

PROJECT DESCRIPTION, IMPACT, OUTCOME, NEXT STEPS, AND CAPACITY

Using separate sheets, address each of the questions below. Links to supplemental documents or community specific data and related information are encouraged to help support or illustrate the planning activity for which funding is being requested.

1. **Problem:** In 500 words or less, describe the local attainable, affordable workforce housing supply problem that the proposed planning activity will address. Include relevant statistics and examples where applicable.

Carbon County has had steady growth over the last several decades, but that growth became exponential in the face of the COVID-19 Pandemic with a significant influx of people seeking rural living. The housing stock is not keeping up with the influx of new residents. Carbon County is at a crossroads between the need for tourist lodging that help support our local economies and retaining sufficient housing stock for the Carbon County workforce and to keep those very businesses that attract tourists functioning. The influx of new residents has increased the housing demand and lowered the affordability of both the rental and real estate markets. This problem is further exacerbated by the 560% increase in new Short-Term Rental (STR) Inspections from 2018 with 13 new STR Inspections to 2023 with 86 new STR Inspections. This shift has removed some of the housing stock from the long-term rental market. This trend can be seen when looking at the County's Occupied Housing Unit Rate of 73.8% which is 13.2% below the State's average. Carbon County's existing Growth Policy was adopted in March of 2020 and the effects of COVID-19 and the housing crunch had not yet been felt. An update of the County's Growth Policy in the current economic landscape will allow these changes and pressures to be considered as Carbon County examines its priorities for future growth.

2. **Solution:** In 500 words or less, describe how the proposed planning activity will increase the housing supply and/or increase the availability of local attainable, affordable workforce housing. If possible, provide statistics, studies and/or specific examples of similar planning activities/solutions from other communities that help connect the planning activity to an actual increase in housing.

A revision of Carbon County's Growth Policy will help inform and guide updates to other planning and regulatory documents including revisions of the County's Subdivision and Zoning Regulations. Both Subdivision and Zoning Regulations have a direct impact on development including the costs associated with residential construction and the appeal of developing property in Carbon County.

3. **Next Steps:** In 250 words or less, describe the next steps the community will take following the conclusion of the planning activity to increase housing supply and/or increase the availability of local attainable, affordable workforce housing (e.g., additional grant funds sought and sources, implementation, project construction, etc.).

4. **Community Support:** In 100 words or less, indicate the community's support for the planning project. Attach any copies of letters expressing community support for the proposed planning project at the end of the application.

5. **Need for Financial Assistance:** In 100 words or less, describe the need for financial assistance to complete the planning project.

Carbon County currently contracts planning services with an outside entity. The Growth Policy Update is expected to increase the billable hours for our contractor above our annual budgeted expenses.

6. **Capacity:** In 100 words or less, describe the fiscal capacity of the applicant to meet the grant conditions required by the Department including, but not limited to, managing the planning project and utilizing generally accepted accounting principles.

Carbon County's Finance Staff are familiar with grant financial processes and have the capacity to manage the planning project and utilize generally accepted accounting principles.



**MONTANA COMMUNITY REINVESTMENT
PLAN ACT
PLANNING GRANT PROGRAM**
Section 22 of [HB 819](#) (2023)

**PLANNING GRANT
APPLICATION GUIDELINES, GRANT
ADMINISTRATION, AND APPLICATION**

Current Grant Application Deadline:
February 9, 2024

DOCCDD@MT.GOV

<http://comdev.mt.gov>

TABLE OF CONTENTS

Section	Page
I. APPLICATION GUIDELINES.....	3
Introduction.....	3
a. Eligible Applicants	3
b. Eligible Planning Projects and Costs.....	3
c. Ineligible Planning Projects and Costs.....	4
d. Award Amounts & Required Match.....	5
e. Application Submission and Deadline.....	6
f. Application Review Process.....	6
II. GRANT ADMINISTRATION.....	7
a. Administrative Procedures and Requirements.....	7
b. Procurement of Professional Services.....	9
III. MCR PLANNING GRANT APPLICATION	10
IV. EXHIBITS.....	15

I. APPLICATION GUIDELINES

INTRODUCTION

In 2023, the Montana Legislature passed the Montana Community Reinvestment Plan Act, [HB 819](#), with the purpose “to begin to address housing needs and offer a regional, community-based solution to creating affordable, attainable workforce housing infrastructure in the state.” Section 22 of HB 819 appropriated \$1 million to the Department of Commerce to “provide planning grants to local governments and tribal governments for planning and zoning reforms to increase housing supply” and “cover administrative costs of the grant program.” The Montana Department of Commerce (“Commerce”) Community MT Division (“CMT”) will administer the Montana Community Reinvestment Plan Act (“MCR”) Planning Grant Program in accordance with these Guidelines. The Department anticipates providing at least \$1,000,000 in planning grants to eligible applicants during the current biennium (State Fiscal Years 2024 and 2025).

