                    |
|                                                                                                                            | Concrete Foundation System        |         |                      |                    |
|                                                                                                                            | Concrete Pumping                  |         |                      |                    |
|                                                                                                                            | Anchor Bolts                      |         |                      |                    |
|                                                                                                                            | Gypcrete                          |         |                      |                    |
| <b>DIVISION 4</b>                                                                                                          | <b>STONE/MASONRY</b>              |         |                      | <b>\$0.00</b>      |

|                    |                                                                  |          |                      |                    |
|--------------------|------------------------------------------------------------------|----------|----------------------|--------------------|
| <b>DIVISION 5</b>  | <b>STEEL</b>                                                     |          |                      | <b>\$35,897.50</b> |
|                    | INCLUSIONS:                                                      |          | BID BY:              |                    |
|                    | Steel Decking                                                    |          | WMK                  |                    |
|                    | Structural Steel                                                 |          |                      |                    |
|                    | Structural Steel Erection                                        |          |                      |                    |
|                    | Cutting Pockets                                                  |          | Langlas & Associates |                    |
|                    | Set Imbeds                                                       |          |                      |                    |
|                    | Grout Pockets                                                    |          |                      |                    |
|                    | EXCLUSIONS:                                                      |          |                      |                    |
|                    | Anchor Bolts, Embeds, Templates, & Setting                       |          |                      |                    |
|                    | Architectural Steel                                              |          |                      |                    |
|                    | Misc. Steel Accessories                                          |          |                      |                    |
|                    | Bollards                                                         |          |                      |                    |
|                    | Steel Railings and Guardrails                                    |          |                      |                    |
|                    | Steel Ladders                                                    |          |                      |                    |
| <b>DIVISION 6</b>  | <b>CARPENTRY</b>                                                 |          |                      | <b>\$0.00</b>      |
|                    | INCLUSIONS:                                                      |          | BID BY:              |                    |
|                    |                                                                  | \$10,200 | ADD OPTION           |                    |
|                    | 2x10                                                             |          | Langlas & Associates |                    |
|                    | Nails & Hardware                                                 |          |                      |                    |
|                    | Sheetrock and Fire Caulking                                      |          |                      |                    |
|                    | EXCLUSIONS:                                                      |          |                      |                    |
|                    | Fire Rated Doors                                                 |          |                      |                    |
|                    | Dampers                                                          |          |                      |                    |
|                    | Fire Rates Sleeving                                              |          |                      |                    |
|                    | Re-work of Existing MEP                                          |          |                      |                    |
| <b>DIVISION 7</b>  | <b>THERMAL/MOISTURE PROTECTION</b>                               |          |                      | <b>\$7,528.00</b>  |
|                    | INCLUSIONS:                                                      |          | BID BY:              |                    |
|                    | Waterproofing                                                    |          | Langlas & Associates |                    |
|                    | Installation of Waterproofing                                    |          |                      |                    |
|                    | Caulking                                                         |          |                      |                    |
|                    | EXCLUSIONS:                                                      |          |                      |                    |
|                    | Perimeter Foundation Insulation                                  |          |                      |                    |
|                    | Building Thermal Insulation                                      |          |                      |                    |
|                    | Interior Sound Insulation                                        |          |                      |                    |
|                    | Membrane Roofing & Insulation                                    |          |                      |                    |
|                    | Metal Roofing                                                    |          |                      |                    |
|                    | Metal Siding                                                     |          |                      |                    |
|                    | Wood Siding                                                      |          |                      |                    |
|                    | Fascia and Soffit                                                |          |                      |                    |
|                    | EIFS                                                             |          |                      |                    |
|                    | Exterior Envelope System - Weather Barrier, Insulation, Supports |          |                      |                    |
| <b>DIVISION 8</b>  | <b>DOORS AND WINDOWS</b>                                         |          |                      | <b>\$0.00</b>      |
| <b>DIVISION 9</b>  | <b>FINISHES</b>                                                  |          |                      | <b>\$32,964.49</b> |
|                    | INCLUSIONS:                                                      |          | BID BY               |                    |
|                    |                                                                  |          | Fischer Flooring     |                    |
|                    | Mosaic Tile                                                      |          |                      |                    |
|                    | Floor Leveling                                                   |          |                      |                    |
|                    | Tenting and Heating                                              |          |                      |                    |
|                    | Finish Protection                                                |          |                      |                    |
|                    | Base Around Marquee                                              | \$2,000  | Allowance            |                    |
|                    | EXCLUSIONS:                                                      |          |                      |                    |
|                    | Drywall - Hang & Tape                                            |          |                      |                    |
|                    | Painting - Interior & Exterior                                   |          |                      |                    |
|                    | Flooring - Carpet, Vinyl, Rubber, Wood                           |          |                      |                    |
| <b>DIVISION 10</b> | <b>SPECIALTIES</b>                                               |          |                      | <b>\$0.00</b>      |
| <b>DIVISION 11</b> | <b>EQUIPMENT</b>                                                 |          |                      | <b>\$0.00</b>      |
| <b>DIVISION 12</b> | <b>FURNISHINGS</b>                                               |          |                      | <b>\$0.00</b>      |
| <b>DIVISION 13</b> | <b>SPECIAL CONSTRUCTION</b>                                      |          |                      | <b>\$0.00</b>      |
| <b>DIVISION 14</b> | <b>CONVEYING SYSTEMS</b>                                         |          |                      | <b>\$0.00</b>      |

|                    |                                                              |                                   |                         |                     |
|--------------------|--------------------------------------------------------------|-----------------------------------|-------------------------|---------------------|
| <b>DIVISION 21</b> | <b>FIRE SUPPRESSION</b>                                      |                                   |                         | <b>\$3,000.00</b>   |
|                    | INCLUSIONS:                                                  |                                   | BID BY:                 |                     |
|                    | Remove and Replace Fire Suppression System Under Sidewalk    |                                   | Ostlund Fire Protection |                     |
|                    | EXCLUSIONS:                                                  |                                   |                         |                     |
|                    | Fire Pumps and Tanks                                         |                                   |                         |                     |
|                    | Fire Alarm                                                   |                                   |                         |                     |
|                    | Fire Extinguishers and Cabinets                              |                                   |                         |                     |
|                    | Flow Tests                                                   |                                   |                         |                     |
|                    | Fire Suppression Design                                      |                                   |                         |                     |
|                    | Fire Watch                                                   |                                   |                         |                     |
|                    | In Rack Sprinklers                                           |                                   |                         |                     |
|                    | 200# Tests                                                   |                                   |                         |                     |
| <b>DIVISION 22</b> | <b>PLUMBING</b>                                              |                                   |                         | <b>\$0.00</b>       |
| <b>DIVISION 23</b> | <b>MECHANICAL</b>                                            |                                   |                         | <b>\$0.00</b>       |
| <b>DIVISION 26</b> | <b>ELECTRICAL</b>                                            |                                   |                         | <b>\$6,384.00</b>   |
|                    | INCLUSIONS:                                                  |                                   | BID BY:                 |                     |
|                    | Removal of all abandoned electrical conduit and misc. piping |                                   | Bullseye Electric       |                     |
|                    | Install 6 Keyless Porcelain Lampholders                      |                                   |                         |                     |
|                    | Removal and Reinstall Light Pole                             |                                   |                         |                     |
|                    | Northwestern Energy to remove and replace streetlight power  |                                   | NorthWest Energy        |                     |
|                    | EXCLUSIONS:                                                  |                                   |                         |                     |
| <b>DIVISION 27</b> | <b>COMMUNICATIONS</b>                                        |                                   |                         | <b>\$0.00</b>       |
| <b>DIVISION 28</b> | <b>ELECTRONIC SAFETY AND SECURITY</b>                        |                                   |                         | <b>\$0.00</b>       |
| <b>DIVISION 31</b> | <b>EARTHWORK</b>                                             |                                   |                         | <b>\$0.00</b>       |
|                    |                                                              | <b>TOTAL BUILDING</b>             |                         | <b>\$157,979.77</b> |
|                    | <b>SITE</b>                                                  |                                   |                         |                     |
| <b>DIVISION 32</b> | <b>SITWORK</b>                                               |                                   |                         | <b>\$54,359.00</b>  |
|                    | INCLUSIONS:                                                  |                                   | BID BY:                 |                     |
|                    | Asphalt Patching at Curb Line                                |                                   | K2 Civil                |                     |
|                    | Exterior Concrete Curb & Gutter                              |                                   |                         |                     |
|                    | Exterior Concrete Sidewalks                                  |                                   |                         |                     |
|                    | Demo of Existing Sidewalk                                    |                                   |                         |                     |
|                    | EXCLUSIONS:                                                  |                                   |                         |                     |
|                    | Utility Fees - Gas, Water, Power, Communications             |                                   |                         |                     |
|                    | Winter Conditions                                            |                                   |                         |                     |
|                    | Dewatering                                                   |                                   |                         |                     |
|                    |                                                              | <b>TOTAL SITE</b>                 |                         | <b>54,359.00</b>    |
|                    |                                                              | <b>BUILDING &amp; SITE TOTALS</b> |                         | <b>212,338.77</b>   |
|                    |                                                              | <b>BUSINESS INSURANCE</b>         |                         | <b>2,123.39</b>     |
|                    |                                                              | <b>BOND</b>                       |                         | <b>2,560.87</b>     |
|                    |                                                              | <b>TOTAL COST OF WORK</b>         |                         | <b>217,023.03</b>   |
|                    |                                                              | <b>OH&amp;P</b>                   | <b>18.00%</b>           | <b>39,064.15</b>    |
|                    |                                                              | <b>TOTAL CONTRACT AMOUNT</b>      |                         | <b>256,087.18</b>   |
|                    |                                                              | <b>PROJECT CONTINGENCY</b>        | <b>5.00%</b>            | <b>12,804.36</b>    |
|                    |                                                              | <b>TOTAL PROJECT W/ CONTIG</b>    |                         | <b>268,891.54</b>   |



July 26, 2024

City of Billings Planning and Community Services  
Attn: Andy Zoeller  
P.O. Box 1178  
Billings, MT 59103-1178

Request for TIF Assistance - Babcock Theater

Dear, Andy -

The DBP is hereby submitting a request for TIF assistance on behalf of the Arthouse Cinema & Pub, the Nonprofit that manages the Babcock Theater campus on behalf of the City of Billings, for a project in the Expanded North 27th Street Urban Renewal District.

The project involves rehabilitation efforts of the 2810 2nd Ave N theater with mostly exterior work but some interior upgrades as well. Since its acquisition of the operations of the theater, the Arthouse Cinema & Pub has made several improvements to the structure of the Babcock but many significant areas are in desperate need of attention. The Historic Marquee is over 70 years old and its drainage system needs to be stabilized. The sidewalk is similar to many downtown sidewalks where there is a vault housed underneath, its support beams are severely eroded. The entrance doors are not the most secure or energy efficient and the path leading up to the door can get slippery due to water collection due to its uneven surface. Finally, there's an abandoned brick chimney that has eroded whose bricks are falling off in the alley. The interior includes adding railing in the balcony and jacking up stairs & flooring. The good news, the Arthouse Cinema & Pub has secured a grant, in-kind donations, and a fund to cover some of the costs.

The total project cost is \$586,929 but the request for TIF assistance is for \$300,000 toward the exterior improvements. The Board of Directors of the DBP support this project & recommend approval. This project complies with the Montana Code Annotated in terms of eligible expenses. Furthermore, this project conforms with many goals & elements of the Urban Renewal Plan as well as the Downtown Billings Strategic Plan to contribute toward a safer sidewalk and alley experience as well as safer and celebrated entryway to the theater. This will ensure a Historic asset like the Babcock Theater is preserved, maintained, and well presented to continue visitations downtown.

The DBP is requesting a position for review by the Billings City Council during its regular meeting Monday, August 26th.

Thank you for your consideration,

Mehmet Casey, Development Director | Downtown Billings Partnership



City of Billings

## **BABCOCK THEATER LEASE AGREEMENT**

THIS BABCOCK THEATER LEASE AGREEMENT (this "Lease" or this "Agreement") is made effective the 1<sup>st</sup> day of November 2018, by and between THE CITY OF BILLINGS, MONTANA of 210 N. 27<sup>th</sup> Street, Billings, MT 59101 ("City"), and ART HOUSE MANAGEMENT LLC, A MONTANA NONPROFIT LIMITED LIABILITY COMPANY, of 109 North 30<sup>th</sup> Street, Billings, MT 59101 ("Lessee").

### **WITNESSETH**

#### **1. Description of Leased Premises and Uses.**

Effective November 1, 2018, City leases to Lessee and Lessee leases from City, for the purpose of establishing and operating a performing arts center dedicated to the presentation and development of all of the performing arts for the benefit of the public, certain land, improvements, structures, and appurtenances more particularly described as follows (the "premises"):

Real property commonly known as the Babcock Theatre, located at 2810 ½ 2nd Avenue North, in Billings, Montana, more accurately described as:

Unit 1A together with an undivided 41 percent interest in the general common elements and limited common, if any, elements of HISTORIC BABCOCK BUILDING, Billings Original Townsite, a condominium project located on all of Lots 7-12 and a fractional portion of Lot 6 all in Block 93, according to the official plat on file in the Yellowstone County, Montana, Clerk and Recorder under Document No. 16312, as the unit boundaries and general and limited common elements are established, defined and identified in the Declaration of Unit Ownership for the Historic Babcock Building recorded June 25, 2010, under document No. 3553865, and the First Amendment to Declaration of Unit Ownership for Historic Babcock Building recorded on May 29, 2018, under Document No. 3850322, in the Yellowstone County, Montana Clerk and Recorder office.

As used herein, the "premises" refers to the portion of building, and any and all improvements located, constructed or established upon the property described above, whether made prior to the commencement of the term of this Lease, during the term of this Lease, or during the renewal term thereof.

Lessee understands that the premises includes: the theater area including main level, balcony, second floor concession areas and green room. The use of the Arcade Area shall be in accordance with the Historic Babcock Property Owner's Association's (HBPOA) Condo Bylaws and any amendments made to Bylaws thereafter, which are attached to this Lease Agreement as Attachment A.



City of Billings

**2. Term and Possession of Premises.**

Upon execution of this lease, the term of this lease shall be fifteen (15) years, with options to renew pursuant to Paragraph 27 of this Agreement. Notwithstanding the foregoing sentence, City and Lessee acknowledge that Lessee has been operating the Premises since August 1, 2018. It is understood that Lessee is responsible for all expenses related to the Babcock Theatre, and also retains net revenues for said property.

City acknowledges and agrees that (a) alcoholic beverages may be sold at the premises from time to time, (b) Cine Billings, a Montana nonprofit corporation doing business as Art House (“Art House”), is the sole member of Lessee, and (c) Art House owns a nonprofit arts on-premises beer and wine license and Lessee is authorized to sublease the premises to Art House solely for the purpose of alcoholic beverage sales, provided that Art House first completes the insurance requirements of Paragraph 16 of this Lease.

