

# Montana Accessible Playground Grant Program

## I. Narrative Section

### 1. Community Description:

Shelby, population 3,376, is a frontier community along the HiLine in North Central Montana. Toole County has a population of 5,324 of which Shelby is the county seat. Census data shows Shelby's poverty level at 8.6% and 39.2% of population at low to moderate income levels. Toole County has a poverty level of 16.5% and 40.3% of population at low to moderate income levels. The median household income in Shelby is \$29,219.00 and \$30,169.99 in Toole County. Of the population 20.7 % in Toole County are persons under 18 years. (*US Census 2010*)

Shelby, like many rural communities is faced with financial constraints and limited resources. As in common in many communities, recreation amenities suffer when prioritized against critical infrastructure and public service projects. The community of Shelby has been fortunate in the forward-thinking city leadership seeking to bring economic development to the community while balancing our rural lifestyle and current financial limitations. City officials have been diligent in their efforts to enhance public access to active and passive indoor and outdoor recreation/wellness opportunities to meet the needs of the growing community; which are accessible to all levels of mobility; which are critical to serving the general population; and encouraging and attracting new citizens to Shelby and Toole County. In 2012, the City applied for and was awarded a Land Water Conservation Fund grant for the construction of a splash park. The park was completed in 2015 with public and private contributions nearly \$300,000 to match grant funding for the build of the splash pad and installation of water components.

In the following year, the City was awarded DNRC forestry funding to complete a Softscape Master Plan for the Splash Park area and purchase trees to begin development of new green spaces within the pool complex. Several aging and non-ADA compliant pieces of play equipment were removed from the park at this time.

The Shelby Swimming Pool/Splash Park welcomes numerous children and families daily during the summer season. The Shelby Swimming Pool saw over 700 swimmers monthly during the peak summer season. No figures are available for the Splash Park as access is free to the public and open all day during the peak of summer, but visual accounts witnessed dozens of children and families enjoying the park at all hours of the day. A best guess would say the Splash Park provided fun and recreation for 50 to 100 children and families daily.

Shelby has limited summer recreation opportunities. Not all children are interested in organized sports and many do not meet the age requirements to participate or cannot afford the associated fees. The Splash Park provides hours of entertainment, physical activity and pure fun in a safe environment. At the same time provides a no-cost recreation activity for our children and families.

Currently the park has one set of swings. The next step for the Shelby Splash Park is the removal of this old piece of equipment and installation of an ADA accessible playground that provides fun and recreation for children of all ages and abilities.

**2. Project Location Description:**

The Shelby Splash Park is part of the Shelby Swimming Pool complex. The legal address of the swimming pool property is: Johnsons 2<sup>nd</sup> Addition, Block 13, Lots 12-20; R2W; T32N. The pool complex is situated between Main Street and 1<sup>st</sup> St. North along 12 Avenue North in Shelby. Currently, the Shelby Swimming Pool complex features a seasonal, indoor 50 yard pool with attached bath house and Shelby Splash Park. The Shelby Splash Park is adjacent on the south side with access to the bath house and swimming pool. The pool complex is on the west end of Shelby within a predominantly moderate income residential neighborhood. The location is easily accessible to Highway 2 and Interstate 15. *Appendix I: Site Plan; Appendix II: Location Map*

**3. Project Description:**

a. **Scope of Work:** The City of Shelby will utilize funds to purchase and install an ADA accessible play structure for the Shelby Splash Park. The project scope of work will include the following outline of work.

**Scope of Work**

Task	Description	Timeframe
Grant Award	Complete grant agreement documentation with granting agency.	June 2018
Contract	Complete contract for the purchase of play structure – establish timeline for delivery to Shelby.	June 2018
Pre-construction	City crew will complete accessible route from existing park sidewalks surrounding the splash pad to the ADA accessible structure location; remove aging swing set; and prepare site for structure installation. Estimated pre-construction time ~ 1 week. The City estimates 5 city workers completing this task.	June 2018
Construction	City crew estimates 1 week for the installation of the ADA play components and rubber mulch. The City anticipates 4 city workers completing this task.	July 2018
Final inspection	City Superintendent, Loren Skartved will conduct a final inspection for quality of work and safety standards.	
Project completion	Grant reporting will be completed and reimbursement sought. Grant closeout.	August 2018

**b. Components:** Components of the structure that provide ADA accessibility include rubber mulch, an accessible surface which is navigable for wheelchairs and those with mobility challenges. A transfer station and accessible stairs throughout the structure provide access to all five elevated components including both slides and climbers. Ground-level accessible rings provide muscle building fun. Also, ground-level, the spiral puzzle encourages hand-eye coordination. *Appendix III: Financial Information – Blue Imp Bid Proposal*

**c. Local Accessible Recreation Needs:** The City of Shelby has worked to meet standards for all play structures within the city, but no structure has platform abilities for family members with mobility issues. This structure would be the first within the community giving those of limited mobility a fun, entertaining place to play and have fun.

**d. 2010 ADA Standards of Design:** The commercial play structure provider verifies the proposed play structure will meet 2010 ADA Standards of Design.

**e. Seasons/Hours of Operation:** The Shelby Splash Park opens yearly in the spring (mid- May) when weather allows for outdoor recreation/water activities and closes in late September. The Splash Park is open 24-hours daily ~ 7 days a week during peak summer months. The Splash Park hours are reduced to 8:00am to 8:00pm during school months when evenings are cooler and sunset shortens daylight hours in autumn.

**f. Other Information**

The City of Shelby is very proactive in its efforts to provide and promote a healthier community. The City has worked for many years to provide a recreation facility which includes racquetball courts, basketball court, exercise rooms and class schedule for fitness programs in the Civic Center facility with ADA accessibility. The City has also established a Safe Routes to School Program encouraging a healthy lifestyle for our community's children with walking and biking programs. The City also has a 5.5 mile recreation trail that is accessible to people of all abilities and stepped forward to partner in establishing a community garden. The City has been diligent in its efforts to provide safe play equipment in the park system and additional recreation opportunities including tennis courts, baseball fields, outdoor volleyball court, horseshoe pits and skating rink. The city initiated an employee wellness program and sought to get other employers within the community involved in a wellness program. The city is also part of the Toole County Health Coalition working in collaboration to address obesity issues, healthy eating within our schools, and physical activities for the benefit of all the community now and for generations to come. We have been very fortunate to have partnered with the Montana Nutrition and Physical Activity Program on several wellness projects within the community. All these efforts are with children in mind and addressing mobility issues in which all can take part in wellness activities on some level. Promoting a healthier community makes a community stronger, giving our children a wonderful path to follow in learning and developing into healthy, productive citizens.

