

COMPLETE

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Page 1: General & Organization Information

Q1 **Yes**

Is organization staff familiar with the City of Billings' CDBG-CV Grant Application Guidebook?

Q2

Contact Person Information

Full Name	Felecia Pederson
Position Title	Corps Officer
Email	felecia.pederson@usw.salvationarmy.org
Phone Number	4062817433

Q3

Organization Information

Organization Name	The Salvation Army
Street Address	2100 6th Avenue North
Mailing Address (if different)	Apt 101B
City	Billings
State	MT
ZIP Code	59101
Email Address	felecia.pederson@usw.salvationarmy.org
Phone & FAX Numbers	(406) 245-4659-wk, (406) 969-1705-fax

Q4

Organization website (please enter complete URL)

<http://billings.salvationarmy.org>

Page 2: Organization Type

Q5

Nonprofit - 501(c)3 Charitable Nonprofit Corporation

Organization Type

Page 3: Nonprofit Documentation

Q6

IRS Determination Letter (acceptable formats PDF, JPG)

501_c_3_document Sal Army.pdf (44KB)

Q7

Current Bylaws (acceptable formats PDF, JPG)

Bylaws Sal Army.pdf (538.3KB)

Q8

Articles of Incorporation (acceptable formats PDF, JPG)

Articles of Incorporation Sal Army.pdf (572.3KB)

Q9

Upload governing body list (acceptable formats PDF, JPG).

Governing Body List Sal Army.pdf (41.7KB)

Page 4: Organizational Details / Financial Information

Q10

Upload organizational chart (acceptable formats PDF, JPG)

Organizational Chart Sal Army.jpg (105.4KB)

Q11

Upload most recent organizational audit or IRS Form 990 (acceptable formats PDF, JPG).

IRS Form 990 Sal Army.pdf (7.5MB)

Q12

Upload Treasurer / Financial Report through December 31 (acceptable formats PDF, JPG).

Financial Report through Dec 31 Sal Army.pdf (42KB)

Q13

DUNS #

074629460

Q14

SAM Registration Date

Please click or enter the **02/23/2005**
SAM registration date below:

Q15

Authorized Responsible Party Signature: (person with organizational legal authority to bind the organization in grant administration matters.)

Full Name:

Richard Pease

Position / Job Title:

Divisional Secretary

Email Address:

richard.pease@usw.salvationarmy.org

Page 5: Services Provided / Clientele / Etc.

Q16

Describe the length of time the organization has been in operation and the organization's purpose. (500 characters maximum)

The Salvation Army was established in 1896 in London, England by William Booth who saw a need to have a place that served all in need without discrimination. The Salvation Army Billings Corps has been in operation for 125 years serving the vulnerable, impoverished and homeless with basic needs, case management and other supports.

Q17

Describe the types of services currently being provided by the organization. (2,000 characters maximum)

The Salvation Army Billings Corps currently provides homeless prevention and intervention services to families, by assisting with rental arrears and first month's rent. So far in 2021, 41 families have been assisted with rental assistance. The Billings Corps provides a variety of other services to the homeless, and under-housed including hygiene, clothing, blankets and meals through its Mobile Meals program which has served over 1 million meals since its inception in 2010. It also provides a Celebrate Recovery group weekly for addiction support. The Billings Corp is a member of the city's Continuum of Care Coalition and does coordinated entry assessments with those who are homeless to provide rapid permanent housing to homeless in the most need. The Billings Corps is also a member of the Local Emergency Planning Committee. The Billings Corps is a community partner with the Red Cross, and acts to provide quality recovery assistance to those impacted by disaster. The Billings Corps is prepared to act immediately with food, shelter and emotional support in any future disaster.

Q18

How many people has the organization served over the past 12 months?

11000

Q19

What percentage of those served qualify as low-income (under 80% of the Area Median Income (detailed information at HUD Area Median Income)

0.75

Q20

Homeless

Does the organization exclusively provide services to any of the following special population categories?

