

September 1, 2024

Sara Loewen  
IHSB/DPHHS  
1400 Carter Drive  
PO Box 202956  
Helena, MT 59620-2956

Dear Ms. Loewen,

To Whom It May Concern:

We, the Commissioners of Carbon County, have reviewed District 7 Human Resource Development Council's (HRDC) Community Service Block Grant (CSBG) plan for 2024-2025 and approve of the activities proposed for the betterment of our low-income citizens in Carbon County.

Sincerely,

Board of County Commissioners  
Carbon County Montana

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Bill Bullock, Member, Presiding Officer

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Scott Miller, Member

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Scott Blain, Member

**STATE OF MONTANA**

**Community Services Block Grant Work Plan for the Years 2024 - 2025**

**AGENCY NAME:** District 7 Human Resources Development Council

Address: 7 North 31st, Billings, MT 59101

Phone Number: 406-247-4710

| Solutions, Services, Initiatives, Outputs   | Projected Outcome  | RNG NPI                               | NPI Description                       | Measurement                                   | Actual Outcome                               |
|---|--|---------------------------------------|---------------------------------------|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i> | <i># and % of clients/units to achieve each outcome.</i> | <i>National Performance Indicator</i> | <i>National Performance Indicator</i> | <i>Identify how we are measuring success.</i> | <i>Describe the actual outcome achieved.</i> |

**RNG Goal 1: Low Income-People Become More Self-Sufficient.**  
**Employment Domain Goal: Ensure eligible individuals, disabled and other disadvantaged people have access to employment and income support programs (social security and disability benefits) to include training, job development and eliminating/reducing barriers to employment and services.**

**Key Needs Assessment Findings:** According to the bureau of Labor Statistics Inflation has grown over 18% from September of 2020 through Sept of 2023. **While Montana's minimum wage has increased to \$10.30 per hour**, the 28th highest wage level in the U.S., actual buying power is equivalent to **\$8.75 by 2020 standards**. While the latest data shows that Montana economic growth was at 6% GDP per year 1st quarter 2023, Source: Bureau of Economic Analysis. The Montana growth industries for 2023, were in Agriculture, Forestry, Fish and Wild Life at 129%, (very few jobs have surfaced in these sectors.) Mining was second at 12% and restaurants and accommodations were third at 11%. While mining jobs are lucrative, there are too few of them and they are geo-specific. In early December, 2023, Sibanye, the South African Mining Company laid off 100 Miners in Stillwater County. Most of the unskilled job openings which are currently open were in the services sector. Therein lays the problems of subsidized poverty and employment. Small incremental wage increases for minimum wage workers disqualify disadvantaged and marginalized individuals and families from receiving established benefits such as SNAP, WIC, LIHEAP, and other state & Federal programs. The current social services system perpetuates poverty. Those receiving TANF benefits are even more disinclined to change status quo as small income increases disqualify their eligibility which in turn fuels generational poverty. In the HRDC service area, the largest sector by employment size is "health care and social assistance," which employs 15,930 people in the service area for an average annual salary of \$65,857. The second and third largest sectors by employment size is "retail trade and accommodation" (average wage of \$33,097) and "accommodation and food services" (average wage of \$24,349). As shown in the findings of the HRDC 2023-24 CNA, 1 in 10 (10.2%, n = 43) of the survey respondents reported a monthly income of less than \$1,000. That equates to 10% of the entire service area of HRDC having a household income of only \$12,000 a year or less. The survey also asked participants about their current employment status. Despite reporting such low incomes, roughly 64% of participants (n = 244, work in a full-time capacity (30 hours or more per week) or in multiple jobs. In other words, 64% of those surveyed work full-time.

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| Employment and Training programs assist low-income youth to overcome employment barriers. Individuals participate in client managed employment training programs that include: WIOA Youth E&T, Youth Corrections, Pathways, and SNAP E&T. | 50 of 500 (10%) Youth enrolled in training and employment programs secured employment over 12 months.  | FNPI 1a  | Unemployed youth participants enrolled in training and employment programs secured employment to gain skills or income. | CDS |  |
| Employment and Training programs assist low-income individuals to overcome employment barriers. Individuals participate in client managed employment training programs that include: Pathways and SNAP E&T.                               | 150 of 1,000 (15%) Individuals enrolled in training and employment programs secured employment, up to a living wage, over 12 months.                           | FNPI 1b  | Unemployed participants enrolled in training and employment programs secured employment up to a living wage.            | CDS |  |
| Employment and Training programs assist low-income individuals to overcome employment barriers. Individuals participate in client managed employment training programs that include: Pathways and SNAP E&T.                               | 10 of 1,000 (1%) Individuals enrolled in training and employment programs secured employment, at a living wage or higher, over 12 months.                      | FNPI 1e  | Unemployed participants enrolled in training and employment programs secured employment at a living wage or higher.     | CDS |  |
| Pathways, SNAP E&T, Alternative Education, Youth Programs, Harmony House, and Family Forward provide bundled services to reduce barriers and assist participants in securing and maintaining employment.                                  | 350 of 1,500 (23%) Individuals received bundled services that reduced barriers while obtaining skills and competencies required for employment over 12 months. | SRV 1b<br>SRV 1d<br>SRV 1e<br>SRV 1f<br>SRV 1g<br>SRV 1i<br>SRV 1j<br>SRV 1k<br>SRV 1n<br>SRV 1q | Received bundled services while obtaining skills/competencies required for employment.                                  | CDS |  |

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| Through agency employment programs, low-income youth obtain essential pre-employment skills, competencies, and work experience required for employment.  | 125 of 125 (100%) Youth, ages 14-24, complete soft skills training and acquired work readiness skills.  | SRV 1b<br>SRV 1d<br>SRV 1e<br>SRV 1f<br>SRV 1g<br>SRV 1j<br>SRV 1k | Youth, ages 14-24, complete soft skills training and acquired work readiness skills.   | CDS   |  |
| Participants receive supportive services for required tools, fees, and equipment to support jobs through the following programs: WIOA Youth E&T, Pathways, SNAP E&T and Harmony House.   | 73 of 1,500 (5%) Participants enrolled in employment and training programs will obtain tools, fees, and/or other equipment in support of employment over 12 months. | SRV 1q   | Participants secured employment related supportive services.   | CDS   |  |
| <p><b>Key Needs Assessment Findings:</b> Establishing the conditions that promote educational achievement for children is critical, beginning with quality prenatal care and continuing through the early elementary years. High-quality preschool programs for 3- to 4-year-olds help set the stage for future skill development, well-being and learning — particularly for those from low-income households. These programs lay an essential foundation that helps kids stay in school, graduate on time, pursue postsecondary education and training, and successfully transition to adulthood. As demonstrated in the HRDC 2023-24 CNA, poverty is considered a key driver of health status, as the effects of poverty are wide-ranging. The percentage population living below 100% of the Federal Poverty Line (FPL) in the HRDC service area is 11.71%. However, the poverty rate in the service area widely differs by county and ranges from 28.57% in Big Horn County to a low of 5.19% in Sweet Grass County compared to Montana (12.49%) and the United States (12.63%). Poverty can be particularly problematic for children. Poverty creates barriers to accessing healthy food, community health services, and other necessities that can negatively impact development and consequently future life outcomes for children. Thus, measuring overall poverty rates and child poverty remains an important indicator for understanding the need for HRDC-led programs that are designed to meet these needs for children and families.</p> |   |  |  |   |  |
| Individuals and families support initiatives that promote early childhood development and enrichment by promoting childhood, adult literacy, and preschool programs through the delivery of parenting classes and life skills coaching sessions through the Pathways and Harmony House programs.   | 36 of 630 (6%) Parents/Caregivers improved their home environments.   | FNPI 2e  | Parents/Caregivers improved their home environments.   | CDS   |  |
| Alternative and self-paced education programs working toward completion of high school equivalency prepare participants for employment.  | 70 of 1,000 (7%) Participants demonstrated improved basic education by increasing book levels for the Post TABE test.   | FNPI 2f  | Adults, ages 25+, enrolled in Alternative Education who demonstrated improved basic education.                                       | CDS   |  |
| Alternative and self-paced education programs working toward completion of high school equivalency prepare participants for employment.  | 10 of 150 (6%) Participants will complete self-paced high school equivalency resulting in a diploma or certificate over 12 months.                                  | FNPI 2g  | Participants obtained a Hi-SET high school equivalency, high school diploma and/or an equivalency certificate or diploma.            | CDS   |  |
| WIOA Youth E&T, Pathways, and SNAP E&T will provide supports and referrals leading to their participants to the achievement of educational or vocational skills.   | 15 of 1,500 (10%) Individuals will obtain a recognized credential, certificate, or degree.  | FNPI 2h  | Individuals obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skill. | CDS & Program Records                         |  |

