

#7

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	Brian Dennis
Position Title	President & CEO
Email	bdennis@bgcyellowstone.org
Phone Number	406-294-4518

Q3

Organization Information

Organization Name	Boys & Girls Clubs of Yellowstone County
Street Address	505 Orchard Lane
City	Billings
State	MT
ZIP Code	59101
Email Address	bdennis@bgcyellowstone.org
Phone & FAX Numbers	406-245-4457 & 406-252-3633

Q4

Organization website (please enter complete URL)

www.begreatyellowstone.org

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)

BGC Yellowstone Couny 501c3 Determination Letter.pdf (80.1KB)

Q7

Current Bylaws (acceptable formats PDF, JPG)

BGCYC By-Laws - 8-14-2019.pdf (423.7KB)

Q8

Articles of Incorporation (acceptable formats PDF, JPG)

BGCYC Original Articles of Incorporation.pdf (516.7KB)

Q9

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

BGCYC Governing Body List - 12-29-21.pdf (338.2KB)

Page 4: Organizational Details / Financial Information

Q10

Upload organizational chart (acceptable formats PDF, JPG)

BGCYC Organizational Chart - 1-21-22.pdf (888KB)

Q11

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

BGCYC - BGCEF Joint Financial Audit FY 20-21 - Final.pdf (3.2MB)

Q12

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

1-22 BGCYC Financial Position Report.pdf (245.9KB)

Q13

DUNS #

172822751

Q14

SAM Registration Date

Please click or enter the **09/23/2021**
SAM registration date below:

Q15

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

Full Name: **Brian Dennis**
Position / Job Title: **President & CEO**
Email Address: **bdennis@bgcyellowstone.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 Boys & Girls Clubs of Yellowstone County first opened its doors over fifty years ago on February 4, 1971 and has consistently focused on our mission, which is to enable all young people, especially those who need us most, to realize their full potential as productive, caring, responsible citizens.

Q17

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

Each day, across our community the Boys & Girls Clubs of Yellowstone County strives to provide a world-class Club experience to hundreds of children and Teens from the most disadvantaged neighborhoods. A daily experience filled with a wide variety of fun and engaging activities designed to meet basic needs and provide the hope and opportunity Members need to find their individual path toward a GREAT FUTURE. The following outline will describe some of the key elements included in the Club's daily experience. Transportation: To ensure members reach Clubhouse safely, the Club provides bussing afterschool. Snacks & Meals: Afterschool each member has access to healthy snacks and meals at no additional cost. In the summer the Club partners to provide breakfast, lunch, and supper each day. Mentoring & Social Development: A key element of the Club experience is the work our professionals and volunteers put into building positive, mentoring relationships with Members. Homework Help: Each member is provided time and support to complete their homework. Fitness & Recreation: Everyday, members are provided multiple opportunities to get active and participate in a variety of indoor and outdoor sports and recreation activities. Art: In each Clubhouse, Members have a daily opportunity to be creative and explore various aspects of art. STEM: Members regularly participate in opportunities to explore and engage in activities focused on science, technology, engineering, and math. Career Exploration: In addition to our traditional work to help our Teen Members explore local work opportunities, in 2022 we will deploy a new, state-of-the-art virtual reality career exploration platform that will expose Club Members to dozens of careers from across the country and world.

Q18

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

290

Q19

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

0.5125

Q20

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

Youth Ages 13 to 19,

Children up to Age 12

Q21

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

Over the past 18 years, under the leadership of President & CEO, Brian Dennis, the Boys & Girls Clubs of Yellowstone County, has received and successfully executed numerous federally funded grant programs, including grants funded by the US Departments of Education, Justice, Agriculture, and the Small Business Administration. These projects have helped our organization develop strong administrative policies and procedures, which has enabled us to manage multiple federally funded projects each year and accurately track and report outcomes and expenditures. Evidence of our ability to manage multiple funding projects can be found in our recently completed single audit, which found that we properly accounted for nearly two million dollars from multiple federally funded 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

