

Please return to:
City of Billings
Community Development Division
P.O. Box 1178
Billings, MT 59103

Affordable Housing Development Agreement
Community Development Block Grant (CDBG) Program

Between

City of Billings (City)

A Montana Municipal Corporation
316 N. 26th St., Billings, Montana 59101

and

Homeword, Inc. (Subrecipient - Developer)

a Montana Non-Profit Organization
1535 Liberty Lane, Ste 116A, Missoula, Montana 59808

and

HAB Development, Inc. (Subrecipient - Project Owner)

a Montana Non-Profit Organization
2415 1st Avenue N., Billings, Montana 59101

On this date

This Affordable Housing Development Agreement (the "Agreement"), by and between, **Homeword Inc.** and **HAB Development, Inc.**, as subrecipients (the "Subrecipients") of Community Development Block Grant ("CDBG") funds, and the **City of Billings**, as the grantee (the "Grantee") and provider of such funds pursuant to a CDBG award, for the project entitled **LB Lofts**, (the "Project"), made by the City of Billings' Community Development Division under provisions of Title I of the Housing and Urban Development Act of 1974, as amended (the "Act"). It is mutually agreed that no funds will be disbursed prior to the date of the execution of this Development Agreement (the "Agreement"). This Agreement will remain in effect as long as the Subrecipients have control over CDBG funds, including program income, or assets including real property acquired with funds dispersed under the Grant.

Any provisions contained herein which are found to be inconsistent with the Act, federal, state or local laws, and implementing regulations, will be deleted or appropriately modified as directed by Community Development staff and in no case shall any such inconsistency, whether remedied or not, impair the remainder.

I. PURPOSE

The purpose of this Agreement is to provide CDBG funding to the Subrecipients for their use in carrying out Project activities described in the application and approved under the City's Community Development Block Grant (CDBG) program. Funding allocations are as follows: **\$45,000** in CDBG repayment revenue for FY2024-2025; **\$100,000** in new CDBG entitlement allocations for FY2025-2026. The FY2025-2026 U.S. Department of Housing and Urban Development (HUD) allocation is contingent on receipt of the federal funding award allocation and Consolidated / Annual Action Plan acceptance. Other City revenues may be utilized in place of this allocation.

Under this Agreement, the City is responsible for the overall administration and monitoring of the use of CDBG funds in accordance with program requirements.

II. APPLICATION INCORPORATED BY REFERENCE

The Subrecipients' application for CDBG assistance ([Attachment A](#)) is incorporated into this Agreement by this reference and the representations made in the application are binding upon the Subrecipients.

III. ACCEPTANCE OF CDBG PROGRAM REQUIREMENTS

The Subrecipients, their contractors, and subcontractors will comply with all current requirements now in effect or as they may be amended during the term of this agreement:

- A. [Housing and Community Development Act of 1974](#) laws;
- B. [Title 24 of the Code of Federal Regulations](#), Housing and Urban Development (HUD);
- C. Federal, [State](#), and [local government](#) laws, Executive Orders, regulations, administrative directives, ordinances, resolutions, and procedures;
- D. Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Super / Omnibus Circular codified at [2 CFR Part 200](#);
- E. Civil Rights and Fair Housing; Employment and Contracting Opportunities requirements at 24 CFR [570.601](#), [570.602](#), [570.607](#), [570.614](#), [Subpart J](#) and [Subpart K](#). 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; Marital Status; Creed; and Age;
- F. [Section 3](#): To the greatest extent possible, provide training, employment, contracting and other economic opportunities to low-income persons;
- G. [MBE / WBE](#): Job and contract opportunity outreach must ensure inclusion of businesses owned by minorities and women. The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended ([15 USC 632](#)), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.;
- H. Labor Standards at [24 CFR 570.603](#): Applies to all non-volunteer labor financed in whole or in part with CDBG;
- I. 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;
- J. Subrecipients must provide 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 law;
- K. Conflict of Interest at [24 CFR 570.611](#), Subrecipients must comply with the conflict of interest requirements in the Omnibus Circular (or 24 CFR parts 84 and 85, as applicable). 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;
- L. Projects involving over \$2,000 in CDBG funding and eight or more residential units must comply with [Davis-Bacon prevailing wage rates](#) and regulations;
- M. [Lead-Based Paint](#) requirements ([24 CFR 570.608](#)).;
- N. [Construction and accessibility standards referenced](#) in Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, and Architectural Barriers Act;
- O. [Copeland "Anti-kickback" Act](#), which prohibits a federal building contractor or subcontractor from inducing an employee into giving up any part of the compensation that they are entitled to under the terms of their employment contract;

- P. [Contract Work Hours and Safety Standards Act](#), 40 USC 3701;
- Q. National Flood Insurance Program ([24 CFR 570.605](#));
- R. Floodplain Management ([24 CFR Part 55](#));
- S. Relocation, Real Property Acquisition, and One-for-One Housing Replacement ([24 CFR 570.606](#));
- T. Political Activity ([24 CFR 570.207\(a\)\(3\)](#)) and;
- U. [City of Billings](#) Building, Zoning, and Fire Safety Codes.