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| WIOA Youth E&T, Pathways, and SNAP E&T will provide supports and referrals leading to their participants to the achievement of an Associate's degree. | 1 of 1,500 (<1%) Individuals will obtain an Associate's degree. | FNPI 2i                               | Individuals obtained an Associate's degree. | CDS & Program Records                         |  |
| WIOA Youth E&T, Pathways, and SNAP E&T will provide supports and referrals leading to their participants to the achievement of an Bachelor's degree.  | 1 of 1,500 (<1%) Individuals will obtain an Bachelor's degree.  | FNPI 2j                               | Individuals obtained an Bachelor's degree.  | CDS & Program Records                         |  |

**RNG Goal 1: Low Income-People Become More Self-Sufficient. Income and Asset Building Domain**

**Key Needs Assessment Findings:** HRDC recognizes that money management is an important component of asset building and vital for family and community stability and sustainability. However, the agency also acknowledges that acute poverty and financial disasters such as loss of a job, eviction, or foreclosure can fast track families into poverty. Money management and financial education are essential components to upward mobility. Building financial security involves harnessing the array of resources, capabilities, and institutional supports that enable vulnerable families to sustain themselves, and move up the economic ladder. It requires more than just financial education. It requires an understanding of the financial system that enables all families to have access to the basic financial products and services such as bank accounts, home mortgages, business loans, and retirement accounts, all of which are critical to building a secure future. It necessitates an educational system that provides academic preparation which begins with pre-school and integrates community-based financial education programs for all students throughout their education. According to the National Institutes for Health, 2022, financial literacy is the most significant human capital factor affecting people's ability to obtain financial services. Evaluating the relationship between financial literacy and relative poverty is of great significance to poverty reduction. A second NIH global research study reinforces this notion and suggests that an increase in financial literacy was associated with a 6.9% decrease in poverty. Researchers found that entrepreneurship and financial inclusion act as mechanisms of change through which financial literacy decreases poverty.

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| HRDC programs help low-income people to access the resources needed to obtain safe and affordable housing, further their education, purchase an asset, and/or work towards financial independence and security.  | 2 of 55 (4%) Individuals will open a Savings Account or IDA.  | FNPI 3c | Individuals open a Savings Account or IDA.   | Program Records |  |
| The HRDC Home Center provides a comprehensive menu of financial education and enrichment programs. They include, but are not limited to, one-on-one financial counseling, first time home buyer programs, financial education, mediation services for renters, renter education, foreclosure assistance and more. The CFPB utilizes a well-being scale survey that measures improved financial well-being. | 250 of 250 (100%) Individuals improved their level of financial well-being within 12 months utilizing The Home Center services. | FNPI 3h | Individuals engaged with the Community Action Agency who report improved financial well-being. | Program Records |  |
| HRDC Programs help low-income people to access the resources needed to obtain safe and affordable housing, further their education, purchase an asset, and/or work towards financial independence and security.  | 50 of 250 (20%) Participants opened an Individual Development Account (IDA) or Savings Account in 12 months.                    | SRV 3m  | Participants opened a Savings Account or Individual Development Account (IDA).                 | Program Records |  |

**RNG Goal 1: Low Income-People Become More Self-Sufficient. Housing Domain**

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**Key Needs Assessment Findings:** While housing prices increased by as much as 50% from 2020 to 2022, average hourly earnings for the private sector increased by only 7.2% reducing the affordability of new mortgages and rent. In 2021, an average Montana renter spent nearly 26% of their household income on rent. By 2022, 42% of renters became cost-burdened, meaning they spend more than 30% of their household income on rent alone. These levels have increased again in the last year. Home values and prices in Montana and across the US have accelerated over the last several years with vibrant growth beginning in 2020. The rapid growth that followed made home values for Montana the fifth fastest growing market in the US. By June 2022 the typical home value in Montana reached \$446k, compared to \$296k in June 2020. According to 2022 Federal Reserve Data, Less than .6% of Montana Homes are unoccupied and 3.2% of rental units are vacant. In Billings, the state’s largest city, homeowner vacancy rate is .8% while the rental vacancy level is 4.5%. In short high demand for housing compounded by the shortage of affordable housing has exasperated the situation. In these CNA findings, comparing poverty and its correlation to safe and affordable housing with the highest and lowest income counties in the agency’s service area, the results are striking, but quite different. In 2023, Montana’s poverty level for children under the age of 18 was 14.1%. In the 5 county service area, Big Horn County contains the poorest population. The Median income is \$49,640 as compared to Montana’s median of \$60,560. In addition, Big Horn County’s median income for American Indians, the majority ethnic population of the area is \$41,358, demonstrating the disparity of this subgroup. Both the Crow and Northern Cheyenne Reservations are located there. In Big Horn County Over 95% of children attending public schools are eligible for some level of support in the school lunch program. In 2023, just under 34% or 1,463 children aged 0-17 were living in households with income below the Federal Poverty Level (FPL). This indicator is relevant because poverty creates barriers to access including health services, healthy food, and other necessities that contribute to poor health status. When comparing Big Horn County to the service area’s mineral rich Stillwater County, where 1,922 children reside, over 90% of the population is white, and median income is \$72,906. In Stillwater County, only 6.41% or 123 children are living in households with income below the Federal Poverty Level (FPL). In Stillwater County there are 3,733 households. Of that number, 751, or over 20% are Cost Burdened Households (Housing Costs Exceed 30% of Household Income). These statistics shed light on the divergence of populations which coexist in the agency’s district which spans over 13,330 square miles creating immense challenges for HRDC. The county with the lowest value owner-occupied homes is Big Horn, while the highest median value units are in Carbon County. Rent is most expensive in Yellowstone County and least expensive in Big Horn County. As of 2023, the average monthly rent in Billings is \$1404, excluding deposits. Averages skew higher than median values. Vacancy rates are important to consider in terms of programs and needs because when vacancy rates are lower, housing can be more difficult to acquire, especially for those with low incomes. Of all the 89,293 housing units in the HRDC service area, 81,570 (or 91.35%) are occupied and 7,723 (or 8.65%) are vacant. Carbon County has the highest percentage of vacant units (26.18%), while Yellowstone County has the lowest percentage of vacant units (5.89%). The area has a lower vacancy rate than Montana and the United States. The structure, condition, and quality of housing, including issues such as overcrowding, evictions, and affordability, have been linked to multiple health and life outcomes. In the service area of HRDC, 43.77% of all rental households are cost-burdened, while 25.17% of owner-occupied households with mortgages are cost-burdened.

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| HRDC Programs works diligently to assist participants obtain temporary, transitional, and permanent housing through referrals and supportive services.   | 10 of 250 (4%) Participants, experiencing homelessness, obtained safe temporary shelter over 12 months. | FNPI 4a | Participants, experiencing homelessness, who obtained safe temporary shelter. | CDS & Program Records |  |
| Section 8, Housing Counseling, Harmony House, General Assistance, Housing Plus, Emergency Services, Emergency Solutions Grant (ESG), CoC-Rapid Rehousing, and Family Forward work diligently to provide temporary, transitional, and permanent housing to low-income individuals and families. These programs provide rental & deposit assistance. | 150 of 1,150 (13%) Participants secured safe and affordable housing over 12 months.                     | FNPI 4b | Participants who obtained safe and affordable housing.                        | CDS & Program Records |  |
| Programs work diligently to provide rental assistance in an effort for the individuals and families we serve are able to avoid eviction while pursuing self-sufficiency.   | 400 of 400 (100%) Participants will avoid eviction through rental assistance.                           | FNPI 4e | Participants who avoided eviction through rental assistance.                  | CDS                   |  |
| Housing Plus & GA-Social Security Payee Programs work diligently to provide mortgage assistance in an effort for the individuals and families we serve are able to avoid foreclosure while pursuing self-sufficiency.  | 4 of 90 (4%) Participants will avoid foreclosure through receiving mortgage assistance.                 | FNPI 4f | Participants who avoided foreclosure.   | CDS                   |  |

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| Participants receive weatherization improvements through the Weatherization Assistance Program or stove replacements through the CSBG Directed Emergency Services Program. This increases the participants' ability to maintain employment or work preparation activities without health related absences resulting from dangerous or substandard building materials while increasing energy conservation and saving money. | 110 of 110 (100%) Participants experience improved health and safety due to improvements within their home.             | FNPI 4g                               | Participants experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.). | State Provided & CDS                          |  |
| Participants receive assistance through LIHEAP, the Weatherization Assistance Program, and/or Energy Share. This increases the participants' ability to maintain employment or work preparation activities without health related absences resulting from dangerous or substandard building materials while increasing energy conservation and saving money.  | 6,500 of 6,500 (100%) Participants experience improved energy efficiency and/or energy burden reduction in their homes. | FNPI 4h                               | Participants experienced improved energy efficiency and/or energy burden reduction in their homes.   | State Provided                                |  |
| LIHEAP allows individuals to enroll in non-emergency assistance enabling them to remain in their homes. The program promotes health, supports employment and childcare, saves energy, and ensures independence for senior citizens. LIHEAP is often bundled to other programs such as Pathways, SNAP E&T, Emergency Solutions Grant, Family Forward, and others. It is also a standalone program.                           | 6,500 of 8,500 (75%) Individuals and families secure utility payments over 12 months.                                   | SRV 4i                                | Individuals and families obtained utility payment assistance.  | CDS   |  |

