

MEG O'LEARY
DIRECTOR

STEVE BULLOCK
GOVERNOR



RECEIVED

MAY 20 2015

Ravalli County Commissioners

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May 12, 2015

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

RE: Montana Department of Commerce's Big Sky Economic Development Trust Fund (BSTF) Program, Monitoring Visit, Contract MT-BSTF-1-14-09 Bitterroot Tool & Machine

Dear Chairman Chilcott:

The Big Sky Economic Development Trust Fund (BSTF) program staff plan to visit Ravalli County on Wednesday May 27, 2015 to perform a monitoring visit for the above referenced BSTF project. The visit is scheduled to begin at 2:30pm in the County Offices. On Thursday May 28, 2015 at 11:00am I plan to visit Bitterroot Tool & Machine's facility and take a tour of the facility where I will plan to take photos of the equipment and improvements that has been purchased with BSTF grant funds.

As a sub-recipient on the contract, and in accordance with the management plan, Julie Foster, Executive Director with Ravalli County Economic Development Authority (RCEDA) should be available at both locations to assist with any questions that may arise. The assisted business's owner or project coordinator should be available for discussion and questions during the visit to the facility.

The purpose of the BSTF on-site monitoring visit is to review project files, both general and financial, to ensure compliance with the requirements of the BSTF contract. It is my goal to assist and support Ravalli County, REEDA and Bitterroot Tool & Machine in complying with applicable program requirements and in successfully completing all project activities.

A variety of documents related to the project will be reviewed; to expedite the review and decrease the amount of time devoted to it, I have attached our monitoring guideline. Please be prepared to provide all BSTF files/documents for my review. This guideline is a sample of what we will need to review; the monitoring visit could include more or less documentation.

MEMORANDUM FOR THE DIRECTOR

DATE: 10/10/78

TO: THE DIRECTOR

FROM: [Name]

SUBJECT: [Subject]

1. [Text]

2. [Text]

3. [Text]

4. [Text]

5. [Text]

6. [Text]

7. [Text]

8. [Text]

9. [Text]

10. [Text]

11. [Text]

12. [Text]

13. [Text]

- BSTF application and supporting documents
- BSTF contract and Assistance Agreement
- Financial-related documents
- Training documentation
- Employee hiring and training documentation

It is the responsibility of the grantee to make sure the assisted business is prepared for this meeting by supplying them with a copy of this letter and the guideline portion for the assisted business.

The length of my review will depend upon the complexity of the project files and your ability to provide those files for my review. Either the project manager or someone who is familiar with the files should be readily available to retrieve the files, as they are needed. Files need to be easily accessed. Be prepared to keep your schedule open while review is ongoing.

After the visit is complete, we can discuss identified project issues and what additional action may be required. If you need more information, please let me know. I look forward to seeing this BSTF project firsthand.

Sincerely,



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

Enclosure

Cc: Julie Foster, RCEDA
Randy Jones, Bitterroot Tool & Machine

1987-88
Department of Education
Financial Statement

1987-88
Department of Education
Financial Statement

The Department of Education has the honor to acknowledge the receipt of your report on the financial statement for the year 1987-88. The report is being reviewed and a copy of the findings will be forwarded to you.

The Department of Education is pleased to inform you that the report on the financial statement for the year 1987-88 has been reviewed and a copy of the findings will be forwarded to you.

The Department of Education has the honor to acknowledge the receipt of your report on the financial statement for the year 1987-88. The report is being reviewed and a copy of the findings will be forwarded to you.

1987-88
Department of Education
Financial Statement

1987-88
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Financial Statement

**BSTF Monitoring Visit - Job Creation Projects
Monitoring Checklist**

Date:	May 27 & 28 2015
Grantee:	Ravalli County
Assisted Business	Bitterroot Tool & Machine
Monitored By	Debi Davidson
Attendees:	

CRDC (As Applicable) - FILE AND FINANCIAL MANAGEMENT

Yes	No	NA	Question
			CRDC project oversight matches the management plan?

			Is there adequate payroll documentation for administrative expenses, with invoice copy and transaction showing receipt of funds?
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			Copy of current Worker's Compensation notice available for view?
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LOCAL GOVERNMENT GRANTEE - FILE MANAGEMENT

			Are all original documents associated with the contract on file?
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			Do the activities completed match the contracted agreement?
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			Is the project anticipated to be completed on time?
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			Have there been any complaints?
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			Did the Local Government respond to complaints?
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LOCAL GOVERNMENT GRANTEE-FINANCIAL MANAGEMENT

			Has the Local Government adopted a budget for expenditure of BSTF Funds by resolution? Budget resolution copy on file?
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Yes	No	NA	Question
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			Does the grant appear in the Local Government financial records?
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			Does the budget amount match MDOC records?
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			Who compares expenditures against budgeted line items?
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			Who authorizes claims for payment? Are there claim copies in the file?
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			Date of Local Government authorization to expend funds-should be effective date of contract or later:
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			Who prepares the warrants? Authorized signor?
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			Are the public employees that handle BSTF funds bonded?
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LOCAL GOVERNMENT - EXPENDITURE SAMPLES

			Are there any ineligible expenditures charged against the grant?
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			Are all sampled claims reviewed and approved by an authorized individual?
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			Is there adequate documentation to support expenditures?
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			Are expenditures in accordance with the BSTF project budget?
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			Are BSTF funds matched by other sources of funds, by a 1:1 or 2:1 ratio?
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			Are there adequate payroll records for administrative expenditures?
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			Is staff time prorated on a reasonable basis for working on BSTF projects?
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