#### 4. Continued Maintenance of the Site:

As part of the Shelby Park System, the Splash Park is maintained by the City of Shelby. The City coordinates maintenance of the greenspaces and play structures with the Parks and Rec Department. Annually, city personnel will conduct safety inspections and oversee the operation and maintenance of park components, public facilities and public spaces. The anticipated budget to maintain the Splash Park play structure is approximately \$1,000.00 annually.

#### 5. Statement of Compliance:

As is the responsibility of the City of Shelby, ADA Compliance Procedures are adhered to. Included as Appendix IV is a Statement of Compliance and copy of the City of Shelby Americans with Disabilities Act (ADA) Facility Inventory, Possible Solutions, Implementation Schedule and Grievance Procedure Notice and City of Shelby Americans with Disabilities (ADA) General Policies and Practice Review Procedures. *Appendix IV: Statement of Compliance; City of Shelby ADA Facility Inventory, Possible Solutions, Implementation Schedule and Grievance Procedure Notice.*

#### 6. Project Design Map:

A map is included in the Appendices. *Appendix I: Site Plan and Appendix II: Location Map.*

## II. Financial Profile Section

**1. Project Budget:** The financial information table is included as part of this application. The City of Shelby will utilize city personnel in site preparation and installation of the play structure. *Appendix III: Financial Information*

### Site Preparation/Installation

The City of Shelby will utilize city personnel in the site preparation and installation of the structure. The city anticipates 4 staff working 160 hours at an average wage of \$30.18 in site preparation and installation of the structure. The estimated total labor is \$4,828.80. The estimated cost of concrete is \$500 for 2 yards.

The City will use the following equipment in installation: (Rates are established as part of Public Works Equipment Costs)

- |                                     |         |
|-------------------------------------|---------|
| a. Pickups ~ 80 hours at 25.00/hour | 2000.00 |
| b. Backhoe ~ 40 hours at 65.00/hour | 2600.00 |

**Total cost of equipment usage is estimated at \$4,600.00; \$500 for supplies; and \$4,828.80 labor for a total project estimate of \$9,928.80 for site preparation and installation. *Appendix III: Financial Information - Proposal***

## **2. Grant Administration:**

The City of Shelby has an excellent level of knowledge in administering funded projects and programs. Lorette Carter, Community Development Director has 14 years of experience in grant administration. She will oversee grant administration adhering to guidelines in completing the scope of work in a timely and efficient manner. She will complete all reporting requirements; seek reimbursements; and successfully complete the project and subsequent closeout. Finance Officer, Jade Goroski has responsibility for the accounting on several multi-million dollar city infrastructure projects with grant portions. He will oversee all reimbursement requests and funding matters related to the grant opportunity.

The City of Shelby has efficiently and effectively administered millions of dollars in grant funding related to infrastructure; public facilities; and public spaces over the last several years.  
*Appendix V: Grant Administration ~ Program Management Plan*

# MONTANA ACCESSIBLE PLAYGROUNDS PROGRAM 2017 GRANT APPLICATION FORM



**Montana State Parks  
Montana Fish, Wildlife & Parks  
1420 East 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620  
406-444-3750**

City of Shelby, Montana

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**Name of Applicant**

Shelby Splash Park Accessible Playground

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**Name of Project**

## Instructions

Prospective applicants must provide the information requested in this application form in order to be considered for a Montana Accessible Playgrounds grant. Incomplete applications will be rejected. Organize the application in the precise manner of this application form. Please provide a cover page that includes the name of the applicant (city, town, school district) and the name of the project (such as "City Park Playground Renovation"). Applicants may design their own cover page or use the one included in this application form.

The original application should be marked with the word "Original." The Application Summary Page must be filled in *AS IS*. Please do not expand it into more than one page.

Montana State Parks staff is available for consultation at any time during the application process. Please call whenever necessary--we are here to help. Check out the contact information in this application form.

**Applications (one original and one copy) must be POSTMARKED by Wednesday, January 17, 2018. Applicants are advised to make one original grant application and two copies. The applicant may then hold back one copy in their files for future reference.**

Late applications, no matter how compelling the reason for their tardiness, will not be considered for funding in this grant round. Thank you for participating in the Montana Accessible Playgrounds program!

Submit Applications To:

Tom Reilly  
Montana State Parks  
1420 East 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620



## **Montana Accessible Playgrounds Grant Program Information & Application Requirements**

### **I. Narrative Section**

1. Description of the Community or school district the Project Will Serve. Provide a brief description of the community, school district geographic location, population demographics, etc.
2. Project Location Description. Provide a detailed description of the project location. Include Township, Range, Section, adjacent streets or roads, adjacent development and land uses. Provide map of location.
3. Project Description. Provide a detailed description of the project proposed. Include:
  - a) The scope of work you intend to complete using the funds requested.
  - b) The specific components or elements that will provide ADA accessibility or fully inclusive access and use.
  - c) How the project meets local accessible recreational needs.
  - d) How the project will meet or exceed the 2010 ADA Standards of Design.
  - e) Use seasons (include months of use) and hours of operation.
  - f) Include any other information you think would be helpful in describing the project. Limit this section to no more than two single-spaced, typewritten pages.
5. Continued Maintenance of the Site. Describe the applicant's plan and ability to maintain the site after the project is completed. Include the maintenance budget for the site.
6. Statement of Compliance. Provide a statement of compliance with state and federal regulations. The project must comply with the Americans with Disabilities Act (ADA) and other federal civil-rights regulations, including non-discrimination.
7. Project Design Map. A map must be submitted with your grant application that shows the entire facility, existing facilities and location of structures to be developed with these grant funds.