Q21

Describe the organization's experience and compliance with federally-funded programs. (1,000 character maximum)

The Salvation Army Intermountain Division, under which the Billings Salvation Army Corps operates, has years of experience with federal grants from the Departments of Veterans Affairs, Education, Agriculture, Housing and Urban Development and Emergency Food and Shelter Program and local community development/services and emergency services grants in addition to numerous private foundations. The last time the Billings Corps had a program that was solely federally funded, was its Access to Recovery program, that provided substance abuse treatment and other related services to Native Americans. Compliance with the program was never an issue. Since that point, the Billings Corps most recently received some funding from the state of Montana for reimbursable expenses due to the pandemic. The Billings Corps has complied with everything asked for through those granting requests.

Q22

Describe the organization's policies, procedures, and experience in each of the following three areas: (1,500 character maximum for each)

Financial Management & Accountability

All corps, facilities and programs in The Salvation Army operate according to annual budgets which are created in the calendar second quarter for approval in the third quarter and prior to the commencement of the fiscal year---October first. The Salvation Army's financial system has internal systems and controls to monitor revenues and expenses, protect assets from accidental loss and fraud and ensure timely and accurate compliance with funder reporting requirements and payment of accounts. Our accounting system has controls to ensure compliance with the numerous state and federal laws and regulations under which it operates. The Salvation Army's books are audited annually by Deloitte. The Salvation Army Intermountain Division's finance department has 15 full-time employees---some specifically dedicated to grant tracking and funding and uses the Shelby Accounting system to track income and expenses. Financial reports are prepared and reviewed monthly by department directors in order that variances from budgets can be analyzed and addressed.

Personnel Management

The Salvation Army Intermountain Division serves the states of Colorado, Utah, Wyoming and eastern Montana through eleven corps in the states' largest cities and approximately 75 service centers in rural areas. The Salvation Army of Billings is one of those corps and is staffed by two officers, a social worker, HR and finance administrator, driver, and over 40 regular volunteers which cover reception, Mobile Meals cooking, packaging and delivering. The two officers are responsible for oversight of personnel in Billings and report to Divisional Headquarters. The officers are responsible for management of personnel in day to day activities and the overall flow of responsibilities. Officers are responsible for hiring and firing with the oversight and approval of Divisional Headquarters. Divisional Headquarters is responsible for administering payroll, benefits, and over-sight regarding conflict resolution, termination, lay-offs and other legal business regarding personnel management.

Procurement & Purchasing

Corps officers are able to make purchases that align with their budget needs. However, purchases over \$1,000 must be pre-approved by Divisional Headquarters. Purchase order requests are entered into the TSAMM system and discussed in a weekly finance meeting. The system then tracks if the request has been approved. After a purchase has been approved, Corps officers can then go ahead and purchase items with a corporate credit card. In instances where it makes sense, Divisional Headquarters will issue out a check directly to the vendor.

Q23

If the organization currently manages grant funding, describe the method for tracking staff time on grant-specific tasks. (500 characters maximum)

Divisional Finance does not currently track staff time on grant-specific tasks.

Q24

Describe 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)

In order to avoid the appearance that the judgement of an employee has been influenced, it is the policy of The Salvation Army , that members of their immediate family (spouse, children and parents) and other household members will not solicit or accept, directly or indirectly, any money, valuables or favors from any person in circumstances which may affect, or appear to influence, the business judgement, including from any person who is or seeks to be a vendor of goods or services, including consultants. Board members shall abstain and not participate in any deliberation and decision in which they have a personal stake in the outcome of the decision either because of self-interest where a financial or economic benefit is likely to be a direct or indirect result of the decision affecting them or a family member. Council members shall not recommend contract approval to the Territorial Board of Directors if a contracting party is a current member of any advisory board or council.

Q25

No

Does the organization carry fidelity bond coverage for responsible officials?

Q26

CERTIFICATIONS: Please check the box next to each of the following to certify compliance:

Funded activities must exclusively prevent, prepare for, and / or respond to the coronavirus and benefit low-income Billings citizens.

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Awardees must prevent the duplication of other local, state, federal, or philanthropic support to prevent fraud, waste, and abuse. Awardees must immediately repay the City of Billings for assistance that is determined to be duplicative.

