

COMPLETE

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IP Address: 72.175.163.26

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	Kathryn Easton
Position Title	CEO
Email	keaston@downtownbillings.com
Phone Number	4062945060

Q3

Organization Information

Organization Name	Downtown Billings Business Improvement District, Inc.
Street Address	116 N 29th st
City	Billings
State	MT
ZIP Code	59101
Email Address	keaston@downtownbillings.com
Phone & FAX Numbers	4062945060

Q4

Organization website (please enter complete URL)

www.downtownbillings.com

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)

BID IRS Determination Leter.pdf (44KB)

Q7

Current Bylaws (acceptable formats PDF, JPG)

BID Inc. Bylaws Final 2014.pdf (141.4KB)

Q8

Articles of Incorporation (acceptable formats PDF, JPG)

Articles of Incorporation.pdf (28.6KB)

Q9

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

BID Board of Directors FY 21.pdf (70.7KB)

Page 4: Organizational Details / Financial Information

Q10

Upload organizational chart (acceptable formats PDF, JPG)

DBA Organizational Chart.pdf (304.8KB)

Q11

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

Downtown Billings BID Inc (TAX)- 2018, FYE 6_30_19.pdf (406.6KB)

Q12

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

ProfitandLoss (3).pdf (33.7KB)

Q13

DUNS #

079782958

Q14

SAM Registration Date

Please click or enter the **05/07/2021**
SAM registration date below:

Q15

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

Full Name: **Kathryn Easton**
Position / Job Title: **CEO**
Email Address: **keaston@downtownbillings.com**

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)

Created in 2005 by property owners, the Billings Business Improvement District (BID) is dedicated to improving the cleanliness, appearance, and perception of safety in Downtown Billings to further enhance and make Billings a vibrant destination for visitors, residents, owners, employees, and students. The BID operates certain revitalization, maintenance, safety, outreach, public art, and hospitality functions under the corporate entity known as the Downtown Billings BID.

Q17

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

Clean Program - Sidewalk sweeping, Sidewalk power washing, rotating basis in district, spot cleaning as well, Snow removal, Fixed Can Trash removal, approximately 75 cans removed three times per week, Graffiti removal, street level Safe program - Expanded Safety BID, Cooperative Safety Program, Downtown Resource Officers, Resource Outreach Coordinator, MAAP Program, Crime Watch for Business, Community Innovations, In-house CPTED program (Smart Design + Safer Space) in partnership with Billings Police Department and Billings Chamber. Public Art Program - Community Murals, Sculpture installation and display, Alley Activation Landscape/Beautification/Planter Maintenance - Purchase, maintain, daily watering of hanging flower baskets, Trimming, weeding, trash removal, plant replacement of planters Kit of Parts - Street Furniture and kiosks Community Engagement and Events

Q18

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

3600

Q19

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

30.0

Q20

Respondent skipped this question

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 Downtown Billings BID does not utilize federal funds but operate under the State of Montana Code Annotated.

Page 6: Organizational Polices, Procedures, Experience

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

The Billings BID operates under a Board of Directors appointed by Billings City Council. The BID Budget and Workplan are approved/adopted by Billings City Council upon recommendation by the BOD. .

Personnel Management

Personnel of the BID are hired and managed by CEO overseen by BOD.

Procurement & Purchasing

The method used by the Board to purchase a service or property shall be based on the anticipated or actual cost of the service or property, as outlined below: Items in the Amount of: \$0-800 Shall be purchased by petty cash or corporate check and approved by CEO. \$801-2,500 - purchase order or check approved by CEO or any officer. \$2,501-5,000 approved based on 3 written quotes by the BOD. \$5,000 and over approved via RFP by BOD.

Q23

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

The BID does not currently manage grant funds but staff time is tracked via TSheets, a program integrated into Quickbooks, the financial software utilized by the BID

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)

BID Bylaws state: Conflict of Interest. A conflict of interest transaction is a transaction with the Corporation in which a Director of the Corporation has a direct or indirect interest. A conflict of interest transaction is not voidable or the basis for imposing liability on the interested Director if the transaction was fair at the time it was entered into or is approved pursuant to Mont. Code Ann. §35-2-418. However, in no event shall the interested Director vote on the decision to enter into such transaction.

Q25

Yes

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.

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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.

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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.

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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

Awardees 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

Yes

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)

Kathryn Easton, CEO

Q31

Application Submittal Date

Please enter or click the date **05/14/2021**
below:

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Page 1: Public Facility

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)

Downtown Billings BID, Inc.

Q3
CDBG-CV Funding Amount Requested \$(enter whole numbers only)

117715

Q4 **New Public Restrooms**

Proposed Activity (please choose one):

Q5
Project Location (specific location, including city, state)

N 29th Street Alley between 2nd Ave N and 3rd Ave N, Billings, MT

Q6 **Yes**

Is the project location within the Billings city limits?

Page 3: Property Ownership / HUD Objective / HUD Outcome

Q7

What are the ownership details / status of the proposed location(s)? (500 characters maximum)

Alley is currently owned by the City of Billings

Q8

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.).

Q9

Choose one HUD performance outcome:

Availability/Accessibility: Activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low-income people where they live.