IV. INSURANCE & CONTRACTS

The Subrecipients shall furnish the City with proof of insurance, as stipulated below, as this Agreement is submitted to the City for signature, finalization, and prior to commencing the Project activities described herein.

The Subrecipients shall secure and maintain such insurance policies to protect itself, its subcontractors and the City, from all claims for bodily injuries, death or property damage that may arise under this agreement; whether the acts were made by the City or Subrecipients or by any contractor or subcontractor or anyone employed by the Subrecipients directly or indirectly.

The City shall be listed as an additional insured on all insurance policies and will include the following language:

The Company agrees that it will give the City of Billings, Montana, no less than 30 days advance written notice of its intent to cancel or materially change the described policy.

This language, however, if accompanied by a disclaimer or any other language, which negates Subrecipients responsibility for failing to provide said notice, will not be acceptable.

The following insurance policies are required:

- A. Workers' compensation and employer's liability coverage as required by Montana law;
- B. Professional liability in the amount of \$1,500,000 per claim;
- C. Builder's Risk Insurance in an amount not less than the completed value of the infrastructure Project;

The following insurance policies are also required and must include a waiver of subrogation against the City:

- A. Commercial General Liability, including contractual and personal injury coverages of \$750,000 per claim and \$1,500,000 per occurrence for injuries, including accidental death to any one person; and
- B. Automobile liability of \$1,500,000 per accident.

Insurance Certificates: Insurance certificates shall be filed with the City giving satisfactory evidence of insurance as stipulated above **at the time** the Agreement is signed. The Public Liability Insurance certificate shall be maintained during the life of the Agreement. The Builders Risk Insurance shall be secured prior to initiating construction.

Approval of Contractor / Subcontractor and Insurer: The insurer must be satisfactory to the City Attorney for the City of Billings. Further, the Subrecipients will assure all subcontractors performing work on the Project maintain public liability, property, and casualty insurance and stationary workers compensation insurance coverage in compliance with state Law.

Construction Contracts: The Subrecipients agree to deny participation in construction contracts by ineligible, debarred or suspended persons or entities. **The Subrecipients will provide the City with the names of contractor(s) and subcontractor(s) prior to entering into contracts.** The City will check each contractor for a City of Billings business license, state contractor registration, worker's compensation, and insurance, registration in the federal government's System for Award Management (SAM), and that the contractor(s) is not debarred by the State of Montana and/or SAM.

The bidder also understands that, if applicable and unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of \$25,000 for construction or non-construction services in accordance with sections [18-2-401 through 18-2-432 MCA](#), and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents.

The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections [18-2-403 and 18-2-409 MCA](#). Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

The State of Montana charges a 1% tax on the gross receipts from all public contracts over \$5,000. Subrecipient shall ensure payment of gross receipts as required. Details may be found on the [Montana Department of Revenue website](#).

Bonding: The Subrecipient will provide proof that contractor(s) and subcontractor(s) selected for the Project possess performance and completion bonds equal to the completed value of the infrastructure Project.

V. SCOPE OF WORK & ELIGIBILITY

A. National Objective: The Subrecipients certify that the activities carried out with funds provided under this Agreement will meet one or more of HUD’s National Objectives as defined in [24 CFR Part 570.208](#) (choose one):

- Activity benefits low-income individuals - limited clientele
- Individuals within a specific low-income area benefit from the activity

B. Project Description and Statement of Work: The Subrecipient will be responsible for administering the following activities in a manner satisfactory to the Grantee consistent with any standards and CDBG requirements as a condition of providing these funds. The Subrecipients will engage in the activities set forth in the Subrecipients’ application for CDBG assistance:

a. Property: The Subrecipient, HAB Development, Inc., owns property in the City of Billings, Yellowstone County, Montana located near Sioux Lane, Billings, Montana 59105 and legally known as:

WHITETAIL SQUARE SUB (10), S22, T01 N, R26 E, BLOCK 1, Lot PARK, PRIVATE PARK comprised of 1.348 AC and adjacent parcel on Sioux Lane, Billings MT 59105 legally described as WHITETAIL SQUARE SUB (10), S22, T01 N, R26 E, BLOCK 1, Lot 1 comprised of 3.014 AC, according to the official plat on file in the office of the Clerk and Recorder of said County, under Document No. 3792983.

b. Statement of Work: The major components of the project include infrastructure improvements, including construction of sidewalks, curbs and gutters.

