

July 21, 2014

Greg Chilcott, Chair
Ravalli County
215 South 4th Street, Suite A
Hamilton, MT 59840

Julie Foster
Ravalli County Economic Development Authority
274 Old Corvallis Rd., Suite A
Hamilton, MT 59840-3213

RECEIVED

JUL 23 2014

Ravalli County Commissioners

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RE: Big Sky Economic Development Trust Fund (BSTF) Program,
Contract # MT-BSTF-1-14-09, Bitterroot Tool & Machine

Dear Chairman Chilcott and Ms. Foster:

Attached is the executed BSTF Category I Job Creation contract between Ravalli County and the Montana Department of Commerce. The total grant award is \$69,000 for assistance to Bitterroot Tool & Machine on April 2, 2014.

Now that the BSTF contract has been executed, you should have access to the Grant Components that will be needed to successfully manage the BSTF grant. A user guide for navigating the on-line system is available on our website, which is www.bstf.mt.gov. A copy of the executed contract has also been uploaded into the on-line grant management system under "**Contract Documents**" grant component.

Before the Department can issue a Release of funds, the following items must be uploaded in to the on-line grant management system under "**Start-up Paperwork**" or "**Agreements**" grant components. As stated in the contract, the project must demonstrate its readiness to proceed within six months of the date of award.

From the Ravalli County:

- Completed signature certification form*;
- Ravalli County budgetary resolution for this project award;
- Signed partnership agreement* between the Ravalli County and Ravalli County Economic Development Authority;
- Signed management plan* between the Ravalli County and Ravalli County Economic Development Authority;

- Signed assistance agreement* between the business Ravalli County and Bitterroot Tool & Machine;
- Notice of current insurance coverage for Ravalli County – see Section 20 of enclosed contract;
- Notice of current worker's compensation coverage; and
- Depository form*.

From the Bitterroot Tool & Machine:

- Business basic sector status documentation;
- Notice of current worker's compensation coverage.

*All forms and samples of items required above are available online at: <http://www.bstf.mt.gov/bstfforms.mcpx>

When all conditions are satisfied, the Department will issue a release of funds letter which will then allow Ravalli County to request BSTF funds for eligible expenditures related to the contract.

Keep in mind that once information is submitted to the Department, the information is subject to the public's right to know pursuant to Article II, Section 9 of the Montana Constitution.

As you work through the above requirements, feel free to contact me by phone at (406) 841-2792, or email at ddavidson2@mt.gov. All requirements are outlined in detail in the BSTF Application Guidelines available online at: www.bstf.mt.gov.

Sincerely,



Debi Davidson
Program Specialist
Big Sky Economic Development Trust Fund
Montana Department of Commerce

Enclosure – Executed Contract