**3. Rent.**

The City recognizes the value to the City of Billings and its citizens of the development, continued use, and improvement of the premises as a performing arts center. In consideration of the above and the covenants and conditions of this Lease Agreement, Lessee agrees to pay the City rent for the premises in the amount of \$1.00 each year, payable on the date of this Lease Agreement and yearly on the anniversary of that date, for the full term of this Lease.

**4. Signage.**

Lessee shall have the right, at its expense, to select, install and maintain any signage so long as it fits within the original design and historic intent of the Premises and any HBPOA rules and/or policies, as well as in accordance with State or City of Billings ordinances.

**5. Covenants of Use.**

Lessee covenants and agrees to use the premises for general theater use to include, but not be limited to, movies, concerts, non-profit events, musical concerts, public speaking events and other special events mimicking the spirit of the previously listed activities. Intended use is outlined in the Proposal (Attachment B).

**6. Funding of Repairs and Renovations.**

City shall not be required to make any improvements, replacements of any kind or character to the leased premises except as provided below. Lessee shall not be obligated to make any renovations or improvements to the premises which are not authorized by the City and the HBPOA and mutually agreed to by Lessee.



## City of Billings

City shall provide Lessee funds as approved through the budget process by the Mayor and Council for improvements to the premises. Lessee shall make recommendations to City regarding improvements, however, City shall make final determination and approval of improvements.

Normal repairs within the Theater which do not exceed \$9,999.99, within the calendar year, in the aggregate, will be undertaken by the Lessee as soon after discovery as can reasonably be arranged. Competition for the procurement of goods and services shall be competed through the normal City process for improvements/repairs/equipment which exceed \$9,999.99. Any single expenditure exceeding \$9,999.99 must receive prior approval from the City Council. The time or date when such renovations and improvements shall be made and shall be coordinated with the City, the Lessee and the HBPOA. Lessee shall provide City with such reasonable information as Lessee has developed concerning such renovations and improvements as may be requested by City.

The Parties have created and will maintain a committee of at least five (5) interested parties as an advisory group known as the "Babcock Improvements Committee," who shall meet as needed, but at least annually, to review and approve all repairs and improvements to the Theater. To the extent possible, the Parties and Committee shall identify the desired projects for each year. The Parties acknowledge that such priorities may change on an as-needed basis.

The City's purchasing procedures shall not apply to any renovations and improvements made by Lessee at their own expense, without payment or reimbursement by the City; however, all renovations and improvements of \$500 or more shall be approved by the Babcock Improvements Committee and through the normal donation acceptance process by the City Council.

All renovations and improvements made by Lessee shall conform to applicable codes, ordinances, laws and regulations of the City of Billings and any other governmental authority or agency, and in accordance with HBPOA bylaws, and shall be owned solely by the City and remain with the property.

### **7. Warranties of Title and Quiet Possession.**

City covenants that City has a right to occupy the premises and has the full right to make this Lease and that Lessee shall have quiet possession of the premises during the term hereof.

### **8. Use Prohibited.**

Lessee shall not use, or permit the demised premises, or any part thereof, to be used, for any unlawful or illegal purpose or purposes that violate Federal, State or City of Billings ordinances or resolutions.



City of Billings

**9. HBPOA Non-Compete Clause.**

No uses shall be allowed that are in direct competition with the existing businesses of the Babcock Building, as a main source of income by the Lessee. For purposes of clarification, the sale of alcoholic beverages and concessions and occasional displays of works of art shall not be considered direct competition with existing businesses of the Babcock Building.

**10. Waste and Nuisance Prohibited.**

During the term of this Lease, Lessee shall comply with all applicable laws affecting the premises, the breach of which might result in any penalty to City or forfeiture of City's title to the premises. Lessee shall not commit or suffer to be committed any waste on the premises, or any nuisance.

**11. Abandonment of Premises.**

Lessee shall not vacate or abandon the demised premises at any time during the term hereof. If Lessee shall abandon, vacate, or surrender the demised premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee and left on the demised premises shall, at the option of the City, be deemed to be abandoned unless appropriate arrangements for removal have been agreed to by City and Lessee.

**12. Notices.**

All notices, demands or other writings in this Lease provided to be given or sent, by either party hereto to the other, shall be deemed to have been fully given or made or sent when made in writing and deposited in the United States mail, registered and postage prepaid, and addressed as follows:

To City:                      The City of Billings  
                                          ATTN: City Administrator  
                                          210 North 27th Street  
                                          Billings, MT 59101

To Lessee:                     Art House Management LLC  
                                          ATTN: Matt Blakeslee  
                                          109 North 30<sup>th</sup> Street  
                                          Billings, MT 59101

With copy to:                City Attorney's Office  
                                          P.O. Box 1178  
                                          Billings, MT 59103-1178



City of Billings

The address to which any notice, demand, or other writing may be given or made or sent to any party as above provided may be changed by written notice given by such party as above provided.

**13. Taxes and Assessments.**

- a) From and after November 1, 2018, it is agreed that the premises shall be subject to, and Lessee shall pay and discharge as they become due, such taxes, assessments, rates, charges, license fees, municipal liens, levies, excises or imposts, whether general or special, or ordinary or extraordinary, of every name, nature and kind whatsoever, only to the extent such charges are imposed on other buildings owned by City.
- b) From and after November 1, 2018, it is agreed that the premises shall be subject to, and Lessee shall pay and discharge as they fall due during the term of this Lease, such special assessments, levies or charges, made by any municipal or political subdivision for local improvements only to the extent that such charges are imposed on other buildings owned by City.
- c) The City shall render payment for all items above and provide invoice(s) to Lessee for payment of such within 30 days of invoice date.

**14. Utilities.**

Effective November 1, 2018, Lessee shall fully and promptly pay for all water, gas, heat, light, power, telephone service, pro-rata share of HBPOA common expenses, and other public utilities of every kind furnished to the demised premises throughout the term hereof, and all other costs and expenses of every kind whatsoever of or in connection with the use, operation, and maintenance of the demised premises and all activities conducted thereon, and City shall have no responsibility of any kind for any thereof.

The City shall render payment for all separately metered utilities and those assessed by the HBPOA and provide invoice(s) to Lessee for payment of such within 30 days of invoice date.

**15. Fees.**

Lessee shall solely be responsible for obtaining and paying for any and necessary licenses and/or royalties required by law. Lessee solely shall be responsible for making any necessary payments to any union, guild or artists associations. The City assumes no responsibility for these fees. Lessee represents and warrants to the City that nothing contained in the performances, the merchandizing or anything else connected with the Lessee's performance pursuant to this Agreement shall violate or infringe on any patent, copyright, trademark, right of privacy or other statutory or common law right of any person, firm, corporation or other entity. Lessee warrants



City of Billings

that it shall obtain all licenses necessary in connection with the performances and/or sale of merchandise and agrees to supply copies thereof to the City (if requested) not less than five (5) days prior to the event date. The Lessee warrants that it has paid or will pay when due all necessary royalties due or license fees due Broadcast Music Incorporated (BMI), American Society of Composers, Authors and Publishers (ASCAP), the Society of European State Authors and Composers (SEASAC), and any other similar organization.

**16. Insurance.**

- a) Insurance Coverage of Demised Premises. Except as otherwise provided herein, Lessee shall at all times during the full term of this Lease and at Lessee's sole expense insure the demised premises with fire and extended coverage insurance in an amount equal to the replacement cost of the demised premises (which City and Lessee agree is presently \$845,000.00) with loss payable to City, Lessee, and the holder of any mortgage as their interests. City agrees that the premises may be so insured under any such insurance policy maintained by or in the name of the City, but the applicable portion of any premium paid by the City which relates to the premises shall be paid by the Lessee within thirty (30) days after notice to Lessee that City has made such payment. The City reserves the right to increase the minimum limits of coverage during the term of the agreement. The Responder shall provide a certificate of insurance in force and providing City shall be notified at least thirty (30) days before any cancellation or termination of said policy.
- b) Liability Insurance. Lessee shall maintain in effect throughout the term of this Lease liability insurance covering the demised premises, appurtenances, sidewalks, and parking lots (if applicable) abutting thereon in the minimum amount of Two Million Dollars, (\$2,000,000.00), combined single limits of liability for each occurrence for bodily injury or property damage regardless of the number of persons or organizations who sustain bodily injury or property damage or the number of claims made, or suits brought, on account of bodily injury or property damage.

Such insurance shall specifically insure Lessee against all liability assumed by them hereunder, as well as liability imposed by law and shall insure both City and Lessee. City and HBPOA shall be endorsed on any policies as a primary, additional named insured.

In addition, said policy or policies shall contain a provision that no cancellation thereof shall be effective by the insurer without thirty (30) days written notice to the City.

Lessee agrees that the premises may be so insured under any such insurance policy maintained by the City, but the applicable portion of any premium paid by the City which relates to the premises shall be paid by the Lessee within thirty (30) days after notice to Lessee that City has made such payment.



## City of Billings

Unless the above insurance coverages are provided under policies maintained by the City, at least twenty (20) days prior to the date of expiration of any of the insurance policies above mentioned, the Lessee shall deliver to the City a certificate of renewal of such policy indicating payment of the premiums therefore. All insurance policies carried by either party covering the property or the demised leased premises shall expressly waive any right, including subrogation, on the part of either party against the other. All policies shall require the insurance companies to notify the City in writing prior to any cancellation of the insurance.

- c) Lessee shall maintain in effect throughout the term of this Lease Liquor liability insurance in the minimum limit of \$1,000,000 each occurrence, naming the City as an additional insured.
- d) The City shall pay for and maintain property insurance and provide invoice(s) to Lessee for payment of such within 30 days of invoice date.

### **17. Indemnification of City and Lessee.**

Lessee agrees to indemnify, defend and save City, its officers, agents and employees harmless from any and all claims, demands, losses, damages, liabilities, judgments, litigation costs and expenses including reasonable attorney fees occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission by Lessee or its agents, subcontractors or employees.

City agrees to indemnify, defend and save Lessee, its agents, subcontractors and employees harmless from any and all claims, demands, losses, damages, liabilities, judgments, litigation costs and expenses including reasonable attorney fees occasioned by, growing out of or in any way arising or resulting from any intentional or negligent act or omission by City, its agents or employees.

### **18. Default.**

In the event Lessee shall be in default of any covenant, agreement or condition provided for in this Agreement, or abandon or vacate the demised premises, or become a voluntary or involuntary bankrupt, or make an assignment for the benefit of creditors, or, in the event of a receiver or trustee being appointed for Lessee, then upon the occurrence of any one or more of such defaults, and after Lessee has been given notice by certified mail of such default, Lessee shall have thirty (30) days from the mailing of such notice within which to correct such default or defaults, and if no such corrections are made, City, in addition to any other rights or remedies it may have shall have the immediate right of re-entry and may remove all persons and property from the premises and may terminate this Lease, or at the option of the City, the City may proceed against the Lessee for all rentals to accrue under this Lease, or extension thereof. Either party may seek any legal or equitable remedy.



City of Billings

**19. Waiver.**

The failure of City to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights or remedies that City may have regarding that specific instance only, and shall not be deemed a waiver of (1) City's right to insist on strict performance of the same or any other of the terms and conditions of this Agreement at any time subsequent thereto or (2) City's rights or remedies for any other subsequent breach or default in any terms or conditions.

**20. Mortgages.**

With the exception of the hiring of contractors who may have the right to record a notice of right to claim lien or a construction lien, Lessee shall have no right to place mortgages or have liens placed on the premises in connection with any renovations or improvement, without the written approval of City. Lessee shall promptly pay any such contractors. City shall have no right to place mortgages or have liens placed on the premises without the written approval of Lessee.

**21. Repairs and Destruction of Improvements.**

- a) Maintenance of Improvements. Lessee shall, throughout the term of this Lease, at its own cost, and without any expense to City, keep and maintain the demised premises and all appurtenances thereto, including sidewalks, and parking lots adjacent thereto, in good, sanitary, and neat order, condition and repair, and shall, subject to the conditions described in subparagraph (b) below, restore and rehabilitate any improvements of any kind which may be destroyed or damaged by fire, casualty, or any other cause whatsoever. City shall not be obligated to make any repairs, replacements or renewals of any kind, nature or description whatever, to the demised premises or any building, or improvements thereon except to the extent that insurance proceeds are available in accordance with subparagraph (b) below. Lessee shall also comply with and abide by all federal, state, county, municipal and other governmental statutes, ordinances, laws and regulations affecting the demised premises, the improvements thereon or any activity or condition on or in such premises.
- b) Damage and Destruction of Improvements. Except as stated herein, the damage, destruction or partial destruction of any part of the premises shall not release Lessee or City from any obligation hereunder. If insurance is maintained in the name of City pursuant to paragraph 15(a), it is agreed that any proceeds covering damage or destruction of the premises shall be made available to Lessee for such repair or restoration. If the premises are partially damaged but remain usable for their intended purpose with little or no interruption to Lessee for repairs, Lessee shall use all available insurance proceeds to, so far as such proceeds allow, promptly repair and restore the same. If the premises are substantially damaged or destroyed and thereby rendered completely unusable for their intended purpose, or their repair or reconstruction would



City of Billings

substantially interrupt the operations of Lessee, the parties shall mutually agree on how insurance proceeds resulting from the loss shall be used for the repair, rebuilding, new construction, and/or relocation of a performing arts center or facilities supportive of a performing arts center.

**22. Right to Sublease.**

Lessee shall not have the right to sublease or assign the demised premises in whole or in part except as allowed by Paragraph 2 or upon the express written consent of the City. Nothing in this paragraph shall limit or restrict Lessee's ability to rent, license, let, or otherwise contract the premises in whole or in part for short-term use by performance groups and other users in a manner typical of a theater or performing arts center.

**23. Surrender.**

Upon the expiration or other termination of this Lease and any renewal thereof, Lessee shall quit and surrender to City the demised premises broom clean, in good order and condition, ordinary wear and damage by elements excepted.

**24. Parties Bound.**

The covenants and conditions herein contained shall, subject to the provisions as to assignment, transfer and subletting, apply to and bind the successors, assigns, or trustees of the parties hereto.

**25. Net Lease.**

It is the intention of the parties hereto that this should be a net lease and City shall have no obligation whatsoever, except as herein specified, to make any expenditures for any reason whatsoever in connection with the leased premises, other than what is outlined herein.

**26. All Rights and Remedies To Be Cumulative.**

In the event of a breach of this Agreement, and unless expressly limited or supplemented herein, the parties shall have all remedies normally available to them whether by terms of contract, statute, or common law. In addition to any remedies for default given to City pursuant to paragraph 18 above, or by law, City and Lessee, in the event of a breach or a threatened breach by Lessee or City of any of the terms or conditions hereof, shall have the right of injunction to restrain the other party and the right to invoke any remedy allowed by law or in equity, as if the specific remedies of indemnity or reimbursement were not provided herein.

