

#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, January 26, 2022 12:47:35 PM  
**Last Modified:** Wednesday, January 26, 2022 1:26:36 PM  
**Time Spent:** 00:39:01  
**IP Address:** 63.157.210.130

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## Page 1: General &amp; Organization Information

**Q1** **Yes**

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

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**Q2**

## Contact Person Information

Full Name	<b>Amanda Stonerock</b>
Position Title	<b>Director of Development</b>
Email	<b>astonerock@altinc.net</b>
Phone Number	<b>256-3501 ex 627</b>

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**Q3**

## Organization Information

Organization Name	<b>Alterantivs, Inc.</b>
Street Address	<b>2120 3rd Ave North</b>
Mailing Address (if different)	<b>PO box 657 59103</b>
City	<b>Billings</b>
State	<b>MT</b>
ZIP Code	<b>59101</b>
Email Address	<b>astonerock@altinc.net</b>
Phone & FAX Numbers	<b>406-256-3501; 406-256-0534</b>

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**Q4**

Organization website (please enter complete URL)

www.altinc.net

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Page 2: Organization Type

**Q5**

**Nonprofit - 501(c)3 Charitable Nonprofit Corporation**

Organization Type

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Page 3: Nonprofit Documentation

**Q6**

IRS Determination Letter (acceptable formats PDF, JPG)

**Proof of Non-Profit Status.pdf (167.3KB)**

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**Q7**

Current Bylaws (acceptable formats PDF, JPG)

**A5 Bylaws.pdf (368.6KB)**

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**Q8**

Articles of Incorporation (acceptable formats PDF, JPG)

**ALT-A2 Articles of Incorporation-Amendment 1986.pdf (153KB)**

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**Q9**

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

**Board of Directors List December 2021.pdf (204.5KB)**

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Page 4: Organizational Details / Financial Information

**Q10**

Upload organizational chart (acceptable formats PDF, JPG)

**2021 Org Chart.pdf (418.2KB)**

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**Q11**

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

**Alternatives Form 990 2019.pdf (900.2KB)**

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**Q12**

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

**Financials.pdf (198.9KB)**

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**Q13**

DUNS #

032887317

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**Q14**

SAM Registration Date

Please click or enter the **04/29/2021**  
SAM registration date below:

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**Q15**

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

Full Name:	<b>David O Armstrong</b>
Position / Job Title:	<b>CEO</b>
Email Address:	<b>darmstrong@altinc.net</b>

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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)

Alternatives has provided residential re-entry services for over 42 years. The purpose of Alternatives is to promote public safety by challenging offenders to become responsible, productive, tax-paying citizens through firm, fair, consistent, supervision, treatment & education. Our program offers a broad range of alternatives to incarceration that reintroduce them back into society or keep offenders out of jails & prisons.

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**Q17**

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

Alternatives, Inc. is a community corrections non-profit organization specializing in residential re-entry services by addressing criminal behavior and utilizing evidence-based programming to address individual client needs. Services include job development and placement assistance, educational assistance including hi-set education and testing, basic Lifeskills, financial management, budgeting, cognitive behavioral therapy, substance use and mental health disorder treatment, partner family member assault and Minor in Possession programming as well as inpatient substance use disorder treatment, pre-trial supervision, misdemeanor probation, individualized case management, work release, electronic monitoring, community service, random drug and alcohol testing programs, mobile client check-in, GPS, and several other jail alternative programs.

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**Q18**

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

3548

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**Q19**

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

0.69

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**Q20**

**Respondent skipped this question**

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

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**Q21**

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

Alternatives is currently and has been federally funded for programs since 1980 for residential re-entry and substance use and mental health treatment services. As a result, the agency is monitored on an annual basis by the Federal Bureau of Prisons and United States Probation Office, and must comply with all federal CFR, ARMS, and financial management practices. Alternatives, Inc. is a well-established non-profit with well-qualified individuals for over 43 years.

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**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

**Alternatives employs over 170 staff & is routinely monitored by the Federal Bureau of Prisons, the Montana Department of Corrections, & the Department of Health and Human Services Licensure Department, & consequently adheres to an extensive set of overlapping standards. In addition to the ongoing monitoring/audits, Alternatives adheres to policies & procedures known collectively as "Standard Operating Procedures of Alternatives, Inc" (SOPs) that governs the practices of Alternatives & its employees. 12 of these policies dictate the financial management, procurement, purchasing, & accountability. On a random basis, but not fewer than twice during each fiscal year, the Finance Committee shall directly review the general ledger & disbursement records for all agency accounts. The person responsible for conducting such a review shall be determined by the Chair of the Finance Committee & the results of the review shall be presented to the Finance Committee & then to the Board of Directors. The Director of Finance is responsible for the assignment of duties to accounting personnel. Given the limited size of the accounting department, it is acknowledged that complete separation of duties in support of internal control is not possible. However, the Director is responsible for assuring that, to the greatest extent possible, one person does not collect, receipt, prepare a deposit, & account for the specific funds coming into the agency.**