C. Project Schedule and Levels of Performance: Each level of performance below includes time periods for performance. Unless amended by mutual written agreement by the Subrecipient and the City, the Subrecipients will perform the described tasks as outlined below:

Activity	Estimated Timeline
Construction of sidewalks, curbs and gutters	January 2026 to December 2026
Infrastructure will be completed in accordance with federal, state and local laws, ordinances, and regulations and must demonstrate sound engineering processes.	

D. Low-Income Area Eligibility: Project location is within Census Block Group 4, Tract 7.06. HUD’s [Web AppBuilder for ArcGIS](#) utilizes the 2016-2020 American Community Survey data; 52 percent of residents in this area are low-income. However, when the adjacent nearby Census Block Group 3, Tract 7.06 is included to represent a larger user group, the percentage of low-income residents increases to 58 percent.

E. Environmental Review: The City has completed the Environmental Review Record for this activity ([24 CFR 570.604](#)).

F. Effective Date & Time of Performance (Period of Performance): This Agreement takes effect on the date the Agreement is signed by the last responsible party and will terminate upon completion of the final project closeout by the City. The activities expected to be performed by the Subrecipients must be completed by _____. The terms of this Agreement and the provisions herein shall be extended to cover any additional time during which the Subrecipients remains responsible for carrying out the approved activities and any assets or program income.

G. Ownership & Publication of Materials: As the activities carried out herein are funded, in part,

with federal and public funding sources, all reports, information, data, and other materials prepared by the Subrecipients, contractor, or subcontractor pursuant to this Agreement are considered public property with unrestricted authority to release, publish or otherwise use, in whole or in part, information relating thereto. No material produced in whole or part under this Agreement may be copyrighted or patented in the United States or in any other country without the City's prior written approval.

H. Prohibited Activities: The Subrecipients are prohibited from using funds provided herein or personnel employed in the administration of the program for:

1. Political activities including, but not limited to, financing the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.
2. Inherently religious activities; Subrecipients that are directly funded under the CDBG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through CDBG. If a Subrecipient conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under CDBG, and participation must be voluntary for the beneficiaries of the CDBG programs or services.
3. Lobbying and/or political patronage; funds, materials, property, or services, provided directly or indirectly through CDBG, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.
4. Nepotism activities including, but not limited to, preferential treatment in appointment, promotion, transfer, advancement of a family member in employment or public service provision.

VI. FINANCIAL MANAGEMENT

- A. Award & Budget:** The total amount of CDBG funds committed to this Project under this Agreement will not exceed \$145,000 (one hundred forty-five thousand) and must be expended by the end of the Agreement performance period. A copy of the preliminary project budget is included in the Subrecipients' application (**Attachment A**) and by this reference is made a part of this Agreement and binding upon the Subrecipients. Funding not expended within one year will be considered un-programmed funds and made available for allocation to new projects.
- B. Agreement Amendment:** This Agreement may be amended to increase the funding award to meet demonstrated need. Expenditure deadlines will be included in the Amendment.
- C. Budget Modifications:** Budget adjustments must be approved by the City in writing and in advance of expenditures. In the event the Subrecipients are unable to comply with the terms and the conditions of this Agreement, any costs incurred will be the Subrecipients' sole responsibility.
- D. Award Reduction:** If the actual total cost of completing the project is less than has been projected by the Subrecipients in its budget, the City may, at its discretion, reduce the amount to be provided under this Agreement in proportion to the overall savings.
- E. Program Income ([24 CFR 570.503](#) and [570.504](#)):** If the use of CDBG funding results in revenues (fees paid, insurance payments, etc.), the revenue is also considered CDBG and referenced as "program income." The Subrecipients will expend any program income it receives on the activities described herein, before requesting additional CDBG funds. The City will deduct the amount of program income on hand, shown on the drawdown form, from the amount requested by the Subrecipients. This program income will be treated as additional CDBG funds and will be subject to all applicable requirements governing the use of CDBG funds.

The Subrecipients will record receipt and expenditure of program income as part of the financial transactions of the grant program. If the Subrecipients anticipate program income after project closeout, a program income plan must be developed and submitted for review and written approval by the City at the time of closeout.

At the time of closeout, the City will specify the conditions and requirements that will apply to program income received by the Subrecipients after project closeout.