### **II. Financial Profile Section**

1. Complete the table Financial Information, Montana Accessible Playgrounds Grant Program.
2. Provide a brief description of how the applicant plans to administer the grant funds, whom will be responsible for accounting, and previous experience in grant administration.

### III. Appendices

The following appendices should be included in, and bound within, the application. Place them in order at the back of the application.

1. Site Plan. A copy (8½" x 11" or 11" x 17") of a plan of the proposed project area, showing:
  - a. Existing facilities.
  - b. Proposed facilities.
  - c. A North compass point.
  - d. Streets and avenues.

The plan should be fairly accurate, but need not be a precision scale drawing. If buildings are a part of the project, include floor plans.

2. Location Map. Provide a copy of a city or county map showing the location of your proposed project.
3. Financial Information, Montana Accessible Playgrounds Grant Program.
4. Environmental Analysis. Is NOT required at time of application submittal. If a project is conditionally awarded the grant sponsor will be asked to provide the necessary environmental information. See Montana Accessible Playgrounds Grant Program Guidelines.

### Contact Information

Montana State Parks staff is available to provide technical assistance to any applicant at all stages of the Montana Accessible Playgrounds Grant Program process. If you have questions or need further information, please contact:

#### Montana State Parks Administration

Tom Reilly  
(406) 444-3752  
treilly@mt.gov

## Financial Information, Montana Accessible Playgrounds Grant Program

Category	Grant Request	Other Grant Requiring Match	Applicant Funds	Value of In-Kind Contributions & Donations	Total Project Cost
Design & Planning					
Labor & Contract Equipment			9,428.80		9,428.80
Playground Equipment & Structures	10,000		14,113.00		14,113.00
<b>Total Project Cost</b>	10,000		23,541.80		33,541.80

**Important:**

- Identify name of and amount of other grant requiring match and status of that grant
- Identify amount and source of applicant funds
- Identify sources and amounts of monetary donations and in-kind contributions
- Specify the hours of labor anticipated and cost, and cost of contracted labor and equipment

Applicant Funds: The City of Shelby will utilize Parks funds, city personnel and equipment as the match for the purchase and installation of the playground equipment.

The City of Shelby will utilize city personnel in site preparation and installation of the structure. The city anticipates 4 staff members working a total of 160 hours (1 week) at an average wage of \$30.18 in the preparation of the site and structure build for a total labor estimate of \$ 4,828.80.

The estimated cost of concrete for base installation is 2 yards at \$250.00/yard for a total of \$500.00.

The city will use the following equipment in site prep and installation:

1. Pickups (2) 80 hours at \$25.00/hour ~ \$2,000.00

2. Backhoe 40 hours at \$65.00/hour ~ \$2,600.00

Total cost of anticipated equipment usage is estimated at \$4,600.00

Total cost for labor/equipment/supplies is \$9,928.80

Total cost for proposed equipment is \$23,613.00

Total project cost is \$33,541.80.

Purchase	\$187,725
Down Payment	\$20,000 Grant
	\$12,000 County Contribution
Loan	\$155,725

5 years 3.34%

Annual Payment	\$34,030
Annual County Contribution	\$12,000
Annual City Contribution	\$22,030

First Payment due November 2018

Annual Retirement Contribution will be \$0 for the next 4 years. Use to be \$15,000/year.

Current Relief Fund Balance	\$134,300
To be in Compliance it should be	\$71,000

Other Considerations in FY 19 Budget

Roof leak \$38,000

FY 21

Turnouts \$70,000



Phone: 888.777.7850  
 Fax: 888.777.7875  
 Cell: 785.313.3154  
 215 S. Seth Child Road  
 Manhattan, KS 66502  
[www.clpusa.net](http://www.clpusa.net)

December 7, 2017

**Customer Name:** Shelby Fire Department, MT (City)  
 Ronald Buck, Chief

Equipment: Twenty Five Scott SCBAs  
 Sales Representative: Dale Burd @ MES  
 Delivery: TBD

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

**Option 1**

Total Cost:	\$ 187,000.00	Payment Frequency:	Annual
Down Payment:	\$ 32,000.00	First Payment:	November 1, 2018
Trade In:	\$ -		
<b>Amount Financed:</b>	<b>\$ 155,000.00</b>		
Term in Years:	<u>4</u>	<u>5</u>	<u>6</u>
Payment:	\$41,814.21	\$34,030.63	\$28,860.50
Factor:	0.269769	0.219552	0.186197
Interest Rate:	3.29%	3.34%	3.39%

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Fixed interest rate for the terms provided unless otherwise stated.
- Subject to any changes in the Tax Reform Bill which would affect the cost basis and yield to Lessor, this financing is to be executed and funded prior to the effective date of the Tax Reform Bill (if passed), OR within 30 days of the date of the proposal, whichever is sooner, or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval of mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

**Thank you** for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.

Respectively,

Blake J. Kaus  
 Vice President & Director of Leasing  
[blakekaus@clpusa.net](mailto:blakekaus@clpusa.net)



# TOWN PUMP CHARITABLE FOUNDATION 2017 FIREFIGHTER GRANT APPLICATION



## Applicant Information

Organization Name: South Toole County Volunteer Fire Department

Contact Information: Norm Nelson

Address: P.O. Box 310 634 1st St. N

City: Shelby State: MT Zip: 59474

Day Phone: 406-450-1480 Evening Phone: 406-434-5034

Cell Phone: 406-450-1480 Email: shelpine@strivers.net

Type of Applicant: Rural Fire Department

Type of Jurisdiction Served: Southern 2/3 of Toole County

Employer Identification Number: 81-6001438

### Headquarters Physical Address

Physical Address 1: 634 1st St. N.

