

#10

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	Krista Hertz
Position Title	Grant Writer
Email	hertzka@billingschools.org
Phone Number	406-281-5031

Q3

Organization Information

Organization Name	School District 2 (Billings Public Schools)
Street Address	415 N 30th Street
City	Billings
State	MT
ZIP Code	59101
Email Address	reiters@billingschools.org
Phone & FAX Numbers	(406) 281-5787

Q4

Organization website (please enter complete URL)

www.billingschools.org

Page 2: Organization Type

Q5

Public Entity

Organization Type

Page 3: Nonprofit Documentation

Q6

Respondent skipped this question

IRS Determination Letter (acceptable formats PDF, JPG)

Q7

Respondent skipped this question

Current Bylaws (acceptable formats PDF, JPG)

Q8

Respondent skipped this question

Articles of Incorporation (acceptable formats PDF, JPG)

Q9

Respondent skipped this question

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

Page 4: Organizational Details / Financial Information

Q10

Upload organizational chart (acceptable formats PDF, JPG)

1. Organizational Chart.docx.pdf (60.4KB)

Q11

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

2. Organization Audit (1) (1).pdf (6MB)

Q12

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

6257_Financial_Reports_December_2021_-_Unaudited.pdf (469.8KB)

Q13

DUNS #

068927722

Q14

SAM Registration Date

Please click or enter the **04/23/2021**
SAM registration date below:**Q15**

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

Full Name:

Greg Upham

Position / Job Title:

Superintendent

Email Address:

uphamg@billingssschools.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 first business meeting of the newly organized School District 2 (SD2) on June 18, 1883, set an election to raise \$8,000 in bonds to build a school. Over the years, SD2 has grown from the first high school consisting of 12 rooms to over 35 school buildings educating nearly 17,000 students and employing over 2,500 staff members. Billings Public Schools strives to inspire, educate, and empower students to be responsible and innovative global citizens who achieve their full potential.

Q17

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

School District 2 (SD2) strives to prepare students for the future. Regardless of the pathway they choose, students are engaged in educational and extra-curricular opportunities that support their individual growth towards career, college, and citizenship readiness. Curricular programs emphasize four fundamental growth areas that are essential for student growth: Academic Core: SD2 supports students' futures with comprehensive K-12 programs that prepare students for both rigorous college readiness and career technical workforce skills. Programs and courses emphasize deep learning through focus on critical concepts and essential skills. Financial Literacy and Professional Skills: Whether workforce or college bound after high school, students enrolled in BPS have opportunities to learn how to navigate their financial needs and career prospects by developing their skills to obtain and maintain solid work experience. Students also learn how to match their career choices to their financial needs and the quality life they desire. Civics, Humanities, and Community: Students learn that they are part of a local community that supports their public education and are able to give back through school supported clubs, student organizations, and community service. SD2 partners with local business and service providers to allow students to be visible and active members of the larger community. Innovation and Creativity : Opportunities for music, art, drama, STEM, and literature support students to become the next generation of innovators and critical thinkers. Students grow in their analytic and logical skills in order to create solutions to 21st Century problems. SD2 provides educational opportunities and services for all students to be successful in school. Programs and additional resources are available for students including but not limited to students with disabilities, homeless students and unaccompanied minors, English Language Learners, and minority backgrounds.

Q18

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

280

Q19

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

0.53

Q20

Youth Ages 13 to 19,

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

Children up to Age 12

Q21

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

Billings Public Schools is the recipient of many federal, state, and foundation grants to benefit educational programs and resources for students. Billings Public School Business Department provides various business services to internal and external constituents. The department provides grant oversight and financial processes to ensure regulatory compliance and internal control. The district grant writer works with the individual programs, departments, and district leadership team to identify grants, complete grant applications, and complete follow-up reports for secured grants.