- F. Procurement:** The Subrecipients are required to ensure compliance with [24 CFR 85.36](#) for governmental subrecipients and [24 CFR 84.40-48](#) for non-profit subrecipient organizations procurement requirements, including, but not limited to documenting the following:

1. Follow a free and open competitive process in securing products and services from the date this Agreement is executed until project completion. This requires specific outreach and advertising to reach minority- and women-owned businesses and businesses owned by low-income individuals.
2. Subrecipients must submit to the City evidence of firm commitment of the other resources necessary for the completion of the project, if any. The City will not release any CDBG funds to the Subrecipient until the Subrecipient has obtained firm commitments for all non-CDBG resources to be involved in the project. The Subrecipient may not expend or obligate any CDBG funds, until the City determines that this condition has been satisfied.
3. Subrecipients must receive permission from the City to enter into Construction Contract(s). This provision is to assure that the Subrecipients have complied with applicable procurement requirements and Labor Standards.
4. Subrecipients must follow the City's purchasing policy; copies available upon request.

Procurement Amount	Invoice	3 Written Quotes	Request for Proposals	Sealed Bids
\$0 - \$9,999.99*	X			
\$10,000 - \$79,999.99*		X		
> \$24,999.99 <i>Consultant, software, professional services</i>			X	
> \$49,999.99 <i>Architect, engineer & land survey</i>			X	
> \$79,999.99 <i>Automobile, trucks, construction, equipment, materials</i>				X
<i>Any procurement involving services of \$4,999.99 or more may require a contract and insurance.</i>				

5. The Subrecipients must also properly document purchasing activities and decisions.
6. Observe the special rules for particular kinds of purchases (small purchases, competitive sealed bids, competitive proposals, and sole source procurements).
7. Properly bond and insure work involving large construction contracts and/or subcontracts.
8. Use local businesses and contract with small, minority and/or women-owned businesses to the maximum extent feasible.
9. Subrecipients must not make any payments to organizations that were disbarred or suspended or otherwise ineligible to receive federal funding. Subrecipients must check the SAM.gov exclusion record database prior to utilizing federal resources.

G. Allowable Costs (24 CFR 85.22 and 84.27): The Subrecipient is required to ensure all expenditures are necessary, reasonable, and directly related to Project activities detailed within this Agreement AND not prohibited under federal, state or local laws or regulations. The standards for determining allowable costs reasonableness, allowability, and allocability of costs incurred as part of CDBG-financed activities are found in [Omnibus Circular – 2 CFR Part 200](#).

Per [Omnibus Circular – 2 CFR Part 200](#), the threshold for when an entity is required to have an audit is \$750,000. This Project is not subject to audit requirements. Unless prohibited by law, the cost of audits made in accordance with the provisions of this part are allowable charges to federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the Federal Acquisition Regulation (FAR) ([48 CFR parts 30](#) and [31](#)), or other applicable cost principles or regulations.

H. Compensations, Method of Payment, & Requests for Reimbursement (24 CFR 85.21 or 570.502(b)(3)(i)): The City will authorize the Subrecipient to request the total assistance amount against the funding reserved for it by the City on a reimbursement basis. The City

agrees to reimburse the Subrecipients for successfully completing the activities set forth in *Section V – Scope of Work & Eligibility*, as the Subrecipients incur project costs.

The City will reimburse the Subrecipients for approved, eligible and necessary expenses according to the backup and support documentation submitted to support the expenditures. During the term of this Agreement, the Subrecipients will submit progress reports to the City with each request for payment. This report will describe the status of the project with respect to each implementation objective including, at a minimum, the percentage of the project that has been completed, costs incurred, funds remaining and anticipated completion date. The report must also describe any significant problems encountered and any necessary modification of the project scope or implementation schedule being requested. A project narrative for each payment is a mandatory requirement. The City will not honor claims for payment until the Subrecipient submits to the City the required progress report and the City has approved it. Support documentation may include invoices, bills, certified payroll records, City permits and inspection records, and other documents necessary to justify the payment. Processing time may be up to 30 days and reimbursements may be requested every 30 days until funding has been expended.

The City will not reimburse the Subrecipients for any expenses not included in the approved budget or not clearly and accurately supported by the Subrecipients' records. Any authorized funds not expended under this Agreement will revert to the City and will be used to finance other CDBG projects following the period of performance.

If the City determines that the Subrecipients have failed to satisfactorily carry out their responsibilities under this Agreement, the City may revoke the Subrecipients' authority to request CDBG funds approved under this Agreement until the City and the Subrecipients agree on a plan to remedy the deficiency.