The rights and remedies given to the parties in this Lease are distinct, separate, and cumulative, and no one of them, whether or not exercised by a particular party, shall be deemed to be in exclusion of any of the others herein, or by law or equity provided. Either party may



City of Billings

seek any legal or equitable relief to cure, correct or remedy any default, to recover any damages for any default or to obtain any other remedy consistent with the purpose of this Lease Agreement.

**27. Renewal of Lease.**

If Lessee is not in material default under the terms and covenants of this Agreement, then Lessee may renew this Agreement at the expiration of the term described in paragraph 2 for three (3) additional five (5) year terms on the same terms and conditions, subject to the renewal procedures described herein. Lessee shall provide City with written notice of its intent to renew at least ninety (90) days before the applicable term of the Agreement expires. Rent for all renewal terms shall be \$1.00, annually, with the same payment schedule as described for the original term.

**28. Miscellaneous.**

Notwithstanding anything to the contrary herein contained, the successful party in any litigation resulting from the dispute between the parties in connection with this Lease shall be entitled to reasonable attorney's fees.

**29. Inspection of Premises.**

City shall have free access to the demised premises at all reasonable times for the purpose of examining or inspecting the conditions thereof or in order to exercise any right or power granted by law or reserved to City under the terms and provisions of this Lease Agreement.

**30. Time of Essence.**

Time is of the essence in all provisions of this Lease.

**31. Governing Law and Venue.**

It is agreed by and between the parties hereto that this Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

**32. Relationship of Parties.**

It is understood and agreed that the relationship of the parties hereto is strictly that of landlord and tenant and that this Lease shall not be construed as a joint venture or partnership. Lessee is not and shall not be deemed to be agent or representative of City.



City of Billings

**33. Amendments in Writing**

Any addenda or amendments to this Lease, including but not limited to any extensions of the initial term of this Lease shall be valid only if in writing and signed by the parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this instrument the day and year first above written.

**CITY OF BILLINGS, MONTANA**

**ART HOUSE MANAGEMENT LLC,  
LESSEE**

By William A Cole  
**WILLIAM A. COLE, MAYOR**

By MAR  
**MATT BLAKESLEE  
MANAGER**

**APPROVED AS TO FORM:**

By Brent Brooks  
**BRENT BROOKS, CITY ATTORNEY**



City of Billings

## **ATTACHMENT A**

# **HBPOA CONDO BYLAWS AND FIRST AMENDMENT TO DECLARATION OF UNIT OWNERSHIP**



City of Billings

## **ATTACHMENT B**

# **CINE BILLINGS (DBA ART HOUSE) PROPOSAL DOCUMENT**

# CERTIFICATE OF LIABILITY INSURANCE

Date: September 5, 2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                         |                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>PayneWest Insurance, Inc. - Select<br><br>PO Box 4388<br><br>Missoula, MT 59808-4388 | <b>CONTACT NAME:</b><br>PHONE (A/C, No. Ext): _____ FAX (A/C, No.): _____<br>E-MAIL: _____<br>ADDRESS: _____<br><b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Admiral Insurance Company<br>INSURER B: _____<br>INSURER C: _____<br>INSURER D: _____<br>INSURER E: _____<br>INSURER F: _____ |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**COVERAGES**      **CERTIFICATE NUMBER:** \_\_\_\_\_      **REVISION NUMBER:** \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                   | ADDL NSD | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                                           |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE<br><br>GEN AGG LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOCATION |          |          | CA-000031850-01 | 8/29/2018               | 8/29/2019               | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (a) \$100,000<br>(b) _____<br>MED EXP (any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS/COMP/AGG \$2,000,000                                                                   |
|          | GENERAL LIABILITY<br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE<br><br>GEN AGG LIMIT APPLIES PER:                                                                                                                                 |          |          |                 |                         |                         | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES<br>MED PAY<br>GENERAL AGGREGATE<br>PRODUCTS/COMP OPS                                                                                                                                                                                                |
| A        | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOCATION<br><input checked="" type="checkbox"/> EXCESS LIAB<br>CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                               |          |          | GX-000001596-01 | 8/29/18                 | 8/29/19                 | EACH OCCURRENCE 1,000,000<br>GEN AGGREGATE 2,000,000<br><br>PROD/COMP OPS 2,000,000<br>PERSONAL & ADV INJURY \$1,000,000<br><input type="checkbox"/> STATUTORY LIMITS 1,000,000<br><input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE-EA EMPLOYEE<br>E.L. DISEASE-POLICY LIMIT |
| A        | <b>WORKER'S COMPENSATION AND EMPLOYERS LIABILITY</b><br><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in MT)<br>If yes, describe under DESCRIPTION OF OPERATIONS below.                                                                                                     | N/A      |          |                 |                         |                         | EACH COMMON CAUSE AGGREGATE LIMIT \$1,000,000<br>\$2,000,000                                                                                                                                                                                                                                     |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

The certificate holder is listed as an additional insured

|                                                                                         |                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br><br>City of Billings<br>390 N 23rd St<br>Billings MT 59101 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE: COCHRANE & COMPANY, A DIVISION OF COCHRANE AGENCY INC.<br><br> |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MOLD DISCLOSURE  
STATEMENT**

In connection with the lease of **THE BABCOCK THEATER, 2810 ½ 2<sup>nd</sup> Ave. North, Billings, Montana** (the "Building"), which space constitutes inhabitable real property under the Montana Mold Disclosure Act (the "Act"), the **City of Billings, Montana, 210 N. 27<sup>th</sup> Street, Billings, Montana 59101**, hereinafter referred to as "Landlord," hereby provides the following disclosure:

1. **Statutory Mold Disclosure.** There are many types of mold. Inhabitable properties are not, and cannot be, constructed to exclude mold. Moisture is one of the most significant factors contributing to mold growth. Information about controlling mold growth may be available from your county extension agent or health department. Certain strains of mold may cause damage to property and may adversely affect the health of susceptible persons, including allergic reactions that may include skin, eye, nose and throat irritation. Certain strains of mold may cause infections, particularly in individuals with suppressed immune systems. Some experts contend that certain strains of mold may cause serious and even life-threatening diseases. However, experts do not agree about the nature and extent of health problems caused by mold or about the level of mold exposure that may cause health problems. The Centers for Disease Control and Prevention is studying the link between mold and serious health conditions. The seller, landlord, seller's agent, buyer's agent, or property manager cannot and does not represent or warrant the absence of mold. It is the buyer's or tenant's obligation to determine whether a mold problem is present. To do so, the buyer or tenant should hire a qualified inspector and make any contract to purchase, rent, or lease contingent upon the results of that inspection. A seller, landlord, seller's agent, buyer's agent, or property manager who provides this mold disclosure statement, provides for the disclosure of any prior testing and any subsequent mitigation or treatment for mold, and discloses any knowledge of mold is not liable in any action based on the presence of or propensity for mold in a building that is subject to any contract to purchase, rent, or lease.

2. **Knowledge of Mold.** By checking the box next to the applicable statement, the Landlord makes the following disclosure:

- The Landlord has no knowledge of the presence of mold in the Building.
- The Landlord has knowledge that mold is present in the Building and hereby makes the disclosure of such mold to the Tenant.

Based on the report from ASAP Property Inspections, LLC, dated July 18, 2017, the presence of mold in the Premises has not been reported.

3. **Testing of Building.** By checking the box next to the applicable statement, the Landlord makes the following disclosure:

- The Landlord has no knowledge that the Building has been tested for mold.
- The Building has been tested for mold. The Landlord has provided the Tenant with (i) a copy of all results of the testing that are available to Landlord, and (ii) a copy of documents or evidence of any subsequent mitigation or treatment. The Tenant hereby acknowledges receipt of said copies.

It is expressly provided that the furnishing of any test results and evidence of mitigation or treatment is not and shall not be construed as a promise, warranty, or representation of any sort by the Landlord, or by Landlord's officers, employees, agents or property managers.

If the Tenant contracts for testing of the Building for mold, then Tenant agrees to provide a copy of the results of the test, if available, to Landlord.

4. **Acknowledgment of Disclosures.** The Tenant, by signing a copy of this statement, expressly acknowledges receipt of this Disclosure Statement and acknowledges the specific disclosures set forth herein. Neither the Landlord nor its officers, employees, agents or property managers shall be liable in any action based on the presence of or propensity for mold in the Building that is subject to any rental or lease agreement.

DATED this 13<sup>th</sup> day of November, 2018.

CITY OF BILLINGS

By: William A. Cole  
Its: mayor  
"Landlord"

ART HOUSE MANAGEMENT, LLC

By: [Signature]  
Its: Executive Director  
"Tenant"

**City Council Regular**

**Date:** 08/26/2024  
**Title:** Tax Increment Assistance to the Billing Depot from the Downtown Tax Increment Fund  
**Presented by:** Andy Zoeller, Finance Director  
**Department:** Finance  
**Presentation:** Yes  
**Legal Review:** No  
**Project Number:** N/A

**RECOMMENDATION**

The Downtown Billings Partnership (DBP) Board has reviewed this application for tax increment assistance and recommends the City Council not approve the request for tax increment finance funds from the Expanded North 27th Urban Renewal District to the Billings Depot, Inc.

**BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)**

Billings Depot, Inc. is a non-profit that manages the Depot campus located at 2310 Montana Avenue. As the property is owned by the City and managed by a non-profit, there are no property taxes paid on this particular property.

Billings Depot, Inc. intends to address a variety of issues within the historic buildings located on the Depot campus. These include exterior door refinishing, concrete walkway repairs, roof repairs, Post Building restoration, and flooring repairs. The TIF funds are for public sidewalk repairs and walkways around the Depot. The total cost of improvements is approximately \$570,000, and leverages a Montana Historic Preservation Grant and contributions made to the Depot.

The DBP considered the application at its July 26th meeting and voted not to recommend \$80,000 in TIF assistance. The DBP's decision was based on the district's financial projections and current priorities, which emphasize downtown housing, mixed-use projects, and public safety. While acknowledging the significance of The Depot's improvements and its importance downtown, the DBP's recommendation reflects a prioritization of these goals and limited financial resources.

**Table 1.** Alignment of Proposed Improvements with City TIF Policy, Expanded N. 27th Urban Renewal District Plan, and MT Code Annotated.

| Qualified Improvements | DBA Strategic Plan                 | City TIF Policy                                                                                                                                                                                                                                                                                 | Urban Renewal Plan                                                                                                                                                                                                                                                      | Montana Code Annotated |
|------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Concrete Walkways      | A Strong Downtown Identity - P. 13 | Permitted uses of TIF Funds: <ul style="list-style-type: none"> <li>Public infrastructure including...sidewalks P.2</li> <li>Private infrastructure with Public Benefit and Public infrastructure - P.2</li> </ul> Financial Assistance Through TIF - (grants may be for non-profit businesses) | Infrastructure Improvements (Part V. P 55) <ul style="list-style-type: none"> <li>Expansion of Historic District</li> <li>Sidewalks, curbs, and gutter improvements</li> <li>Public Infrastructure to support entertainment venues and conference facilities</li> </ul> | MCA 7-15-4288 (4)      |

**ALTERNATIVES**

City Council may:

- Approve the application for TIF funds, contrary to the DBP's recommendation; or,
- Modify the requested amount or terms for the expenditure of TIF funds; or,
- Disapprove the application for TIF funds, inline with the DBP's recommendation.

**FISCAL EFFECTS**

This project was not included in the FY25 budget and DOR just reported an approx. 7.3% reduction in value for the downtown TIF district. If approved, staff recommends that payment not occur until FY26 or later. The development agreement with the Rockman project (approved on 3/11/24), limits the ability for the TIF to fund new development projects prior to the completion of that project. The total amount requested for this project is \$80,000 and will need to be budgeted in future years, as funds are available.

**Attachments**

Billings Depot TIF Application  
 2008 Downtown Urban Renewal Plan  
 City TIF Policy  
 Depot Transmittal Letter



*Expanded*

# North 27<sup>th</sup> Street Urban Renewal District

TIF APPLICATION



406.656.7273



BILLINGS DEPOT



BILLINGS DEPOT



*Hello,*

Thank you for considering the Billings Depot for the Tax Increment Financing Assistance.

We know you have many significant projects to consider and we're grateful for your time and review of our application.

The Billings Depot is listed on the National Register of Historic Places and spans four full city blocks along historic Montana Avenue in downtown Billings. It was built in 1909 to service three railroads and has greatly influenced the development of our City and the industry for the State.

In 2023, we were awarded a grant in the amount of \$414,000 from the State for preservation of our historic campus. We are graciously asking for \$132,500 in TIF assistance. This will help us reach the funding necessary to complete the project and serve as matching funds, so we can collect the full award of the grant from the State.

Included in this application you'll find our plan for campus renovations and letters of support from City organizations, all of whom work closely with the Depot in our collaborative efforts to drive transformational impact in our community.

This project is stand-alone and shovel-ready and can begin as soon as the remaining funding is secured. It will enhance the security, climate control, and safety of the property as well as help maintain the buildings' historic character and ensure its accessibility for future generations.

Thank you again for your time and consideration,

Graciously,

*Michelle Williams*

**Michelle Williams**  
EXECUTIVE DIRECTOR, BILLINGS DEPOT





# Expanded North 27th Street Urban Renewal District

## TIF APPLICATION

- **Project Name:** Campus Impact Renovations
- **Date Submitted:** January 2024

### APPLICANT INFORMATION

- **Name:** Billings Depot Inc
- **Address:** 2310 Montana Avenue, Billings 59101
- **Phone:** 406.656.7273
- **Email:** MichelleWilliams@BillingsDepot.org
- **Date of Organization:** 1995

### Project Information

- **Building name:** Billings Depot Campus
- **Address:** 2310 Montana Avenue, Billings 59101
- **Legal Description:**

The Premises, located in Yellowstone County, Montana, is described as follows:

Commencing at the northeast corner of said Section 3; thence west along the north line of said Section 3 a distance of 884.5 feet to a point of intersection with the centerline of Lessor's main track or its Yellowstone 2nd Subdivision at Engineers Station 11902+95.1; thence southwesterly along said centerline a distance of 196.9 feet to Engineers Station 11904+92; thence northwesterly at right angles to said centerline to a point 100 feet southeasterly from the southeasterly boundary of Montana Avenue and the Point of Beginning; thence continuing northwesterly at right angles to said centerline to the southeasterly boundary of Montana Avenue; thence southwesterly along said boundary to its intersection with a southeasterly extension of the southwesterly boundary of North 24th Street; thence southeasterly along said extension a distance of 20 feet; thence continuing southwesterly along the southeasterly boundary of Montana a distance of 480 feet; thence southeasterly at right angles to the southeasterly boundary of Montana Avenue a distance of 80 feet; thence northeasterly parallel with the southeasterly boundary of Montana Avenue to the Point of Beginning.

