



MONTANA
DEPARTMENT OF COMMERCE

BUSINESS RESOURCES DIVISION

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Ravalli County Commissioners

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March 13, 2014

Greg Chilcott, Chairman
Ravalli County Commissioners
215 South 4th Street
Hamilton, Montana 59840

RE: Signed CDBG-ED Contract & Release of Funds/Community Development Block Grant
– Economic Development Program, Ravalli County on behalf of Bitterroot Tool &
Machine Inc./Bitterroot Tool & Die LLC

Dear Chairman:

Please find enclosed an executed copy of the contract between the Montana Department of Commerce and Ravalli County. A copy of this contract should be kept in the County's CDBG-ED project file.

During the course of the project, the County, through its sub-recipient agreement with Ravalli County Economic Development Authority (RCEDA) will need to keep track of employee hiring and retention using the Employment Tracking Form (Review Chapters 6 & 8, www.cdbged.mt.gov). This form will become part of the County's quarterly reports and is required to be a cumulative report. Please be sure that the form is filled out completely each quarter and that each report includes completed income survey and racial category forms for current and new employees. Copies of the income surveys and racial category forms must be included in the County's quarterly reports.

All contract management requirements are outlined in detail in the CDBG Administration Manual found at www.cdbged.mt.gov. As the County and RCEDA work through requirements, feel free to contact me for project questions.

The Montana Department of Commerce (MDOC) has reviewed the documentation submitted for completion of the start-up requirements for Ravalli County on behalf of Bitterroot Tool & Machine, Inc/Bitterroot Tool & Die, LLC (BTM). Ravalli County was awarded a CDBG-ED grant of up to \$250,000.

The purpose of the CDBG-ED funds is to loan up to \$240,000 to BTM for the purchase of property located on 497 Stevensville Airport Road, Stevensville, MT 59870.

For the CDBG-ED funding, BTM has projected number ten(10) full time equivalent (FTE) jobs will be created, of which six (6) will be made available to a low and moderate income person.

The CDBG-ED grant contract was signed by the MDOC Director on March 14, 2014 and "Notice of Award" was November 21, 2013.

As part of CDBG-ED start up requirements the following documents have been delivered and approved by the Department:

- Environmental Review Finding of Exemption For All Project Activities and exempt to under 24 CFR 58.34 (a) (10) and concurs;
- Evidence of firm commitment of matching funds;
- Implementation Schedule and a Management Plan;
- Sub-Recipient Agreement between Ravalli County and RCEDA;
- Civil Rights activities as described in Chapter 5, "Civil Rights" of the 2013 CDBG-ED Administrative Manual (*awaiting receipt of the County's ADA Self Evaluation Inventory*);
- BTM final Hiring and Training Plan;
- Workers compensation certificates for BTM, RCEDA and Ravalli County;
- A signed Depository Form;
- A signed Signatory Form;

This letter constitutes a release of funds for the above contract. Documented expenses for administration or activity may now be requested from the CDBG-ED program as needed.

If you need further information, please contact me at (406) 841-2735 or by e-mail at nrich@mt.gov.

Sincerely,



Nick Rich
Business Development Specialist
CDBG-ED Program

cc Julie Foster, Executive Director, RCEDA
Randy Jones, President BTM