A. ELIGIBLE APPLICANTS

As established by § 22(2)(a) of HB 819, the following may apply for MCR planning grants:

- Local governments (including incorporated cities, and towns, counties, and consolidated city-county governments); and
- Tribal governments (includes any federally recognized Indian tribe within the State of Montana).

Local governments and tribal governments may apply for one (1) MCR planning grant per funding cycle. Applicants with an open MCR planning grant generally are ineligible to apply for an additional planning grant until their current planning project is completed and closed out, unless approved in writing in advance by Commerce.

Because they are consolidated local governments, Butte-Silver Bow and Anaconda-Deer Lodge may apply for two MCR planning grants per funding cycle and may have up to two (2) planning grants open at any given time.

If you have additional questions involving eligibility, please contact CMT staff at Commerce directly.

B. ELIGIBLE PLANNING PROJECTS AND COSTS

Eligible applicants may use MCR planning grant funds “for planning and zoning reforms to increase housing supply.” Eligible uses include the creation or update of plans, assessments, or studies in any of the areas listed below that contribute to an increase in local housing and with a special emphasis on increasing attainable, affordable workforce housing infrastructure in Montana.

Please contact CMT staff directly if you have any questions about whether a proposed planning project is eligible.

Funding recipients generally may use MCR planning grant funds to pay for the following activities to increase local housing supply:

- ❑ Growth policies, growth policy updates, and Land Use Plans (as required by the Montana Subdivision and Platting Act and the Montana Land Use Planning Act) related to increasing attainable workforce housing;
- ❑ Zoning regulations and zoning regulation updates related to increasing attainable workforce housing;
- ❑ Subdivision regulations and subdivision regulation updates related to increasing attainable workforce housing;
- ❑ Conducting housing needs assessments;
- ❑ Housing condition surveys;
- ❑ Housing affordability and market feasibility studies;
- ❑ Inventories of opportunities for infill and redevelopment of land to increase attainable workforce housing;
- ❑ Development of local or regional housing assistance programs;
- ❑ Fair housing plans;
- ❑ Adaptive re-use or redevelopment plans that would result in an increase in attainable workforce housing or the improvement in the condition of existing workforce housing;
- ❑ Preliminary architectural reports (“PAR”) for new or renovated attainable workforce housing;
- ❑ Site-specific development plans for new attainable workforce housing; and
- ❑ Downtown/neighborhood revitalization or master plans that would result in an increase in attainable workforce housing or the improvement in the condition of existing workforce housing.

A planning project related to increasing attainable, affordable local workforce housing supply other than those listed above also may be approved by Commerce (please contact Community MT staff prior to submitting an application for additional guidance).

C. INELIGIBLE PLANNING PROJECTS AND COSTS

MCR planning grant funds generally cannot be used to pay for the following activities:

- ❑ Operation and maintenance costs or expenses;
- ❑ Purchase of furnishings, fixtures, equipment, or real property;
- ❑ Non-planning documents, such as final design or construction drawings;
- ❑ Construction or any other non-professional services;
- ❑ Grant administration and management expenses, with the exception of postage costs, in-state mileage costs and copy and printing costs associated with the administration of eligible planning grant activities;
- ❑ Researching other grant opportunities;
- ❑ Financial expenses, including but not limited to interest expense, bond issuance costs, or any other debt- related costs or expenses; or
- ❑ Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the Montana Department of Commerce.

D. AWARD AMOUNTS & REQUIRED MATCH

MCR planning grants are available in amounts **up to \$30,000**. Applicants must provide a minimum financial match of 20% of the amount of the total cost of the proposed planning activity. Up to 50% of the required match can be met by “in-kind” contributions, such as regular salaried staff time or other services provided by applicants. Matching funds must be firmly committed by the time grant funds are released.

The amount of MCR funds requested, and matching funds to be committed, must be described in the proposed budget as part of the application materials (see Exhibit 2, below, for the required budget format and instructions).

Firm loan commitments—such as funds borrowed from the Montana Board of Investments INTERCAP Program—or local cash reserves—are acceptable forms of match. Grants or cash contributions from other local, state, or federal agencies and programs or private organizations are also acceptable forms of match for MCR planning grant awards.

In documenting a firm commitment of matching funds, the applicant must:

1. Specify the amount and use of the funds committed by the applicant as match; and
2. For funds to be provided by an entity other than the applicant, provide a letter of commitment from the agency or organization involved. The commitment of funds or resources may be made contingent on MCR funds being awarded for the proposed planning project.

Reduction or Waiver of Match

Commerce may reduce or entirely waive the match requirement, if specifically requested by the applicant and granted by Commerce in writing, in limited and extreme hardship cases only. Applicants requesting a reduction of the match or a waiver may experience a longer review time. Applicants seeking to reduce or waive the match requirement must request a reduction of the match or a waiver in their application and include documentation which clearly demonstrates that higher financial participation is not possible.

E. APPLICATION SUBMISSION AND DEADLINE

MCR planning grant applications are due to Commerce no later than 5:00 p.m. on February 9, 2024.