Page 4: Project Need

Q10

Describe the need and population to be served with the proposed activity in relation to preventing, preparing for, and responding to the coronavirus pandemic. (Limited to 500 characters)

Currently there are no public restrooms or handwashing facilities in downtown. A minimum of 93 individuals are identified as transient or homeless by the BID and in a 6-mo period over 900 unique individuals have been identified who are not regularly seeking shelter. These individuals have no access to restrooms or handwashing facilities. Providing public restrooms and handwashing prevents illnesses and spread of COVID19 per the CDC as COVID19 has been detected in urine and feces

Q11

Yes

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

Q12

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 characters maximum length)

The BID will procure and install one public restroom facility with a handwashing station. This addresses the identified need of "understanding or implementing safety recommendations". Minimizing the increasing incidents of public defecation and urination due to lack of public restrooms prevents the spread of COVID19 as the virus has been indicated in urine and feces. In addition, the handwashing station will be available and maintained for increased handwashing, preventing the spread of COVID19

Q13

How many low-income individuals will this project benefit over a 12-month period? (whole numbers only)

1420

Page 5: Previous Projects / Policies / Procedures

Q14

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.) (500 characters maximum/each)If no similar projects / activities, please enter "none" in the first field.

1. **Cooperative Safety Program, provides 2 full time BPD officers to patrol downtown and guide individuals to necessary resources - City Funding, Tax Increment Financing, BID Assessment**
 2. **Motivated Addiction Alternatives Program MAAP, diverts individuals away from jail and toward appropriate services, working with individuals facing mental health crisis, addiction and/or homelessness - BID Assessment, City Funding, State of MT County-Tribal Matching Grant**
 3. **Spare Change for Real Change - educating public on how to donate to make the biggest impact to individuals experiencing mental health crisis, addiction and/or homelessness - community fundraising**
 4. **Business Improvement District, Clean and Safe program - BID Assessment**
-

Q15

Describe the organization's policies, procedures, and experience relative to the following: (maximum 500 characters/each)

Environmental Review:	n/a
Historic Review:	n/a
Lead-Based Paint Management:	n/a
Davis-Bacon Labor Standards:	n/a

Q16

What is the organization's timeframe for carrying out the proposed activity in MONTHS? (whole numbers only)

6

Q17

As a public facility improvement activity, the grantee will need to choose the HUD national objective that applies to the project. Choose one of the following:

Low-Income Area Benefit: Activities providing benefits that are available to all the residents of a particular area, the majority of whom are low-income eligible. The service area is identified by the applicant, and need not coincide with Census tracts or other officially recognized boundaries. However, the applicant must demonstrate area benefit to low-income persons via Census data or HUD-approved survey instrument. Please refer to the Applicant Guidebook for additional information.

Page 6: Proposed Project Details

Q18

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

Signage adjacent to new facility, outreach to individuals who are identified as transient or homeless, education via outreach to downtown business owners, utilize existing social media to educate community, partner service providers will be provided all details on the new facility so they can inform their clients, the downtown Resource Officers and Resource Outreach Coordinator will perform outreach

Q19

If there any identified obstacles to carrying out this activity over the next 12 months, please explain. (500 characters maximum)

weather, construction supply availability

Q20

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

public restrooms and permanent handwashing stations do not currently exist in downtown Billings. Potential for multiple facilities would not represent a duplication as more are always needed.

Q21

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. (250 characters limit for each)

Activity Oversight:	Kathryn Easton, CEO
Implementation:	Joe Stout, BID Director
Financial Management:	Kathryn Easton, CEO
Quarterly Reporting:	Kathryn Easton, CEO

Page 7: Staffing / Financial / Area Benefit

Q22

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. (250 characters maximum for each). If funding will not support staff salaries, write "none" in the Position 1 box.

Position 1:	none
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Q23

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 8

Q24

Respondent skipped this question

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

Page 9

Q25

Please upload your completed Sources & Uses spreadsheet.(Acceptable formats: PDF or JPG)

Sources and Uses - Public Facility.pdf (165KB)

Q26

Upload map (acceptable formats PDF, JPG)

Opportunity Zones in Billings, MT _ OpportunityDb.pdf (364.4KB)

Page 10: Authorization to Request Funds / Certifications / Signature

Q27

Authorization to Request Funds: Acceptable documents may include Board meeting minutes showing discussion and approved action; By Laws granting authorization; City Council memos, agendas and minutes; or a variety of documents similarly granting authorization to request funds. Please scan and upload the appropriate documentation signed by the Authorized Representative (acceptable formats PDF, JPG).

BID Inc. Bylaws Final 2014.pdf (141.4KB)

Q28

Please check the box next to each of the following to certify compliance.

Procurement: Purchasing materials, products or services must allow a free and open competitive process in securing those products or services.

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Section 3: Ensure preference for employment, training, and contracting opportunities are directed to local low-income persons, particularly those who receive federal housing assistance, and businesses owned by or substantially employ low-income persons.

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Minority and Women Business Outreach: Ensure outreach is conducted to offer employment, training, and contracting opportunities for businesses owned by minorities and / or women.

,

Davis-Bacon Labor Standards: Non-residential construction work financed in whole, or in part, with CDBG-CV funding is subject to Davis-Bacon Labor Standards to ensure laborers and mechanics are getting paid no less than the locally prevailing wages and fringe benefits. The subrecipient would be responsible for submitting weekly certified payrolls to the City of Billings and ensuring prevailing wage statements are posted on-site. City staff must be allowed on-site to interview employees during construction activities.

,

Lead-Based Paint: The use of lead-based paint is prohibited and rehabilitation work on residential structures built prior to 1978 must be conducted according to HUD regulations on lead-based paint.

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Use of Debarred, Suspended, or Ineligible Contractors: CDBG-CV funds cannot be used to employ debarred or otherwise ineligible contractors.

,

Environmental Review: The City of Billings will assume responsibility for completing the environmental review requirements for each CDBG assisted activity. This process generally takes 45-60 days to perform the review, publicize notices, and allow for a review and comment period. Funds cannot be committed to the project prior to the completion of the environmental review.

Q29

Signature (typing your full name will be considered signing)

Kathryn Easton, CEO

Q30

Select or enter date below: **05/14/2021**

Part 3 Application Submittal Date