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Awardees 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 six years following completion of project / activity.

,

Awardees 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.

,

Awardees 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.

,

Equipment purchased with CDBG-CV funds is subject to Property Disposition requirements and it must be inventoried, controlled, and monitored by the awardee for at least five years. If an awardee ceases to use any assets acquired for the project, they will be required to pay to the City of Billings the fair market value of the asset or transfer control of the asset to the City. CDBG-CV cannot be used to purchase personal equipment to employees, volunteers, or beneficiaries.

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Awardees are required to comply with the policies

Awaruees are required to comply with the policies, guidelines, and requirements of the Uniform Administration, Cost Principles and Audit requirements set forth in 2 CFR Part 200.

Funds, materials, property, or services, provided directly or indirectly through CDBG-CV, 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 maximum degree of open and free competition.

Organizations that are directly funded under the CDBG-CV 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-CV. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under CDBG-CV, and participation must be voluntary for the beneficiaries of the CDBG-CV programs or services.

Q27

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.

Q28

No

Upon request, applicant agrees to furnish copies of commitment letters for other funding sources.

Q29

Yes

Upon request, applicant agrees to furnish copies of accounting records and other financial documentation.

Q30

Signature of Authorized Responsible Party (enter full name - this will convey the same meaning as a wet signature)

Richard Pease

Q31

Application Submittal Date

Please enter or click the date **05/12/2021**
below:

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Page 1: Public Services

Q1 **Yes**

Have you completed and submitted the Part 1 application?

Page 2: Proposed Project Information

Q2

Organization Name (must be the same as entered in the Part 1 application)

The Salvation Army, A California Corporation

Q3

CDBG-CV Funding Amount Requested \$(enter whole numbers only)

55000

Q4

Proposed Activity (please choose one):

Food Delivery, Food Boxes, Meal Distribution, and Food Pantries

Q5

Project Location (specific location, including city, State)

2100 6th Avenue North, Billings, MT 59101

Q6

Yes

Is the project location within the Billings city limits?

Page 3: HUD Objective & Outcome

Q7

Choose one HUD performance objective:

Suitable Living Environment: Activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (physical problems such as poor quality infrastructure, social issues such as crime prevention, literacy, or elderly health services, etc.).

Q8

Choose one HUD performance outcome:

Affordability: Activities that provide affordability in a variety of ways to low-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

Q9

Describe the need for the proposed activity in relation to preventing, preparing for, or responding to the coronavirus pandemic. (750 character maximum)

The Coronavirus Response Initiative shows that 20% of respondents had a lack of food or groceries. Our Mobile Meals program has been serving meals since 2010 to the elderly, disabled, homeless and low-income families. 72% of those that we serve do not have reliable transportation and therefore have no way of picking up a food box or meals from other local programs. The need for food will continue to rise as pandemic benefits such as increased SNAP benefits and unemployment discontinue. We expect that there will be a 20% increase in need for food as they other benefits run out. We are prepared if another surge in COVID happens again, as our Mobile Meals program brings food to people, while allowing for social distancing.

Q10

Yes

Is the above-stated need identified in the City of Billings' Coronavirus Response Initiative Report? (report available at Coronavirus Response Initiative Report)

Q11

Describe the proposed service and how it addresses the identified need and how the activity will be effective in preparing for, preventing, or responding to the coronavirus pandemic within the Billings community. (750 character maximum)

We propose to increase our Mobile Meals food service by 20% over the next year by reaching those that are underserved, who are homeless or living in overcrowded, income-based or housing that is unaffordable. By continuing the Mobile Meals program, we plan to keep people housed by helping them not have to spend money that they would pay for rent on extra food. This service will also help, if another outbreak comes to fruition. It will allow those who must stay at home, to continue to stay at home, to slow the spread of any new virus strains that could impact the city of Billings.

Q12

An existing service

Which of the following is appropriate for your proposed service?

Page 5

Q13

Respondent skipped this question

How many low-income individuals will the organization assist with this new service over a 12-month period?