### PROPERTY OWNER (IF PROPERTY IS NOT OWNED BY THE APPLICANT)

- **Property Owner (name or entity):** City of Billings & Billings Depot, Inc.
- **Property owner contact:** Michelle Williams, Executive Director
- **Phone:** 406.656.7273 • 469.358.0180
- **Email:** MichelleWilliams@BillingsDepot.org





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## Employment

- Existing FTEs: 3
- New permanent FTEs created by the project: 2

## Architectural Firm

- Firm name: A&E Design
- Address: 124 N 29th St STE 100, Billings, MT 59101
- Phone: (406) 248-2633
- Email: Robby Carmody: rcarmody@ae.design



## Contractor

### Bradford Roof Management (Roof)

PO Box 20502, Billings MT 59104  
406.252.2278

### Red Bear Contracting (Cement Walkways)

558 Elbow Creek Road, Roberts MT 59070  
406.318.6965  
Toolman169@gmail.com

### Refinish Shop (Doors & Floors)

3115 Drury Ln #1, Billings MT 59105  
406.272.2393  
refinishshopbillings@gmail.com

### TW Clark & Ridley Construction (The Post)

609 Charles St, Billings MT 59101  
406.545.0826  
sridley@twridley.com





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## Project Information

### DESCRIPTION OF PROJECT:

The Billings Depot was built in 1909 and continues to play a large role in the cultural and historic fabric of the Billings community. Maintenance and up-keep is vital in keeping the campus relevant, safe, and an attractive destination for cultural and heritage tourism, public and private functions, and business viability.

Since it's restoration in 2000, it has seen significant deterioration due to weather exposure and general use. The **Campus Impact Renovations** project: proposes to address a variety of infrastructure, maintenance, restorative, and energy efficiency issues, allowing the Depot to maintain the integrity of the historic buildings and increase public safety and security throughout the campus.

#### The project includes:

**Exterior Door Refinishing:** The existing doors of the main Depot building and The Post have degraded over time due to exposure and deferred maintenance. In addition to wood damage, the weather seals around the doors have almost completely worn away, allowing weather and rodents access to the building. Refinishing will bring the doors back to their former luster and significantly improve the buildings' energy efficiency and pest control.



#### **Concrete Walkway Repairs:**

A breakdown of the cement walkways around the Depot has caused significant gaps and now jeopardizes the foundation of our buildings. In addition, areas have begun to crumble and break away, causing signage to lean and creating pedestrian hazards. The project will restore damaged and degraded areas of concrete sidewalks and pathways throughout the Campus to ensure adequate accessibility and public safety.



**Roof Updates:** Due to hail and general weather, the paint on the roof is flaking, leaving the tiles exposed and in jeopardy of greater damage if left unattended. Additional snow spikes are also needed on three of the buildings to keep snow from falling onto the walking paths and potentially injuring pedestrians.





**The Historic Post Building Restoration:**

The Post is a small, 1,740 sq ft building, originally the historic mail building for the Depot. This has been used as a tenant space for some years and in 2018, this space was converted into the very first popup retail space for downtown Billings. As a popup retail environment, anyone can rent the space by the hour, day, week or month to launch a new business, host a networking event, sell handmade furniture, or even try out the downtown market for business expansion. The uses are unlimited.



A&E Design was responsible for the original restoration of the main Depot and will be the project lead for restoration of The Post.

Restoration of this space is meant to showcase the history of the building while making the space more energy efficient and more functional for the community. We'll be repairing damaged concrete flooring, refinishing wood doors and trim, resealing windows and doors, replacing existing lighting with period-accurate fixtures, repairing electrical, and creating a welcome area that feels like an old mailroom.

**Floor Repairs:** The floor in the baggage room is the original wood and we spend a lot of money to maintain and preserve it. However, due to the large number of events hosted at the Depot, there are some areas which are now in serious need of repair due to damaged wood planks and worn varnish. Part of this project is to repair the damaged areas of the floor to remove trip hazards and then refinish the entire surface to protect from further deterioration. The new coating on the floor is estimated to last 5-8 years once applied.





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**ECONOMIC & COMMUNITY IMPACT:**

Once complete, this project will reflect a refreshed and enhanced campus image, encouraging a new audience to explore and occupy the area, which is beginning to appear neglected and unsafe.

The Campus Impact Renovations project: will address infrastructure, building updates, and restoration and maintenance. It involves renovations and updates which will enhance security, energy efficiency, and public safety so the Depot can maintain a state-of-good-repair and enhance future economic impact.

Economic impacts of the proposed project to the local and regional area as a result of the project completion include:

- **Residential housing** by improving quality of life and safe walkability of the downtown community helps bring new residents and businesses to downtown. It also supports the new residential developments of downtown and within the Historic Montana Avenue district.
- **Trades** associated with historic preservation work requires specialized skill sets from **local and regional contractors**, such as masonry cleaning/sealing and repainting, windows restoration, painting, roof restoration, electrical, millwork fabrication and carpentry skills, and concrete restoration and repair. Also, **new jobs and wage earners** in the areas of housekeeping, maintenance, catering, and service industry will all be utilized to support new services because of increased use of the Depot campus.
- **Educational opportunities** created through enhanced partnerships with local schools, colleges and career centers to support education, help develop skills necessary for a more advanced workforce and provide better access to the history of Billings.

The Depot is worked closely with Scheels, Big Sky Economic Development, Visit Billings, Visit SE Montana, and three colleges/universities to launch the first summer equipment rental popshop in The Post at the Billings Depot. This ran for only a few months in the summer but encouraged and supported workforce development, local tourism and economic development for Downtown Billings.

The completion of the Campus Improvement Project will allow the Depot to further strengthen this program as well as push further into others programming to provide greater support for tourism and community development.

- **Social structures.** As the perception and appeal of the historic Billings Depot Campus begins to change through this enhancement project, the use and interest of the Campus will reach a larger audience and also impact social behaviors
- A better sense of safety and security, rekindles interest in the Depot to attract a larger audience and **increase general use and visitation.** This also helps to support tourism, workforce development and economic impact
- As stated in Perceived Safety in Public Spaces from Stockholm University: *By offering publicly accessible space which connects other areas of the city, public spaces are vital for the existence of a well-functioning city. The way people perceive space determines the way space is used. One of the major factors that influences people's behavior is sense of safety. If people feel unsafe in an area, the behavior of people and sense of comfort is changed. The way people perceive their safety can tell a lot about the way people make use of certain parts of the city.*
  - o <http://www.diva-portal.org/smash/get/diva2:826168/FULLTEXT01.pdf>





- **Public health and safety** improve by addressing deteriorated and failing buildings and site/sidewalk components, security camera and monitoring, and vagrancy and vandalism issues.
- Increased **tourism and out-of-town event bookings**. The planned restoration and campus updates will allow us to better serve travelers and accommodate needs of event planners that are currently available in larger cities.
- **Tenant acquisition and longevity** is dependent on the quality and maintenance of the space. As the City of Billings Public Works prepares to end its lease in 2024, the Billings Depot is actively seeking a new tenant to take its place. The ability to do this in a timely manner is dependent on our ability to maintain the campus to address areas of public safety, energy efficiency, and beautification.

#### DEPOT MISSION & OPERATIONS:

**The mission of the Billings Depot is to preserve and protect the historic campus and actively contribute to the growth, spirit and vitality of the Billings community.**

We are dedicated to collaborating with our community partners to ensure the work we're doing at the Depot aligns and supports the overall goals and planning efforts for the community. The Depot is also one of the founding members of the Historic Montana Avenue Association (HMAA). This group is made up of property and business owners along Montana Avenue, dedicated to the beautification, preservation, and economic development of this historic district. The Depot, in collaboration with the other executive members of this group, have already succeeded in gaining approval for the installation of new pedestrian crosswalks to support traffic calming and walkability. Streetlights have been updated in the district and private security has been hired to work alongside local law enforcement to further improve the safety and walkability of Downtown. The Campus Impact Renovations project directly aligns with the goals and initiatives of HMAA in the areas of preservation and beautification.

**The Billings Depot brings thousands of people to Downtown Billings each year.**

In 2023, the Depot hosted over 130 private events which brought over 13,000 people to Downtown. In addition, the Depot hosted 7 signature events, each attracting between 200 to 1500 people. During the months of April through October, the Depot also hosts up to 50 dinner tours through our partnership with Destination America, a tour group out of Las Vegas. There are ~50 guests on each bus tour from all around the world, stopping at the Depot for dinner and a presentation on the history of Billings.

The City of Billings grew up around the Depot and we continue to be a vital contributor to our community. We want to celebrate this history and ensure continuation of historic use through preservation and restoration efforts. We are dedicated to enhancing the community, remaining relevant so we can be strong partners and strategically leveraging our resources to support overall community goals in economic development and downtown revitalization.

#### PROJECT SCHEDULE:

This project is shovel ready and all contractors have been identified. The project will commence in phases throughout the year, dependent upon weather, financing, and event schedules. The full project can be completed within one year from the time funding is received.





## Project Details

### Land and site improvements

1. Cement Walkways \$140,000

**SUBTOTAL \$140,000**

### Construction/rehabilitation costs (use general construction trade divisions)

1. Floor repair and refinishing \$24,000

2. Main Depot exterior door refinishing and sealing \$50,400

3. The Post exterior door refinishing and resealing \$10,600

4. Restoration of The Post interior \$140,000

5. Roof updates \$195,000

**SUBTOTAL \$420,000**

### Fees

1. Architectural/engineering \$8,500

2. Permits \$1,500

**SUBTOTAL \$10,000**

### Total Project Development Costs

**\$570,000**



## Project Financing

### A. APPLICANT EQUITY

|                  |     |
|------------------|-----|
| Cash Invested    | \$0 |
| Land & Buildings | \$0 |
| Other            | \$0 |

**SUBTOTAL \$0**

### B. LENDER COMMITMENTS *(Attach bank loan commitment letter, letters of credit or other documentation)*

None

**SUBTOTAL \$0**

### C. TIF ASSISTANCE - ELIGIBLE EXPENSES

MCA

Citation (Office use only)

|       |    |       |
|-------|----|-------|
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |

**SUBTOTAL \$**

### D. OTHER SOURCES OF FUNDING

#### Board Contributions

**\$8,500**

- Northwestern Energy
- Bravera Bank
- Valley Credit Union
- Ryan Duffy
- A&E Design

#### Grands Received

**\$429,000**

- Montana Historic Preservation Grant
- Billings Community Foundation
- The Foundation for Montana History (pending)

#### Sources of funds summary (post totals from above)

|                       |           |
|-----------------------|-----------|
| A. Applicant Equity   | \$0       |
| B. Lender Commitments | \$0       |
| C. TIF Assistance     | \$132,500 |
| D. Other Funds        | \$437,500 |

**Total Project Financing \$570,000**





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## Certification

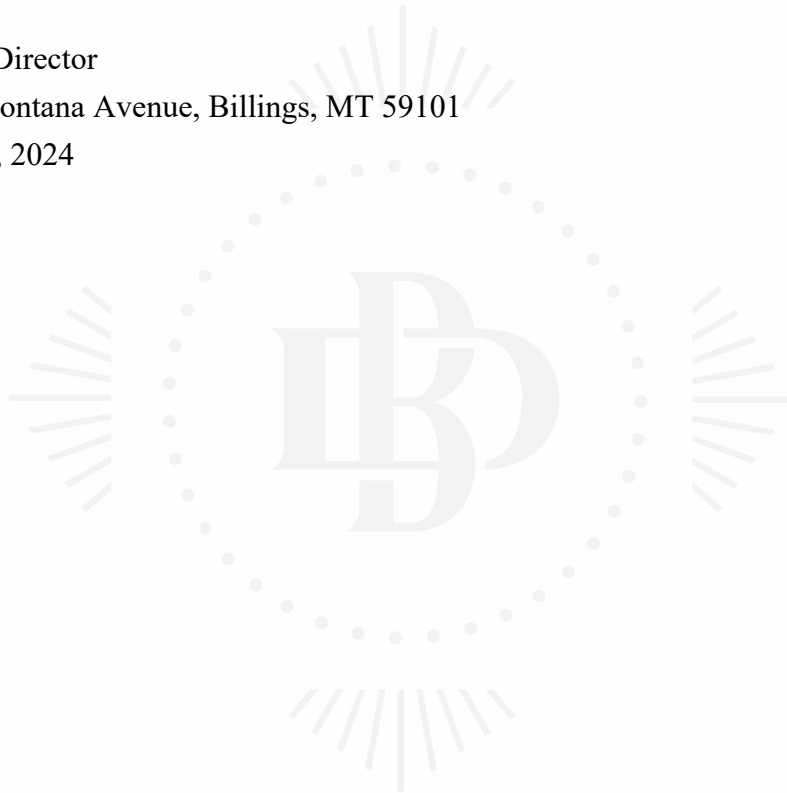
I (we), Michelle Williams, Billings Depot Inc., the APPLICANT, certify that the statements and estimates within this application as well as any and all documentation submitted as attachments to this application or under separate are true and correct to the best of my (our) knowledge and belief.

### Signature:

Title: Executive Director

Address: 2310 Montana Avenue, Billings, MT 59101

Date: January 12, 2024





## Letters of Support

Provided in support of the Campus Impact Renovation project in 2022 for securing the Montana Historic Preservation Grant. There have been no changes to this project since their submission.



P.O. Box 1178  
Billings, MT 59103  
P 406.657.8433

[billingsmt.gov](http://billingsmt.gov)



February 2, 2022

**Re: Grant Application to Montana Department of Commerce for  
Facility Improvements to Billings Depot**

To Whom It May Concern:

The City of Billings owns the building known as the Billings Depot, or simply the Depot, located within the historic area of downtown Billings on Montana Avenue. It is an historic building that was renovated and restored many years ago and is currently leased and managed by the Billings Depot, a non-profit organization. Many popular private events and corporate meetings are held each year at this facility as supervised by the Billings Depot organization. I have reviewed and familiarized myself with the proposed improvements to the facility and fully support the grant application to accomplish these crucial improvements.

Do not hesitate to contact me if there are any questions.

Very truly yours,

Kevin Iffland  
Assistant City Administrator, City of Billings

cc: Michelle Williams, Executive Director, Billings Depot





January 14, 2022

CITY OF  
**Billings**  
MAYOR'S OFFICE

Bill Cole, Mayor  
P.O. Box 1178  
Billings, MT 59103-1178  
Phone 406.657.8296  
FAX 406.657.8390

Montana Historical Preservation Grant Committee  
Community Development Division  
Montana Dept. of Commerce  
301 S. Park Avenue  
Helena, MT 59620

Re: Historic Billings Depot

Dear Committee Members:

I write in strong support of the Billings Depot and its application for funds to repair and restore this historic landmark that generates great economic and cultural activity in downtown Billings.