**RNG Goal 1: Low Income-People Become More Self-Sufficient. Health and Social/Behavioral Development**

**Key Needs Assessment Findings:** The issues related to the consequences of hunger are severe and long lasting, especially for children. All Individuals experiencing food insecurity have increased rates of both physical and mental health challenges, but children are more likely to have impaired cognitive development, lower math and reading scores, and higher rates of absenteeism. Among older adults hunger leads to health problems that include an increased chance of being hospitalized, worsening of chronic conditions, and a weakened immune system. Hunger also has a significant economic impact on Montana due to preventable healthcare costs, lower educational attainment, and lost productivity in the workforce. According to the Montana Food Bank Network, Hunger is directly related to the larger problem of economic insecurity. Low wages, job loss, and insufficient fixed incomes leave many families unable to keep food on the table while trying to afford the rising costs of housing, child care, and medical care. Limited access to food also contributes to hunger and food insecurity across the state. More than 58,000 Montanans live in food deserts. These areas that have limited access to a grocery store or supermarkets, make access to fresh, affordable food a daily challenge. While the Montana Food Bank Network (MFBN) has over 340 network partners across Montana providing food to those in need, there were 38,000 households that received food each month. An estimated 1 in 12 Montanans and 28,400 children experience food insecurity. The lack of health insurance is a useful metric for understanding key drivers of health status within a community. For each county in the service area, the percentage of the population that is uninsured is Big Horn (15.4%), Carbon (11.3%), Stillwater (9.9%), Sweet Grass (10.4%), and Yellowstone (9.6%) compared to Montana (10.2%) . After the COVID-19 public health emergency, beginning in April of 2023, Montana began removing people from their Medicaid rolls. As of November, 2023, approximately 112,442 people have been removed from the rolls for reasons such as "failure to provide requested information," "determined ineligible," "other reason," or "returned mail, no new address". The impact of losing Medicaid benefits has been catastrophic on low-income populations and should be considered. Additional indicators of the health care needs of a community include the percentage of the population with any disability and the teen birth rates. For the whole service area, 13.11% of the population has a disability, with highest age group being those ages 65 or older (33.21%) . The teen birth rate is an important key indicator for understanding needs in the county and how they are reflected in household demographics. Of the 39,660 total female population ages 15-19, the teen birth rate is 24.9 per 1,000, which is higher than the state's teen birth rate of 20.4 per 1,000. This ranges from the lowest county birth rate in Carbon County (11.0) to the county with the highest teen birth rate, Big Horn County (72.6).

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| HRDC Programs and Harmony House promotes nutrition skills by providing nutrition focused life skills coaching.  | 50 of 50 (100%) Individuals demonstrate increased nutrition skills.   | FNPI 5a                               | Individuals demonstrate increased nutrition skills.  | CDS   |  |
| Harmony House promotes mental and behavioral health and well-being awareness by providing well-being focused life skills coaching through Love and Logic.   | 10 of 10 (100%) Individuals demonstrate improved mental and behavioral health and well-being.                                   | FNPI 5c                               | Individuals demonstrated improved mental and behavioral health and well-being.                                     | CDS   |  |
| Individuals and families support initiatives that promote early childhood development and enrichment by promoting childhood, adult literacy, and preschool programs through the delivery of parenting classes through the Pathways and Harmony House programs.  | 10 of 10 (100%) Parents/Caregivers improved parenting and family functioning skills in 12 months.                               | FNPI 5d                               | Individuals improve skills related to the adult role of parents/caregivers.  | CDS   |  |
| Individuals and families support initiatives that promote early childhood development and enrichment by promoting childhood, adult literacy, and preschool programs through the delivery of parenting classes through the Pathways and Harmony House programs.  | 10 of 10 (100%) Parents/Caregivers improved parenting and family functioning skills in 12 months.                               | FNPI 5e                               | Parents/Caregivers demonstrate increased sensitivity and responsiveness in their interactions with their children. | CDS   |  |
| The Social Security Payee (general assistance) and Housing Plus programs work diligently to assist participants with disabilities to maintain independent living situations through deposit and rental assistance.  | 85 of 100 (85%) Participants with disabilities maintained an independent living situation.                                      | FNPI 5g                               | Participants with disabilities maintained an independent living situation.   | CDS   |  |
| Food shortages are a prominent problem in Montana. Many low-income people are dependent on food banks, commodity food distribution, programs, school lunches, food stamps, and more. Knowing that balanced nutrition is imperative to child development and general health our Crow Food Distribution, Child and Adult Care Food Program, Emergency Solutions Grant programs and FEMA funded assistance to area rural food banks assist in alleviating some of this need. | 6350 of 6350 (100%) Individuals and families obtained food assistance in 12 months.   | SRV 5jj                               | Individuals and families obtained food assistance through food distribution programs.                              | CDS & ESG Program Records                     |  |
| Individuals and families support initiatives that promote adolescent development and enrichment by promoting literacy, social and emotional activities through WIOA Youth E&T, Youth Corrections Grant, and Harmony House programs.   | 45 of 45 (100%) Youth improved their social and emotional development through life skills training and coaching over 12 months. | SRV 5ll                               | Youth improve social & emotional development through Life Skills Coaching Sessions.                                | CDS   |  |

**RNG Goal 1: Low Income-People Become More Self-Sufficient.**

**Civic Engagement and Community Involvement**

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**Key Needs Assessment Findings:** There have been numerous studies on civic engagement and community involvement over the last 20 years. While some target specific neighborhoods, minority groups, or low-income populations, the conclusions are similar in each case. All agree that civic engagement can influence positive economic outcomes for low-income individuals when provided access to social and human capital assets. "As the public, private, and non-profit sectors develop policies toward economic mobility for low-income individuals, civic engagement could serve as a mechanism to influence economic opportunity". (Jodi Rose Benenson, M.A., M.P.A.) In the past self-sufficiency was the ultimate goal. Today, economic mobility is the focus for moving individuals and families out of poverty. TANF programs were the first to promote economic mobility by teaching people skills and providing them with work. Community Action Agencies understand that strong civic infrastructures in neighborhoods, cities, and states have an economic spillover. The strength of a local civic organizations, such as religious congregations, local associations, schools, and informal venues, political affiliations boost attachment and investment in the community and positively affect its economy. HRDC7 works to advocate, recruit low-income board members, promote community involvement for all people in their programs, events, and services. Continuum of Care, The Home Center, Community Consortiums, Affiliations, Partnerships, and Associations all affect the impact of economic mobility for low-income people.

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|--|--|---------------------------------------|--|--|--|
| Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their skills, knowledge, and abilities in preparation for employment. These employment and training programs include: WIOA Youth, Pathways, SNAP E&T, and the Youth Corrections Grant. | 60 of 700 (8%) Participants increased skills, knowledge, and abilities through WEX.  | FNPI 6a                               | Participants increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community. | CDS  |  |
| Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their skills, knowledge, and abilities in preparation for employment. These employment and training programs include: WIOA Youth, Pathways, SNAP E&T, and the Youth Corrections Grant. | 60 of 700 (8%) Participants improve their social networks through WEX.   | FNPI 6a.2                             | Of the above (6a), the individuals who improved their social networks.   | CDS  |  |
| Employment and Training programs assist low-income individuals in being placed with Work Experience (WEX) sites to increase their skills, knowledge, and abilities in preparation for employment. These employment and training programs include: WIOA Youth, Pathways, SNAP E&T, and the Youth Corrections Grant. | 60 of 700 (8%) Participants gained additional skills, knowledge, and abilities to enhance their ability to engage through WEX placement. | FNPI 6a.3                             | Of the above (6a), the individuals who gained other skills, knowledge, and abilities to enhance their ability to engage.                     | CDS  |  |
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i>  | <i># and % of clients/units to achieve each outcome.</i>   | <i>National Performance Indicator</i> | <i>National Performance Indicator</i>  | <i>Identify how we are measuring success. Tools used</i> | <i>Describe the actual outcome achieved.</i> |