Physical Address 2: \_\_\_\_\_

City: Shelby State: MT Zip: 59474

### Mailing Address

Mailing Address 1: P.O. Box 310

Mailing Address 2: \_\_\_\_\_

City: Shelby State: MT Zip: 59474

# Department Characteristics

What type of community does your organization serve? Rural

What is the square mileage of your primary response area? 1500 Sq. miles

What percentage of your response area is protected by hydrants? 0

In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located? Toole

What percentage of your jurisdiction's land is used for residential purposes? 5%

What is the permanent resident population of your Primary/First Due Response Area or jurisdiction Served?  
699 Rural, 3301 City of Shelby

How many active firefighters does the department have who perform firefighting duties? 25

How many personnel provide only EMS service delivery? 0

How many stations are in your organization? 1

What services does your organization provide? Fire Suppression and Prevention

In an average year, how many times does your organization receive mutual/automatic aid? 5

In an average year, how many times does your organization provide mutual/automatic aid? 5

What was your organization's estimated average annual operating budget over the last three years? 40,000

What percentage of your annual operating budget is dedicated to personnel costs (salary, overtime, and fringe benefits)? 0

## What percentage of your annual operating budget is derived from:

Enter numbers only, percentages must sum up to 100%

Taxes? 85

Grants? 15

Donations? 0

Fund drives? 0

Other? 0

If you entered a value into Other field (other than 0), please explain: \_\_\_\_\_

How many vehicles does your organization have in each of the categories below?

Enter numbers only and enter 0 if you do not have any of the vehicles below

Total Number 5

**Engines (or pumpers):** 1 Pumper, 2 Tenders

*Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Fire Boats (more than 13 feet long), Type I, Type II, Type III Engine, Tanker, Tender, Foam Tanker/Tender (greater than 1,200 Gallon tank capacity)*

**Aerial Apparatus:** 0

*Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)*

**Brush/Quick attack:** 3 Brush Trucks

*Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type IV Engine*

**Rescue Vehicles:** 1 Rescue

*Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit*

**Other:** 0

*EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle, Other Vehicle*

## Department Call Volume

\* How many responses per year by category? (Enter whole numbers only; if you have no calls for any of the categories, enter 0)

Structural Fires 2

Vehicle Fires 2

Vegetation Fires 15

EMS Response Call 0

Rescue \_\_\_\_\_

Hazardous Condition/Materials Calls 1

Good Intent Calls/False Alarms 3

Service Calls \_\_\_\_\_

Other Calls and Incidents 17

## Grant Needs

How will the grant funds be used? The fund will be used to upgrade our 16 year old self contained breathing apparatus that are no longer servicable.

Dollar amount requested? \$37,045

# Change Order No. 2

Date of Issuance: December 18, 2017

Effective Date: December 18, 2017

Project: Shelby Storm Water Improvements	Owner: City of Shelby	Owner's Contract No.:
Contract: Shelby Storm Water Improvements		Date of Contract: TBD
Contractor: Helena Sand and Gravel		Engineer's Project No.:  4413021

The Contract Documents are modified as follows upon execution of this Change Order:

Description:	DECREASE (In Contract Price)	INCREASE (In Contract Price)
1. Update Base Bid	\$	\$260,042.60
2. Eliminate Foundation Material	\$74,200.00	\$
3. Eliminate Subsurface Drainage Geotextile	\$9,267.50	\$
4. Curb and Gutter Adjustment	\$77,090.00	\$
5. Crushed Aggregate Course Adjustment	\$2,443.00	\$
6. Main Street Detention Pond Adjustment	\$20,000.00	\$
7. Hydraulic Seeding Adjustment	\$5,489.00	\$
<b>TOTALS:</b>	<b>\$188,489.50</b>	<b>\$260,042.60</b>
<b>NET CHANGE IN PRICE</b>		<b>\$71,553.10</b>

Attachments/Justification (list documents supporting change):

1. **Update Base Bid:** This project was originally bid in 2014. As a result of the project delays and changes in the scope of work, the Contractor has requested an increase in unit bid prices to account for increased material prices, construction updates, as well as inflation over the past 3 years. The new unit prices are attached as Exhibit A to this change order.
2. **Eliminate Foundation Material:** The project has been reduced eliminating most of the pipe installation below asphalt, therefore, eliminating the need for the foundation material.
3. **Eliminate Subsurface Drainage Geotextile:** The Subsurface Drainage Geotextile was to be wrapped around the Foundation Material in areas of high groundwater. The bid included Subsurface Drainage Geotextile and dewatering for all the storm drain pipe larger than 15" in diameter. As indicated in Item 4, the Foundation Material will be eliminated as part of this change order; therefore, the Subsurface Drainage Geotextile is eliminated and the entire length of the storm drain pipe larger than 15" in diameter will require dewatering.
4. **Curb and Gutter Adjustment:** The proposed curb and gutter installation shown on sheets I-15 thru I-19 has been removed. The curb and gutter bid item has been reduced by 2069 LF.

5. **Crushed Aggregate Course Adjustment:** The crushed aggregate course associated with the curb shown on sheets I-15 thru I-19 has been removed. The crushed aggregate course bid item has been reduced by 58 CY.
6. **Main St. Detention Pond Adjustment:** The work included as part of this bid item has been reduced. Instead of the original complete pond grading effort, the work will include lowering the existing pipe.
7. **Hydraulic Seeding Quantity Adjustment:** As a result of the decreased grading effort associated with Item 6 (Main St. Detention Pond Adjustment) the hydraulic seeding footprint will be decreased by 10,978 square yards.
8. **Eliminate Alternate E:** In an effort to reduce project costs, Alternate E (totaling \$2,848,178.00) was eliminated from the project.
9. **Contract Dates:** Due to the delayed construction start date, the contract dates have been modified as depicted below.
10. **Dewatering Clarification:** Dewatering shall be paid for on a per LF basis for all pipe having a 15" diameter or greater.
11. **Pipe Bedding Clarification:** The original pipe bedding specification will remain in effect. However, free draining rock no larger than the maximum bedding sieve size will be allowed for use as bedding material.
12. **Borrow Material:** Contractor may secure borrow material from the stockpiles located at the Port of Northern Montana Multimodal Hub Center at no charge.
13. **Waste Material:** Contractor may waste unusable earthen material at the City landfill for no charge.
14. **Quality Control Testing:** Density testing may be provided on a limited basis, approximately once per week. If areas of concern are identified by the RPR prior to testing, Contractor shall accommodate testing of agreed upon areas.
15. **Base Course Material Clarification:** Pug milling gravel base material will not be required.
16. **Barbed Wire Fence Removal and Replacement:** There is no specific pay item for the removal and replacement of barbed wire fencing; however, this work is necessary for the completion of the associated ditch improvements and is therefore paid for under those particular bid items.