The projects described in the grant application will maintain and protect the historical and architectural integrity of the Depot campus and improve safety and security. They will also stimulate economic development, promote community pride, and encourage statewide tourism in collaboration with community partners like the City of Billings, Downtown Billings Alliance, Big Sky Economic Development, and the Billings Chamber of Commerce & CVB.

The Billings Depot is fundamental to our city's history. The City of Billings was founded in 1882 by the land-development subsidiary of the Northern Pacific Railroad and named after the president of the railroad, Frederick Billings. Before becoming a railroad magnate, Billings played a major role in developing San Francisco and California after the 1849 goldrush and helped found the University of California, among many other accomplishments.

The Billings Depot served three major railroad networks that intersected here at the turn of the last century. The Depot has hosted presidents, dignitaries, and many historical figures over the years. In 1991 the Hollywood movie *Far and Away* was filmed there. The Depot received historic designation because it represents an important period of Billings'

[billingsmt.gov](http://billingsmt.gov)





history and has had a large influence on the types of businesses that grew up along the famous Montana Avenue.

Today, the Billings Depot continues to be a major supporter of our local economy and an important part of our cultural identity. Operated as an event center in partnership with many city organizations and nonprofits, thousands of people visit the Depot each year for business events, community celebrations, weddings, fundraisers and musical performances.

The Depot is a cornerstone of Billings and helps anchor our downtown's position as the geographic and cultural center of our community. Downtown is where the City of Billings presents its best face to the public. Local residents, regional visitors, and national and international tourists base their impressions of Billings on what they see downtown. Maintaining and revitalizing the historic Billings Depot campus will promote economic growth and foster pride in our rich local history.

The Depot's reputation for community collaboration and project execution is top notch, but it needs additional financial resources to complete the identified projects, which I am confident will be completed as promised.

Respectfully,

William A. Cole, Mayor  
City of Billings





January 12, 2022

Montana Department of Commerce  
Attn: Montana Historical Preservation Grant (MHPG) Committee  
301 South Park Avenue  
Helena, Montana 59620

Dear MHPG Committee Members:

This letter is submitted to you as confirmation that Visit Billings, the Convention and Visitors Bureau for Billings, is a supportive partner in the Historic Billings Depot's efforts to apply for, and obtain, a 2022 Montana Historical Preservation Grant.

The Billings Depot is a major partner in tourism for Billings and Montana. From hosting unique events that attract visitors from surrounding communities and states, to assisting Visit Billings with execution of familiarization tours, meeting and convention recruitment, and displaying the importance of historic preservation in Montana, the economic impact of this venue to Yellowstone County is crucial as Montana's largest community.

The Billings Depot sits along historic Montana Avenue which is right off the Interstate 90 corridor. The venue elevates the significance of the railroad industry today, and historically. Preserving this historic depot is extremely important locally, regionally, and nationally. Continued renovation and restoration efforts will help ensure this treasure remains available for Montana residents and Billings' visitors. During its 100+ year history, the Depot has been the center of the community. The staff and board of directors for the Billings Depot work tirelessly with strategic partners in the region building cohesive plans for downtown revitalization, historic preservation, and economic development. Today, the Depot remains the historic center of the community and Visit Billings is a proud partner.

Awarding a Montana Historic Preservation Grant to the staff and board of the Billings Depot will allow leadership to increase public awareness and recognition of the nationally registered historical place while continuing to protect this key district in eastern Montana.

Thank you for your consideration.

Graciously,

*Alex Tyson*

Alex Tyson, IOM  
Executive Director  
Visit Billings (Billings CVB & Billings TBID)  
(406) 869-3726/Alex@VisitBillings.com





January 11, 2022

Montana Historical Preservation Grant Review  
Committee  
Department of Commerce  
301 South Park Ave.  
Helena, MT 59602

Dear Grant Review Committee:

Big Sky Economic Development is pleased to provide this letter in support of The Billings Depot Campus Impact Renovations: Historical Billings Depot Project.

Big Sky Economic Development (BSED) strives to sustain and grow Yellowstone County's vibrant economy and outstanding quality of life by providing leadership and resources for business creation, expansion, retention, new business recruitment and community development. The Billings Depot partners with Big Sky Economic Development's programs to grow our regional economy.

The Depot champions and supports many community endeavors by hosting training in Science, Technology, Engineering, Arts, & Mathematics (STEAM), or STEAM Fest, by launching educational programs for our youth to build critical skills needed for workforce development, short term popup retail space to support entrepreneurial growth, and creating a green space pocket park to beautify our community. The Billings Depot's project will elevate their ability to utilize the campus fully. Their projects and activities complement BSED's support of business and community development and furthers our work to build a foundation for a vibrant economy.

The Depot is a true leader in creating community collaboration through events and celebrating the rich history of The Depot. The Depot provides support to our Tourism industry which in turn creates/retains more jobs within the event industry. The Depot's project is a vision shared by our organization and others that supports the redevelopment, revitalization and historical preservation of our downtown core.

We believe that in bolstering the offerings of our downtown, we are making our community even more desirable when viewed through the lens of talent attraction and retention of workforce. The completion of this project will create a positive impact in both the near and long term. We respectfully ask that you give this project your full, thoughtful consideration.

Thank you for your time and charitable contributions to communities like ours.

Respectfully,

Steve Arveschoug  
Executive Director  
Big Sky Economic Development

GRANITE TOWER  
222 NORTH 32ND ST. SUITE 200  
BILLINGS, MT 59101-1948

P 406.256.6871  
F 406.256.6877

[BIGSKYECONOMICDEVELOPMENT.ORG](http://BIGSKYECONOMICDEVELOPMENT.ORG)





**downtown**  
*Billings*

January 11, 2022

Billings Depot - Historic  
Preservation Grant

Dear Ms. Williams:

It is my pleasure to write this letter in support of the Billings Depot and their application for this Historic Preservation Grant. The Billings Depot is a valuable member of Downtown Billings and instrumental in providing an important layer of culture, art, and economic support to our vibrant community.

The Downtown Billings Alliance is honored to have The Billings Depot as a member of our Downtown Membership Association and partners regularly with the organization to further Downtown revitalization. This program aligns perfectly with the Downtown Billings Alliance Strategic Plan and our transformative goals, including "A Vibrant and Connected Downtown", "A Strong Downtown Identity", and "A Diverse Economic Engine". This historical asset is a valuable commodity to our community and The Billings Depot succeeds in bringing a lineup of exciting and diverse programs that enrich our downtown's historic arts & culture scene, driving tourism and visitors to our urban center. This organization is invaluable to not only the downtown core, but the city, and region as a whole.

The Billings Depot is a respected and beloved amenity to our community. This historic preservation grant will only enhance this venue and service and the Downtown Billings Alliance is honored to support their efforts. Please don't hesitate to reach out with any questions.

Sincerely,

Katy Easton  
CEO  
Downtown Billings Alliance

Downtown Billings Alliance - 116 N. 29th St - Billings, MT 59102 - 406-294-5060  
[www.downtownbillings.com](http://www.downtownbillings.com)





*Yellowstone Historic Preservation Board*

*A certified local government (CLG)  
Program representing four governing bodies:*

**City of Billings  
City of Laurel**

**Crow Tribe  
Yellowstone County**

January 11, 2022

Montana Historic Preservation Grant Review Committee  
Department of Commerce  
301 South Park Ave.  
Helena, MT 59602

Dear Grant Review Committee:

On behalf of the Yellowstone Historic Preservation Board (YHPB), we are pleased to provide this letter of support of The Billings Campus Impact Renovations: Historical Billings Depot Project.

The goal of the YHPB is to promote the preservation of historic buildings, sites and neighborhoods. Since its inception in 1993, the preservation of Montana Avenue and its buildings has been a priority for YHPB and the City of Billings. In the early 90's, business and property owners along Montana Avenue recognized that an investment in the historic Billings Depot was the catalyst to spur rehabilitation and economic development in this district. Several things occurred to make this happen. The business owners worked together to establish the Montana Avenue Historic District in 1978, and in the early 1990's property owners helped the City of Billings prepare a rehabilitation program for the Depot. As part of that rehabilitation plan, Community Transportation Enhancement funds were programmed for the Depot's rehabilitation, Montana Avenue sidewalks were improved, and a Montana Avenue Streetscape project beautified the roadway for the public. Since that initial investment, Montana Avenue has boomed again!

The Depot continues to be the anchor of the district and an economic driver for many of the businesses located around it. The Depot's continuing support of community endeavors by hosting training, business development opportunities, tourism and education make it a true economic powerhouse.

The YHPB believes strongly in the opportunity to continue the usefulness and importance of our historic buildings and districts. The completion of this project will continue the Depot's legacy as a positive example of what a historic building can contribute to its community.

Thank you for your time and consideration for this wonderful and important building in our community.

Respectfully,

*Lora Mattox*

Lora Mattox, AICP  
Historic Preservation Officer  
Planning & Community Services Department  
City of Billings



**NOTE: SUPPORTING DOCUMENTS FOLLOW AGENDA**

# CITY OF BILLINGS

CITY OF BILLINGS' VISION STATEMENT:

***"THE MAGIC CITY – A VIBRANT, WELCOMING PLACE WHERE  
PEOPLE FLOURISH AND BUSINESS THRIVES"***

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## AGENDA

COUNCIL CHAMBERS

December 8, 2008

6:30 P.M.

**CALL TO ORDER – Mayor Tussing**

**PLEDGE OF ALLEGIANCE – Mayor Tussing**

**INVOCATION – Councilmember McCall**

**ROLL CALL**

**MINUTES – November 13, 2008, Special Meeting  
November 24, 2008**

**COURTESIES** – Presentation to Al Winegardner and family in appreciation of donation in memory of Jayne Winegardner

**PROCLAMATIONS**

**ADMINISTRATOR REPORTS – Tina Volek**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Item: 1 ONLY.**  
**Speaker sign-in required.** (Comments offered here are limited to 1 minute per speaker. Please sign up on the clipboard located at the podium. Comment on items listed as public hearing items will be heard ONLY during the designated public hearing time for each respective item.)

*(NOTE: For Items not on this agenda, public comment will be taken at the end of the agenda. Please sign up on the clipboard located at the back of the room.)*

### **CONSENT AGENDA:**

1. A. **Change Order #3**, W.O. 08-09, Waste Water Treatment Plant Primary Effluent Pipe Replacement and Sludge Drying Bed Expansion, Western Municipal, \$20,468.65, and **increase** the City Administrator's change order authority by \$50,000.

B. **Approval** of compensation agreement for Private Contract No. 599, Emmanuel Baptist Church Sanitary Sewer Extension project, \$325,360.

**C. Approval** of amended Purchase and Sale Agreement with School District Two for ten acres within Cottonwood Park for \$200,000, and **authorization** for the Mayor to execute associated documents to consummate the sale and transfer of ownership of the property.

**D. Approval** of grant application submittal to Safe Route to School Program for the Elementary School Traffic Plan, \$50,000.

**E. Resolution** relating to financing of proposed Zone 3 Storage, Zone 4 Reservoir project and Water Rehabilitation project; establishing compliance with reimbursement bond regulations under the Internal Revenue Code for the purpose of reimbursing the City with bond sale proceeds for financing water projects prior to the availability of funds.

**F. Resolution** relating to financing of a proposed Wastewater treatment plant disinfection system project; establishing compliance with reimbursement bond regulations under the Internal Revenue Code for the purpose of reimbursing the City with bond sale proceeds for financing sewer projects prior to the availability of funds.

**G. Second/Final reading** ordinance expanding the North 27<sup>th</sup> Street Urban Renewal Area – 2008.

**H. Second/Final reading** ordinance modifying the South Billings Boulevard Urban Renewal District.

**I. Exempt Amended Plat** of Tract 1 of Certificate of Survey 1815.

**J. Bills and Payroll**  
(1) November 7, 2008  
(2) November 14, 2008

**(Action:** approval or disapproval of Consent Agenda.)

## **REGULAR AGENDA:**

**2. PUBLIC HEARING AND RESOLUTION GRANTING NEW OR EXPANDING INDUSTRY TAX INCENTIVES FOR BIG SKY ECONOMIC DEVELOPMENT AUTHORITY/GENERAL ELECTRIC CAPITAL CORPORATION** for a new building at 3333 Hesper Road. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).

**3. PUBLIC HEARING AND RESOLUTION GRANTING NEW OR EXPANDING INDUSTRY TAX INCENTIVES FOR DALCO INDUSTRIES DBA TETON STEEL** for property improvements at Gabel Road and South 29<sup>th</sup> Street. Staff

recommends approval. (**Action:** approval or disapproval of staff recommendation).

4. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR REVISIONS TO BOARDS AND COMMISSIONS:** Revisions that provide consistency in procedural areas for advisory boards, commissions and committees, and reorganizes ordinances into one Article of the Code. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
5. **PUBLIC HEARING FOR EXTENSION OF INTERIM ZONING ORDINANCE:** A proposed one-year extension of the Interim Zoning Ordinance that amends Section 27-611, Sexually Oriented Businesses, and allows the interim zoning ordinance to be effective until December 23, 2009. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
6. **DOWNTOWN BILLINGS PARKING STUDY.** Delayed from 11/24/08. Staff recommends approval of contract with Rich and Associates, Inc. for \$68,500. (**Action:** approval or disapproval of staff recommendation).
7. **PUBLIC COMMENT on Non-Agenda Items -- Speaker sign-in required.** (*Restricted to ONLY items not on this printed agenda; comments limited to 3 minutes per speaker. Please sign up on the clipboard located at the back of the Council Chambers.*)

(**Action:** approval or disapproval of Consent Agenda.)

## ADJOURN

(**NOTE:** Additional information on any of these items is available in the City Clerk's Office)

Visit our Web site at:  
<http://ci.billings.mt.us>

**ATTACHMENT A**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE MODIFYING THE URBAN RENEWAL PLAN OF THE NORTH 27<sup>TH</sup> STREET DISTRICT URBAN RENEWAL AREA; MODIFYING THE BOUNDARIES OF THE DISTRICT; ADOPTING A MODIFIED URBAN RENEWAL PLAN INCLUDING A TAX INCREMENT PROVISION; APPROVING URBAN RENEWAL PROJECTS THEREIN AND AUTHORIZING THE ISSUANCE OF TAX INCREMENT URBAN RENEWAL REVENUE BONDS OF THE CITY TO FINANCE COSTS THEREOF

NOW, WHEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

WHEREAS, on July 11, 2005 the City Council adopted Ordinance No. 05-5333, which created the North 27<sup>th</sup> Street District Urban Renewal Area (hereafter “North 27<sup>th</sup> Street District”) and adopted the Urban Renewal Plan of the North 27<sup>th</sup> Street District Urban Renewal Area (“N. 27<sup>th</sup> Street Plan”) that included a tax increment provision and endorsed urban renewal projects.

WHEREAS, on November 13, 2006 the City Council adopted Ordinance No. 06-5394 which expanded the boundaries and amended the N. 27<sup>th</sup> Street Plan to create the Extended N. 27<sup>th</sup> Street District that included a tax increment provision and endorsed urban renewal projects.