To apply for an MCR planning grant, eligible applicants must complete the application found on Commerce's website and contained below in Section III.

To submit your application electronically, please upload the application to the State of Montana File Transfer Service (FTS). To access the FTS, an applicant must register with OKTA. To register with OKTA, go to the FTS [page](#) and select 'Register now!' from the Login screen and follow the prompts. After registration, an applicant can access the FTS to upload the application for submission. Please see these [instructions](#) for additional help. If you have difficulties submitting your application electronically, please email DOCCDD@mt.gov or call 406.841.2770 for assistance.

Electronic submission is preferred but you may also submit your application by first class mail or hand delivery to:

Montana Department of Commerce
Community MT Division
Community Planning Program
301 S. Park Avenue - P.O. Box 200523
Helena, MT 59620-0523

Applicants are encouraged to contact CMT staff with any questions they have concerning application submittal and requirements.

Alternative accessible formats for this document will be provided upon request. If you need this document in an alternative format, such as large print, braille, or audio recording, please contact the Montana Department of Commerce Community MT Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

F. APPLICATION REVIEW PROCESS

Awards will be based on overall merit of the application and its ability to meet the Montana Community

Reinvestment Program goal of increasing local housing supply, with an emphasis on increasing attainable, affordable workforce housing. CMT staff will review planning grant applications and evaluate the extent to which each proposed planning project meets the goal of the MCR program and the purpose of HB 819. The Department of Commerce Director makes final decisions on grant awards.

CMT staff will first review each application for completeness. During this review, staff may contact an applicant to discuss any concerns or questions, or to request additional information or documentation. Staff may require additional information from the applicant to clarify information presented in the application; however, the applicant may only submit additional information after the initial application if specifically requested by staff.

In addition to evaluating how well the proposed planning project meets the goals of the MCR program, CMT staff will consider the overall quality of the application, including measurable project goals, tasks, and activities, a well-developed work plan and budget, and easily identifiable deliverables, in making award decisions.

Priority will be given to planning projects that increase local housing supply, especially attainable, affordable workforce housing, while enhancing the unique and resilient characteristics of communities by: 1) investing in healthy, safe, walkable downtowns and neighborhoods – rural, urban, and suburban; 2) encouraging development and community revitalization that utilizes existing infrastructure and community services; and 3) aligns with the community’s long-range planning/zoning vision and goals.

Commerce will notify successful applicants of an MCR planning grant award by sending a formal award letter. The completed application, including any written modifications resulting from the review of the application by CMT staff and approved by the Department, will be incorporated into the grant contract between Commerce and the successful applicant. The grant contract must be executed by an authorized agent of the applicant prior to disbursement of any grant award.

II. GRANT ADMINISTRATION

A. ADMINISTRATIVE PROCEDURES & REQUIREMENTS

The provisions below describe some of the more significant administrative procedures and requirements with which successful MCR planning grant applicants must comply. All procedures and requirements that the award recipient must comply with will be set forth in the grantee’s contract with Commerce. Forms and templates are available on the CMT website at <http://comdev.mt.gov/>.

1. **Payment:** MCR planning grant recipients must execute a contract with Commerce before any funds can be disbursed. Payment for approved expenses under the grant contract will be on a reimbursement basis only. Commerce will typically disburse 50% of the planning grant award upon request for payment accompanied by proper documentation and submittal of draft project deliverables, when applicable. To request payment from the Department, grantees must submit a Request for Funds form with supporting documentation, including a Signature Certification Form and all applicable invoices detailing the project expenditures by activity, employee and showing hourly rate breakdowns (i.e., number of hours worked at a specified rate), along with a project progress report. Documentation of the procurement process followed will be required to be submitted as part of the initial request for payment.

To receive final payment, the grantee must show proof of expenditure of all matching funds and

include one electronic copy of the final planning deliverables (e.g. growth policy, zoning regulations, PAR, etc.). Commerce will determine whether supporting documents for a request for payment are sufficient and adequate to approve reimbursement. If the grantee fails to obligate expenses on or before the termination date of the grant contract, Commerce cannot reimburse the grantee planning grant award funds, unless the grantee can demonstrate, to the satisfaction of Commerce, a reasonable basis for the delay in requesting reimbursement. All documentation and requests for reimbursement must be received by the department more than 60 days prior to termination of the grant contract.