Page 6

Q14

Existing service:

How many low-income individuals did the organization provide this service to over the past 12 months?	11000
How many additional low-income individuals will the organization assist with this service over a 12-month period?	2200

Page 7: Project Details

Q15

List and briefly describe similar projects / activities the organization has previously undertaken. Also specify sources of funding for these activities (i.e., federal, private, foundation grants, etc.) If no similar projects / activities, please enter "none" in the first field. (500 characters maximum for each)

1. **none**

Q16

What is the organization's timeframe in MONTHS for carrying out the proposed activity?

12

Q17

Respondent skipped this question

If income limits are used for your project, what is the maximum income allowed for a household of two to receive assistance? (If answering, enter whole dollar amount only)

Q18

Not Applicable / organization does not verify income

How does the organization verify the income of the individuals / households served? (check all that apply)

Q19

Describe how the organization plans to market this service to ensure people know how to access resources. (500 character maximum)

Our Mobile Meals feeding schedule is posted on our website, Facebook page, and in our Housing Tips booklet that is widely distributed to other social services agencies in Billings. We continue to communicate regarding our program to other helping organizations, hospitals and government agencies in order to serve the most in need.

Q20

If there are any identified obstacles to carrying out this activity over the next 12 months, please explain. (1,000 characters maximum)

There are no identifiable obstacles currently.

Q21

Describe how potential duplication of benefits to beneficiaries will be assessed. (500 characters or less)

The total person count is based on how many people have been served, unduplicated. We use the WellSky database to determine this unduplicated number of people served.

Q22

Identify the organization's key staff members that would be responsible for CDBG-CV activity oversight, implementation, financial management, and quarterly reporting. Please include specific titles and qualifications. (1000 characters or less for each)

Activity Oversight:

Officers Lt. Colin and Lt. Felecia Pederson will be responsible for activity oversight, implementation, financial management and quarterly reporting of the Mobile Meals program. As acting directors of the Billings Corps, and 15 years of experience in non-profit management, they will ensure the Mobile Meals program continues to be a success.

Implementation:

Officers Lt. Colin and Lt. Felecia Pederson will be responsible for activity oversight, implementation, financial management and quarterly reporting of the Mobile Meals program. As acting directors of the Billings Corps, and 15 years of experience in non-profit management, they will ensure the Mobile Meals program continues to be a success.

Financial Management:

Officers Lt. Colin and Lt. Felecia Pederson will be responsible for activity oversight, implementation, financial management and quarterly reporting of the Mobile Meals program. As acting directors of the Billings Corps, and 15 years of experience in non-profit management, they will ensure the Mobile Meals program continues to be a success.

Quarterly Reporting:

Officers Lt. Colin and Lt. Felecia Pederson will be responsible for activity oversight, implementation, financial management and quarterly reporting of the Mobile Meals program. As acting directors of the Billings Corps, and 15 years of experience in non-profit management, they will ensure the Mobile Meals program continues to be a success.

Other:

Divisional headquarters provides fiscal oversight.

Q23

If funding will support staff salaries and benefits, please describe the positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (500 characters maximum for each)

Position 1:

None

Position 2:

None

Position 3:

None

Position 4:

None

Q24

No

If awarded CDBG-CV funding, will the organization be hiring 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 to low- and very-low income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

Page 10

Q25

Respondent skipped this question

If staff positions will be funded, please upload job descriptions and resumes for each position (acceptable formats PDF, DOC, JPG).

Page 11

Q26

Please upload your completed Sources & Uses spreadsheet (acceptable formats PDF, JPG).

Sources-Uses - PUBLIC SERVICES Salvation Army.pdf (143.7KB)

Page 12: Authorization / Certifications / Signature

Q27

Please upload the Authorization to Request Funds documentation, signed by the organization's Authorized Responsible Entity (acceptable formats PDF, JPG).

Board resolution-Sal Army Signing Authority.pdf (596.9KB)

Q28

Signature (typing your full name will be considered signing)

Richard Pease

Q29

Please click or enter the date **05/12/2014** below:

Part 2 Application Submittal Date