WHEREAS, it has been determined that the Extended North 27<sup>th</sup> Street District and the N. 27<sup>th</sup> Street Plan should be modified to include additional property contiguous to the Extended North 27<sup>th</sup> Street District.

WHEREAS, this Council on November 24, 2008, conducted a public hearing on a proposal to modify the N. 27<sup>th</sup> Street Plan by adopting the Urban Renewal Plan of the Expanded North 27<sup>th</sup> Street District Urban Renewal Area - 2008, thereby establishing a modified urban renewal area to be formally designated as the Expanded North 27<sup>th</sup> Street District Urban Renewal Area - 2008 (the “Expanded North 27<sup>th</sup> Street District - 2008” or “the Property”), and to undertake urban renewal projects therein, all as authorized by Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, as amended (the “Act”).

WHEREAS, the Expanded North 27<sup>th</sup> Street District - 2008 is depicted on Attachment 1 (depicting the relationship of the Expanded North 27<sup>th</sup> District – 2008 to the Extended N. 27<sup>th</sup> Street District) and which is hereby incorporated herein and made a part hereof. Pursuant to this Ordinance, the boundaries of the Redevelopment Area are modified to reflect the addition of the Property depicted on the map on Attachment 1. The Redevelopment Area, as modified, is depicted on Attachment 1 and legally described on Attachment 2 (the “Resulting Redevelopment Area”) (each of which is hereby incorporated herein and made a part hereof). The Resulting Redevelopment Area is contiguous.

WHEREAS, opportunities have been presented to the City that makes it desirable for the City to consider urban renewal projects within the Expanded North 27<sup>th</sup> Street District - 2008 consisting of demolishing certain blighted structures within the district; improving such properties with new construction, landscaping, utilities, and other similar improvements; and making the properties so improved available for private redevelopment in accordance with the Act (the "Projects"). Development proposals to be considered for funding include mixed use projects, building renovations, services for the District and the construction or expansion of City owned parking structures within the District.

WHEREAS, the proposed modified urban renewal plan titled the Urban Renewal Plan of the Expanded North 27<sup>th</sup> Street District - 2008 is attached hereto as Attachment 3 (which is hereby incorporated herein and made a part hereof) (the "Modified Plan"). The Modified Plan contains a tax increment provision and will govern the operation and administration of the Expanded North 27<sup>th</sup> Street District - 2008.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Billings, Montana, as follows:

1. Findings. This Council hereby finds, determines and declares, based on the comments received at the public hearing and other studies and information available to this Council, that:

a. The Property presently contains structures and improvements that are in a state of substantial deterioration, are obsolete or defective, pose unsanitary or unsafe conditions, are vacant and unused, and have inappropriate uses. The present condition of the Property substantially impairs the sound functioning of the downtown area of the City and its environs, is conducive to juvenile delinquency and crime, poses the threat of vandalism or mischief and fire or loss, constitutes an economic and social liability, and is a menace to the public health, safety, and welfare of the residents of the City. Accordingly, the Council reaffirms its previous findings that the Property is a blighted area within the meaning of Section 7-15-4210 of the Act. This Council finds that the rehabilitation, redevelopment or a combination thereof of the Property is necessary and in the interest of the health, safety, morals or welfare of the residents of the City. This Council finds that undertaking measures to eradicate or diminish the blight affecting the Property will help to foster a more dynamic, livable, and vibrant downtown.

b. If Projects require relocation of displaced persons, a detailed relocation plan is required and will be prepared.

c. The Modified Plan conforms to the 2003 Billings and Yellowstone County Growth Policy and the City's Downtown Framework Plan.

d. The Modified Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the District by private enterprise.

e. A sound and adequate financial program is required for the financing of Projects, which program includes substantial private investment and financing and the sale and issuance by the City of Tax Increment Bonds in proportions yet to be determined, for the purpose of financing a portion of the costs of the Projects as set forth above.

f. Approved Projects will constitute urban renewal projects within the meaning of the Act and are authorized to be undertaken by the City.

2. Plan Adoption. The Modified Plan is hereby adopted and approved in all respects, including without limitation, the segregation and application of tax increments as provided in Sections 7-15-4282 through 7-15-4293 of the Act as provided therein. For purposes of allocating taxes according to the Act, the "prior assessed value" of taxable property within the Expanded North 27<sup>th</sup> Street District - 2008 is that value shown on the assessment rolls as of January 1, 2008.

3. Project Approval. Authorized Projects are hereby approved.

4. Bonds. This Council approves financing the costs of Urban Renewal Projects, or a portion thereof, with proceeds of the Bonds. The City is hereby authorized and directed to undertake activities and analysis ordinarily prerequisite to the issuance of tax increment urban renewal revenue bonds in a principal amount not to exceed \$10 million for financing of the costs of Urban Renewal Projects or a portion thereof.

5. Conditional Commitment. The adoption of the Plan does not constitute a guarantee or a firm commitment that the City will issue the Bonds or undertake Projects. If, based on comments or information made available to or obtained by the City, it appears that the issuance of the Bonds or Projects is not in the public interest or consistent with the purposes of the Act, the City reserves the right not to issue the Bonds or undertake the Project.

7. Repealer. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

8. Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

9. Effective Date. This Ordinance shall be in full force and effect from and after the date that is 30 calendar days after the date set forth below.

ADOPTED by the City Council of the City of Billings, Montana, on second reading this 8<sup>th</sup> day of December, 2008.

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Ron Tussing, Mayor

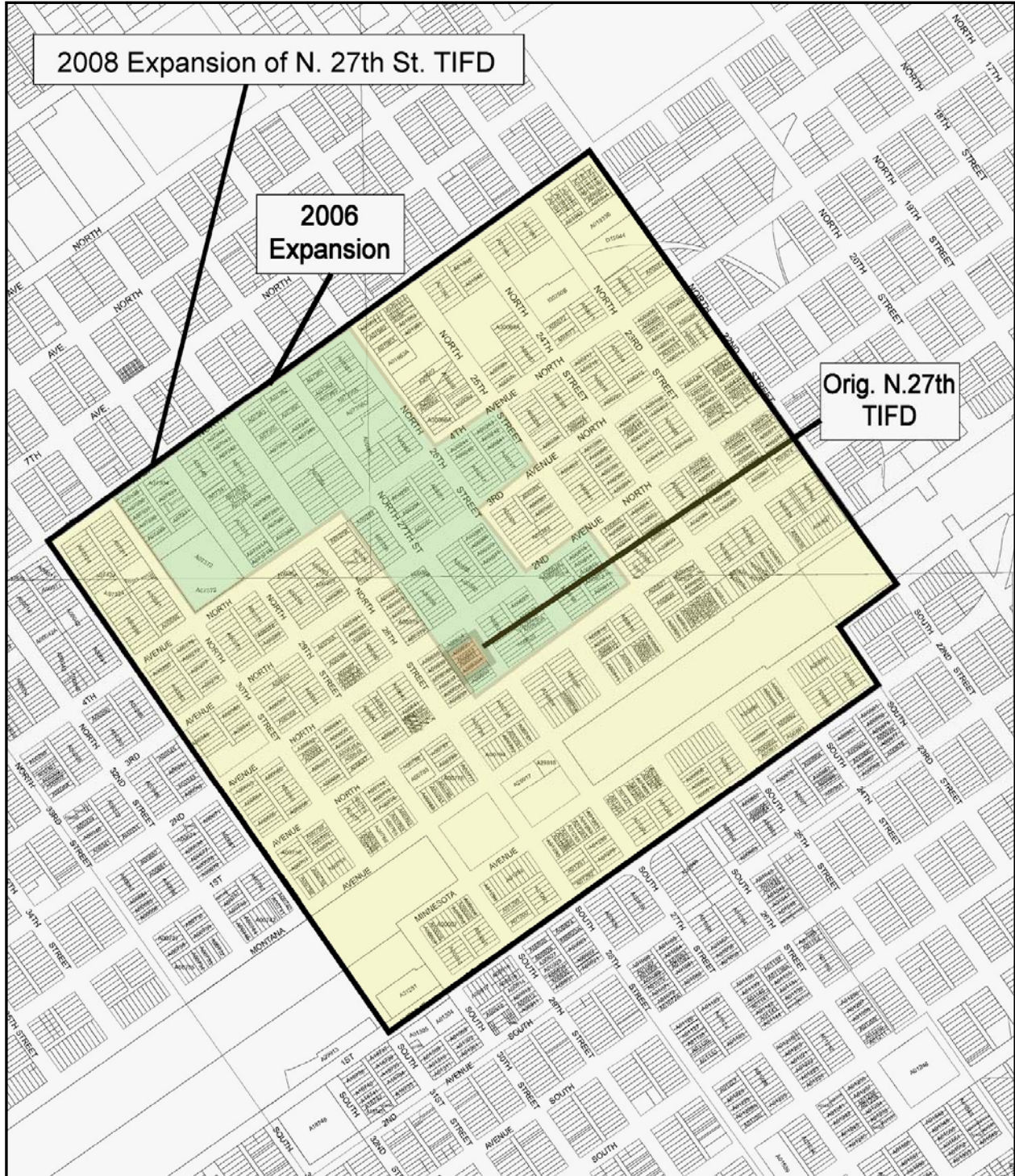
ATTEST:

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Cari Martin, City Clerk

**ATTACHMENT 1**

**Expanded North 27<sup>th</sup> Street Urban Renewal District – 2008 Boundaries, Boundaries of the Extended N. 27<sup>th</sup> Street District (2006) and the Boundaries of the N. 27<sup>th</sup> Street District (2005)**



**ATTACHMENT 2**  
**Expanded North 27<sup>th</sup> Street Urban Renewal District – 2008**  
**Boundary Description**

**Beginning at a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and North 31<sup>st</sup> St. proceeding east along the centerline of 6<sup>th</sup> Ave. North to a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and N. 22<sup>nd</sup> Street proceeding south along the centerline of North 22<sup>nd</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to a point at the intersection of South 22<sup>nd</sup> Street and Minnesota Avenue proceeding west along the centerline of Minnesota Avenue to a point at the intersection of Minnesota Avenue and South 23<sup>rd</sup> Street proceeding south along the centerline of South 23<sup>rd</sup> Street to a point at the intersection of South 23<sup>rd</sup> Street and 1st Avenue South proceeding west along the centerline of 1<sup>st</sup> Avenue South to a point at the intersection of the centerlines of 1<sup>st</sup> Avenue South and South 31<sup>st</sup> Street proceeding north along the centerline of South 31<sup>st</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to the starting point at the intersection North 31<sup>st</sup> Street and 6<sup>th</sup> Avenue North encompassing all parcels and tax codes therein.**

**ATTACHMENT 3**  
**Expanded North 27<sup>th</sup> Street Urban Renewal Area – 2008**  
**Modified Plan**

**EXPANSION OF THE BILLINGS, MONTANA  
NORTH 27<sup>TH</sup> STREET URBAN RENEWAL AREA,  
WITH TAX INCREMENT, AND AMENDMENT TO  
THE URBAN RENEWAL PLAN**

**FOR CITY OF BILLINGS AND PLANNING REVIEW**  
**October 14, 2008**

Prepared by



Downtown Billings Partnership, Inc  
2815 2<sup>nd</sup> Ave. North – Billings, MT 59101 – [gregk@downtownbillings.com](mailto:gregk@downtownbillings.com)

## **SECTION 1 – INTRODUCTION**

On July 11, 2005, the City Council adopted an ordinance that (a) created the North 27<sup>th</sup> Street District Urban Renewal Area (“North 27<sup>th</sup> Street District”) and (b) adopted an urban renewal plan for the district. On November 13, 2006 the City Council adopted an ordinance that (a) expanded the North 27<sup>th</sup> Street District and (b) modified the urban renewal plan for the district. For reasons discussed in this Amendment to the Urban Renewal Plan of the North 27<sup>th</sup> Street District (“Plan”), it has been determined that the North 27<sup>th</sup> Street District should be expanded again to include other contiguous blighted properties in need of redevelopment. Further, it has been determined that this area, known as the Central Business District of Billings, has been and is in need of expanded public parking, enhanced pedestrian connections and experiences, improved public safety, and infrastructure improvements to public and private properties that will lead to increased taxable values. The existing urban renewal plan may be modified by ordinance in accordance with the procedure described in M.C.A. § 7-15-4221. The Urban Renewal Plan of the North 27<sup>th</sup> Street District approved by the City Council on July 11, 2005 and modified on November 13, 2006 is hereby included by reference as part of this amended Plan and shall remain applicable hereto except to the extent the original plan is explicitly or impliedly amended by this Plan. It is recognized as part of this Plan that the basic vision of the document known as Downtown Billings Framework Plan, adopted by the Billings City Council on December 22, 1997 and by the Yellowstone County Commissioners on December 23, 1997, is still valid and should be considered a part hereof. The terms defined in “Part I – DEFINITIONS” of the North 27<sup>th</sup> Street District Plan shall have the same meanings in this Plan unless a contrary meaning is expressed herein. The expanded district proposed in this Plan is hereafter referred to as the Expanded North 27<sup>th</sup> Street District - 2008 or the “District.”

## **SECTION 2 – BACKGROUND**

The original Downtown Redevelopment District, a downtown tax increment finance district, was created on December 20, 1975 by a resolution which cited hazardous conditions existing in the district due to overhead utility wires, inefficient land use, problems of access and circulation, physical constraints to development, random location of mixed uses and deteriorated building

conditions, and found that rehabilitation and redevelopment of the District would be in the public interest. That original district (hereafter “1975 District”) comprised one hundred and twenty four (124) blocks in the city center after the 1985 south expansion and the 2004 east expansion. The 1975 District expired March 1, 2008 but the Urban Renewal Plan and the Framework Plan used for that district, in many parts and in relation to this District remain valid.

Because the 1975 District has terminated, but many of the undesirable conditions continue to exist, it was determined that it would be in the best interest of the City to expand the North 27<sup>th</sup> Tax Increment District to assist the construction of public improvements, stabilize and grow the tax base, increase the parking inventory, increase the inventory of downtown residential property, stimulate multi-use development (“Multi-Use Facility Projects”), fill street level vacancies, provide expanded security, develop safe event locations with appropriate traffic control devices, expand the Business Improvement District, make modifications to street and intersection lighting, increase traffic calming and reduce the noise in the district through Quiet Zone management and further implement the vision of the Downtown Framework Plan.