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**CHANGE IN PRICE:**

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**CHANGE IN TIMES:**

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Original Price:

Original Times:  Working days  Calendar daysBase Bid - \$5,630,669.00  
Alternate E - \$2,640,927.00Substantial completion (days or date): October 31<sup>st</sup>, 2016  
Ready for final payment (days or date): December 31<sup>st</sup>, 2016Increase/Decrease from previously approved  
Change Orders No. 0 to No. 1:Increase/Decrease from previously approved Change Orders  
No. 0 to No. 1:Base Bid - Decrease \$2,482,757.00  
Alternate E - Increase \$207,251.00Substantial completion (days): N/A  
Ready for final payment (days): N/A

Price prior to this Change Order:

Times prior to this Change Order:

Base Bid - \$3,147,912.00  
Alternate E - \$2,848,178.00Substantial completion (days or date): June 30<sup>th</sup>, 2018  
Ready for final payment (days or date): August 31<sup>st</sup>, 2018

Increase of this Change Order:

Increase of this Change Order:

Base Bid - Increase \$71,553.10  
Alternate E - N/ASubstantial completion (days or date): October 1<sup>st</sup>, 2019  
Ready for final payment (days or date): November 1<sup>st</sup>, 2019

Price incorporating this Change Order:

Times with all approved Change Orders:

Base Bid - \$3,219,465.10  
Alternate E - NASubstantial completion (days or date): October 1<sup>st</sup>, 2019  
Ready for final payment (days or date): November 1<sup>st</sup>, 2019

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**RECOMMENDED:****ACCEPTED:****ACCEPTED:**

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

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

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

Engineer (Authorized Signature)

Owner (Authorized Signature)

Contractor (Authorized Signature)