Accounting System: The Boys & Girls Clubs of Yellowstone County utilizes QuickBooks as our accounting package, which allows us to individually track grant funding to ensure appropriate allocation of those funds. **Separation of Duties:** As a non-profit organization, we have worked to establish a solid plan to provide appropriate separation of duties within our financial operations to limit the risk of fraud. Specifically, as it relates to public grant funding, our team has a process in place that begins initial allocation planning during the grant writing process and follows those funds through to the final report. **Board Financial Reporting:** Every month, Management, with support from the Club's third-party accountant, creates monthly financial reports, which are submitted to and reviewed by the Board of Directors, to verify revenue and expenses are being properly recorded and utilized. **Annual Audit:** Each year, we contract with an independent auditor to conduct a comprehensive review of our financials to ensure we are properly managing and accounting for the funds we receive. This audit includes Single Audit elements when appropriate and for more than 15 years, we have received the highest audit rating possible.

Personnel Management

While this grant application does not contain funding for personnel expenses, the Boys & Girls Clubs of Yellowstone County has established procedures to ensure we properly manage the administrative details for our employees. **Recruitment:** The Club uses a variety of channels within our community and region to recruit a diverse group of candidates for positions within our organization. When a candidate is chosen for further consideration, they are interviewed by a Team of our current staff. **Screening & Onboarding:** Once a candidate is selected for employment, they must successfully complete a; background check, multiple reference checks, and pre-employment drug screening. Additionally, each new employee embarks upon a 6-month onboarding process, which trains them on every aspect of their position. **Employee Management:** Each employee's work experience is guided by an established set of policies and procedures, which are regularly reviewed by Associated Employers to ensure they are both legal and appropriate. **Salary & Benefit Allocation:** Our organization manages a variety of private and public grants, which necessitated the development of an internal strategy or system, which enables the Club to allocate grant funds to individual employees and utilize QuickBooks to track that allocation to ensure those allocations are tracked and reported properly to avoid duplication.

Procurement & Purchasing

Boys & Girls Clubs of Yellowstone County (BGCYC) will maintain a Code of Ethics/Conflict of Interest policy governing the actions of all employees and Board Members to ensure that no employee, officer, or agent of BGCYC will participate in the selection, award, or administration of a contract if that person has a real or apparent conflict of interest. The officers, employees, and agents of BGCYC will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, and will comply with BGCYC's Gift Acceptance policy. BGCYC will review proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration will be given to consolidation, de-consolidation, leasing alternatives and other purchase options to determine the most economical approach. BGCYC will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, record of past performance, and financial and technical resources. BGCYC will ensure that contractors perform in accordance with the terms, conditions, and specifications of the awarded contracts.

Q23

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

The Boys & Girls Clubs of Yellowstone County utilizes several tools to accurately track staff time committed to specific grants. Our process begins during the planning of each grant, when we examine what personnel funding is available and compares that to our internal allocation spreadsheet to ensure work time is available for each employee. Upon receiving the grant, that allocation information is transferred into our staff time reporting spreadsheet for entry into QuickBooks payroll.

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)

The Boys & Girls Clubs of Yellowstone County expects its Board Members and employees to conduct business according to the highest ethical standards of conduct. Each individual is expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of the Boys & Girls Clubs and a Board Member or employee are unacceptable. The Boys & Girls Club recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Boys & Girls Club may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Boys & Girls Clubs business dealings. Although it is not possible to specify every action that might create a conflict of interest, if an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact the President & CEO or their designee to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

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.

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)

Brian K Dennis

Q31

Application Submittal Date

Please enter or click the date **01/25/2022**
below:

#6

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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)

Boys & Girls Clubs of Yellowstone County

Q3

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

140000

Q4 **Facility Social Distancing**

Proposed Activity (please choose one):

Q5

Project Location (specific location, including city, state)

Bair Family Clubhouse, 505 Orchard Lane, Billings, MT 59101

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 Bair Family Clubhouse is solely owned by the Boys & Girls Clubs of Yellowstone County.

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)

Community feedback to the City of Billings identified Public Facility Improvements, specifically improve social distancing, as a need to help the community respond to the pandemic. This project will provide additional space for Members and families to better social distance as they enter and leave the Bair Family Clubhouse, which serves children with: - over 50% living in single parent homes, - 81% qualify for free/reduced lunch, and - 36% live at or below 100% poverty.