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

Since educational programs are dependent on adequate funding and the proper management of those funds, District goals can best be attained through efficient fiscal management. As trustee of local, state, and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended. In the District's fiscal management, the Board seeks to achieve the following goals: 1. Engage in advance planning, with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended. 2. Establish levels of funding which shall provide superior education for the District's students. 3. Provide timely and appropriate information to staff who have fiscal responsibilities. 4. Establish efficient procedures in all areas of fiscal management. The Board requires that financial reports reflect financial activity and status of District fund accounts and are in a format readily understandable to the Board and to the public. A comprehensive audit shall be conducted annually, in accordance with Montana law and with generally accepted governmental auditing standards. A full list of financial management policies and procedures can be found at <https://www.billingschools.org/about-us/policies-procedures/7000>. Billings Public Schools has an experienced financial staff who will oversee the financial management and requirements of the grant.

Personnel Management

The human resources of the Billings Public Schools are valuable and significant in creating an effective educational program and learning environment. Schools function most efficiently and successfully when highly qualified individuals are employed to staff the needs of the District. Opportunities for staff development should be provided periodically. Supervision is a necessary ongoing function of the District's leadership. The Board seeks to promote an efficient and positive school climate in all educational endeavors, in order that students and staff may work toward their greatest potential and the community will be proud of its investment. Additional specific policies regarding human resource expectations, oversight, and adherence to federal policies can be found at <https://www.billingsschools.org/about-us/policies-procedures/5000>. An experienced human resources management team oversees district personnel needs, compliance with employee rights, and addresses employee concerns.

Procurement & Purchasing

The Board authorizes the Superintendent to direct expenditures and purchases within limits of an annual detailed budget for the District. The Board must approve purchase of capital outlay items when the aggregate total of a requisition exceeds \$80,000, except that the Superintendent is authorized to make capital outlay purchases without advance approval of the Board when necessary to protect District interests or the health and safety of staff or students. Specific board policies and procedures address a variety of topics (bids and contracts, purchasing procedure, authorization and control, independent contractor, etc) specific to procurement and purchasing. To view policies and procedures visit <https://www.billingsschools.org/about-us/policies-procedures/7000>. District business office staff will work in conjunction with facilities staff in the bidding and acceptance process, payment of services, and compliance with purchasing and procurement policies.

Q23

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

Billings Public Schools manages state, federal, and foundation grants funds to execute educational services and address the needs of students. The management of grant funds is a combination of business services staff, identified lead administrator, grant writer, and area/program leader grant funds directly impact. The business grant manager and grant writer allocate more than 90% of their time to grant management and supporting others involved in the delivery of grant objectives.

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)

o achieve its primary goal of providing each child with the skills and attitudes necessary to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and state statutes and regulations. The School Laws of Montana and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board. Code of Ethics for School Board Members

- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- Make all decisions based on available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for administration to the Superintendent;
- Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;
- Support the employment of those persons best qualified to serve as school staff and insist on regular and impartial evaluation of staff;
- Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain.

To review the full Code of Ethics view

<https://resources.finalseite.net/images/v1550766699/billingsschoolsorg/qdxfehlvr01edcoesw/1511Ethics.pdf> To review the Conflict of Interest policy please review Board of Trustee-Conflict of Interest (1000-1512) web address:

<https://resources.finalseite.net/images/v1550766910/billingsschoolsorg/qk4zwolxxmazant9ob3f/1512ConflictofInterest.pdf>

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.

,

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.

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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

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

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)

Greg Upham

Q31

Application Submittal Date

Please enter or click the date **01/28/2022**
below:

#7

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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)

Billings Public Schools

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

313300

Q4 **Facility Social Distancing**

Proposed Activity (please choose one):

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

Washington Elementary School (1044 Cook Ave) 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)

The District acknowledges its stewardship responsibilities under the law, which requires it to “hold in trust all real and personal property of the district for the benefit of the schools and children of the district.” Washington Elementary (Title 1 school) is the school identified to receive an upgraded HVAC system to address mitigation of COVID19. The current HVAC system was installed in 1988. Additional information: <https://www.billingschools.org/about-us/policies-procedures/9000>

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:

Sustainability: Activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to low-income persons or services that sustain communities or neighborhoods.

