

#9

COMPLETE

Collector: Web Link 1 (Web Link)
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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	Sheryle Shandy
Position Title	Executive Director
Email	foodbank@billingsfoodbank.com
Phone Number	4062592856

Q3

Organization Information

Organization Name	Billings Food Bank, Inc.
Street Address	2112 - Fourth Avenue North
Mailing Address (if different)	P.O. Box 1158
City	Billings
State	MT
ZIP Code	59103-1158
Email Address	foodbank@billingsfoodbank.com
Phone & FAX Numbers	4062592856

Q4

Organization website (please enter complete URL)

<http://www.billingsfoodbank.com>

Page 2: Organization Type

Q5

Nonprofit - 501(c)3 Charitable Nonprofit Corporation

Organization Type

Page 3: Nonprofit Documentation

Q6

IRS Determination Letter (acceptable formats PDF, JPG)

BFB-Inc_501c3_Determination_Ltr.pdf (642.4KB)

Q7

Current Bylaws (acceptable formats PDF, JPG)

BFB_Inc_Mission_and_EDI_Statements.pdf (384KB)

Q8

Articles of Incorporation (acceptable formats PDF, JPG)

BFB_EEO_Anti-Discrimination_Policy.pdf (1.1MB)

Q9

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

BillingsFoodBank-Board_2019-2020.pdf (760.5KB)

Page 4: Organizational Details / Financial Information

Q10

Upload organizational chart (acceptable formats PDF, JPG)

Board-Staff_of_Billings_Food_Bank_Inc.pdf (697.9KB)

Q11

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

BFB New 990 ITR 6-30-19.pdf (1.7MB)

Q12

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

Cash__Balance_ending_May-2020.pdf (286.2KB)

Q13

DUNS #

182499665

Q14

SAM Registration Date

Please click or enter the **01/27/2022**
SAM registration date below:

Q15

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

Full Name:

Sheryle Shandy

Position / Job Title:

Executive Director

Email Address:

foodbank@billingsfoodbank.com

Page 5: Services Provided / Clientele / Etc.

Q16

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

The main purpose of BFB, Inc. is Food Security with a secondary goal of feeding children, senior citizens, and making sure that their families have access to healthy/prepared food or meals. Our organization has operated in Billings since April 1, 1982.

Q17

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

Billings Food Bank (BFB), Inc. services and meal programs consist of family food box distribution, meal/food delivery, senior nutrition/food box vouchers, and the family/children backpack feeding program which provides school children who don't have enough to eat with food or meals. All of these BFB programs/services provide marginal populations with nutritious, easy-to-prepare food at times when other resources are not available thus avoiding duplication of services. The concept is simple: children at risk of weekend hunger, vulnerable senior citizens, homeless persons, and families recently unemployed or laid off receive a bag/box of food that is not only child-friendly, but it is nutritious, nonperishable, and easy-to-fix/already prepared meals. There are also vegetarian or other food packets available for people who have special health or religious needs.

Q18

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

20000

Q19

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

95.8

Q20

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

- Homeless,**
 - AIDS Patients,**
 - Persons with Disabilities,**
 - Youth Ages 13 to 19,**
 - Children up to Age 12,**
 - Survivors of Domestic / Dating Violence, Sexual Assault, or Stalking**
 - '**
 - Abused and Neglected Children: Children experiencing a threat to their health or welfare**
-

Q21

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

BFB, Inc. feels that no child, no family should face the humiliation of having their child denied or embarrassed for being behind on their lunch/breakfast bill. Most all of the students that are served by our backpack feeding program are qualified for free or reduced (federally-funded) breakfasts/lunches at schools, so the BFB, Inc.'s backpack program is quite likely to be in compliance to those overall efforts to help fight child hunger within Yellowstone County & this region of Montana.

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

BFB, Inc. uses its Executive Director, Staff Accountant, & the Board of Directors to ensure fiscal accountability and to manage funds in a careful & prudent manner. Again in 2020, Billings Food Bank (BFB) Inc. received a letter and certificate from the Charity Navigator congratulating the BFB in attaining a 4-star rating for demonstrating strong financial health and commitment to accountability and transparency. The BFB, Inc. has managed to keep its administrative costs under 2%. In October, 2020 the BFB was named the 92nd “public/independent” Food Bank in the Top 100 Food Bank’s throughout the U.S. & #6 of Independent Food Banks in America!