At least seventy-five percent (75%) of CDBG funding allocated to the Project by the City of Billings must be expended by April 1, 2026. Funding not expended by April 1, 2026 shall be considered un-programmed funds and made available for allocation to new projects.

- I. **Use of Real Property and Reversion of Assets:** Any real property acquired or improved in whole or in part with CDBG funds must continue to be used for the purpose for which it was acquired or improved. Any changes in its use within twenty (20) years of closeout of the project activities detailed within this Agreement must be approved by the City in writing. Upon expiration, termination, or closeout of this Agreement, the Subrecipient shall transfer to the City any CDBG funds on hand and any accounts receivable attributable to the use of CDBG funds under this Agreement.
- J. **Uniform Administrative and Program Management Standards:** Subrecipients will ensure compliance with [2 CFR Part 200](#) and [24 CFR Part 84.21-28](#) as amended by [570.502](#), for non-profit subrecipients. The Subrecipients' internal controls will consist of a combination of procedures:
 1. Organizational chart;
 2. Written definition of duties and key job responsibilities;
 3. Qualified personnel;
 4. Formal system of authorization and supervision;
 5. Separation of duties so no one individual has authority over an entire financial transaction;
 6. Control over access to assets, blank forms, and confidential documents;
 7. Periodic comparisons of financial records to actual assets and liabilities (reconciliation); and
 8. Records that together create accountability in the Subrecipients' financial system and safeguard its cash, property, and other assets.
- K. **Accounting System:** The Subrecipients are required to have accounting records that adequately identify the source and application of CDBG funds provided to them ([24 CFR 85.20\(b\)\(2\)](#) and [84.21](#)). To meet this requirement, the Subrecipients' accounting system should include at least the following elements:
 1. **Chart of Accounts:** A list of names and the numbering system for the individual accounts

that contains the basic information about particular classifications of financial transactions for the organization.

2. **Cash Receipts Journal:** Documents chronologically when funds were received, in what amounts, and from what sources.
 3. **Cash Disbursements Journal:** Documents chronologically the expenditures of the organization (e.g., when the expense was incurred, how much was spent, to whom funds were paid, and for what purpose).
 4. **Payroll Journal:** Documents the organization's expenses on salaries and benefits and distinguishes different categories for regulatory purposes. Staff time spent on CDBG activities must be clearly documented and separated from staff time spent on activities not funded with CDBG.
 5. **General Ledger:** After a transaction is entered in a journal, that information also should be transferred to the proper accounts contained in the general ledger. The general ledger summarizes chronologically the activity and financial status of all the accounts of an organization.
- L. Accounting Records:** The Subrecipients' accounting records must contain reliable and up-to-date information about the sources and uses of funds, including:
1. Federal grant awards (or subgrant allocations) received by the organization;
 2. Current authorizations and obligations of CDBG funds;
 3. Unobligated balances (funds remaining available for distribution);
 4. Assets, liabilities, program income, expenditures, and allowable costs; and
 5. Eligible activity classifications specified in [24 CFR 570.201-570.206](#).

VII. ACCESS TO RECORDS & RECORDS RETENTION

The general CDBG standard for record keeping is that records must be accurate, complete, and orderly:

- A. The Subrecipients will comply with CDBG record keeping regulations in [24 CFR Part 570](#) and [CFR Parts 84](#) and [85](#), as now in effect or as they may be amended during the term of this Agreement; all requirements established by the City; applicable State and Federal laws, Executive Orders, regulations, administrative directives and procedures; and local ordinances and resolutions.
- B. The Subrecipients shall furnish and cause each of its contractors and subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.
- C. In general, records shall be retained for **four (4) years** from the date of submission of the City's Comprehensive Annual Performance Evaluation Report (CAPER) in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 4-year period. In such cases, the records must be retained until completion of the action and resolution of all issues that arise from it or the end of the regular 4-year period, whichever is longer.
- D. The Subrecipient will maintain adequate and reasonable records of its performance under this Agreement and will allow access to these records at any time during normal business hours by citizens, the City, HUD, the Comptroller General and, when required by law, the Montana Legislative Auditor ([24 CFR 85.10 \(e\)](#) and [84.53 \(e\)](#)). These records will be kept in the Subrecipients' offices as noted on page one.
- E. The City or its agents may monitor and inspect all phases and aspects of the Subrecipient's performance to determine compliance with the Scope of Work, and other technical and administrative requirements, including the adequacy of the Subrecipient's records and accounts. The City will advise the Subrecipient of any specific areas of concern and provide the Subrecipient opportunity to propose corrective actions acceptable to the City.
- F. The Subrecipients shall provide citizens with reasonable access to records regarding the past use of CDBG funds, consistent with applicable state and local laws regarding privacy and obligations of confidentiality.