2. **Documenting In-Kind Match:** If grantees are using “in-kind” contributions/services as part of their match, they must provide a detailed description of the services in their requests for reimbursement that is signed by a representative with personal knowledge of the “in-kind” contributions/services actually used and that includes:
 - 1) a description of the work performed;
 - 2) the number of hours worked;
 - 3) the hourly rate for each hour of in-kind service provided; and
 - 4) work performed date(s) and work items completed.
3. **Reporting Requirements/Project Monitoring:** Grantees will be required to submit progress and expenditure reports in accordance with the requirements of the grant contract. Commerce reserves the right to perform site inspection(s) to monitor the grantee’s compliance with the terms of grant contract, including but not limited to verification of planning services performed and monitoring of MCR planning grant funds.
4. **Public’s Right to Know:** Applications that are funded are subject to disclosure, in response to requests received under the Montana Constitution (Art. II, § 9) and/or Montana Public Records Act. If an applicant believes their application contains information that could reasonably be considered to be proprietary, privileged, private or confidential in nature, they should contact Commerce staff prior to submitting and request to fill out an affidavit (see, e.g., this [form](#) affidavit) identifying what information they contend should be protected from public disclosure.
5. **Authority/Approvals:** The signature on the application is the Applicant’s (or their authorized agent’s) certification that the local government has approved submittal of the application and has firmly committed the matching funds required.
6. **Compliance with Laws:** The Applicant must certify on the application that the proposed planning project complies with all state, federal, and local laws, ordinances, and regulations, including any necessary environmental review and procurement requirements.
7. **Compliance with Contract Conditions:** Commerce may require grantees to adhere to technical guiding documents and templates based on scope of project as applicable.
8. **Dissemination of Information/Technology Transfer:** Grantees will be contractually required to allow Commerce access to any facility, site, and/or associated with the planning project, and to provide Commerce with the ability to obtain, publish, disseminate, or distribute any and all information obtained from the planning project (except any data or information identified as confidential or proprietary), without restriction and without payment or compensation by Commerce.

9. **Grant Duration/Performance Period:** The grant term will begin upon execution of the grant contract and will end one (1) year after the date of the Award Letter, or upon final reimbursement for costs and close-out of the planning activity by Commerce. Commerce will consider special circumstances, on a case-by-case basis, that necessitate a longer contract period. No requests for payment may be submitted for any costs or expenses obligated by the grantee for reimbursement after termination of the grant contract. All planning projects for which an MCR planning grant has been awarded must be completed within the time frame specified in the contract. Commerce, at its sole discretion, may grant an extension in writing to this deadline if the planning project is near completion but will not be fully completed by the deadline, and the grant recipient can demonstrate a good faith effort to complete the project on time and within the original budget.
10. **Return of Funds:** At Commerce's sole discretion, the grantee will be required to and agrees it shall return to Commerce any and all funds that are determined by Commerce to have been spent in violation of the terms and conditions of the grant contract.
11. **Cost Savings:** In the event that expenses for an MCR planning grant projects are less than the projected costs and grant award, Commerce may, at its sole discretion, authorize additional related planning efforts for the same facility to enhance the overall project or reduce the grant award accordingly.

B. PROCUREMENT OF PROFESSIONAL SERVICES

To be eligible for reimbursement of professional services, including architectural, engineering, and land surveying services, those services must be procured in compliance with applicable state and federal laws, including but not limited to, any applicable sections of MCA §§ 18-8-201 through 212 and 2 CFR Part 200. The grantee will be required to submit a form (Exhibit 3) attesting that it followed the appropriate procurement process prior to requesting reimbursement. In order to ensure that expenditures will be eligible for reimbursement, please contact a CMT staff member directly for guidance BEFORE procuring professional services or incurring any costs for which the local government may later request reimbursement.

For procurement of planners, grant writers and consultants, CMT recommends grantees follow the best practice of using the formal RFQ process to increase the community's ability to hire the best qualified consultant. A planning RFQ should be concise, contain all the important information needed for firms to respond in a factual manner, and indicate the services the consultant would be expected to provide. It also should include information regarding the time frame, factors that will be used to evaluate the responses, and a contact person.

At a minimum, local governments are required to conduct limited solicitation. Grantees will be asked to provide documentation that a minimum number of adequate, qualified firms were contacted in writing or via phone and provided formal quotes for consideration. Commerce recommends reaching out to 3-5 firms. The grantee will be required to submit evidence that the limited solicitation process was followed and documentation of the review and selection process. Any representative hired by a local government to conduct the RFP solicitation or procurement process cannot be subsequently hired by the local government to perform the planning services.

III. MCR PLANNING GRANT APPLICATION

MONTANA COMMUNITY REINVESTMENT PROGRAM MONTANA DEPARTMENT OF COMMERCE – COMMUNITY MT DIVISION

SECTION A – APPLICANT CERTIFICATION

The Applicant hereby certifies that: It will comply with all requirements established by the Montana Department of Commerce and applicable State and Federal laws, regulations, and administrative procedures.