**RNG Goal 1: Low Income-People Become More Self-Sufficient. Outcomes Across Multiple Domains**



**STATE OF MONTANA**

**Community Services Block Grant Work Plan for the Years 2024 - 2025**

**AGENCY NAME:** District 7 Human Resources Development Council

Address: 7 North 31st, Billings, MT 59101

Phone Number: 406-247-4710

| Solutions, Services, Initiatives, Outputs   | Projected Outcome  | RNG NPI                               | NPI Description                       | Measurement                                   | Actual Outcome                               |
|---|--|---------------------------------------|---------------------------------------|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i> | <i># and % of clients/units to achieve each outcome.</i> | <i>National Performance Indicator</i> | <i>National Performance Indicator</i> | <i>Identify how we are measuring success.</i> | <i>Describe the actual outcome achieved.</i> |

**Key Needs Assessment Findings:** Providing a unique set of services across multiple domains provide the greatest opportunity for individuals and families to achieve the desired outcome of moving out of poverty. Creating opportunities for self-sustainability is the strategic focus of HRDC bundled services programs. Bundled services programs take a great deal of internal and community collaboration through referrals and multiple entry options. For these collaborative efforts to work, the community must have shared customers, shared data, and shared outcomes. The agency has a myriad of programs that provide these elements. Thorough assessments are essential for bundled services to work through multiple domains. Intensive case management and navigation are essential to achieve outcomes across multiple domains. Interviews with program participants showed needs in the areas of affordable housing, youth services and literacy, health care costs, paying for utility bills, a lack of well-paying jobs, food security, the need for more senior services, and difficulties paying for childcare. 100% of interviewees reported that affordable housing was a major concern for themselves and their families. Program providers generally agreed that lack of housing and access to health care were some of the largest challenges facing their communities, in addition to participants losing Medicaid access in Montana. About half of interview participants explained they had difficulty with internet connectivity and speeds. Program participants and providers highlighted a series of recommendations, including removing barriers to program utilization, expanding existing programs surrounding food and housing, and more communication with state and federal entities who are the gatekeepers to eligibility requirements and program applications. Transportation is another issue for the rural counties in the HRDC service area. For example, in Stillwater County 13.46% of the population commutes more than 60 minutes to work versus 9.06% of the United States population or 4.53% in Montana as a whole. In Sweet Grass County, 12.88% of the population commutes more than 60 minutes to work, and 11.63% of the population commutes more than 60 minutes to work in Carbon County .

|   |   |                    |   |  |  |
|---|---|--------------------|---|--|--|
| Through bundling services among several agency programs participants increase their ability to obtain self-sufficiency.   | 9000 of 9000 (100%) Individuals achieve one or more outcomes as identified by the NPI's in various domains.   | FNPI 7a            | Individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.    | CDS RNG Code Report (#Services and #Clients)                     |  |
| The Child Care Program provides Best Beginnings Scholarships to assist working TANF and Non-TANF families to secure safe and affordable child care to promote and foster child development through infant-toddler, pre-school, before and after school programs for young children.   | 2000 of 2000 (100%) Families and their dependents secured and/or maintained child care through being approved or renewed for Best Beginnings.   | pulled from SRV 7b | Low-income families secured and/or maintained child care for their child(ren) or dependent(s).                            | CDS (RNG Distinct Count for 809-Child Care Approvals & Renewals) |  |
| The Child Care Program provides Best Beginnings Scholarships to assist working TANF and Non-TANF families to secure safe and affordable child care to promote and foster child development through before and after school programs for school aged children (6-13).  | 700 of 700 (100%) School aged children in low-income families will secured and/or maintained before and/or after school child care through being approved or renewed for Best Beginnings. | pulled from SRV 7b | Low-income families secured and/or maintained before and/or after school child care for their child(ren) or dependent(s). | CDS All Characteristics Report for 809-Child Care (Ages 6-13)    |  |
| Participants receive many referrals to programs within the agency and/or community to assist them in achieving self-sufficiency.  | 4000 of 4000 (100%) Participants received referrals to other programs or agencies.  | SRV 7c             | Participants received referrals to other programs and/or community agencies.  | CDS  |  |
| Transportation is one of the most limiting factors of poverty. It affects employment, health, social networks, and even access to assistance. WIOA Youth E&T, Pathways, SNAP E&T, Youth Corrections Grant, Alternative Education, Social Security Payee, Emergency Services, Harmony House, Wheels for Work, and Family Forward each provide supportive services that provide gas vouchers, car repairs, bus vouchers, insurance and other transportation support services. | 800 of 2,000 (40%) Participants will receive transportation supportive services over 12 months.   | SRV 7d             | Participants received transportations supportive services.  | CDS  |  |
| Through WIOA Youth E&T, Pathways, SNAP E&T, and Harmony House programs clients are able to secure supportive service dollars to obtain a driver's license.  | 20 of 20 (100%) Participants obtained assistance to obtain a Driver's License in 12 months.   | SRV 7j             | Participants received assistance to obtain a Driver's License.  | CDS  |  |

**STATE OF MONTANA**

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Address: 7 North 31st, Billings, MT 59101

Phone Number: 406-247-4710

| Solutions, Services, Initiatives, Outputs   | Projected Outcome  | RNG NPI                               | NPI Description                                     | Measurement                                   | Actual Outcome                               |
|---|--|---------------------------------------|---|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i>                               | <i># and % of clients/units to achieve each outcome.</i>                                   | <i>National Performance Indicator</i> | <i>National Performance Indicator</i>               | <i>Identify how we are measuring success.</i> | <i>Describe the actual outcome achieved.</i> |
| Individuals receive units of clothing through WIOA Youth E&T, Pathways, SNAP E&T, Youth Corrections Grant, Harmony House, Family Forward, and the Men's Warehouse Suit Drive. | 50 of 50 (100%) Participants seeking assistance receive emergency clothing over 12 months. | SRV 7n                                | Participants receive emergency clothing assistance. | CDS   |  |

**RNG Goal 2: Communities where people with low incomes live are healthy and offered economic opportunities.**

**Key Needs Assessment Findings:** People living in poverty or subsisting on low incomes are more likely to have risk factors that lead to chronic illness. 15% of children in the overall HRDC service area are below the federal poverty line. In Big Horn County alone, 95.1% of children are eligible for free or reduced price lunch, but only 9.8% of area population received SNAP benefits and 22% of those individuals eligible for SNAP in Montana are not receiving benefits. Access to healthy food is another indicator and key driver of health status, and community members reported that even if they were receiving SNAP benefits, they could not feed their families. Aging housing stock and poorly maintained homes can lead to issues such as mold and mildew, which can contribute to respiratory problems and other health issues. Weatherization helps prevent moisture-related problems and extend the life of homes by addressing issues like air leaks, poor insulation, and outdated windows, thus preserving valuable housing.

|   |  |         |  |  |  |
|---|--|---------|--|--|--|
| The Weatherization Assistance Program works to reduce energy costs for low-income households, in our five county service area, by increasing the energy efficiency of their homes, while ensuring their health and safety. [Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties]  | 175 of 175 (100%) Housing units are maintained and/ or improved through WAP efforts. | CNPI 4b | Safe and affordable housing units are maintained and/or improved through the Weatherization Assistance Program (WAP) or other rehabilitation efforts in the CAA's service communities. | CDS Service Count Report (302-04-34-B2-IW = # of HH's) |  |
| Food shortages are a prominent problem in Big Horn County in Montana. Many low-income people are dependent on food banks, commodity food distribution, programs, school lunches, food stamps, and more. Knowing that balanced nutrition is imperative to child development and general health our Crow Food Distribution program assists in alleviating some of this need. The goal of the FDPIR, Food Distribution Program on Indian Reservations is to provide healthy and nutritious foods from the Government Commodity Program to enrolled low-income tribal members living on or near the Crow Reservation. Low-income non-enrolled tribal members and non-native people living on or near the reservation are also eligible. | 1 of 1 (100%) Food Commodity program will be maintained in Big Horn County.          | CNPI 5d | Accessible and affordable healthy food resources are created/maintained in the identified community, Big Horn County.  | CDS  |  |

**RNG Goal 3: People with low incomes are engaged and active in building opportunities in communities.**

**Key Needs Assessment Findings:** At its core, civic engagement involves people coming together to help improve the overall quality of life for everyone who lives and works in a community. Civic engagement is important because it helps to create a more just and equitable society and allows individuals to have a voice in shaping the future of their communities. It fosters a sense of community, bringing people together with shared values and beliefs to work toward a common cause and effect positive change in helping to move people out of poverty. In addition, a frequent need stated throughout the most recent CNA has been for additional assistance in the community with navigating application processes and maintaining/building relationships with community partners to further engage with the communities in the service area.