VIII. REPORTING, GOALS, OUTCOMES, & MONITORING

In compliance with [24 CFR 570.501\(b\)](#), [24 CFR 85.40\(a\) and \(e\)](#), and [24 CFR 84.51\(a\)](#), the City will monitor the performance of the Subrecipients against goals and performance standards as stated in this Agreement and the Subrecipients' application, including data reporting on a quarterly and annual basis. Monitoring will be conducted via desk reviews for quarterly reports and requests for reimbursements. City staff may also schedule on-site monitoring visits to assess performance and compliance. Substandard performance, as determined by the City, will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the City, Agreement suspension or termination procedures will be initiated.

A. Quarterly Reports: Subrecipients are required to submit quarterly reports, including project narratives and descriptions of any significant problems encountered, until the entire funding allocation has been expended and reimbursed. Quarterly reports are due fifteen (15) days after each quarter ends:

- July, August, September - due on October 15
- October, November, December - due on January 15
- January, February, March - due on April 15
- April, May, June - due on July 15

IX. PERSONNEL ASSIGNED TO SCOPE OF WORK, NOTICES, & LIAISONS

The Subrecipients have identified the following staff as Key Personnel to this project:

Staff Member / Title	General Project Duties	Time Allocation
<p>Julie Stiteler, Homeword (HW) Senior Project Manager</p>	<ul style="list-style-type: none"> • Responsible for the day-to-day oversight and management of consultants and contractors connected with development projects • Participates in the hiring of contractors and consultants through appropriate procurement processes • Manages development projects during pre-development and construction period • Facilitates and/or obtains governing body reviews and approvals related to construction of projects • Manages and maintains project budgets; prepares draw requests and capital installment requests to funders and coordinates with the Project Development Director to ensure spending aligns with ongoing budgets and funding requirements • Participates in and facilitates weekly Owner/Developer/Architect/Contractor meetings and monthly site visits during construction • Ensures timely processing of invoices and coordination with Homeword Fiscal Policy • Prepares monthly and/or quarterly reports for funding sources • Assists with the first-year construction warranty period on new developments with Asset Management Team, property management companies and Development team • Assists with due diligence requirements and equity investor selection for development deals 	<p>20-40% depending on the phase of the development project</p>

	<ul style="list-style-type: none"> • Writes and prepares grants and funding applications for Development projects • Ensures project design meets regulatory requirements excluding consultant responsibilities • Acts as Owner Representative when needed (site visit, reports, draw requests, etc.) 	
Liz Stotts, HW Project Manager	<ul style="list-style-type: none"> • Responsible for the day-to-day oversight and management of consultants and contractors connected with development projects • Participates in the hiring of contractors and consultants through appropriate procurement processes • Manages development projects during pre-development and construction period • Facilitates and/or obtains governing body reviews and approvals related to construction of projects • Manages and maintains project budgets; prepares draw requests and capital installment requests to funders and coordinates with the Project Development Director to ensure spending aligns with ongoing budgets and funding requirements • Participates in and facilitates weekly Owner/Developer/Architect/Contractor meetings and monthly site visits during construction • Ensures timely processing of invoices and coordination with Homeword Fiscal Policy • Prepares monthly and/or quarterly reports for funding sources • Assists with the first-year construction warranty period on new developments with Asset Management Team, property management companies and Development team • Assists with due diligence requirements and equity investor selection for development deals • Writes and prepares grants and funding applications for Development projects • Ensures project design meets regulatory requirements excluding consultant responsibilities • Acts as Owner Representative when needed (site visit, reports, draw requests, etc.) 	20-40% depending on the phase of the development project
Tori Rushfeldt, HW Asset Project Manager	<ul style="list-style-type: none"> • Assist with construction site visits • Participates in the hiring of contractors and consultants through appropriate procurement processes • Assists with the preparation of draw requests and reports 	5 to 10% depending on the phase of the project development
Laurel Ramsdell, HW Finance Manager	<ul style="list-style-type: none"> • Manages Project bookkeeping, including tracking use of funding and maintaining transaction records in QuickBooks 	5 to 8% depending on the phase of the project development