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name (printed): Scott C. Miller

Title (printed): Carbon County Commission Presiding Officer

Signature: _____ **Date:** _____
Chief Elected Official or Authorized Representative

SECTION B – APPLICANT INFORMATION

1. Name of Applicant: Carbon County

2. Mailing Address: PO Box 887

Red Lodge, MT 59068

3. Type of Entity: County

4. Federal Tax ID Number: 81-6001339

5. Type of Project: Growth Policy Update

6. UEI Number: _____

SECTION C – CONTACT INFORMATION SUMMARY—ALL FIELDS MUST BE COMPLETED UNLESS OTHERWISE NOTED. FAILURE TO COMPLETE ALL FIELDS MAY RESULT IN A DELAY IN PROCESSING YOUR APPLICATION

CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE:

Scott C. Miller
 (Name)

Commission Presiding Officer
 (Title)

PO Box 887
 (Street/PO Box)

Red Lodge 59068
 (City) (Zip)

406-446-1595
 (Telephone)

commissioners@co.carbon.mt.us
 (Email)

PROJECT PLANNER/ARCHITECT/ENGINEER (if applicable):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone)

(Email)

LEGAL COUNSEL/ATTORNEY:

Alex Nixon
 (Name)

County Attorney
 (Title)

PO box
 (Street/PO Box)

Red Lodge 59068
 (City) (Zip)

406-446-3300
 (Telephone)

anixon@co.carbon.mt.us
 (Email)

PRIMARY CONTACT PERSON (if different from CEO/Auth Rep):

Angela Newell
 (Name)

Administrative Officer
 (Title)

PO Box 887
 (Street/PO Box)

Red Lodge 59068
 (City) (Zip)

406-446-1595
 (Telephone)

commissioners@co.carbon.mt.us
 (Email)

GRANT/LOAN ADMINISTRATOR (if applicable):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone)

(Email)

CLERK/CONTRACT ATTESTER:

Macque L. Bohleen
 (Name)

Clerk and Recorder
 (Title)

PO Box 887
 (Street/PO Box)

Red Lodge 59068
 (City) (Zip)

406-446-1220
 (Telephone)

recorder@co.carbon.mt.us
 (Email)

SECTION D – REQUIRED DOCUMENTATION

TO BE SUBMITTED AS ATTACHMENTS AT THE END OF THE APPLICATION (AS APPLICABLE):

- I. **PROJECT IMPLEMENTATION SCHEDULE**
Provide a project implementation schedule using Exhibit 1 attached. Include a brief narrative to explain your proposed project schedule.
- II. **PROPOSED PROJECT BUDGET AND BUDGET JUSTIFICATION NARRATIVE**
Use Exhibit 2 attached to list your project budget and to provide a detailed narrative that explains and justifies each line item of your proposed budget.
- III. **WAIVER OF MATCH REQUESTED?**
If waiver of match is requested, provide supporting documentation and narrative justification as part of the budget narrative (See Guidelines, page 6).
- IV. **LETTER(S) OF COMMITMENT**
For funds or resources to be provided by a non- profit agency, water and sewer district, or similar organization. (See Guidelines, page 5).
- V. **LETTERS EXPRESSING COMMUNITY SUPPORT FOR THE PROPOSED PLANNING PROJECT (if available).**

SECTION E – PLANNING ACTIVITY PROPOSAL

Population, Community Change, and Housing Challenges

Use this link: [Workbook: CMT_MT_COMMUNITY_REINVESTMENT_SFE](#)

- Population of Planning Area (from most recent Census or American Community Survey, Use Commerce Census and Economic Information Center website): 11,179
- Population Change of Planning Area over past 10 years (Use Commerce Census and Economic Information Center website): 3.9%
- Population Change of Planning Area year over year (Use Commerce Census and Economic Information Center website): 6.7%
- Housing Affordability Index number (Use Commerce Census and Economic Information Center website): 5.32
- Housing vacancy rate (Use Commerce Census and Economic Information Center website): 26.2%
- Is the community experiencing significant economic change (positive or negative) or does it expect to experience significant economic change (positive or negative) in the next five years?
___Yes ___No
 - If Yes, include and describe in Problem/Solution responses below

PAST PLANNING ACTIVITIES

Indicate what long-range planning projects the applicant has completed in the last 10 years, check all that apply and indicate year of most recent update:

- Growth Policy, year 2020
- Capital Improvements Plan, year 2019
- Zoning Regulations, year 2024
- Subdivision Regulations, year 2018
- Downtown Master Plan, year _____
- Comprehensive Economic Development Strategy, year _____
- Community Needs Assessment, year _____
- Housing Needs Assessment, year 2022
- Transportation Plan, year _____
- Trails/Parks Master Plan, year _____
- Other (describe) Community Health Need Assessment, year 2023

PROJECT DESCRIPTION, IMPACT, OUTCOME, NEXT STEPS, AND CAPACITY

Using separate sheets, address each of the questions below. Links to supplemental documents or community specific data and related information are encouraged to help support or illustrate the planning activity for which funding is being requested.

1. **Problem:** In 500 words or less, describe the local attainable, affordable workforce housing supply problem that the proposed planning activity will address. Include relevant statistics and examples where applicable.
2. **Solution:** In 500 words or less, describe how the proposed planning activity will increase the housing supply and/or increase the availability of local attainable, affordable workforce housing. If possible, provide statistics, studies and/or specific examples of similar planning activities/solutions from other communities that help connect the planning activity to an actual increase in housing.
3. **Next Steps:** In 250 words or less, describe the next steps the community will take following the conclusion of the planning activity to increase housing supply and/or increase the availability of local attainable, affordable workforce housing (e.g., additional grant funds sought and sources, implementation, project construction, etc.).
4. **Community Support:** In 100 words or less, indicate the community's support for the planning project. Attach any copies of letters expressing community support for the proposed planning project at the end of the application.
5. **Need for Financial Assistance:** In 100 words or less, describe the need for financial assistance to complete the planning project.
6. **Capacity:** In 100 words or less, describe the fiscal capacity of the applicant to meet the grant conditions required by the Department including, but not limited to, managing the planning project and utilizing generally accepted accounting principles.