**STATE OF MONTANA**

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| Solutions, Services, Initiatives, Outputs   | Projected Outcome  | RNG NPI                               | NPI Description   | Measurement   | Actual Outcome                               |
|---|--|---------------------------------------|---|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i>   | <i># and % of clients/units to achieve each outcome.</i>   | <i>National Performance Indicator</i> | <i>National Performance Indicator</i>                               | <i>Identify how we are measuring success.</i>           | <i>Describe the actual outcome achieved.</i> |
| Capacity building is HRDC's investment in itself. Through staff training, education, professional development, volunteerism, and credentialed certifications, the agency increases its ability to achieve results that focus on moving people out of poverty and revitalizing and building communities. | 40 of 150 (26%) Board Members contributed hours in capacity building activities.                                   | B.2a                                  | Hours contributed by Board Members in capacity building activities. | Staff/Board Training & Volunteer Statistics Spreadsheet |  |
| Capacity building is HRDC's investment in itself. Through staff training, education, professional development, volunteerism, and credentialed certifications, the agency increases its ability to achieve results that focus on moving people out of poverty and revitalizing and building communities. | 2,800 of 2,800 (100%) Agency staff hours tracked in capacity building activities over 12 months.                   | B.2b                                  | Hours contributed by Agency Staff in capacity building activities.  | Staff/Board Training & Volunteer Statistics Spreadsheet |  |
| Community members working to improve communities through volunteerism and engagement build healthy infrastructure and become actively engaged in communities.   | 1200 of 1,200 (100%) Volunteer hours donated to HRDC over 12 months.   | B.3a                                  | Volunteer hours donated to HRDC.                                    | Staff/Board Training & Volunteer Statistics Spreadsheet |  |
| Low-income board members significantly affect policy, programs, and the overall direction of the agency. Their engagement strengthens the agency, the community, and community action.  | 100 of 100 (100%) Volunteer hours donated by low-income individuals over 12 months.                                | B.3a.1                                | Volunteer hours donated to HRDC donated by low-income individuals.  | Staff/Board Training & Volunteer Statistics Spreadsheet |  |
| Knowledgeable low-income members serving in an official capacity with community organizations, government, boards, or councils ensure the representation of low-income families.  | 4 of 4 (100%) Low-income people served on community organizations, government boards, and councils over 12 months. | pulled from B.3a.1                    | Low-income people served on boards and councils.                    | Staff/Board Training & Volunteer Statistics Spreadsheet |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.  | 1 of 1 (100%) Certified staff members maintained ROMA certification (Trainer/Implementer) over 12 months.          | B.4a                                  | Nationally Certified ROMA Trainers                                  | Certifications in Personnel Files                       |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.  | 1 of 1 (100%) Certified staff members maintained ROMA certification (Trainer/Implementer) over 12 months.          | B.4b                                  | Nationally Certified ROMA Implementers                              | Certifications in Personnel Files                       |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.  | 6 of 6 (100%) Certified staff members maintained Child Development certification over 12 months.                   | B.4d                                  | Staff with Child Development Certification                          | Certifications in Personnel Files                       |  |

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| Solutions, Services, Initiatives, Outputs  | Projected Outcome  | RNG NPI                               | NPI Description   | Measurement                                   | Actual Outcome                               |
|--|--|---------------------------------------|---|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i>  | <i># and % of clients/units to achieve each outcome.</i>   | <i>National Performance Indicator</i> | <i>National Performance Indicator</i>                                 | <i>Identify how we are measuring success.</i> | <i>Describe the actual outcome achieved.</i> |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 15 of 15 (100%) Certified staff members maintained Family Development certification over 12 months.                              | B.4e                                  | Staff with Family Development Certification                           | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 6 of 12 (50%) Certified staff members maintained Home Energy Professional certification over 12 months.                          | B.4g                                  | Staff with Home Energy Professional Certifications                    | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 7 of 12 (58%) Certified staff members maintained Home Energy Professional certification over 12 months.                          | B.4g.1                                | Energy Auditors on staff  | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 6 of 12 (50%) Certified staff members maintained Retrofit Installer Technician certification over 12 months.                     | B.4g.2                                | Retrofit Installer Technicians on staff                               | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 2 of 12 (17%) Certified staff members maintained Crew Leader certification over 12 months.                                       | B.4g.3                                | Crew Leaders on staff   | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 1 of 12 (8%) Certified staff members maintained Quality Control Inspector certification over 12 months.                          | B.4g.4                                | Quality Control Inspectors (QCI) on staff                             | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others. | 1 of 12 (8%) Certified staff members maintained Building Performance Institute (BPI) Professionals certification over 12 months. | B.4i                                  | Building Performance Institute (BPI) Certified Professionals on staff | Certifications in Personnel Files             |  |

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|---|--|---------------------------------------|---|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i>   | <i># and % of clients/units to achieve each outcome.</i>   | <i>National Performance Indicator</i> | <i>National Performance Indicator</i>                         | <i>Identify how we are measuring success.</i> | <i>Describe the actual outcome achieved.</i> |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.  | 3 of 12 (25%) Certified staff members maintained Housing Quality Standards (HQS) Inspector certification over 12 months.                       | B.4k                                  | Certified Housing Quality Standards (HQS) Inspectors on staff | Certifications in Personnel Files             |  |
| Staff certifications build agency capacity to achieve family and community outcomes. HRDC staff hold certifications in ROMA, Child Development, Family Development, Home Energy, Energy Audits, Installation, QCI, BPI, HQS, and others.  | 6 of 12 (50%) Certified staff members maintained other various certifications over 12 months.  | B.4m                                  | Maintained other various certifications                       | Certifications in Personnel Files             |  |
| Expanding community opportunities through networking, civic engagement, and capacity building maximizes resources, minimizes redundancy, and helps the entire community to flourish. When low-income people are engaged in these networks, partnerships, consortiums, government, schools, health organizations, faith based groups, and statewide associations the entire social network benefits. This is building social equity, which builds communities and creates opportunities for all. | 702 of 702 (100%) Public and private organizations partnered and collaborated with HRDC to promote family & community outcomes over 12 months. | B.5a to B.5l                          | Organizations partnered with CAA.                             | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.   | 120 of 120 (100%) Non-Profit organizations partnered with HRDC to maximize community and family resources over 12 months.                      | B.5a                                  | Non-Profit  | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.   | 9 of 9 (100%) Faith Based organizations partnered with HRDC to maximize community and family resources over 12 months.                         | B.5b                                  | Faith Based   | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.   | 18 of 18 (100%) Local Government organizations partnered with HRDC to maximize community and family resources over 12 months.                  | B.5c                                  | Local Government  | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs.   | 18 of 18 (100%) State Government organizations partnered with HRDC to maximize community and family resources over 12 months.                  | B.5d                                  | State Government  | Partnerships Spreadsheet                      |  |

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|---|---|---------------------------------------|---|---|--|
| <i>Identify the activity and briefly describe how it will be accomplished. Be sure to provide the # of clients served or the units offered.</i>   | <i># and % of clients/units to achieve each outcome.</i>  | <i>National Performance Indicator</i> | <i>National Performance Indicator</i>               | <i>Identify how we are measuring success.</i> | <i>Describe the actual outcome achieved.</i> |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 16 of 16 (100%) Federal Government organizations partnered with HRDC to maximize community and family resources over 12 months.                   | B.5e                                  | Federal Government                                  | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 435 of 435 (100%) For-Profit Business or Corporation organizations partnered with HRDC to maximize community and family resources over 12 months. | B.5f                                  | For-Profit Business or Corporation                  | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 26 of 26 (100%) Consortiums or Collaboration organizations partnered with HRDC to maximize community and family resources over 12 months.         | B.5g                                  | Consortiums / Collaborations                        | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 19 of 19 (100%) School Districts partnered with HRDC to maximize community and family resources over 12 months.                                   | B.5h                                  | School Districts                                    | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 12 of 12 (100%) Institutions of Post-Secondary Education/Training partnered with HRDC to maximize community and family resources over 12 months.  | B.5i                                  | Institutions of Post-Secondary Education / Training | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 13 of 13 (100%) Financial/Banking Institutions partnered with HRDC to maximize community and family resources over 12 months.                     | B.5j                                  | Financial / Banking Institutions                    | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 22 of 22 (100%) Health Service Organizations partnered with HRDC to maximize community and family resources over 12 months.                       | B.5k                                  | Health Service Organizations                        | Partnerships Spreadsheet                      |  |
| Total number of organizations and total number of partnerships CAAs work with to promote family & community outcomes are reported by sector and are tracked for the purpose of expanding opportunities to meet community needs. | 7 of 7 (100%) Statewide Associations or Collaborations partnered with HRDC to maximize community and family resources over 12 months.             | B.5l                                  | Statewide Associations or Collaborations            | Partnerships Spreadsheet                      |  |

# Grant Agreement

This Grant Agreement (the "Agreement") is hereby made between Carbon County, PO Box 887, 17 West 11<sup>th</sup> St., Red Lodge, MT 59068, (the "Grantor" or "Board") and [REDACTED] PO Box [REDACTED], Red Lodge, Montana 59068 (the "Grantee").