Personnel Management

BFB, Inc. manages all Personnel through its Board of Directors. Those members are as follows: Kathy Whittenberger, Community Volunteer - Board Member, President Bob Klein, US Postal Service–(Retired) - Board Member, Vice President Kay Haire, Wells Fargo – Mortgage Department, Board Member, Secretary Mike Scheppele, Exxon Mobil - Board Member, Treasurer. Other community volunteers who serve on the Food Bank’s Board of Directors include: Mike Gast, Kampgrounds of America–Communications Director; Teresa Liter, St. Vincent Healthcare–Public Relations; Marcie Cooke-Limpp, Oscar’s Park & Entertainment Complex–Owner/Operator; Lee Nixon, Architect–(Retired); Steve Kelley, Phillips66 Refinery–Technical Manager; and Barry Hickok, Albertson's Store Director.

Procurement & Purchasing

Again, BFB, Inc. manages Procurement & Purchasing issues through its Board of Directors/Executive Board review. Those Executive Board members are as follows: Kathy Whittenberger, Community Volunteer - Board Member, President Bob Klein, US Postal Service–(Retired) - Board Member, Vice President Kay Haire, Wells Fargo – Mortgage Department, Board Member, Secretary Mike Scheppele, Exxon Mobil - Board Member, Treasurer. Other community volunteers who serve on the Food Bank’s Board of Directors include: Mike Gast, Kampgrounds of America–Communications Director; Teresa Liter, St. Vincent Healthcare–Public Relations; Marcie Cooke-Limpp, Oscar’s Park & Entertainment Complex–Owner/Operator; Lee Nixon, Architect–(Retired); Steve Kelley, Phillips66 Refinery–Technical Manager; and Barry Hickok, Albertson's Store Director.

Q23

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

BFB, Inc. manages all grant funding & tracks all expenditures or costs incurred to distribute food boxes/meals while utilizing numerous community/church volunteers in order to reduce our overall Administrative Cost to Grants awarded to BFB, Inc.

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)

BFB, Inc. and its Board of Directors/employees must adhere to a self-reporting type of Conflict of Interest. This self-reporting conduct applies to any action and/or decision that would be in direct or indirect (Conflict of Interest) with the BFB, Inc. operation, employee or volunteer management, as well as programs & services provided by BFB, Inc.

Q25

No

Does the organization carry fidelity bond coverage for responsible officials?

Q26

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

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

,

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.

,

Financial records, supporting documentation, statistical records, and all other records pertinent to funding shall be retained for a period of six years following completion of project / activity.

,

Awardees shall comply with the Fair Housing Act, HUD regulations, and the Montana Human Rights Act prohibiting employment, contracting, and beneficiary discrimination based on: Disability - includes people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Religious Belief; Sex - includes protection against sexual harassment; Familial Status - includes the presence of children under the age of 18 and / or pregnancy; National Origin; Sexual Orientation; Gender Identity; Marital Status; Creed; and Age.

,

Awardees must not contract with, hire, or employ an individual in the United States knowing that the contractor or individual is not authorized with respect to such employment.

,

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

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Awardees are required to comply with the policies

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

Funds, materials, property, or services, provided directly or indirectly through CDBG-CV, cannot be used for partisan political activity, or to further the election or defeat of any candidate for public office.

All procurement transactions regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner providing maximum degree of open and free competition.

Organizations that are directly funded under the CDBG-CV program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded through CDBG-CV. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under CDBG-CV, and participation must be voluntary for the beneficiaries of the CDBG-CV programs or services.

Q27

Yes

Upon request, applicant agrees to furnish copies of liability insurance coverage, fidelity bond coverage for principal staff handling the organization's accounts, and payment of payroll taxes and worker's compensation insurance coverage, as required by Federal and State laws.

Q28

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)

Sheryle Shandy

Q31

Application Submittal Date

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

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, January 28, 2022 9:28:06 AM
Last Modified: Friday, January 28, 2022 12:48:17 PM
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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 Food Bank, Inc.

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

15000

Q4 Other (please specify):
Proposed Activity (please choose one): Security Cameras/Electronically Controlled Entry Ways to BFB, Inc. Buildings

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

2112 Fourth Avenue North & 218 North 16th Street

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)

Both buildings are under ownership of Billings Food Bank, Inc.

Q8

Choose one HUD performance objective:

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

Q9

Choose one HUD performance outcome:

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

Page 4: Project Need

Q10

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

The BFB mission is basically "to assume a leadership role in feeding the hungry - doing all within our power to address root causes of hunger and encourage economic growth" especially during the ongoing COVID-19 pandemic." Our main goals/purpose behind BFB remain the same, with a system to: 1) centralize food donations, 2) provide food boxes & 3) grant access to food or prepared meals directly and/or concurrently while helping with other food or basic household needs within the City of Billings.