Personnel Management

**Personnel are managed by a human resources department under the supervision of the Director of HR and over 30 policies including an Employee Handbook. Staff are required to complete a 40-hour on-boarding process that includes mandatory trainings and orientation to the policies and practices of Alternatives. There is a personnel committee who manages overall processes and compliance with federal regulations. The Personnel Committee is inclusive of community members familiar with general EEO and HR practices and reports monthly to the overall Board of Directors.**

Procurement & Purchasing

**All purchases must be approved by a department supervisor and the CEO (or designee in his absence). These must be completed on a purchase order form. Any purchase over \$50 from a vendor not on the approved vendor list, must be approved prior to ordering. Any purchase over \$10,000 must be approved by the board of directors at the recommendation of the CEO and Finance Committee. Any items required by contract/grant funds or over \$1,000 in cost must be sourced through a bid process. Bids are submitted to the finance committee and a recommendation is made to the full board of directors who then selects the final contract.**

**Q23**

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

Alternatives has been working on local, federal, & state grants for nearly the entirety of its existence. The Director of Development (DoD) manages the specific requirements. Staff time is tracked in an HR database. Individual daily staff journals calculate hours & tasks. These are audited by the DoD. The Director of Finance (DoF) reviews these prior to any reimbursement requests. Both the DoD & the DoF report to the CEO & provide regular reports of grants to the Board of Directors.

**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)

Alternatives, Inc. has several policies covering conflict of interest and code of conducts for both employees and board members. Section 1.8 of the By-Laws of Alternatives indicates All Directors shall disclose to the Board any possible conflict of interest at the earliest practicable time. Upon such disclosure, such Director shall abstain from speaking and voting on any matter under consideration at a Board or committee meeting, in which such Director has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Director having a conflict of interest abstained from speaking and voting. Any Director who is uncertain shall disclose the possible conflict of interest and request the Board or committee to determine whether a conflict of interest exists, and the Board or committee shall resolve the questions by a majority vote. A transaction in which a Director has a conflict of interest may be approved: (a) in advance by the vote of the Board of Directors or a committee of the Board if: (i) the material facts of the transaction and the Director's interest are disclosed or known to the Board or committee of the Board and; (ii) the Directors approving the transaction in good faith reasonably believe that the transaction is fair to the corporation; or (b) after it is consummated by obtaining approval of: (i) the attorney general; or (ii) a state district court in an action in which the attorney general is joined as a party. A conflict-of-interest transaction is authorized, approved, or ratified, if it receives the affirmative vote of two-thirds of the quorum present who have no direct or indirect interest in the transaction. Each Board member also completes an annual Conflict of Interest designation yearly. Staff also abide by a Federal Standards of Conduct and Fraternalization policy which is signed upon hire and reviewed and acknowledged each year for annual training.

**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.

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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.

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**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.

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**Q28**

Yes

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

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**Q29**

Yes

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

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**Q30**

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

Amanda E Stonerock

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**Q31**

Application Submittal Date

Please enter or click the date **01/26/2022**  
below:

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#4

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Page 1: Public Services

**Q1** **Yes**

Have you completed and submitted the Part 1 application?

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Page 2: Proposed Project Information

**Q2**  
Organization Name (must be the same as entered in the Part 1 application)

Alternatives, Inc

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

47000

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**Q4** **Virtual Services Capacity**

Proposed Activity (please choose one):

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**Q5**  
Project Location (specific location, including city, State)

2120 3rd Ave North, Billings, MT; 1001 S 27th Street, Billings, MT; 3109 1st Ave North, Billings, MT

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**Q6** **Yes**

Is the project location within the Billings city limits?

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Page 3: HUD Objective & Outcome

**Q7**

Choose one HUD performance objective:

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

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**Q8**

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.**

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**Q9**

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

Alternatives monitors offenders requiring 24/7 supervision. Typically, staff drive to track the 280+ offenders who are in the community at any given time. Due to staffing issues, in-person supervision has been hindered. Alternatives intends to utilize technology to supervise GPS locations & perform "agenda checks." Additionally, the congregate living nature of the Alternatives exposes residents & staff to COVID. The cellphone application allows us to limit the number of clients that participate in non-residential programs from entering into the facility by providing check-in, monitoring, & payment options electronically limiting exposure of COVID. It also helps offenders who lack transportation from missing check-ins, groups, & 1:1s.