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

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

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

Approved by Funding Agency (if applicable):  
\_\_\_\_\_

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

# EXHIBIT A

Differences in Price for Shelby Bids original cost/updated cost

Item Number	Description	Quantity	UM	CO1		Updated CO2		Diff. Bid	Diff. Total
				Unit Bid Price	Total Bid Price	Unit Bid Price	Total Bid Price		
101	Mobilization 5% MAX	1	LS	\$155,000.00	\$155,000.00	\$174,000.00	\$174,000.00	\$19,000.00	\$19,000.00
102	Traffic Control	1	LS	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00
103	Dewatering	5,585	LF	\$28.00	\$156,380.00	\$28.00	\$156,380.00	\$0.00	\$0.00
104	Materials Testing and Quality Control	1	LS	\$103,804.90	\$103,804.90	\$105,000.00	\$105,000.00	\$1,195.10	\$1,195.10
105	Fill and Abandon Pipe	50	CY	\$300.00	\$15,000.00	\$305.00	\$15,250.00	\$5.00	\$250.00
106	Plug and abandon pipe	7	EACH	\$2,000.00	\$14,000.00	\$2,000.00	\$14,000.00	\$0.00	\$0.00
107	Gravel Restoration	4,442	SY	\$20.00	\$88,840.00	\$21.00	\$93,282.00	\$1.00	\$4,442.00
109	Water Main Adjustment	3	EACH	\$4,000.00	\$12,000.00	\$4,200.00	\$12,600.00	\$200.00	\$600.00
110	Relocate Water Valve	1	EACH	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
111	Remove Existing Manhole / Inlet	23	EACH	\$400.00	\$9,200.00	\$450.00	\$10,350.00	\$50.00	\$1,150.00
112	Remove existing Storm drainage Pipe	270	LF	\$10.00	\$2,700.00	\$10.30	\$2,781.00	\$0.30	\$81.00
113	Remove Existing Manhole Ring and Cover	3	EACH	\$1,200.00	\$3,600.00	\$1,300.00	\$3,900.00	\$100.00	\$300.00
115	US 2 North Ditch Improvements	1	LS	\$45,000.00	\$45,000.00	\$49,000.00	\$49,000.00	\$4,000.00	\$4,000.00
116	US 2 South Ditch Improvements	1	LS	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00
117	US 2 West Ditch Improvements	1	LS	\$25,000.00	\$25,000.00	\$28,000.00	\$28,000.00	\$3,000.00	\$3,000.00
118	US 2 West Approach Improvements	1	LS	\$5,000.00	\$5,000.00	\$5,200.00	\$5,200.00	\$200.00	\$200.00
119	Oilefield Ave Ditch Improvements	1	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00
120	South Ditch Improvements	1	LS	\$120,000.00	\$120,000.00	\$135,000.00	\$135,000.00	\$15,000.00	\$15,000.00
121	Main Street Detention Pond	1	LS	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00	(\$20,000.00)	(\$20,000.00)
122	5th Street South Detention Pond	1	LS	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$500.00	\$500.00
124	Exploratory Excavation	8	HR	\$200.00	\$1,600.00	\$215.00	\$1,720.00	\$15.00	\$120.00
127	Type III Concrete Curb Ramp	2	EACH	\$5,000.00	\$10,000.00	\$5,200.00	\$10,400.00	\$200.00	\$400.00
128	Type IV Concrete Curb Ramp	4	EACH	\$5,000.00	\$20,000.00	\$5,200.00	\$20,800.00	\$200.00	\$800.00
130	Irrigation System Repair	1	LS	\$10,000.00	\$10,000.00	\$10,500.00	\$10,500.00	\$500.00	\$500.00
131	15" Culvert Repair	1	LS	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$500.00	\$500.00
132	Cross Existing Storm	4	EACH	\$2,000.00	\$8,000.00	\$2,000.00	\$8,000.00	\$0.00	\$0.00
134	Aggregate Treatment	728	SY	\$1.20	\$873.60	\$1.20	\$873.60	\$0.00	\$0.00
135	Crushed Aggregate Course*	1,095	CY	\$60.00	\$65,700.00	\$61.00	\$66,327.00	\$1.00	(\$2,443.00)
136	Commercial Mix-PG 64-28	317	TON	\$200.00	\$63,420.00	\$275.00	\$87,202.50	\$75.00	\$23,782.50
137	Emulsified Asphalt CR5-2P	515	GAL	\$10.00	\$5,150.00	\$12.00	\$6,180.00	\$2.00	\$1,030.00
138	Cover -Type 2	1,282	SY	\$3.00	\$3,846.00	\$3.00	\$3,846.00	\$0.00	\$0.00
139	Final Sweep and Broom	0	MILE	\$9,000.00	\$900.00	\$9,000.00	\$900.00	\$0.00	\$0.00
140	Relay Pipe Culvert	275	LF	\$22.00	\$6,050.00	\$23.00	\$6,325.00	\$1.00	\$275.00
141	12" RCP IRR. CL.5	1,237	LF	\$62.00	\$76,694.00	\$68.00	\$84,116.00	\$6.00	\$7,422.00
143	18" RCP IRR. CL.3	632	LF	\$60.00	\$37,920.00	\$70.00	\$44,240.00	\$10.00	\$6,320.00
144	24" RCP IRR. CL.3	548	LF	\$80.00	\$43,840.00	\$90.00	\$49,320.00	\$10.00	\$5,480.00
145	30" RCP IRR. CL.2	78	LF	\$130.00	\$10,140.00	\$145.00	\$11,310.00	\$15.00	\$1,170.00
146	36" RCP IRR. CL.2	90	LF	\$140.00	\$12,600.00	\$150.00	\$13,500.00	\$10.00	\$900.00
147	42" RCP IRR. CL.2	1,118	LF	\$160.00	\$178,880.00	\$175.00	\$195,650.00	\$15.00	\$16,770.00
148	48" RCP IRR. CL.2	860	LF	\$200.00	\$172,000.00	\$220.00	\$189,200.00	\$20.00	\$17,200.00
149	54" RCP IRR. CL.2	2,259	LF	\$250.00	\$564,750.00	\$270.00	\$609,930.00	\$20.00	\$45,180.00
150	24" RCP CL. 3	204	LF	\$85.00	\$17,340.00	\$90.00	\$18,360.00	\$5.00	\$1,020.00
151	28-1/2" x 18" RCPA CL.3	132	LF	\$110.00	\$14,520.00	\$120.00	\$15,840.00	\$10.00	\$1,320.00
152	36-1/4" x 22-1/2" RCPA CL.3	120	LF	\$130.00	\$15,600.00	\$140.00	\$16,800.00	\$10.00	\$1,200.00
153	Bedding	2,793	CY	\$55.00	\$153,615.00	\$58.00	\$161,994.00	\$3.00	\$8,379.00
154	Foundation Material	4,484	CY	\$50.00	\$224,200.00	\$50.00	\$224,200.00	\$0.00	(\$74,200.00)
155	Type I Drop Inlet	12	EACH	\$5,000.00	\$60,000.00	\$5,500.00	\$66,000.00	\$500.00	\$500.00
157	Type V Drop Inlet	19	EACH	\$5,000.00	\$95,000.00	\$5,800.00	\$110,200.00	\$800.00	\$15,200.00
158	Type I Field Inlet	3	EACH	\$2,500.00	\$7,500.00	\$3,000.00	\$9,000.00	\$500.00	\$1,500.00
161	60" Type 3 Manhole	2	EACH	\$5,000.00	\$10,000.00	\$5,500.00	\$11,000.00	\$500.00	\$1,000.00
162	72" Type 3 Manhole	5	EACH	\$6,000.00	\$30,000.00	\$6,700.00	\$33,500.00	\$700.00	\$3,500.00
163	84" Type 3 Manhole	9	EACH	\$8,000.00	\$72,000.00	\$8,800.00	\$79,200.00	\$800.00	\$7,200.00
164	96" Type 3 Manhole	1	EACH	\$10,000.00	\$10,000.00	\$11,500.00	\$11,500.00	\$1,500.00	\$1,500.00
165	108" Type 3 Manhole	2	EACH	\$19,000.00	\$38,000.00	\$22,000.00	\$44,000.00	\$3,000.00	\$6,000.00
166	60" Comb. Type I Drop Inlet/Type 3 Manhole	1	EACH	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$500.00	\$500.00
167	60" Comb. Type V Drop Inlet/Type 3 Manhole	1	EACH	\$6,000.00	\$6,000.00	\$6,100.00	\$6,100.00	\$100.00	\$100.00
168	72" Comb. Type I Drop Inlet/ Type 3 Manhole	1	EACH	\$8,000.00	\$8,000.00	\$8,500.00	\$8,500.00	\$500.00	\$500.00
169	72" Comb. Type I Field Inlet / Type 3 Manhole	4	EACH	\$6,000.00	\$24,000.00	\$6,500.00	\$26,000.00	\$500.00	\$2,000.00
170	72" Comb. Type V Drop Inlet / Type 3 Manhole	2	EACH	\$9,000.00	\$18,000.00	\$10,000.00	\$20,000.00	\$1,000.00	\$2,000.00
171	84" Comb Type I Field Inlet/ Type 3 Manhole	1	EACH	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$1,000.00	\$1,000.00
173	Curb and Gutter**	2,195	LF	\$40.00	\$87,800.00	\$85.00	\$186,712.50	\$45.00	(\$77,090.00)
175	Sodding	340	SY	\$15.00	\$5,100.00	\$20.00	\$6,800.00	\$5.00	\$1,700.00
176	Class II Riprap	65	CY	\$125.00	\$8,125.00	\$125.00	\$8,125.00	\$0.00	\$0.00
177	Striping-White Paint	4	GAL	\$750.00	\$3,000.00	\$750.00	\$3,000.00	\$0.00	\$0.00
178	Striping-Yellow Paint	4	GAL	\$750.00	\$3,000.00	\$750.00	\$3,000.00	\$0.00	\$0.00
179	Striping -White Epoxy	2	GAL	\$850.00	\$1,700.00	\$850.00	\$1,700.00	\$0.00	\$0.00
180	Striping -Yellow Epoxy	2	GAL	\$900.00	\$1,800.00	\$900.00	\$1,800.00	\$0.00	\$0.00
181	Yellow Curb Epoxy	4	GAL	\$1,200.00	\$4,800.00	\$1,200.00	\$4,800.00	\$0.00	\$0.00
182	Erosion Control Geotextile	122	SY	\$5.00	\$610.00	\$6.00	\$732.00	\$1.00	\$122.00
183	Subsurface Drainage Geotextile	7,414	SY	\$1.25	\$9,267.50	\$0.00	\$0.00	(\$9,267.50)	(\$9,267.50)
184	BNSF Crossing	1	LS	\$100,000.00	\$100,000.00	\$105,000.00	\$105,000.00	\$5,000.00	\$5,000.00
186	Hydraulic Seeding***	71,560	SY	\$0.35	\$25,046.00	\$0.50	\$35,780.00	\$0.15	\$5,734.00
200	30" RCP Class 2	75	LF	\$160.00	\$12,000.00	\$160.00	\$12,000.00	\$0.00	\$0.00
					\$3,147,912.00		\$3,219,465.10		\$71,553.10