Q11

Yes

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

Q12

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

The Bair Family Clubhouse was designed in 1984 and was a nationally recognized structure. However, times have changed, and the ongoing COVID-19 pandemic has clearly articulated that we need more space for parents/guardians so they can better socially distance in the foyer and around the Front Desk. To address these needs, the Club has developed a two-part plan that needed space. Expanded Foyer We plan to add space that will expand the existing foyer that is less than 120 square feet to a foyer that is nearly 250 square feet. Reconfigured Front Desk We plan to reconfigure the Front Desk area, which will provide additional space that will allow for better traffic flow and keep those traversing the area more safely distanced.

Q13

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

290

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. **In 2017, the Boys & Girls Clubs of Yellowstone County secured the funding and completed a significant renovation at the Bair Family Clubhouse, which expanded the bathrooms, added fire sprinklers, and increased staff and program space. Most of the funding for the project was from individual and foundation contributions but also included money from the South Billings Urban Renewal District.**
-

Q15

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

Environmental Review:

Our organization lacks experience conducting environmental reviews, however in discussion with staff in the City of Billings Community Development Office, we have learned that the City will conduct any environmental review needed for the approval of this project.

Historic Review:

Our organization lacks experience with historical reviews; however, the Bair Family Clubhouse was built in 1984/85 it does not currently meet any of the determining factors associated with a historical review.

Lead-Based Paint Management:

Our organization lacks experience with lead-based paint management; however, the Bair Family Clubhouse was built in 1984/85 and does not contain any lead-based paint.

Davis-Bacon Labor Standards:

As an organization, the Boys & Girls Clubs of Yellowstone County has no direct experience with the Davis-Bacon Labor Standards. However, we have engaged several local contractors to help us develop a plan for this project and each of those contractors has extensive experience managing projects under Davis Bacon and they are aware those standards apply to this project.

Q16

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

1

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.

Q18

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

Given the nature of this project as a facility improvement the marketing efforts will be limited. However, we do intend to issue multiple media releases, one at the award of the funding and one when the project is complete, to notify the community of the improvements to the Bair Family Clubhouse and the support the City of Billings has provided to the Members and families of the Boys & Girls Clubs of Yellowstone County.

Q19

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

The only potential obstacle to carrying out this project over the next 12 months is potential delays in the delivery of key project elements like the door hardware. This is unlikely, however given the ongoing supply chain issues brought on by the pandemic, there is a possibility for significant delays.

Q20

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

Given the nature of the facility improvements planned, we do not see where a potential duplication of benefits would occur. Our project will make the existing facility safer for our current Members and their families who regularly utilize our services in lieu of other after school programs providing similar services. This project is simply an effort to make the facility safer by enabling those who enter and exit the building to be more socially distanced.

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:	Brian Dennis, President & CEO who has led multiple facility improvement projects over the last 14 years as the leader of the Boys & Girls Clubs of Yellowstone County.
Implementation:	Brian Dennis, President & CEO who has led multiple facility improvement projects over the last 14 years as the leader of the Boys & Girls Clubs of Yellowstone County.
Financial Management:	Brian Dennis, President & CEO will coordinate the financial management of this project utilizing the experience and practices developed over 14 years as the leader of the Boys & Girls Clubs of Yellowstone County.
Quarterly Reporting:	Brian Dennis, President & CEO who has been responsible for reporting on multiple facility improvement projects over the last 14 years as the leader of the Boys & Girls Clubs of Yellowstone County.

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**

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)

BGCYC Sources and Uses - Public Facilities.pdf (741KB)

Q26

Upload map (acceptable formats PDF, JPG)

Optimist Park - LMI Area Maps & Calculations 11-2-2021.pdf (3.1MB)

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).

1-19-2022 BGCYC Board Meeting Minutes.pdf (812.1KB)

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.

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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.

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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)

Brian Keith Dennis

Q30

Select or enter date below: **01/25/2022**

Part 3 Application Submittal Date