Heather McMilin, HW Project Development Director	<ul style="list-style-type: none"> • Authorizes expenditures up to \$5,000 • Oversight of Project Managers • Manages communications and expectations of Owner • Manages and facilitates communications with HW Leadership Team and Board of Directors 	5-15% depending on the phase of the project development
Matt Joseph, HW Finance Director	<ul style="list-style-type: none"> • Oversight of financial management • Coordinates cost certification and information for Owner and Investor tax returns 	0-5% depending on the phase of the project development
Karissa Trujillo, HW Executive Director	<ul style="list-style-type: none"> • Oversight of Project Team • Communications with Owner • Authorize expenditures over \$5,000 	0-5% depending on the phase of the project development
Amber Uzelac, HomeFront (HF) Director of Assets	<ul style="list-style-type: none"> • Developing and implementing asset management strategies, overseeing operations, and ensuring financial success through various initiatives and monitoring. • Oversight of leasing and relocation activities 	5-20% depending on the phase of the project development
Helen Verhasselt, HF Chief Financial Officer	<ul style="list-style-type: none"> • Oversight of financial planning, budgeting, accounting, and risk management • Participates in strategic decision-making, working with the CEO and other executives to set financial goals and ensure the company's long-term success • Oversight of HW Financial Management during development 	0-5% depending on the phase of the project development
Patti Webster, HF Chief Executive Officer/Executive Director	<ul style="list-style-type: none"> • Responsible for making major corporate decisions, managing overall operations, and driving the company's strategic direction • Primary public outreach facilitator • Oversight of Developer (HW) 	5-10% depending on the phase of the project development

Any changes in the Key Personnel assigned or their general responsibilities under this project are subject to the prior approval of the Subrecipients. If new staff are hired to carry out the activities described in this Agreement, City staff must be consulted on the following and a recruitment plan must be approved by the City in advance of advertisement.

- A. [Section 3](#): To the greatest extent possible, provide training, employment, contracting and other economic opportunities to low-income persons.
- B. [MBE / WBE](#): Job and contract opportunity outreach must ensure inclusion of businesses owned by minorities and/or women.
- C. **Equal Opportunity**: Any hiring of employees by the Subrecipient under this Agreement will be on the basis of merit and qualification, and the Subrecipient will not discriminate against any person on the basis of race, color, religion, creed, ancestry, political ideas, sex, gender identity, sexual orientation, age, marital status, physical or mental disability, national origin or status with regard to public assistance. As used herein, "qualifications" means qualification as are generally related to competent performance of the particular occupational task. The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer. The Subrecipient will take affirmative action to ensure all employment practices are free from such discrimination. The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in [24 CFR 570.607](#), as revised by Executive Order 13279. The Subrecipient shall not discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or

mental disability, color, or national origin in a term, condition, or privilege relating to the use, sale, lease, or rental of the housing accommodation or property ([Montana Code Annotated 2015 49-2-305](#)).

Notices required by this Agreement shall be in writing and delivered via mail (postage paid), personal delivery, or sent by electronic mail (email), fax or other electronic means. Any notice delivered or sent as previously mentioned shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

City	Subrecipients
<p>Jordan Langton, Program Coordinator Community Development Division City of Billings</p> <p>Address: PO Box 1178, Billings, MT 59103 Phone: 406.860.9126 Email: LangtonJ@billingsmt.gov</p>	<p>Patti Webster, Chief Executive Officer / Executive Director HAB Development, Inc.</p> <p>Address: 2415 1st Avenue N., Billings, MT 59101 Phone: 406.237.1916 Email: PattiW@homefrontmt.org</p> <p>Karissa Trujillo, Executive Director Homeword, Inc.</p> <p>Address: 1535 Liberty Lane, Ste 116A, Missoula, MT 59808 Phone: 406.532.4663 x12 Email: Karissa@homeword.org</p>

X. MODIFICATION, ASSIGNABILITY, & INDEMNIFICATION

This Agreement contains the entire agreement between the parties, and no statements, promises, or inducements made by either party, or agents of either party, which are not contained in or authorized by this written Agreement, are valid or binding. This Agreement may not be enlarged, modified, or altered except upon written agreement, and does not imply any continuing commitment by the City of Billings beyond the termination date noted in this Agreement.

The Subrecipients accept responsibility for the adherence to the terms of this Agreement by subcontractors of Subrecipient entities and by public or private agents or agencies to which it delegates authority to carry out portions of this Agreement.

The Subrecipients waive any and all claims and recourse against the City, including the right of contribution, for loss or damage to persons or property arising from, growing out of, or in any way connected with or incidental to the Subrecipients' or any subcontractor's performance under this Agreement.

Further, the Subrecipients will indemnify, hold harmless, and defend the City and the State of Montana against any and all claims, demands, damages, costs, expenses, or liability arising out of the Subrecipients' or any subcontractor's performance of this Agreement. In the event the City is named as a co-defendant in any action relating to activities to be performed by the Subrecipients or a subcontractor under this Agreement, the Subrecipients will notify the City of the action and will represent the City in the action unless the City undertakes to represent itself as a co-defendant, in which case the City will bear its own litigation costs, expenses, and attorneys' fees.