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals, who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

**EXHIBIT I
MCR COMMUNITY PLANNING GRANTS
PROJECT IMPLEMENTATION SCHEDULE**

<u>TASK</u>	<u>MONTH/YEAR</u>
Project Startup	
Preparation of MDOC Contract	
Procurement of Professional Services	
Publish RFQ/Conduct limited solicitation	
Select professional	
Execute agreement with professional	
Submit (Exhibit 3) attesting that procurement followed applicable laws	
Project Implementation	
Prepare draft plan/report	
Submit interim Request for Funds and 50% draft of the final plan/report	
Public review and comment	
Finalize plan/report	
Project Closeout	
Submit final product in electronic format	
Submit final Request for Funds and Completion Report	

**EXHIBIT 2
MCR COMMUNITY PLANNING GRANTS
PRELIMINARY PROJECT BUDGET & BUDGET NARRATIVE**

APPLICANT NAME:				
MCR Planning Grant Funds Requested: \$ _____				
<input type="checkbox"/> 20% of total cost of proposed planning activity must be provided as a match by the applicant; 50% of the total match amount may be satisfied by in-kind contributions (Note: Required matching funds and amounts must be included in this preliminary budget)				
	SOURCE: <i>MCR Planning Grant</i>	SOURCE: <i>Match (Specify cash or in-kind or both))</i>	SOURCE: <i>(Specify)</i>	TOTAL
Status of non-MCR funds <i>(Pending or Firm)</i>				
Professional Planning Activities				
Professional Architectural/Engineering Services				
Other (Describe)				
TOTAL PLANNING PROJECT	\$	\$	\$	\$

The budget justification narrative **must** thoroughly explain the rationale or basis for all proposed budget costs for each line item.

Quotes from qualified professionals may be requested by Commerce to justify the proposed budget; applicants are encouraged to provide estimates from qualified contractors as part of the application package, in support of the amount of funds requested.

Commerce will consider the thoroughness of the budget justification during its review of the application.

The budget for the planning project must be accompanied by a detailed narrative that explains:

- 1) The justification for each budget line item for the MCR funds requested included estimated number of hours to complete each task and rates for each service provided;
- 2) Local matching funds including in-kind match broken down into individual line items for applicable staff time, etc.; and

3) Other sources and amounts of local, state, federal, or private funds to be involved.

Reminder: Planning grants may not be used for reimbursement of activities undertaken or completed prior to the date of announcement of grant award by the Department of Commerce. However, costs incurred before the grant award date may be applied to the grantee's required match.

Budget Justification Narrative Response (response below or attached):

EXHIBIT 3

**MONTANA COMMUNITY REINVESTMENT PLANNING GRANT PROGRAM
PROCUREMENT ATTESTATION FORM**

Applicant Name _____

(Local government or Tribal government)

Authorized Person _____

(Person authorized to enter into a grant agreement with the state of Montana)

- I attest that applicant listed above has completed procurement of professional services to complete the planning activity funded with a Montana Community Reinvestment Planning Grant to complies with all applicable state and federal laws including, but not limited to, any applicable section MCA §§ 18-8-201 through 212 and 2 CFR Part 200.*

Signature

Date



BOARD of COMMISSIONERS

COUNTY OF CARBON • STATE OF MONTANA

Post Office Box 887
Red Lodge, MT 59068

Phone: (406) 446-1595
Fax: (406) 446-2640

March 22, 2024

Olness & Associates, PC
2810 Central Ave, STE B
Billings, MT 59102

This representation letter is provided in connection with your audit of the financial statements of Carbon County, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2023, and the respective changes in financial position and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 22, 2024, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 1, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) Except as described in the Basis for Opinion Qualification of the auditor's report, the financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the government required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) There are no known related-party relationships or transactions that need to be accounted for or disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We are in agreement with those adjustments.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the government is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the government from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) Except as made known to you, all material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the government and involves—
 - Management,
 - Employees who have significant roles in internal control, or

- Others where the fraud could have a material effect on the financial statements.

- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the government's financial statements communicated by employees, former employees, regulators, or others.
- 16) Except as made known to you, we have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the names of the government's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 23) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The government has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 27) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 28) Except as made known to you, there are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

- 29) As part of your audit, you assisted with preparation of the financial statements and disclosures, prepared the trial balance for use during the audit, which was limited to formatting information into a working trial balance based on management's chart of accounts, prepared the adjusting journal entries necessary to convert our cash basis records to the accrual basis of accounting, maintained the government's depreciation schedule and assisted you with the preparation of the schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards.
- 30) The government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 31) The government has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all fiduciary activities required by [GASBS No. 84](#), as amended.
- 33) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#), as amended.
- 34) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 36) Provisions for uncollectible receivables have been properly identified and recorded.
- 37) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 38) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 39) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 40) Deposits and investment securities are properly classified as to risk and are properly disclosed.
- 41) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 42) We have appropriately disclosed the government's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

- 43) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 44) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 45) We agree with the findings of specialists in evaluating the GASBS No. 68 deferred outflows/inflows of resources and the net pension liability and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
- 46) We have not completed the process of evaluating the impact that will result from adopting Governmental Accounting Standards Board (GASBS) Statements, as discussed in Note 3. The government is therefore unable to disclose the impact that adopting future GASBS Statements will have on its financial position and the results of its operations when the Statements are adopted.
- 47) Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
- 48) Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- 49) Participation in a public entity risk pool has been properly reported and disclosed in the financial statements.
- 50) We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.
- 51) We are unable to determine the possibility of a withdrawal liability in a multiple-employer benefit plan.
- 52) We do not plan to make frequent amendments to our pension or other postemployment benefit plans.
- 53) Tax abatement agreements have been properly disclosed in the notes to the financial statements, including the names of all governments involved, the gross amount and specific taxes abated, and additional commitments.
- 54) With respect to federal award programs:
 - a) We are responsible for understanding and complying with and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

(Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.

- b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- c) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- d) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- e) We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- f) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- g) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- h) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.
- i) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- j) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly

relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

- k) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- l) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- m) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- n) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- o) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- p) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- q) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- r) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- s) We have charged costs to federal awards in accordance with applicable cost principles.
- t) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- u) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- v) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- w) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
- x) Expenditures of federal awards were below the \$750,000 threshold in the year ended June 30, 2022, and we were not required to have an audit in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Signed: Presiding Officer

Signed: Clerk and Recorder

Signed: Treasurer

Signed: Administrative Officer

**Memorandum of Understanding
Relating to
The Carbon County Fair Board and the County Extension Office**

The following Memorandum of Understanding will be used as a guide, clarifying responsibilities relating to 4-H and FFA members and their exhibits at the Carbon County Fair. It is made and entered into by and between the Carbon County Extension Office and the Carbon County Fair Commission, (hereinafter referred as the Fair Board).

I. Planning

1. The Extension Staff, FFA Advisors, and Fair Board Members, will in coordination supervise and conduct all necessary activities concerning the 4-H and FFA program at the Carbon County Fair. These responsibilities will include, but are not limited to, livestock weigh-ins, shows, and the livestock sale.
2. The Extension Staff will be responsible for determining rules and regulations for the county 4-H Program. The Fair Board recognizes that 4-H competitions, shows, events, and programs need to support the rules, requirements, and mission of the state 4-H program.
3. All FFA members exhibiting livestock at the Carbon County Fair sign a waiver at weigh in agreeing to abide by all Extension Service 4-H rules and regulations in addition to their respective rules set forth in the fair book.
4. All fair suggested corrections and changes must be submitted to the Extension Office no later than October 1st using the provided form.
5. The Extension Office will evaluate the written suggested rules, program requirements, and change requests brought forth by the Fair Board or 4-H/ FFA families and implement them whenever feasible recognizing their need to comply with state 4-H rules and requirements and the 4-H program mission.
6. The Extension Office will prepare the rules and regulations section of the Fair Book for review by the Fair Board no later than the December meeting to be sent out prior to January beef weigh-in.
7. The Extension Office will determine the fair classes and schedule based on project enrollment and will present it to the Fair Board for approval at the April meeting.
8. The Fair Board will, considering suggestions from interested parties, set the dates of the Fair.
9. The Fair Board will contract with a local veterinarian to be onsite during animal arrivals and weigh ins.
10. The Fair Board will contract a local insurance company to have all market animals insured at fair once the Extension Office provides livestock numbers.

II. Livestock Sale

1. The Extension Office will provide tags for the different species to be tagged; set dates for weigh-in and tagging; and provide rules for tagging. The Fair Board will financially account for the tags. All animals going through the Carbon County Fair Livestock Sale must be tagged during the set tag dates.
2. The Fair Board and Extension Office will facilitate, organize, and plan a Carbon County Fair Livestock Sale.
 - i. The Fair Board will provide advertising for the sale, print and distribute sale books, secure an auctioneer and ring men, acquire resale buyers, contact processors in the area and determine their capacity, secure brand inspectors, clerk the sale, facilitate trucking for sale animals, provide load out help with the Extension Office and Superintendents, print buyers photos, and organize and hold a buyers lunch prior to the sale.
 - ii. The Extension Office will provide the sale bill and order, provide the load out sheets, assist with load outs, and will provide other necessary support during the sale.

III. Judges

1. The Extension Office will secure judges for livestock shows (by October 1st), indoor projects, Communications Day, and other 4-H events.
2. The Fair Board is responsible for the payment of judges at fair within the preapproved budget.
3. The Fair Board secretary upon obtaining judges names and judging assignments will secure hotel rooms for judges.