\* Quantity modified from 1095 to 1037

\*\* Quantity modified from 2195 to 126

\*\*\* Quantity modified from 71,560 to 60,582

SUGGESTED FORM OF  
TASK ORDER

This is Task Order  
No. 6, consisting of  
7 pages.

**Task Order**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated September 14, 2015 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Well #4 Connection and Water System Improvements

B. Description:

**Construction Contract 1: Water System Improvements**

The project will generally include well field winterization and metering, Shelby heights booster station and well-field clear well booster station improvements, UV treatment system improvements, and 16" transmission main rehabilitation.

**Construction Contract 2: Airport Hangar Water Main Extension**

The City will work with Toole County to install a new booster pump station and extend a 12" transmission main to serve a new airport hangar at the Toole County Airport.

C. Number of Construction Contracts: 2 (The construction of the airport water main will be completed by the City/County)

2. Services of Engineer

Engineer shall provide services set forth in Article I and Exhibit A of the Contract for Engineering Services dated September 14, 2015. All provisions of Exhibit A shall remain in full force and affect unless amended or supplemented as follows:

Study and Report Services – *Not Used*

Design Services

A. The Engineer shall:

1. Complete topographic survey as needed of the project areas. The topographic survey will identify the physical constraints that the design will be based around. This does not include a boundary survey; however, applicable property lines will be identified based on physical property pins and COS information.
2. Prepare construction plans and specifications for the following alternatives from the 2016 Shelby Water System Preliminary Engineering Report (PER) for the Water System Improvements:

a) **S2-Well Field Winterization and Metering** includes a geotechnical investigation, designing, preparing plans and specifications, and obtaining DEQ approval for the construction of following:

- slab and foundation necessary for the installation of the pre-built pump houses for wells 9-12,
- the process piping, individual meters, and electrical requirements inside each pre-built pump house,
- the new pipe connecting wells 4 and 9-12 to the 12" well field transmission main with appropriately sized pipe buried below frost depth,
- a meter vault at the well field booster station and individual flow meters at wells 1-5, 7 and 8 to monitor the water pumped from the well field.
- Reference the attached Figure 6.1.2.

KLJ will write a performance specification to integrate well controls for wells 4 and 9-12 to operate as the other wells in the well field.

b) **P2-Shelby Heights Booster Improvements and Generator** includes designing, preparing the plans and specifications, and obtaining DEQ approval for construction of the following:

- remove the existing undersized pumps,
- size and install the new pumps,
- size and install a new back-up generator for emergency power including an automatic transfer switch.
- concrete slab and site grading for the generator,

KLJ will write a performance specifications to upgrade the controls to match the controls of the rest of the water system.

c) **P3-Clear Well Booster Generator and Polyphosphate System** includes designing, preparing the plans and specifications, and obtaining DEQ approval for the construction of following:

- a new back-up generator for emergency power utilizing the existing automatic transfer switch,
- new polyphosphate system in the booster building and DEQ variance request,
- concrete slab and site grading for the generator.

- d) **T2-Upgrade the Existing Water Treatment System and Generator** includes designing, preparing the plans and specifications, and obtaining DEQ approval for the construction of the following:
- increase the UV System from 4 bulbs to 6 bulbs,
  - new backup chlorination system in the UV building,
  - a new back-up generator for emergency power including an automatic transfer switch,
  - concrete slab and site grading for the generator.
- e) **D2-Re-route the South Tank Water Main** includes a geotechnical investigation near the tank, designing, preparing the plans and specifications, and obtaining DEQ approval for the construction of re-routing the existing 16" AC main around the Shelby Heights Tank. Reference the attached Figure 6.5.2.
- f) **D3-Rehabilitate the 16" Water Main** includes designing, preparing the plans and specification, and obtaining DEQ approval for the construction of the following:
- clean the 16" main between the UV treatment system and the Shelby Heights tank,
  - replace 7 gate valves,
  - check the operations of 6 air release valves.
3. Prepare the following for the Airport Hangar Water Main Extension:
- a) Size the water mains to appropriately serve the intended use and potential future service areas. A certified water main checklist (and supporting documentation) will also be prepared and submitted to the Montana Department of Environmental Quality (MDEQ) to receive authorization for construction.
- b) Prepare construction plans and specifications. These construction documents will serve as the basis for construction and will provide the contractor with the necessary information to build the project. The drawings will consist of a Cover Sheet, General Notes & Scope of Work, Plan & Profiles sheets, and Details as needed. The specifications will be based on the Montana Public Works Standard Specifications with modifications and special provisions specific to the project work.
- c) A new booster pump station will be required for the new main serving the airport hangar. The Engineer will coordinate with the City's equipment supplier to verify that an appropriately sized packaged system will be provided. The minimum design point at the new hangar will be directed by Toole County.