The two parties, in consideration of mutual covenants and stipulations described below, agree as follows:

WHEREAS, The grant from Carbon County ("Grantor") is for the explicit purpose of repairs to the Red Lodge Mountain Spring House and Parking Lot; and

WHEREAS, Grantor is a governmental organization and collects resort taxes from Red Lodge Mountain sales; and

WHEREAS, improving and maintaining the public water and sewer systems and public parking lot and other open space areas at the Red Lodge Mountain Resort is listed as a purpose for the use of the Resort Tax.

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties, the parties agree as follows:

Grant Purpose: This grant is for the exclusive purpose of supporting the operations of Red Lodge Mountain Resort.

Amount: The total amount of the grant is \$42,182.46. With \$14,082.46 in expenses for the Spring House Repairs and approximately \$29,100 in expenses related to the parking lot project.

Payment: Funds will be disbursed to the Grantee upon receipt of invoices for work performed in relation to the project described above.

Term: The grant period is from October 1, 2024 to September 30, 2025.

Expenditure of Grant Funds: The funds provided may be spent for the purpose of reimbursing Red Lodge Mountain Resort for expenditures related to the spring house repairs and maintenance and parking lot enhancements to [REDACTED].

Modification: The program and budget are subject to modification only with the Grantor's prior written approval. The Grantor reserves the right to exercise oversight of the Grantee's use of these funds in the following manner:

1) Grantor may request copies of project related documents including design documents and proof of payment. Red Lodge Mountain agrees to provide any requested documents free of charge.

Reversion of Grant Funds: Grantee will return to Grantor any unexpended funds at the close of the grant period.

Termination:

Except as otherwise provided in this agreement, either party may terminate this agreement for failure of the other party to perform after giving thirty (30) days written notice by registered mail or personal delivery to the other party. The written notice must demand performance of the stated failure within a specified time period of not less than thirty (30) days. If the demanded performance is not completed within the specified time period, the termination is effective at the end of that specified time period.

IN WITNESS OF THE TERM SET OUT ABOVE, the parties hereto have caused this Contract to be executed:

Grantor:

Carbon County  
PO Box 887, 17 West 11<sup>th</sup> St.,  
Red Lodge, MT 59068

Grantee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By: Scott C. Miller

Title: Commission Presiding Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# CARBON COUNTY MONTANA

## JOB DESCRIPTION

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**POSITION:** Administrator & 4H Program Assistant

**DEPARTMENT:** Extension

**REPORTS TO:** Administrative Officer

- Full-Time (40 hours)     Part-Time Benefit Eligible (30-39 hours)     Part-Time (≤29 hours)  
 Permanent     Seasonal     Temporary     Grant-Funded     Short-Term  
 Exempt     Non-Exempt

**SCHEDULE:** 8:30 am-4:30 pm Monday through Thursday with two 15-minute breaks and half hour unpaid lunch.

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### **PURPOSE OF THE JOB:**

Serve as the face of the Carbon County Extension Office by:

- Providing baseline knowledge of 4-H program, burn permitting, forage & soil sampling protocols, water test kits, MSU MontGuides & Schutter lab services, Private Applicator Program and other county department services.
- Administer day-to-day tasks and detail work in coordination with MSU Extension Agents
- Be a partner with the agents in the 4-H program and assist with Ag/FCS programs

### **ESSENTIAL FUNCTIONS:**

Greet and assist walk-in clientele. Answer incoming correspondence and direct to appropriate agent or take detailed message. Assist agents with follow-up.

Collect and disburse mail. Prepare office business for mailing, track postage usage and coordinate with MSU mail allocation department. Maintain Pitney Bowes meter; order replacement supplies and submit rental invoice to county for payment.

Provide fiscal duties to the Extension Office as outlined in the "Fiscal Responsibilities" section.

Maintain office inventory, filing, schedule maintenance/service calls on office equipment/vehicles. Schedule use of office meeting room.

Collect and process 4-H paperwork including club meeting minutes, end-of-year forms; maintain 4-H activity on current statewide 4-H software/online program. Assist 4-H Council officers in preparing for meetings and events. Prepare and send reminder emails, monthly newsletters to 4-H families/FFA chapter advisors; assist agents with their area-specific correspondence and mailings.

# CARBON COUNTY MONTANA

## JOB DESCRIPTION



Assist agents in preparing for and implementing 4-H and other program events/activities including attending and assisting with the annual Carbon County Youth Fair.

Track, order, and organize office supplies while following budget set by County Commissioners.

Partner with agents in all matters related to the county fair: fair computer program, fair entries, preparation, scheduling, setting up fair office, fair week, and post-fair. This requires working extra hours beyond the regular work schedule.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist extension agents with cleaning and maintaining the areas and buildings in Joliet used directly by the office.

Present a clean and tidy office commons area and an appropriate appearance in casual or business casual attire.

Assist 4-H Awards Volunteer in sending out fair award donation letters, track payments and provide follow-up on behalf of the 4-H Council. Assist 4-H Council with ordering awards and preparing thank you notes before the fair; disbursing awards as appropriate during fair, and recording donations and reporting to the 4-H Council.

### **KNOWLEDGE AND SKILLS:**

*Computer skills.* Needs to be comfortable using computer spreadsheets and bookkeeping software.

*Detail oriented.* Responsible for producing accurate financial records. They must pay attention to detail to avoid making errors and recognize errors that others have made.

### **QUALIFICATIONS:**

*Required:*

- High school diploma or GED.
- Office skills including typing, filing, bookkeeping, and operating office machines including computers.

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### *Preferred:*

Familiarity with: 4-H program, burn permitting system, forage & soil sampling protocols, water test kits, MSU MontGuides & Schutter lab services, Private Applicator Program and other county department services.

### **FISCAL RESPONSIBILITY:**

Collect, process, and submit monthly invoices for Extension Office. Collect and record all incoming monies received at the Extension Office including 4-H Council monies.

Mail and email invoices to producers regarding lab testing/follow up unpaid invoices.

Assist extension agents with planning the annual office budget.

Track and order 4-H and Extension programming materials and manage payment of invoices.

### **EXTENT OF PUBLIC CONTACT:**

Extensive contact with county staff, elected officials, and members of the general public via face-to-face, phone, and email.

### **WORKING CONDITIONS AND ENVIRONMENT:**

Work is performed primarily in an office setting and requires occasional travel for meetings, programs, and events. Attendance at the annual Carbon County Fair is required.

### Physical Activity:

Repetitive Motion:  Never  Occasionally  Frequently  Continually

(repeating movements of arms, hands and wrists)

Talking:  Never  Occasionally  Frequently  Continually

(express or exchange ideas verbally)

Hearing:  Never  Occasionally  Frequently  Continually

(perceive sound by ear)

Seeing:  Never  Occasionally  Frequently  Continually

(obtain impressions through the eye)

### Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or

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continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

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JOB DESCRIPTION:  APPROVED  DENIED

SALARY SCHEDULE:  ADMIN  CLERK  DISPATCH  NURSE  ROAD  SHERIFF

\_\_\_\_\_  
Presiding Officer Signature

\_\_\_\_\_  
Date

COMMENTS:



2024 – 2025 AGREEMENT



Correctional Risk Services, Inc.

Inmate Excess Medical Insurance and/or Claims Administration Management

The Montana Association of Counties (MACo) makes available, and acts as administrator for, programs operated by Correctional Risk Services, Inc. (CRS) that offers certain insurance for covered medical expenses for inmates that are a County responsibility, and as a separate option, offers claims administration for medical services provided to detention center/jail inmates.

Correctional Risk Services, Inc (CRS) will provide the Montana Association of Counties (MACo) and the County, inmate excess medical insurance for those county jail inmates that the County is directly responsible for payment of medical costs, subject to the terms and conditions of the Participation Agreement and the Statement of Inmate Benefits, and/or provide for claims administration management for all of its county jail inmates.

Effective dates of coverage: November 1, 2024 to October 31, 2025

Please check the box(es) next to the programs offered to designate which program(s) you are joining.

Note: Inmate Excess Medical Insurance must be purchased to be eligible for optional coverages.

- Options for Inmate Excess Medical Insurance and optional coverages with checkboxes and costs.

Accepted: \_\_\_\_\_ County, Montana Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: Presiding Officer, Board of County Commissioners

## BID FORM

The undersigned Bidder hereby covenants and agrees to provide one (1) new, diesel powered, plow truck, as described in the Specifications, for the price stated. The bidder understands that this bid is effective for thirty (30) days from the date of opening. All lines on the Bid Form must be completed.