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**Q10**

**Yes**

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

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**Q11**

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

The TOM application already exists & was developed by Alternatives several years ago. However, the inclusion of check-ins, GPS monitoring, & payments weren't developed due to costs. A reduction in revenue as a result of COVID prevents the development of the app. The funds would allow us to develop the tracking of offenders, check-ins, & agenda review for current & non-residential offenders. It will also allow us to collect payments electronically which limits contact with residents & staff from non-residents. Both options limit exposure & fills a gap of staff needs. These activities both prevent & respond to the pandemic.

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**Q12**

**New service**

Which of the following is appropriate for your proposed service?

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Page 5

**Q13**

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

2000

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Page 6

**Q14**

**Respondent skipped this question**

Existing service:

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Page 7: Project Details

**Q15**

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

1. **Alternatives has spent general fund dollars developing its proprietary software. The cell phone app was created in 2019. It was supported over time through contracts with the Federal Bureau of Prisons & the MT Department of Corrections. We are familiar with the steps to execute a project of this kind & need the financing to complete the project. Alternatives will be able to expand its bandwidth in supervision which can assist with jail overcrowding & help with transportation issues.**
2. **Alternatives provides current supervision for GPS tracking through an external company paid for by each client. Having it incorporated in our Application would prevent the need to charge residents.**
3. **We have implemented community supervision, GPS, check-in, & agenda checks since 1980. The use of technology is not new; however, the use of other software is costly & unsustainable for clients . Clients pay for these services & also come in person to complete them or staff need to go off site. The use of technology will replace the need for extra staff, limit transportation for clients, & be less expensive if incorporated into our own software.**

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**Q16**

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

8

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**Q17**

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

51200

**Q18**

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

**Federal Tax Forms,**

**Pay Stubs,**

**Client Self-Report,**

**Verified through other assistance (TANF, Medicaid, etc.),**

**Third Party Verification,**

Other (please specify):

For non-residential offenders, Alternatives verifies low-income by reviewing and verifying current finances and collecting income and expense information. If a client has current Medicaid, SNAP, TANF, or other public assistance, proof is collected and tracked for income verification. If not, clients are required to submit paystubs and copies of individual finances. This process is known as Financial Assistance and Indigence Review and includes a personal interview between staff and the client. Indigence status is then tracked by case management staff and reviewed every 30-90 days

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**Q19**

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

The services requested are unique to the criminal justice system. Alternatives has worked closely with these referral sources, & as current partners with these organizations, we will communicate directly about this new program. Press Release, flyers, referral forms, emails, on our website, & on our social media pages will be used. Meetings & phone calls will be made by staff as needed. When a client is enrolled, orientation will occur so that the client knows how to access the program.

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**Q20**

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

At this point there are no obstacles to complete the project other than the funding needed to complete the development. With the grant awarded, it is expected that development would take 4-6 months and implementation for use with clients will take an additional month. All stages from conception to implementation should be completed within 12 months or sooner.

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**Q21**

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

This service is not something that is offered by any other agency. The goal of this project is to provide the opportunity to increase supervision despite losing staff and providing avenues for offenders to not have to come in person for every individual need. The use of technology to provide supervision, treatment, education, and financial management directly from a proprietary application is unique and cannot be duplicated by another agency as it is a result of direct referral to Alternatives.

**Q22**

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

Activity Oversight:

**Dave Armstrong, CEO, 42 years with Alternatives managing and implementing evidence-based community corrections programs**

Implementation:

**Amanda Stonerock, Director of Development, Masters of PR, over 18 years of program management experience, including program implementation, 8+ experience of grant management.**

Financial Management:

**Tami Fleetwood, Director of Finance- Nearly 30 years of accounting experience with 2.5 years as the director of finance at a non-profit organization.**

Quarterly Reporting:

**Amanda Stonerock, Director of Development, Masters of PR, over 18 years of program management experience, 8+ experience of grant management and reporting.**

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**Q23**

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

Position 1:

**No positions will be hired for this project. Once the application is built, current staff will deploy, manage, and operate the use of the application in individual program.**

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Page 9

**Q24**

**No**

If awarded CDBG-CV funding, will the organization be hiring new staff to implement the project? If yes, the organization must comply with low-income recruitment regulations for positions supported, either in part or in full, with federal funding. Recruitment efforts must include targeting to low- and very-low income individuals, and race/ethnicity documentation must be provided on applicants for any positions supported by federal funding.

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Page 10



**Q25**

Respondent skipped this question

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

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Page 11

**Q26**

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

**Sources-Uses - PUBLIC SERVICES- Complete.pdf (92.3KB)**

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Page 12: Authorization / Certifications / Signature

**Q27**

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

**Board Agenda January 2022.pdf (170.2KB)**

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**Q28**

Signature (typing your full name will be considered signing)

Amanda E Stonerock

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**Q29**

Part 2 Application Submittal Date

Please click or enter the date **01/26/2022** below:

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