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)

Billings Food Bank (BFB), Inc. will utilize the proposed "new building entry-ways" to socially distance & provide safer distribution and collection of food donations. These electronically controlled doors will also aid the BFB's meal/food delivery, senior and family voucher program, food box distribution, and the school/family backpack feeding programs which provide children and their families with food over weekends/who have to isolate due to the COVID-19 pandemic. All of these BFB programs or services provide marginal or vulnerable populations, such as the homeless, with nutritious, easy-to-prepare food or meals at times when other resources are not available.

Q13

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

26495

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. **none**

Q15

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

Environmental Review:	BFB, Inc. has gone through an Environmental Checklist on both buildings.
Historic Review:	BFB, Inc. buildings are not listed in the Historic Register.
Lead-Based Paint Management:	BFB, Inc. has tested for Lead-Based Paint in both buildings.
Davis-Bacon Labor Standards:	BFB, Inc. will comply to all Davis-Bacon Labor standards.

Q16

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

9

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)

BFB, Inc. will make sure that both "new electronically controlled" building entry ways are explained through flyers, in newspaper advertisements, through social media sites, and on the BFB website.

Q19

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

Do not anticipate any obstacles.

Q20

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

BFB, Inc. will review potential duplication of benefit to beneficiaries as project is implemented.

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:	Sheryle Shandy, Executive Director
Implementation:	Sheryle Shandy, Felicia Lehman, Charity Manager & BFB, Inc. Board of Directors
Financial Management:	Sheryle Shandy, Christie Lininger, Accountant & Laurie Brogan, Auditor
Quarterly Reporting:	Sheryle Shandy, Felicia Lehman, Charity Manager, BFB, Inc. Board of Directors & Casey Joyce, Consultant
Other:	Sheryle Shandy, Executive Director & BFB, Inc. Board of Directors

Page 7: Staffing / Financial / Area Benefit

Q22

If funding will support staff salaries and benefits, please describe the positions to be funded, percentage of time dedicated to the activity, qualifications, and duties in carrying out the proposed activity. (250 characters maximum for each). If funding will not support staff salaries, write "none" in the Position 1 box.

Position 1:	none
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Q23

No

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

Page 8

Q24

Respondent skipped this question

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

Page 9

Q25

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

Sources-Uses_BFB_Inc._PUBLIC_FACILITY_2022.pdf (732.1KB)

Q26

Upload map (acceptable formats PDF, JPG)

BFB_Inc._Map_Low-Mod_Income-2022.pdf (476.3KB)

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).

BillingsFoodBank-Board_2021-2022.pdf (758KB)

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.

,

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.

,

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

,

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

,

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

,

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)

Sheryle Shandy

Q30

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

Part 3 Application Submittal Date

PROJECT SOURCES AND USES

Include all costs directly related to delivering this service or accomplishing this project.

Must include all itemized costs above \$500. Sources must equal total project costs.

Organization Name:					
<i>Revenue Sources</i>	<i>Source:</i>	<i>Source:</i>	<i>Source:</i>	<i>Source:</i>	<i>Total Project Revenue:</i>
	<i>CDBG-CV</i>				
	<i>\$15,000</i>				<i>\$15,000</i>
<i>Is this source confirmed and committed to the project?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT STAFFING

Include all costs directly related to delivering this service or accomplishing this project.

If CDBG-CV funding will be used for Salaries / Wages, identify the source of all other funding for the position.

Job Title:	\$	\$	\$	\$	\$0
Job Title:	\$	\$	\$	\$	\$0
Job Title:	\$	\$	\$	\$	\$0

OPERATING COSTS

Supplies	\$	\$	\$	\$	\$0
Equipment	\$10,000	\$	\$	\$	\$10,000
Leases	\$	\$	\$	\$	\$0
Insurance	\$	\$	\$	\$	\$0
Printing	\$	\$	\$	\$	\$0
Contract Services	\$	\$	\$	\$	\$0
Other (identify): Installation of Electronic Doorways	\$5,000	\$	\$	\$	\$5,000
Other (identify):	\$	\$	\$	\$	\$0
Other (identify):	\$	\$	\$	\$	\$0
Grand Total:	\$15,000	\$0	\$0	\$0	\$15,000

% of Budget Costs Considered Administration 0%

Provide a brief budget narrative for each line item identified above. Include an explanation and justification on costs per beneficiary.

Supplies:

Equipment:

Two electronically controlled doors will be purchased for BFB, Inc. buildings located at 2112 Fourth Avenue North & 218 North 16th Street.

Leases:

Insurance:

Printing:

Contract Services:

Other (identify):

Installation costs - associated with the installing wo electronically controlled doors in BFB, Inc. buildings located at 2112 Fourth Avenue North & 218 North 16th Street.

Other (identify):

Other (identify):