Bidding or Negotiating Services

Construction and Commissioning Services

A. The Engineer shall:

1. Provide the following for the Water System Improvements:
  - a) Provide general construction administration services that will consist of facilitating a preconstruction meeting; reviewing shop drawings and product submittals; preparing change orders; reviewing and recommending applications for payment; and preparing and submitting record drawings to MDEQ for final project acceptance.
  - b) Complete construction staking, which shall consist of horizontal and vertical control as well as station centerline and offset locations.
2. Provide the following for the Airport Hangar Water Main Extension:
  - a) Provide general construction administration services that will consist of responding to project related questions and preparing/submitting record drawings to MDEQ for final project acceptance.
  - b) Complete construction staking for the proposed water mains, which shall consist of horizontal and vertical control as well as station centerline and offset locations.

Resident Project Representative Services

C. The Engineer shall:

1. Provide the following for the Water System Improvements:
  - a) Provide full-time RPR services for the duration of the project to certify the project was constructed in accordance with the approved plans and specifications and assist in the preparation of record drawings. It is estimated that RPR services will be provided for a duration of 16 weeks at 50 hours per week.
2. Provide the following for the Airport Hangar Water Main Extension:
  - a) Provide part-time RPR services for the duration of the project to certify the project is constructed in accordance with the approved plans and specifications and assist in the preparation of record drawings. It is estimated that RPR services will generally be provided at 12 hours per week for the duration of the project.

Other Services- *Not Used*

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: *N/A*.

4. Times for Rendering Services

The following schedule for the Water System Improvements is based on a Notice to Proceed issued by the Owner no later than December 18, 2017 and is subject to timely approval of the project documents by MDEQ.

<u>Phase</u>	<u>Completion Date</u>
Design Services	April 30, 2018
DEQ Approval	July 31, 2018
Bidding & Negotiating Services	February 28, 2019
Construction & RPR Services	September 30, 2019

The following schedule for the Airport Hangar Water Main Extension is based on a Notice to Proceed issued by the Owner no later than October 20, 2017.

<u>Phase</u>	<u>Completion Date</u>
Submit to DEQ for Review	December 31, 2017
DEQ Approval	January 31, 2017
Construction & RPR Services	July 31, 2018

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

**Water System Improvements**

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Design Services	Standard Hourly Rates	\$172,700
Bidding & Negotiating Services	Standard Hourly Rates	\$15,500
Construction & Commissioning Services	Standard Hourly Rates	\$61,300
RPR Services	Standard Hourly Rates	\$101,500
	<b>Total:</b>	<b>\$351,000</b>

**Airport Water Main Extension**

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Design Services	Lump Sum	\$25,600
Construction & Commissioning Services	Standard Hourly Rates	\$6,500
RPR Services	Standard Hourly Rates	\$7,500
	<b>Total:</b>	<b>\$39,600</b>

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants: None
7. Other Modifications to Agreement: None
8. Attachments: Figure 6.1.2 & Figure 6.5.2
9. Documents Incorporated By Reference: Standard Form of Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated September 14, 2015. (“Agreement”)
10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 1, 2017.

OWNER: City of Shelby, MT

ENGINEER: Kadrmas Lee &  
Jackson, Inc.

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

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

Name: Larry Bonderud

Name: \_\_\_\_\_

Title: Mayor

Title: \_\_\_\_\_

Engineer License or Firm's Certificate No. PEL-EF-LIC-37  
State of: MT

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

Name: Larry Bonderud

Name: Andy Evensen

Title: Mayor

Title: Project Manager

Address: 112 First Street South, Shelby, MT  
59474

Address: 1830 3<sup>rd</sup> Avenue East, Suite 202  
Kalispell, MT 59901

E-Mail Address: larry@shelbymt.com

E-Mail Address: andy.evensen@kljeng.com

Phone: (406) 434-5222

Phone: 406-755-2763

Fax: (406) 434-2039

Fax: 1-855-288-8055

## **CITY OF SHELBY PROGRAM INCOME PLAN**

### **Description**

The City of Shelby administered housing programs: M99-SG3001-41; M03-SG3001-41; and M06-SG3001-41 between 1999 and 2006. The programs were funded through grants from the Montana Department of Commerce Home Investment Partnerships Program (HOME) and Community Development Block Grant Housing Program. Funds may be captured along with a share of the appreciation of the property and returned to the City of Shelby when the title changes due to the sale of the home, foreclosure or refinance of the original borrower as per the Restriction Agreement and Promissory Note agreed upon by the City and program participant. It funds are recaptured from a previously assisted property, the resulting funds are referred to as Program Income. This Program Income must be used in compliance with HOME and/or CDBG requirements, as applicable.

The City of Shelby wishes to retain this Program Income and use it as a source of funds for new development and rehabilitation opportunities for income eligible recipients.

Program Income received will be recorded in the City of Shelby Revolving Loan Fund. Program Income will be invested in HOME/CDBG eligible activities in a timely manner.

The City of Shelby Finance Officer will provide activity reports to the Shelby City Council as needed and activity will be reported in audited financial statements. The City of Shelby will provide, at any reasonable time, MDOC, Comptroller General of the United States, Montana Legislative Auditor or their authorized agents access to any records necessary to determine ongoing compliance.

Income generated will be spent in support of housing development and rehabilitation efforts within the City of Shelby. Funds will be utilized in a timely manner once enough have accrued to make a meaningful contribution to an eligible project.

### **Financial Reporting**

The City of Shelby completes bi-annual audits under the provisions of the U.S. Office of Management and Budget Uniform Guidance.

The City of Shelby utilizes the BARS system for accounting purposes, with the Finance Officer overseeing entering of transactions, preparation of warrants and disbursements. City staff are responsible for processing receipts, disbursements, ensuring all transactions are properly authorized, generating reports and budget review documents, and preparing reports to funding sources.

### **Expiration of Program Income Plan Agreement**

This agreement will expire twenty (20) years plus five (5) years from the signature date. If at any time, the terms and conditions of this agreement change, this agreement must be amended to reflect the changes.

ACCEPTED BY:

Larry J. Bonderud, Mayor  
City of Shelby

Date