Plow Truck Manufacturer Freightliner Year & Model 108SD 2026

Net purchase price (without trade) including warranty costs,  
F.O.B. Carbon County Shop at Red Lodge, Montana (each) \$ 284,000.00

**Total cost to Carbon County** (net purchase price – trade allowance) \$ 10,500.00

Proposed delivery date: 365 DAYS ?

NOTE: Carbon County reserves right to determine later delivery date for budget purposes.

**NOTE:** CARBON COUNTY RESERVES THE RIGHT TO KEEP ANY OR ALL OF THE PIECES OF EQUIPMENT FOR PROPOSED TRADE-IN, AND IN SUCH EVENT, THE BALANCE AMOUNT WILL BE INCREASED IN A LIKE AMOUNT, OR AMOUNTS. THE BID BOND SUBMITTED WITH THIS FORM SHALL BE BASED ON THE FULL AMOUNT BID FOR THE MOTOR GRADER, AND MAY NOT BE REDUCED FOR THE VALUE OF ANY OF THE PROPOSED EQUIPMENT FOR TRADE-IN.

Bidder's Name ISTATE TRUCK CENTER

Bidder's Address 4600 South Frontage Road  
BILLINGS, MT. 59101

Bidder's Phone No. 406-252-5121

Bidder's Signature Serry F. May

## SPECIFICATIONS

**Please describe all warranties, guarantees, and extended coverages of the Plow truck, including an extended service plan.**

Pursuant to the Invitation to Bidders, requesting bids for one (1) new, diesel powered, plow truck/sander, the following minimum requirements, or substantially similar equivalents, shall be met:

A. Plow truck shall meet **OSHA** requirements and specifications on the date of the bid opening.

- B. No bid will be considered unless accompanied by a bid bond, bank draft, money order, or certified or cashiers check, in the amount of not less than ten percent (10%) of the total amount for the total number of machines bid, as further described in paragraph 3 of the General Information for Bidders in the Bidder's Package.
- C. Delivery shall be F.O.B. Carbon County Shop at Red Lodge, Montana. Upon delivery, the specified machine shall be fully assembled, with all identified attachments installed and fully functioning.
- D. Upon delivery, the successful bidder shall include all operating, service, parts and technical repair manuals and on-site operator training of basic machine functions.
- E. Bidder must specify delivery date.
- F. All machines shall be the current advertised and produced model, with all the latest changes and features offered as standard, whether or not called for in the bid specifications.
- G. **The plow truck with any and all attachments must be fully assembled when delivered to Carbon County Shop at Red Lodge, Montana. Carbon County will not coordinate or assist in the installation of the wing or any other components.**

PLEASE INDICATE YES/NO IN THE FOLLOWING IF THE MACHINE OFFERED CAN OR CANNOT MEET THE DESIRED CONFIGURATION. ANY "NO" MUST BE CLARIFIED ON A SEPARATE SHEET IF THE BIDDER DESIRES SUPPORT FOR AN ALTERNATE SPECIFICATION.

ENGINE

Cummins L9  
370HP @ 1250 lbs  
torque.

FRONT mount  
P.T.O.

- (a) The engine shall be a minimum 10L SAE gross horsepower of 340 and minimum peak torque of 1250 lbs. at 1200 RPM, governed speed shall be 2100 RPM.
- Y (b) A minimum two (2) position, Jacobs-style engine brake. Exhaust brake is unacceptable.
- (c) The engine's rear mounted power take off (REPTO) shall be drilled and tapped with four (4) NC holes to accommodate 1350 or 1410 Spicer companion flange to power a rear-mounted hydraulic pump.
- (d) Filters shall provide severe service duty and:
- Y 1. Air cleaner with a pop-out or dial type, dash mounted air restriction indicator or warning light.
- Y 2. Inside/outside air inlet with in-cab controls.
- Y 3. A Davco 382 heated fuel water separator with a sight bowl or equal.
- (e) Cooling System
- Y 1. Weather fronts shall be provided if required to maintain normal engine operating temperature.
- Y 2. Radiator shall be heaviest duty, highest capacity option available.
- Y 3. Anti-freeze shall be extended life and rated to -34°F.
- Y 4. A 110/120-volt A.C., 1500-watt minimum electric engine block heater shall be supplied. The block heater electrical cable shall connect to a weatherproof receptacle at the side or the front of the engine compartment.



- Y 5. Fan clutch shall be a spring actuated, air disengaged style (Horton Drive Master or equal). Viscous drive fan is unacceptable.
- Y (f) Exhaust system (under frame preferred) shall be a horizontal muffler with a single vertical right hand tailpipe with heat guard and shall have a 13-inch ground clearance.
- Y (g) Provide engine manufacturers approved, factory installed cold weather starting aid.
- Y (h) Air compressor, minimum 15.9 cubic feet, air compressor intake will be through engine air cleaner.

**POWER TRAIN**

- ALLISON 3000ROS Y Transmissions must meet or exceeds the engine torque rating.
- (a) NO The clutch shall be heavy duty and rated to handle engine torque and shall include a transmission brake
- Y (b) The driveline shall be factory balanced Spicer 1810 heavy duty or approved equal. *MXL 176T*
- Y (c) Rear drive axle with power divider, that shall include an air activated lockout mechanism, driver activated.
- Y (d) Rear axle shall have a lubrication pump and shall be a Meritor or Spicer with a manufacturer's rated capacity of 23,000 pounds. *NO Lube Pump*
- Y (e) Rear spring shall be leaf type with a capacity not less than 23,000 lbs. Auxiliary spring(s) shall also be provided. *30,000 lb REAR SPRINGS*
- Y (f) Magnetic drain plug for front and rear axles.
- Y (g) The gear ratio shall be so that the truck speed in high gear will be approximately 60 mph at governed RPM.
- Y (h) A heavy-duty, factory balanced, full round Spicer connector driveline or approved equal shall be provided.

**AXLES/BRAKES/TANDEMS**

- Yes  No  The unit shall have primary air service brakes
- Yes  No  Differential Lock/Unlock shall be air-hydraulically controlled, as a standard feature.
- Yes  No  Differential Lock/Unlock shall be capable of being engaged and disengaged.
- Yes  No  Unit shall be equipped with system capable of automatically engaging and disengaging differential lock to optimize tractive capability.
- Yes  No  Parking brake shall be air supplied and serviceable.
- Yes  No  The rear-axle shall be a single axle construction with dual wheels.

**HYDRAULIC SYSTEM**

- Yes  No  Plow truck shall have a control console that operates all hydraulics from the seated position of the operator. Those operations shall be air over hydraulic
- Yes  No  Left and right blade lifts shall have hydraulic float control.
- Yes  No  A sight gauge will be provided for checking hydraulic reservoir fluid
- Yes  No  The hydraulic tank shall have a baffling system to improve reservoir effectiveness to prevent aeration, contaminant settling, and heat dispersion and dissipation.

**ELECTRICAL**

- (a)  The alternator shall be heavy duty, have an output not less than 130 amperes at 12 volts and be driven by two belts or a single serpentine. (Leece Neville unacceptable) *160 AMPs*
- (b) Electrical
  - 1. Will be 12 volt, heavy duty, and negative ground.
  - 2. Three (3) batteries with minimum combined 2700 cold cranking amps. Battery box shall be frame mounted.
  - 3. A heavy-duty battery disconnect shall be provided in the cab, within easy access from the driver's side of the vehicle.
- (c)  Units shall have electrical noise suppression to reduce or eliminate noise interference to two-way radio reception and transmission.
- (d)  **Wiring for snowplow lighting, headlight, turn-signal and fog lights. Switch for fog lights mounted in dash.**

- ✓ (e) Vehicle interface wiring shall be provided to the end of frame with a weather tight connector (Brake, tail, reverse and turn signal wiring). Weather tight connector box preferred.