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)

The HVAC system at Washington Elementary School will be replaced. The system has been in place since 1988. Replacing the HVAC system will be an important component in the mitigation of COVID19 and keeping school doors open. Washington Elementary school is a Title 1 school serving a high percentage of students on free and reduced lunch (60%). The school is also the home base for the Homeless Liaison. Homeless students that do not have a home school will attend Washington Elementary.

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)

Clean air is essential for living and learning and effective ventilation is important to COVID19 prevention. Proper ventilation maintains healthy environments and can reduce the likelihood of spreading disease. The Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA) outline ways that schools can improve ventilation 1) Bringing in as much outdoor air as possible 2) Using HVAC settings to maximize ventilation 3) Ensuring exhaust fans work 4) Filtering and/or cleaning the air with properly working HVAC filters. HVAC systems are critical to COVID19 mitigation efforts due to their ability to control airborne pollutants and viruses and to distribute fresh outside air in classrooms.

Q13

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

160

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. **The school district has previously undertaken remodeling and upgrading of building systems across the school district's buildings. Funding for these projects have come from community passed bonds and other bonds, such as the QZAB bond (federal program in 2015 and previous years).**
-

Q15

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

Environmental Review:

Prior to the start of large construction remodel projects, engineers complete an environmental review and historic review, if needed.

Historic Review:

Prior to the start of large construction remodel projects, engineers complete an environmental review and historic review, if needed. Washington Elementary is not a historical building.

Lead-Based Paint Management:

District personnel are lead-based paint certified and an engineering firm completes an additional review.

Davis-Bacon Labor Standards:

Potential bidders are notified before bidding that complying with Davis Bacon is required, along with GRT, certified payroll, and other insurance requirements. This is added to the project specifications when the school district is using federal funding.

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)

Parents and staff will be notified of the work being completed to upgrade the HVAC system and the benefits of an improved air filtration system to the learning environment and health of students, especially in keeping schools safe and open. Parents are invited and encouraged to access the school at all times to be involved in their child's education. The building is available to the community to use for various purposes and this information is listed on the district's website.

Q19

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

The project will go out to bid once the grant funding is awarded and agreements are signed. The project will occur beginning in June with the target completion date of early August. The timeframe is critical to occur in the summer due to the school year and opportunity to be in the school building for HVAC upgrades. If the time frame is not met, then the project may have to be delayed to summer 2023. Other possible obstacles include supply shortages and labor shortages.

Q20

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

The Chief Financial Officer (CFO) has reviewed the funding received by the district from other sources including funding to address the COVID-19 pandemic. The CFO has determined there is not a duplication of services. A large percentage of the COVID-19 funding received is directed at addressing educational needs, cleaning, and supplies. There are not any funds at this time designated to upgrade the HVAC system at Washington Elementary and does not see there will be in the foreseeable future.

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:

Scott Reiter (Director of Facilities Services): Scott oversees all areas and aspects of the buildings, grounds, and facilities for the district and has been in this position since 2014.

Implementation:

Scott Reiter (Director of Facilities Services) Scott has completed numerous implementation projects over the years as Director of Facilities for SD2.

Financial Management:

Craig VanNice (Chief Financial Officer) Craig has been the CFO for the district since 2018 and oversees the business operations of the district and long-range financial planning.

Quarterly Reporting:

Krista Hertz (Grants Writer) and Kari Econom (Grants Manager): Kari specifically oversees the financial management of grants for expenditures and accuracy in reporting. Krista coordinates the reporting on grants financially and operationally.

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**

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)

CDBG-CV Grant Sources-Uses - PUBLIC FACILITY - Billings Public Schools.pdf (669.5KB)

Q26

Upload map (acceptable formats PDF, JPG)

Community Development Block Grant.xlsx - Washington (1).pdf (7.6MB)

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).

Approval Letter Greg grant.pdf (916.3KB)

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.

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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)

Greg Upham

Q30

Select or enter date below: **01/28/2022**

Part 3 Application Submittal Date