IV. Fair Entries

1. The Extension Office will handle all entries.
2. The Fair Board will pay for the Fair Entry Program.
3. The Extension Office staff can present to the Fair Board a training opportunity they would like regarding the entry system, and the Fair Board may vote to approve funding said training.

V. Facilities

1. The Fair Board in coordination with the Extension Office and FFA Advisors will organize one to two clean up days prior to fair each year. The Extension Office will track participation by exhibitors.
2. The Fair Board will be responsible for providing equipment, facilities, additional portable restrooms, displays, tables, chairs, etc. the Fair Board determines appropriate for each fair. The Fair Board contracts a roll-off dumpster for the week of fair. The Board will consider requests from the department superintendents, FFA Advisors, and Extension Staff.
3. The Extension Office will provide numbers of entries in each project areas and estimates of potential number of animals to the Fair Board so they can plan accordingly for providing appropriate stalling and bedding.
4. The Fair Board will organize security and nightly patrols through the Carbon County Sheriff's Office.
5. The Fair Board has a groundskeeper whose duties include, but are not limited to, contacting weed district to help with weed and pest control, cleaning the facilities restrooms regularly throughout fair, monitoring septic systems, ensuring the sound system is in proper working order, and maintaining indoor and outdoor arenas (in coordination with Superintendents).

VI. Shows

1. The Extension Staff will report to the Fair Board enrollment numbers and potential numbers of livestock for weigh-ins and exhibits.
2. The Extension Office will provide personnel for clerking at all shows. The Extension Office is also responsible for arranging show announcers and assistants.
3. The Fair Board will print and distribute copies of the fair book and other fair related correspondence for all Fair Board members, superintendents, and 4-H/FFA departments, and 4-H and FFA members.
4. The Extension Office will be responsible for the calculations of ribbon premiums within the approved premium budget provided by the Fair Board. The Fair Board will provide funding for premium payments. The Extension Office will be responsible for submitting premium invoices to be paid to exhibitors.
5. The Fair Board, FFA advisors, and Extension Staff will work cooperatively to ensure a safe and positive youth development experience during the Carbon County Fair. The Extension Office, Superintendents, FFA Advisors and Fair Board will work together to enforce the agreed upon rules regarding the Carbon County Fair.
 - i. Superintendents are currently enrolled 4-H Leaders in good standing, appointed by the Extension Office, and subject to and under the direct supervision of the Extension Office.

VII. Livestock Committee

1. The livestock committee will consist of one FFA advisor representative, one 4-H Extension Agent, and one species specific Superintendent.

VIII. Grievances

1. Grievances about fair issues shall be directed to the Extension Office. The Fair Board chair will be consulted if grievances are not able to be rectified in a timely manner by the Extension Agents. County Commissioners will act as the final step in the resolution process.
2. The order of complaint at the Carbon County Fair is as follows:
 - i. The complaint should first be brought to the species-specific superintendent. If a solution cannot be found, the issue should then be elevated to the Extension Agent/ FFA Advisor. If there is still a disagreement, it can be elevated to Fair Board Chair. Final mediation will be handled by the County Commissioners.
3. Facility grievances will be handled directly by the Fair Board.
4. All grievances must be submitted in writing to the drop box at the fair office or to the Extension Office after the conclusion of fair.
5. If there is a grievance regarding the species superintendent or veterinarian's decision at the Carbon County Fair Weigh-in or check in, the member and parents may attend the Fair Board meeting Wednesday night to present their case directly to the Fair Board.

This memorandum will be reviewed at each January Fair Board restructuring meeting and may be amended or varied as needed.

Date 03-18-2024

Signed *Ann Mallard*

Extension Agent Representative

Signed _____

Commissioner Chair

Signed *Melissa Oswald*

Fair Board Chair

Signed *D. E. [Signature]*

FFA Advisor Representative

Carbon County DUI Task Force Meeting Agenda

March 21, 2024 @ 12 p.m.
Carbon County Personal Services Building
10 Oakes Ave S.
Red Lodge MT

Call Meeting to Order

Introduction of Guests

Approval of Minutes

Review and Approval of Claims

1. Red Lodge Taxi New Year's Eve Service

Law Enforcement Update

Budget

Task Force Members Updates

New Business

1. Presentation by Red Lodge After Prom
2. Purchase of Items for Red Lodge After Prom

Public Comment

Correspondence/Secretary Report

Adjournment

**PUBLIC COMMENT ON MATTERS WITHIN THE CARBON COUNTY DUI TASK FORCE JURISDICTION
PURSUANT TO 2-3-103, MCA- Public comment will be accepted on any public matter that is not scheduled
on the agenda. No action will be taken at this time.**

**Carbon County will make reasonable accommodations for people with disabilities who wish to participate
in public meetings. Please contact the Carbon County Executive Administrator office several days prior to
the meeting to make a request for reasonable accommodation.**