Currently, there is a need to expand the North 27<sup>th</sup> Street District to encompass development needs on the North 27<sup>th</sup> Street corridor, the North Broadway corridor, the Old Town Neighborhood and the Montana Avenue Historic District (including expansion of the Historic District to include areas south of the railroad tracks), the Civic District, areas adjacent to the Medical Corridor, adjacent to the East Billings Urban Renewal Area and other underutilized properties within the Central Business District of Billings. Although there has been significant improvement in the valuation of property in much of the 1975 District, the area defined by this proposed expanded tax increment district has major properties that have been neglected for many years and continue to show signs of serious blight and tax base decline. Many parcels have been removed from the tax rolls and/or are delinquent on payments of taxes and fees. The Expanded North 27<sup>th</sup> Street District creates an opportunity to continue redevelopment of the center of downtown with a mixture of public and private investment in a roughly seventy-one-square-

block district (just over half of the size of the 1975 expanded district) encompassing the existing North 27<sup>th</sup> Street District.

The area has several pockets of low taxable value, with several lots of the land being owned by government and other non-profit entities and several buildings that are over 50% vacant.

The creation of the Expanded North 27<sup>th</sup> Street District is essential to any planned development at 4<sup>th</sup> Avenue North and North Broadway, redevelopment of the vacant Northern Hotel, improving security and expanding the clean safe and vibrant programs of the Business Improvement District, continuing redevelopment of the Civic Plaza area, developing the boundary areas of the Medical Corridor and the East Billings Urban Renewal Area, and expanding the Historic District. It could also assist with the essential remodeling of the Northern Hotel, the Babcock Theatre, the Westwood Building, the Lincoln Hotel Building. Public infrastructure construction within this expanded District could assist with the renovation and/or relocation of various City facilities, such as the public library. It is currently expected that the expanded North 27<sup>th</sup> Street District may help fund the following projects:

## **I. Business Programs and Projects**

- a. Business Retention
  - i. Targeted assistance and review of existing street level businesses
  - ii. Retail market survey
- b. Business Recruitment
  - i. Development of a “chainlet” network
  - ii. Business plan development assistance
  - iii. Association networking
  - iv. Business Improvement District support
  - v. Business cluster analysis
  - vi. Pedestrian study
    - 1. demographics
    - 2. directions
    - 3. linkages
    - 4. destinations
    - 5. wayfinding

## **II. Parking and Transportation**

- a. Increase use of public transit
- b. Parking structures to support current and future needs

- c. Explore parking linkages to adjacent destinations
- d. Explore parking management practices and programs
  - i. Off street parking
  - ii. On street parking

### **III. Crime Prevention and Public Safety**

- a. Cooperative Security Program
- b. Business Watch Program
- c. Crime and Fraud prevention programs
  - i. Geared towards street level businesses

### **IV. Management, Implementation and Maintenance**

- a. Downtown Billings Partnership, Inc. or its successor, management agreement
  - i. Project development
  - ii. Public awareness
  - iii. Advocacy and liaison between public and private sectors
- b. Business Improvement District expansion and development
  - i. Cooperative work agreements with PMDs
  - ii. Development and promotion of Conference Corridor
  - iii. BID expansion
  - iv. “Green” Management
    - 1. Recycling programs
    - 2. Tree management

### **V. Infrastructure Improvements**

- a. Public
  - i. Expansion of Historic District
  - ii. New Library
  - iii. New Planning Department Offices
  - iv. Public Parking and Greenspace
  - v. Intersection Lighting by Public Works
  - vi. New SILMDs for mid-block lighting
  - vii. Streetscapes and traffic calming plans
  - viii. Sidewalks, curbs and gutter improvements
    - 1. stabilization of vaults
  - ix. Relocation of public and private utility lines
- b. Public infrastructure improvements that would support the following development projects/programs
  - i. Workforce housing development
  - ii. Loft and Condo development
  - iii. Lodging development
  - iv. Conference Facilities

v. Entertainment venues

**SECTION 3 – SUMMARY OF BLIGHT FINDINGS**

The area in the proposed expansion of the North 27th Street District contains a great deal of blight. Within the district there is substantial structural deterioration, long-term land vacancy, a railroad spur line that has been abandoned and a major rail line that continues to divide the Central Business District. Several of the commercial buildings in the district are deteriorated and/or vacant and need demolition or renovation. Many of the storefronts and upper floors are vacant or under-occupied. Sidewalks are cracked; alleys are deteriorated, and, in general, much of the area is below accepted standards. In contrast to the above, there are certain properties within the district in good repair but included in the district to allow for a contiguous block of land within the district and because pockets of revitalization cannot be sustained if areas of neglect and blight surround them. Over time, without continued managed urban renewal, even these success stories will once again decline in taxable value. Most of the district falls into the blighted, neglected and under-utilized categories.

**SECTION 4 – DESCRIPTION OF BLIGHTED AREA**

The expanded urban renewal area described in this amended Plan incorporates most of the Central Business District. Within the district there are several older, single-story structures that have been retrofitted for offices and warehousing, numerous surface parking lots, and several vacant structures. Many of these structures are unsuited to their current uses because of age obsolescence and physical deterioration.

Montana’s Urban Renewal Law (Montana Code Annotated Title 7, Chapter 15, Parts 42 and 43) provides the authority to declare the existence of blighted areas and to target them for improvements. “Blighted area” is defined in Section 7-15-4206(2), M.C.A., as follows:

*[A]n area that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime; substantially impairs or arrests the sound growth of the city or its environs; retards the provision of housing accommodations; or constitutes an economic or social liability or is detrimental*

*or constitutes a menace to the public health, safety, welfare, and morals in its present condition and use, by reason of:*

- (a) the substantial physical dilapidation; deterioration; defective construction, material, and arrangement; or age obsolescence of buildings or improvements, whether residential or nonresidential;*
- (b) inadequate provision for ventilation, light, proper sanitary facilities, or open spaces as determined by competent appraisers on the basis of an examination of the building standards of the municipality;*
- (c) inappropriate or mixed uses of land or buildings;*
- (d) high density of population and overcrowding;*
- (e) defective or inadequate street layout;*
- (f) faulty lot layout in relation to size, adequacy, accessibility, or usefulness;*
- (g) excessive land coverage;*
- (h) unsanitary or unsafe conditions;*
- (i) deterioration of site;*
- (j) diversity of ownership;*
- (k) tax or special assessment delinquency exceeding the fair value of the land;*
- (l) defective or unusual conditions of title;*
- (m) improper subdivision or obsolete platting;*
- (n) the existence of conditions that endanger life or property by fire or other causes; or*
- (o) any combination of the factors listed in this subsection (2).*

The land being added to the Plan area includes 405 (Exhibit A) property tax codes plus a segment of centrally assessed BN Railroad property. The complete, expanded Urban Renewal Area will have 481 property tax codes plus the segment of BN Railroad property. Within that total area, and as noted in the 2006 approved Urban Renewal Plan, there are many “target areas” that should be immediately considered for redevelopment. The properties on N. Broadway between 4<sup>th</sup> Avenue North and 6<sup>th</sup> Avenue North will need additional parking to facilitate the construction of a Stockman Bank facility. The area adjacent to the Northern Hotel on North Broadway is in need of parking due to the closure of the privately owned parking structure in that area due to unsafe and blighted conditions of the structure. The area east of the Yellowstone County Courthouse Lawn is targeted for a new federal courthouse and will need additional parking and green spaces. The area between the new MET transit facility on N. 25<sup>th</sup> Street and to the east boundary of the East Billings Urban Renewal Area (N. 22<sup>nd</sup> Street) is in need of redevelopment that could include workforce housing and parking. The status of the Battin Federal Courthouse is still unclear. The facility is contaminated with asbestos and is destined to become vacant with the completion of a new federal courthouse and office building. This

vacancy will present a redevelopment opportunity in the near future. The area surrounding City of Billings Park IV contains many surface parking lots that could be developed if Park IV is sold to a private developer. This area lacks high-rise housing with mixed use occupancy on the first floor. The future use of the Lincoln Center is unclear and it could be a redevelopment opportunity if the school district ceases its administrative and continuing education functions in the building. The properties on 1<sup>st</sup> Ave. S. and Minnesota Avenue are not currently in a Historic District and values remain stagnant as compared to the Montana Avenue area. The redevelopment of the south side of the railroad tracks has not kept up with the redevelopment north of the tracks and should be a target area. Several properties located between Montana Avenue and 1<sup>st</sup> Avenue North are severely underutilized and in need of redevelopment. Without attention to some of this blight, over time, the value of the Montana Avenue redevelopment will most likely be negatively impacted.

#### **SECTION 5 – DETERMINATION OF BLIGHT**

The proposed expansion area of the North 27<sup>th</sup> Street District contains a number of underdeveloped properties. The Council previously determined that the property included in the North 27<sup>th</sup> Street District was “blighted” within the meaning of the Act in Resolution 05-18276 adopted June 13, 2005 and Resolution 06-18488, adopted September 25, 2006. The Redevelopment Area, including the portion that is to be expanded to form the Expanded North 27<sup>th</sup> Street District - 2008, was previously determined to be blighted and an appropriate area for an urban renewal project in Resolution No. 12107 dated January 5, 1976. Deficiencies in public and private properties located in the district lead to a determination that the area continues to be blighted, as defined by state statute. Specific areas of blight on the site are listed below:

##### Deficient Structures in Expanded Area

There are several buildings that are over 50 years in age and do not qualify as being historically significant. Many are in poor repair and may contain potentially hazardous asbestos and lead paint.

#### Deficient Public Facilities in Extended Area

The streets, curbs, gutters and sidewalks in much of the area are in satisfactory repair. However, sewer and water utilities in the area are aging and have required frequent repairs in recent years. Several parking lots generally do not meet code requirements for paving, striping and landscaping. Many of them are cracked and crumbling. The city owned parking ramps within the area, except for Park IV have extensive “waiting lists” and public parking for adjacent office and commercial structures continues to be inadequate. Demand for parking will continue and additional and expanded parking structures will be required to accommodate commercial growth.

#### Deficient Land Use in Extended Area

In general, the area is under-utilized due to the significant amount of surface parking areas and a large number of single-story structures. The taxable value of this district must be stabilized and encouraged to grow.

### **SECTION 6 – THE SITE AND ITS RELATIONSHIP TO THE CITY**

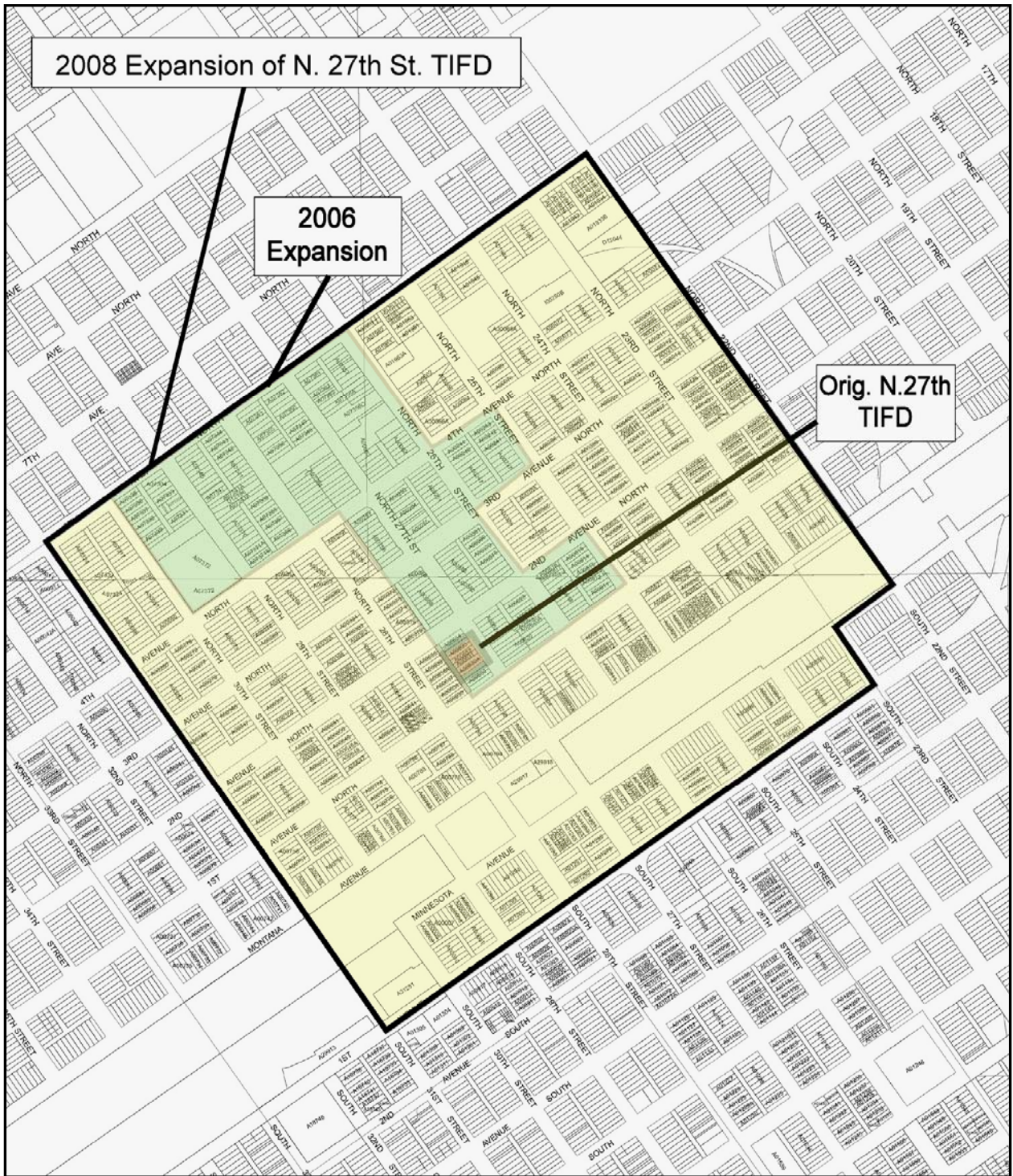
As noted, the expanded North 27<sup>th</sup> Street Urban Renewal Area comprises most of the Central Business District (CBD) of the City of Billings.

### **SECTION 7 – LEGAL DESCRIPTION**

The legal description of the proposed Expanded North 27<sup>th</sup> Street District – 2008 is as follows:

**Beginning at a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and North 31<sup>st</sup> St. proceeding east along the centerline of 6<sup>th</sup> Ave. North to a point at the intersection of the centerlines of 6<sup>th</sup> Avenue North and N. 22<sup>nd</sup> Street proceeding south along the centerline of North 22<sup>nd</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to a point at the intersection of South 22<sup>nd</sup> Street and Minnesota Avenue proceeding west along the centerline of Minnesota Avenue to a point at the intersection of Minnesota Avenue and South 23<sup>rd</sup> Street proceeding south along the centerline of South 23<sup>rd</sup> Street to a point at the intersection of South 23<sup>rd</sup> Street and 1st Avenue South proceeding west along the centerline of 1<sup>st</sup> Avenue South to a point at the intersection of the centerlines of 1<sup>st</sup> Avenue South and South 31<sup>st</sup> Street proceeding north along the centerline of South 31<sup>st</sup> Street, crossing the centrally assessed Burlington Northern Railroad property, to the starting point at the intersection North 31<sup>st</sup> Street and 6<sup>th</sup> Avenue North encompassing all parcels and tax codes therein, all inclusive.**

Map of entire Expanded N. 27<sup>th</sup> District



## **SECTION 8 – PROPERTY DEVELOPERS**

New development in the proposed tax increment district will also be accomplished through the implementation of the Downtown Framework Plan. These Projects are described in Section 2 of this plan.