The Subrecipients may request that this Agreement be amended. However, the City will allow an amendment only if the Subrecipients clearly demonstrate that the modification is justified and will enhance the overall impact of the original project. Any changes in the scope of the project, as outlined in this Agreement, including cost increases, must be submitted in writing by the Subrecipients to the City as a request for an award adjustment. Any adjustment granted by the City shall be appended to this Agreement as an amendment.

XI. CLOSEOUT ([24 CFR 570.509](#))

Once all CDBG funding has been expended and activities completed, or if the Subrecipients request initiation of the closeout process, City staff will proceed with closeout. During the term of this Agreement, the City or its agents will review Project activity records to ensure:

- A. The Subrecipients followed a free and open competitive process in securing products and services for this project and all purchasing activities and decisions are properly documented.
- B. The Subrecipients, the Subrecipients' contractor(s) and subcontractor(s) applied for, and

obtained, all necessary permits and inspections.

- C. Appropriate local, city, state, and/or federal inspectors approved and/or signed off on all required inspections.
- D. The Subrecipients addressed all findings or concerns raised during Project activities and documented the process and response.
- E. All costs to be paid with CDBG funds have been incurred, with the exception of closeout costs (e.g., audit) or contingent liability costs.
- F. The work to be financed with CDBG funding has been completed, including activities financed through escrow accounts, loan guarantees, or similar mechanisms.
- G. The other responsibilities of the Subrecipients under its agreement with the City have been met, or the City believes there is no further benefit in keeping the Agreement open for the purpose of securing performance.

XII. AGREEMENT TERMINATION & REPAYMENT

In accordance with [2 CFR Part 200](#), [24 CFR 570.503 \(b\)\(6\)](#), [24 CFR 85.43 and 44](#), and [24 CFR 84.62](#), this Agreement may be terminated as follows:

- A. Termination and Modification Due to Loss of Funding.** If, for any reason, federal financial resources required by the City to fund the Subrecipients' Project are withdrawn from the City, the City may unilaterally terminate or modify the terms of this Agreement to reflect the loss of funding. If a termination or modification is required, the City will, to the extent permitted by available CDBG funds, compensate the Subrecipients for eligible expenses incurred by the Subrecipients as of the revised termination date. The City will give the Subrecipients written notice of the effective date of the modification or termination of this Agreement and, if a reduction in funding is required, the Subrecipients will provide the City with a modified project budget.
- B. Termination Due to Noncompliance with Agreement Terms.** If the City determines that the Subrecipients have failed to comply with the general terms and conditions of this Agreement, the project schedule, or any special conditions, and if upon notification of the defect the Subrecipients does not remedy the deficiency within a reasonable period to be specified in the notice, the City may terminate this Agreement in whole or in part at any time before the date of completion. The City will promptly notify the Subrecipients in writing of the decision to terminate, the reasons for the termination, and the effective date of the termination.
- C. Effect of Termination.** In the event of termination due to the Subrecipients' failure to comply with the terms of this Agreement or the project's adverse environmental impact, any cost incurred will be the responsibility of the Subrecipients. However, at its discretion, the City may approve a request by the Subrecipients for reimbursement of expenses incurred. The City's decision to authorize payment of these costs or to recover expended CDBG funds will be based on a consideration of the extent to which the expenditure of those funds represented a good faith effort of the Subrecipients to comply with the terms of this Agreement and on whether any failure to comply with the terms of this Agreement was the result of circumstances beyond the Subrecipients' control.

Repayment: The Subrecipients expressly agree to repay to the City any funds provided to the Subrecipients under this Agreement that the Subrecipients, its subcontractors or Subrecipients' entities, or any public or private agent or agency to which it delegates authority to carry out portions of this Agreement expends in violation of the terms of this Agreement or the Federal and State statutes and regulations governing the CDBG Program.

XIII. Governing Law and Venue:

The 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.

[Signature and notary pages to follow]

XIV. SIGNATURES

IN WITNESS OF THE TERMS SET OUT ABOVE, the parties have executed this Agreement.

CITY OF BILLINGS	Subrecipients
William A. Cole, Mayor	HAB Development, Inc. Patti Webster, Chief Executive Officer
Signature:	Signature:
Date:	Date:
Attestation by: Denise Bohlman, City Clerk	Homeword, Inc.: Karissa Trujillo, Executive Director
Signature:	Signature:
Date:	Date:

DRAFT