#### **OPERATOR STATION**

- ✓ (a) All windows shall be tinted safety glass. (Rear window included)
- ✓ (b) Seats shall be factory installed.
  - ✓ 1. Driver's seat shall be a low profile base, high back with head restraint, right-hand arm rest, air lumbar, air suspension type with four-way adjustment (National or approved equal), (armrest on door mount is acceptable substitute for left side).
  - ✓ 2. The passenger seat shall be standard high back with head restraint and shall have seat belt.
- (c) Instrument panel shall have all necessary gauges grouped within clear view from the operator's position and shall include the following: (Instruments may be analog, digital or both).
  - ✓ 1. Fuel gauge.
  - ✓ 2. Ammeter or voltmeter.
  - ✓ 3. Air pressure gauge with low-pressure audio warning.
  - ✓ 4. Speedometer.
  - ✓ 5. Oil pressure and water temperature gauges, both of which shall have visual (lamps) and audio (buzzer) warning systems for low oil pressure and high water temperature.
  - ✓ 6. Tachometer.
  - ✓ 7. Continuous hour meter, dash mounted, if applicable.
  - ✓ 8. Six (6) auxiliary switches, dash mounted, with circuit breaker protection and terminal strip, **powered by**

**key-on operation and powered off by key off position no exceptions.**

- ✓ (d) Two heavy-duty electric intermittent windshield wipers with windshield-washers.
- ✓ (e) Arm rests on each door if not provided on seat.
- ✓ (f) Auxiliary 12-volt power point.
- ✓ (g) Dual sun visors.
- ✓ (h) Dome light.
- ✓ (i) Dual air horns or dual tone single trumpet to be mounted on top of cab complete with snow shields, if applicable.
- ✓ (j) Electrical horn.
- ✓ (k) The cab shall be equipped with dual heated and motorized mirror on right and left side mirrors not less than 6 inches x 16 inches that fold when struck. Must furnish weather pack connectors if not hard wired. A separate adjustable 7-inch convex mirror shall be attached to the main mirror with supporting rods, on each side. Inside cab rearview mirror is not required.
- ✓ (l) Fuel Tank shall be two (2) step tank ICC approved with minimum capacity of seventy (70) gallons to be located on the driver's side. Tank will not extend beyond the rear of the cab.
- ✓ (m) Hand grab rails, mounted vertically behind both doors. The length shall be not less than 8 inches.
- ✓ (n) The hood and fenders shall tilt forward for easy access to engine compartment. Stationary grill and radiator required. Rock guard and bug screen shall be provided.
- ✓ (o) Radio-AM-FM with weather band. An exterior antenna shall be provided (dealer installation acceptable - windshield type antenna unacceptable).
- ✓ (p) Common key for door and ignition, if available (minimum two (2) keys per unit).

- ✓ (q) Standard front mount bumper.
- ✓ (r) Full length, heavy duty insulated rubber floor covering.
- ✓ (s) Steering wheel shall be 18" in diameter.
- ✓ (t) Shall have tilt and telescoping steering wheel.
- ✓ (u) Shall have electric windows and door locks.
- ✓ (v) Air conditioning.
- ✓ (w) Vehicle speed sensor output (To be used by MDT for deicer applications).
- ✓ Air ride cab suspension.

**GENERAL SPECIFICATIONS**

- Yes \_\_\_ No \_\_\_ Machine shall be designed and built by the manufacturer. Transmission shall be designed and built by the machine manufacturer.
- Yes \_\_\_ No \_\_\_ Maximum operating weight of the machine shall be 35,000 lbs. Weight shall be the heaviest possible combination of compatible attachments, also including lubricants, and full fuel tank.
- Yes \_\_\_ No \_\_\_ Typical operating weight of the machine shall be 23,000 lbs. Weight shall include the base machine weight as well as the front plow, snow wing, and sand spreader
- Yes \_\_\_ No \_\_\_ Base Machine Weight shall not be less than 22,000 lbs. Weight shall include: standard machine configuration, lubricants, coolants, full fuel tank and operator.
- Yes  No \_\_\_ Ground level fueling and filling for diesel and diesel exhaust fluid shall be standard equipment

**FRAMES AND STRUCTURES**

- (a)  $\checkmark$  The frame section modulus and tensile strength of the steel shall have a minimum Resistant Bending Moment (RBM) not less than 2,500,000 inch/lb. using single or reinforced frame rails. If multi frame rails are provided, the rails must be Tectyl coated. *2,592,000*
- (b)  $\checkmark$  Frame rails must be clear from back of cab to rear axles, including area below rails to ground. (No factory component shall be mounted outside of frame rail plane)
- (c) The frame length shall be as follows:
- $\checkmark$  1. A cab-to-axle of 108-inches.
  - $\checkmark$  2. The back of cab to end of frame shall be a minimum of 150-inches.
  - $\checkmark$  3. Wheelbase shall be a minimum 188-inches and maximum 190-inches.
  - $\checkmark$  4. A minimum of a 24 inch integral front frame extension beyond the engine grill is required.
- (e)  $\checkmark$  Two (2) front tow hooks shall be provided. (Installation not required.)

## SERVICEABILITY

### TIRES/RIMS

- (a)  $\checkmark$  The front tires shall be 385/65R22.5 18 ply tubeless radial, load range "J". Michelin XZY-3 or Goodyear G286A tire or approved equal.
- (b) *NO* The rear tires shall be 11R22.5 16 ply tubeless radial, load range "G". Goodyear G-622 RSD or Michelin XDA-5 or approved equal. *12R 22.5*
- (c)  $\checkmark$  A spare front wheel and front tire is required.

- (a)  All wheels, including spare, shall be heavy-duty 10-hole steel disc hub piloted and shall be of the same manufacturer.
- (b)  Front wheels shall have a minimum 12.25-inch rim with a minimum 18,000-lb. rating.
- (c)  Rear wheels shall have a minimum 9.0-inch rim with 120-psi inflation and 8000-lb. rating.
- (d)  All wheels shall be powder-coated.

Nylon wheel guards will be placed between wheels and hubs on all locations to

**OPTIONAL EQUIPMENT**

- Yes \_\_\_ No \_\_\_ D-Ring tow hooks, front and rear, mounted to frame or bumper
- Yes \_\_\_ No \_\_\_ Float option for both front plow blade and wing
- Yes \_\_\_ No \_\_\_ Machine must be equipped with a 12' ft All Hydraulic front snow plow with a post lift mount, and snow wing of a minimum of 8'.

**WARRANTY**

- Yes \_\_\_ No \_\_\_ Machine will be covered for 5 years/100,000 miles comprehensive warranty.
- Yes \_\_\_ No  All warranty travel time will be covered by dealership for 7 years.

**LIST EXPLANATIONS FOR ANY "NO" ANSWERS BELOW (or on an attachment) IF CONSIDERATION IS DESIRED.**

## **WARRANTY & AVAILABILITY GUARANTEE**

In order to guarantee the cost of repairs and minimize downtime for the County, all bidders shall include with their bid:

A total machine warranty, including parts and labor for required repairs, for a period of seven (7) years seven thousand (7,000) hours, whichever occurs first, from date of delivery. Warranty repairs will be provided during regular working hours. If the County requests that work be done outside of regular working hours, which results in overtime, the County will pay the differential between regular time and overtime wage. Lodging, meals, travel time, parts, freight and any transportation of units between County and seller will be at seller's expense.

County will provide seller with Scheduled Oil Sampling for analysis from date of delivery. Seller will provide the oil sample bottles & the expense of the processing the oil samples.

Annual machine inspections and adjustments, as prescribed in the maintenance guides, shall be performed in the field (County's location), unless prior more convenient arrangements are made.

95% Guaranteed Machine Availability. Bidder guarantees that the machine shall be operable and available for use by the County for at least 95% of the County's work year, which shall be calculated based on a 2080 hour work year. After any continuous downtime, which exceeds 40 work week hours, Seller shall provide County with a replacement machine that is comparable to the motor grader purchased under this bid proposal. If seller fails to provide County with a comparable replacement machine, County shall charge seller with an hourly assessment of \$60.00 per hour for any downtime in excess of 5% of the work year; such assessment shall be made on the anniversary date of delivery.

County shall make the machines available for repairs and inspection upon reasonable request and notice by the successful bidder.



AFFIDAVIT AND INFORMATION REQUIRED OF BIDDERS

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty; for perjury;

- (1) That I am the bidder (if bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- (2) That the attached bid or bids have been arrived at by the bidder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;
- (3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids, and will not be communicated to any such person prior to the official opening of the bid or bids; and \
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

SIGNED: Jerry F. May

FIRM NAME: ISTATE TRUCK CENTER

DATE: 10-15-24

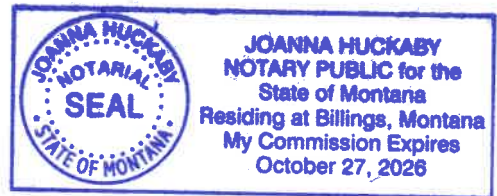
ADDRESS: 4600 So. Frontage Road  
Billings, MT. 59101

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 15<sup>th</sup> DAY OF October, 2024.

NOTARY PUBLIC

Joanna Huckaby  
Print name: Joanna Huckaby  
My commission expires: October 27, 2026



**BIDDER'S E.I NUMBER:** 32-00361109  
(Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941)

## **BIDDER'S CHECKLIST**

**Please be sure you have completed the following prior to submitting your bid:**

1. Read and understood the specifications.
2. Enclosed all documents listed in the Bidder's Submission Requirements (p.5 of Bid Package).
3. Made yourself familiar with any State laws that pertain to this bid.
4. Asked any questions, and received answers, regarding the bid procedure, specifications, or general information.

**\*\*\* NOTE: Any bid that is not properly addressed (including bidders phone no.), or that is delivered past the date and time indicated on the invitation to bid, will be invalid and will not be opened or considered.\*\*\***