## **SECTION 9 – PROJECT RELATIONSHIP TO THE FRAMEWORK PLAN**

The proposed urban renewal area and expanded tax increment district is located generally in the center of the City and encompasses most of the “districts” as defined by the Billings Framework Plan (“Framework Plan”). One goal of the Framework Plan was to remove barriers to downtown circulation and development created by 4<sup>th</sup> Avenue North and 6<sup>th</sup> Avenue North and establish the area between the avenues as both a discreet district and a recognized extension of the CBD, thereby allowing potential ties to the medical corridor and MSU-Billings from the CBD. Generally, the Framework Plan stressed the downtown’s ability to make a positive impact on the entire city. The Framework Plan also recommended a private non-profit organization to assist the City of Billings with the management of the Tax Increment District through an annual work plan and contract. This Expanded N 27<sup>th</sup> Street District may be managed in a similar manner and could make use of the redevelopment and facilitation established through that management entity.

### **Framework Plan Recommendation: Housing**

The Framework Plan states that housing should be a top priority and that the City should continue to work with builders and developers to encourage downtown housing through various methods. Specifically, the plan states that high-rise housing is to be located in the east transition zone and portions of the north transition zone.

The formation of an expanded tax increment district will help to raise funds that can be used for construction or rehabilitation of public infrastructure necessary to attract and retain housing in the area.

## **Framework Plan Recommendation: Priorities**

The top priorities identified in the Framework Plan include the following:

- Development incentives, including business retention and recruitment
- Housing – demonstration projects
- Streetscape Kit of Parts – expand kit to include Minnesota Avenue
- Events Kit of Parts – Modern and safer traffic control devices may be needed
- Paring configuration adjustments – several one-way streets could be converted to 2-way
- 5<sup>th</sup> Avenue North Corridor preservation and enhancement

**This amendment to the Plan and the urban renewal projects that it contemplates specifically address all six of these priorities.**

### **SECTION 10 – CONFORMANCE TO THE GROWTH POLICY**

One of the requirements of Montana’s Urban Renewal Law (Title 7, Chapter 15, Parts 42 and 43) is that the urban renewal plan must conform to the community’s growth policy. The Yellowstone County and City of Billings Growth Policy (“Growth Policy”) refers to and promotes downtown redevelopment in a variety of ways. This amendment to the Plan is consistent with the current Growth Policy.

### **SECTION 11 – CERTAIN PLAN FEATURES AND FINANCIAL MATTERS**

Section 7-15-4217, M.C.A., of the Act requires cities to make certain findings when they adopt an urban renewal plan and approve Urban Renewal Projects. These are addressed below:

1. Most of the District contains no existing dwelling units or housing, and planned projects would not displace any persons from housing. Accordingly, there is no need to have a workable and feasible plan for substitute housing until and unless such a project is developed in the future.
2. This amended Plan conforms to the Growth Policy for the City as a whole and to the

Framework Plan.

3. This Modified Plan affords maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the Expanded North 27<sup>th</sup> Street District by private enterprise. It is unreasonable to expect that the district will be remain stabilized and/or redeveloped without substantial public support. Numerous properties within the area are dilapidated. As presently constituted, property in the district is not conducive to any sort of uniform or integrated development and, as presently existing, cannot compete with other areas of the City for substantial developments, particularly areas at the outskirts of the City. Experience has validated the foregoing facts and observations. This amended Plan is intended to facilitate the identification and construction of significant Urban Renewal Projects, which would not be possible without this Plan.
4. A sound and adequate financial program exists for financing projects, which include the sale and issuance by the City of the Bonds in an amount not to exceed the costs of the project, including administration costs and costs of issuance of the Bonds. Any approved Development Project will require commitments of substantial private financing that will provide the primary means for funding construction of the improvements.
5. This Expanded N. 27<sup>th</sup> Street District - 2008 may be modified at any time by the City Council as necessary to eliminate and prevent the development or spread of blighted areas, and encourage urban rehabilitation. The process for plan modification shall follow the procedures set forth in 7-15-4212 through 7-15-4219 MCA, with respect to initial adoption of this plan. For purposes of urban renewal district boundary changes only, the notice of public hearing, as described in 7-15-4215 MCA, may be mailed only to those owners whose properties are situated within the area of expansion or contraction of the Urban Renewal District boundaries. In cases where the boundaries are not modified, but the contents of the urban renewal plan are substantially modified, notification shall be mailed to all owners of property within the Urban Renewal District area.

## SECTION 12 – TAX INCREMENT

Tax increment financing is necessary to encourage private reinvestment within the District, which will further encourage economic growth in the District and Downtown Billings, create substantial employment opportunities, and increase the tax base of the City and other taxing jurisdictions. The expanded North 27<sup>th</sup> Street District is hereby established as a tax increment financing urban renewal area within the meaning of the Act, and, in particular, Section 7-15-4282 through 7-15-4293 of the Act. This Section constitutes a tax increment provision within the meaning of the Act. In connection therewith:

1. For the purpose of calculating the incremental taxable value each year for the life of the district, the base taxable value shall be calculated as current base taxable value of the district plus the base taxable value of all real and personal property added to the district by this amended plan and as show in Exhibit B as of **January 1, 2008.**
2. The City is hereby authorized to segregate the tax increment derived in the district and use and deposit such increment into the tax increment fund of the district for use as authorized by the Act and as authorized herein from time to time, including, without limitation, pledging the tax increment to repayment of Bonds.
3. The tax increment received from the district may be used to pay directly costs of an approved Development Project as may from time to time be approved by the Council. The Council also hereby authorizes the use of tax increment in the district to pay debt service on Bonds issued to finance a portion of the costs of these Development Projects, and costs associated with the sale and security of such Bonds in compliance with the Act, subject to any limitations imposed by the Montana Constitution and federal law.
4. The tax increment provision of the district will terminate upon the latter of:
  - a. The fifteenth (15<sup>th</sup>) year following the original creation of the district; or
  - b. The payment or provision for payment in full or discharge of all Bonds, and the payment of interest thereon, for which the tax increment has been pledged.

After termination of the tax increment provision, all taxes shall continue to be levied upon the actual taxable value of the taxable property in the district, but shall be paid into funds of the taxing bodies levying taxes within the district.

## SECTION 13 – CONCLUSIONS

The creation of this expanded North 27th Street Urban Renewal District will have a positive impact on Downtown Billings and no impact on the total taxable value flowing to the taxing entities from the now expired 1975 Urban Renewal District.

Expansion of the North 27<sup>th</sup> Street District is an essential first-step in completing what may be a number of urban renewal projects. If completed, mixed use projects approved within the first two years could stimulate over \$30 million in new construction, and possibly as much as \$15 million in re-sales and redevelopment. Approximately 500 new employees and new downtown residents could be located on the commercial and upper floors of possible mixed use projects. Thus, expansion of the district, in addition to further stabilizing the tax base, eliminating blight and providing renaissance to the CBD, will also bring new employees and residents to the CBD.

Mixed use development within the Expanded District ties in favorably with and actually stimulates the remodeling plans that are currently underway for several downtown properties. Additionally, like any major new development, the anticipated Stockman Bank construction at 4<sup>th</sup> Avenue North and North Broadway will have a stimulating effect on the surrounding area. Specific examples of this are:

1. It will tie the CBD to the medical corridor located immediately to the north of the development.
2. The Billings Clinic has purchased the Underriner property to the north and west of the Library. The Clinic's plans at this point have not been determined; however, the development proposed in this amended Plan will enhance and encourage future development by this group.

3. The Framework Plan encourages the development of the 5<sup>th</sup> Avenue North corridor. An enhanced Library, as accomplished by projects described in this Plan, will provide an excellent entrance to this corridor.
4. Future redevelopment and revitalization of structures like the Northern Hotel and the Babcock Theatre Building are enabled by this district.
5. This expanded district may assist with the completion of and continued modernization of City owned downtown parking structures.

In conclusion, expansion of the North 27<sup>th</sup> Street Urban Renewal District to include the property described in this amended Plan will have a positive effect on the CBD and the City.

**RESOLUTION NO. 18-10750****A RESOLUTION OF THE CITY OF BILLINGS FORMING A  
POLICY FOR THE ADMINISTRATION OF URBAN  
RENEWAL AREAS OR DISTRICTS (URD) IN THE CITY.**

WHEREAS, MCA, Title 7, Chapter 15, Part 42, Section 51 declares: General powers of municipalities in connection with urban renewal. Every municipality shall have all the power necessary or convenient:

- (1) To carry out and effectuate the purposes and provisions of this part and part 43;
- (2) To undertake and carry out urban renewal projects within the municipality, to make and execute contracts and other instruments necessary or convenient to the exercise of its powers under this part and part 43, and to disseminate blight clearance and urban renewal information;
- (3) To organize, coordinate, and direct, within the municipality, the administration of the provisions of this part and part 43 as they apply to such municipality in order that the objective of remedying blighted areas and preventing the causes thereof within such municipality may be most effectively promoted and achieved and to establish such new office or offices of the municipality or to reorganize existing offices in order to carry out such purpose most effectively;
- (4) To exercise all or any part or combination of powers granted in this part or part 43; and

WHEREAS, the City of Billings reviews and adopts Urban Renewal Plans for each of its Urban Renewal Districts, and those Plans specify goals for each Urban Renewal District; and

WHEREAS, the City of Billings may establish local policies that guide the establishment, operations, funding and governance of urban renewal districts; and

WHEREAS, development of TIF (Tax Increment Financing) Policies would be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

That the City Council now makes and adopts the following TIF Policy:

## CITY OF BILLINGS TAX INCREMENT FINANCE POLICY

1. PERMITTED USES OF TIF FUNDS. TIF funds may be used for costs outlined in MCA, Title 7, Chapter 15, Part 42, Section 88. Urban Renewal Plans adopted by the City may limit what TIF funds may be spent on in any Urban Renewal District. Eligible costs may include, but are not limited to:
  - a. Land acquisition and assemblage, demolition and removal of structures, relocation of occupants, analysis to determine needs of an urban renewal area, administrative cost for redevelopment activities.
  - b. Public infrastructure, including, but not limited to: streets, storm drains, parking, public buildings, water and sewer lines, sidewalks, utility connections.
  - c. Private infrastructure with public benefit, including, but not limited to, building façades, windows, doors, fire suppression or alarm systems, storm drainage, environmental remediation, parking, and ADA access.
  
2. FINANCIAL ASSISTANCE THROUGH TIF. All financial assistance must be approved by the City Council prior to any activity receiving funding. Financial assistance should be requested prior to beginning construction. All activity (design and construction) must be completed prior to issuance of TIF funds from the City Finance Department. Financial thresholds and assistance tools are as follows:
  - a. A minimum of  $\geq$  \$5 of private investment for every \$1 of public investment is the preferred threshold to be met for each TIF application. The City Council reserves the right to approve any application that does not meet this minimum. The City Council also may make exceptions for projects of less than \$100,000, and for publicly owned projects, properties or facilities.
  - b. Grants may be made for uses listed in Part 1 above benefitting any government owned-land or buildings and for profit and non-profit businesses.
  - c. Bonding may be available at the discretion of the City Council.
  - d. All TIF grants will be formalized by a development agreement that must be signed by the grantee before the City will reimburse eligible expenses.
  
3. URD MANAGEMENT. Each URD in the City of Billings will be managed as follows:
  - a. Each URD should maintain a non-profit advisory board to make recommendations to the City Council regarding TIF expenditures. Unless specifically authorized by a Memorandum of Understanding (MOU) referenced in 3(b) below, a majority of board members must own or lease property within the district, or must represent such owner or lessee, and may include representation from residential or commercial property owners or lessees. Advisory Boards must carry insurance for their members and provide proof of insurance to the City.
  - b. A MOU must be executed between the advisory board and the City Council that defines the board's roles, responsibilities, authority, and processes, including for hiring and maintaining board support staff. The MOU must

contain language addressing conflict of interest situations for board members whose property may directly benefit from a TIF expenditure and for board support staff. The MOU also must include language that if there is the appearance of a conflict of interest the issue will be reviewed by City legal staff before moving forward.

- c. Training for all URD advisory boards will be conducted biannually in coordination with City staff and URD support staff. The training must include, but is not limited to: review of URD and TIF laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.
- d. URD financial reporting will be consistent across all URDs and be set by coordination between the City Finance Director and the Planning and Community Services Director, and URD support staff.
- e. TIF application review and City Council staff report preparation will be conducted by the Planning and Community Services Department Director, in coordination with the Assistant City Administrator, Finance Director, and URD support staff.

PASSED by the City Council and APPROVED this 9<sup>th</sup> day of July, 2018.



CITY OF BILLINGS

BY: William A Cole  
William A. Cole, Mayor

ATTEST

BY: Denise R. Bohlman  
Denise R. Bohlman, City Clerk



Downtown Billings  
Partnership

July 26, 2024

City of Billings Planning and Community Services  
Attn: Andy Zoeller  
P.O. Box 1178  
Billings, MT 59103-1178

Request for TIF Assistance - Billings Depot Inc

Dear, Andy -

The DBP is hereby submitting a request for TIF assistance on behalf of the Billings Depot Inc, the Nonprofit that manages the Depot campus on behalf of the City of Billings, for a project in the Expanded North 27th Street Urban Renewal District.

The project involves rehabilitation efforts of the 2310 Montana Avenue campus with mostly exterior work but some interior upgrades as well. Since its 2000 restoration, the exterior doors have been failing lately, which is a security hazard for employees and events attendees within the campus. The concrete walkways have had their share of wear and tear due to the weather as well as near miss car accidents. The building's roof is in need of attention. The historic wood flooring is in need of maintenance. Finally, the Historic Post building is in need of several improvements for safety and energy efficiency enhancements. The good news, the Billings Depot Inc has secured three grants to cover the bulk of the work.

The total project cost is \$570,000 but the request for TIF assistance is for \$80,000 toward the cement walkways. The Board of Directors of the DBP support this project & recommend approval. This project complies with the Montana Code Annotated in terms of eligible expenses. Furthermore, this project conforms with many goals & elements of the Urban Renewal Plan as well as the Downtown Billings Strategic Plan to contribute toward a safer campus and recruitment of events/activities to downtown. This will ensure a Historic asset like the Depot is preserved, maintained, and well kept to keep up with the demand of activating that campus as a robust venue for downtown events.

The DBP is requesting a position for review by the Billings City Council during its regular meeting Monday, August 26th.

Thank you for your consideration.

Mehmet Casey, Development Director | Downtown Billings Partnership